

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(मानव संसाधन विकास मंत्रातय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

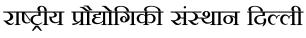
(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

Sector A-7, Institutional Area Narela, Delhi-110040, INDIA Tele: +9111-27787500-503, Fax: +9111-27787503

Website: www.nitdelhi.ac.in

National Institute of Technology Delhi

Accounts Registration Process Manual





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GENERAL INSTRUCTIONS

Important Dates

Please Refer Academic Calendar

After online registration at IMS, submission of documents (self attested IMS generated registration report and fee receipts verified by accounts) is mandatory by students within due date (mentioned in Academic Calendar/ general notice circulated) at the office of Academics (Room No. 206).

- For Year back students, registration at ERP cell only.
- Detail procedure of online course registration and fee payment are given in Annexure I.
- No Dues Clearance:
- Students mandatorily have to complete their respective "No Dues", immediate after the completion of previous end semester examination (if any). Respective departments, library, hostel, accounts and mess will issue the list of students who may not be entitled for registration. Corresponding students will be blocked for online course registration and corresponding message will also be flashed at the student's account in IMS.
- Regarding above, students are requested to contact following departments well in advance or for clearance of no dues during the time of registration.

Accounts	Superintendent, Accounts
Library	Assistant Librarian
Hostel and Mess	Chief Warden and Wardens
Departments	Respective Head of the Departments

Course Registration:



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- After successful clearance of No Dues (if any), students will be allowed to proceed for online course registration.
- Immediate after the commencement of online registration, all office of the Head of the Departments will start verify the status of course registration of students and consecutively approve students for their fee payment on regular basis.
- Any query related to departmental approval or academic related issues may be sorted out by dropping email only to the respective Head of the Departments. The ERP Team will not entertain these kinds of queries.

HoD,	Computer	Sci	ence	and	hodcs@nitdelhi.ac.in
Engineering					
HoD,	Electrical	and	Electr	conics	hodee@nitdelhi.ac.in
Engineering					
HoD, Applied Sciences					hodas@nitdelhi.ac.in
HoD, Electronics and Communication			nmunio	cation	hodec@nitdelhi.ac.in
Engine	ering				
HoD, Mechanical Engineering					hodme@nitdelhi.ac.in

- Online / Offline Fee Payment:
- After completion of online course registration, students will be allowed for online fee payment by their respective Head of the Departments.

Non- DASA Students:

- Online payments through Internet banking/ NEFT/ credit/ debit cards will be mostly encouraged.
- Offline payments through Demand Draft, only, will be available at NIT Delhi within due time. No cash payment will be considered.

DASA Students:

- DASA student cannot pay their Tuition Fee through IMS (Payment Gateway) that will be done only through NEFT/RTGS in USD (preferably).
- In this regard, they are strictly advised to not to click the pay now button visible at their payment page in IMS.



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- DASA students have to pay tuition fee in US Dollars (\$) only (preferably).
 - For fee payment kindly refer to the fee structure available at NIT Delhi website.
 - For backlog courses, following is the fee structure, according to NIT Delhi rules.

Mode	Fees
Study Mode (regular	Rs. 1000 per Credit
Classes)	
Exam Mode (Subject	Rs. 1200 per subject
wise)	

- Fee Receipt Generation and Verification:
- **For online fee payment:** After successful online fee payment, students are requested to take printouts of the online fee receipt generated at IMS and verify (duly signed) by the official of Accounts department at NIT Delhi.
- For offline fee payment: students have to personally submit the demand draft (no
 cash will be allowed) of appropriate amount (including backlog papers, if any) at the
 Accounts Department of NIT Delhi and subsequently accounts department will generate
 a fee receipt for them.
- For DASA students: The NEFT/RTGS receipt generated from their respective bank will
 have to be submitted at the Accounts department of NIT Delhi by the students
 personally and accounts department will correspondingly generate the fee submission
 receipt.
- Important: Duration for Payment Confirmation: The payment gateway usually takes 2 days to confirm the online payment to the accounts department; hence, students are requested to proceed for online fee payment well in advance, so that the entire confirmation and verification process may be completed within due date mentioned in Academic calendar.
- Completion of Registration:



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- After successful fee payment, students in person, must have to submit the above fee receipt (for online, offline and DASA cases) (self attested) duly verified by the Accounts Department and IMS generated registration report (self attested) at the office of Academics (Room No. 206), positively within due date mentioned in Academic Calendar.
- After completion above only, the entire registration process will be considered to be completed without late fee. Otherwise it will be considered incomplete.
 - Registration with Late Fee:
- Only late fee submission will be possible during the dates mentioned in Academic Calendar, however, online course registration will be closed according to Academic calendar before that.
- Important Note: Even, if a student completes his/ her online registration process, even the fee payment, within due date but fail to submit his/ her fee receipt and registration report at the office of Academics within due date, even then, the registration process will be considered as registration with late fee..
- The late fee will be Rs. 500 per day basis according to Institute rules and regulations.



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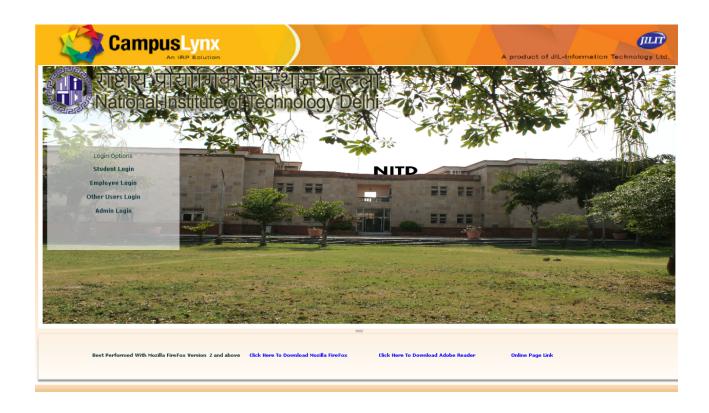
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Annexure I

Accounts Login:

- NIT Delhi Website: Click on "Internet" or "Intranet".
- From the "Login Options" available, the accounts department members assigned will click on the "Employee Login" option.





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Accounts Login:

- The Employee will be prompted to provide the "User ID" and "Password".
- Click on "Login" button to login.





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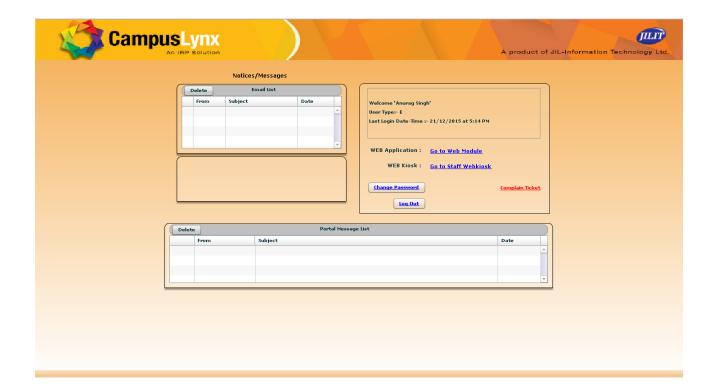
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Website: www.nitdelhi.ac.in

Accounts Login:

Click on: "Go To Staff Webkiosk"





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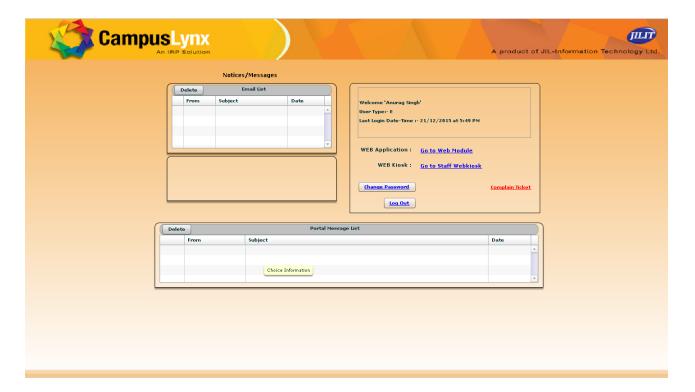
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Accounts Fee Collection:

Click on: "Go To Web Module"





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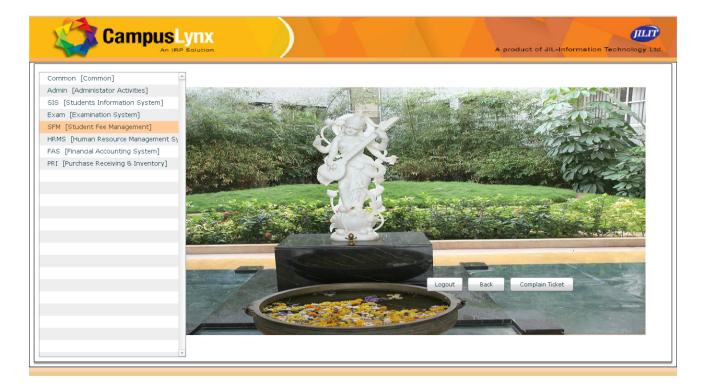
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Student Fee Management:

• Click on "SFM [Student Fee Management]"





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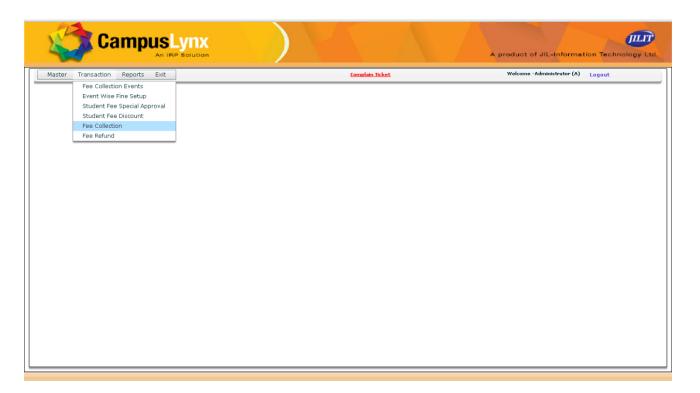
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Student Fee Management (Continued):

Click on: "Transaction". Click on: "Fee Collection"





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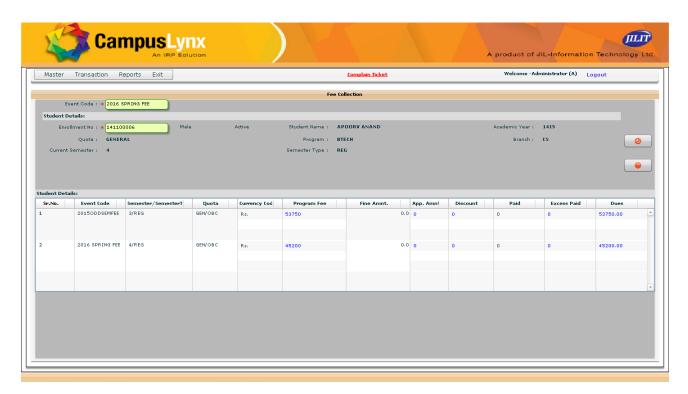
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Student Fee Management (Continued):

- Event Code -> Double-click to select "Event Code" from the list.
- Enrollment No -> Double-click to select Student from the list. Name, Academic Year, Quota, Program, Branch, Current Semester and Semester Type will be automatically displayed for the selected student.
- The detail of the fees to be paid by the student will be displayed in the "Student Details" grid.



• The Accounts department user can view the Event wise Program fee details by double click on the "Program Fee Amount".



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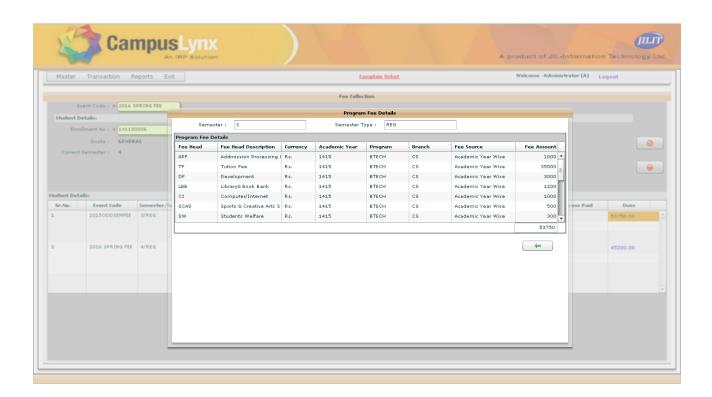
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Student Fee Management (Continued):



• Click on the "←" button to go to the main form.



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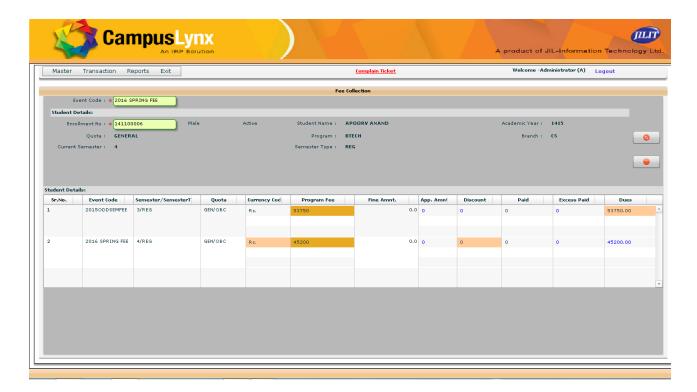
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Student Fee Management (Continued):

 The Accounts department user can pay the fees Event wise by double click on the "Dues".



- Total fees i.e. Regular Fees + fees for backlog courses (if applicable) will be visible in student account.
- Important Note: If account section found any discrepancy in Total fee, kindly contact to ERP Team through email id: erp@nitdelhi.ac.in before proceeding for fee payment



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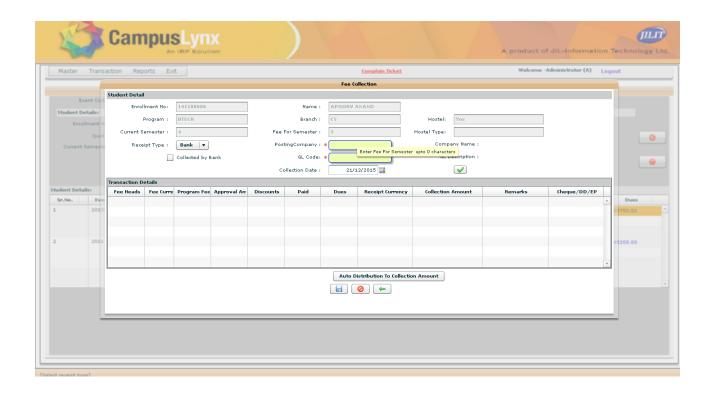
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Student Fee Management (Continued):

- The detail related to the Student will be automatically displayed.
- Receipt Type -> The user can select the Receipt Type i.e. "Bank" / "Cash" / "JV".
- Posting Company -> Double-click to select "Posting Company" from the list. "GL Code" will be automatically displayed.
- Collection date ->By default, System date will be displayed.
- Click on the "Tick" button to get the Student Fee Head wise description.





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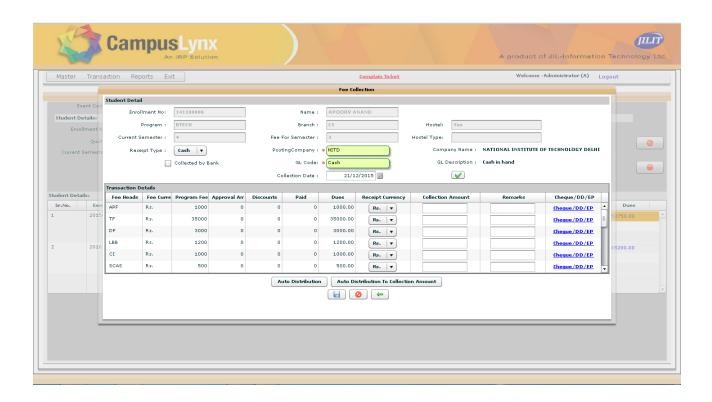
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Student Fee Management (Continued):

• If the user wants to distribute the amount automatically for payment, then click on "Auto Distribution" button.





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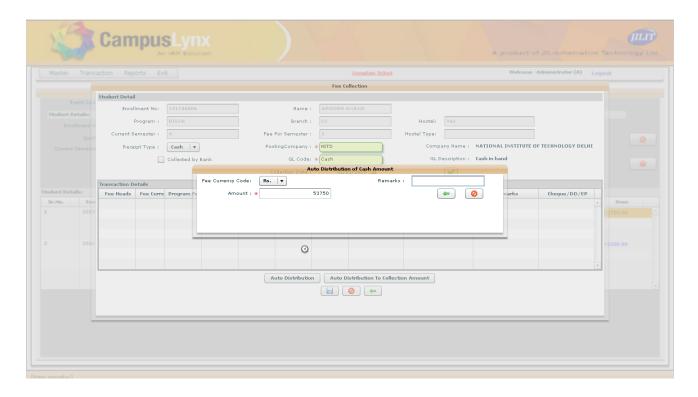
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Student Fee Management (Continued):





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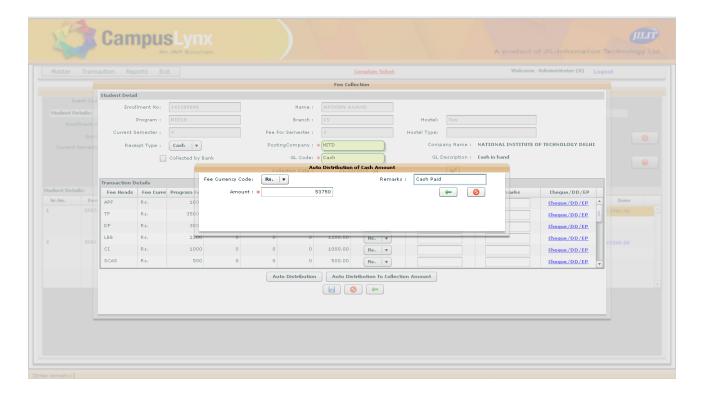
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Student Fee Management (Continued):

• By default, the fee amount to be paid will be automatically displayed.





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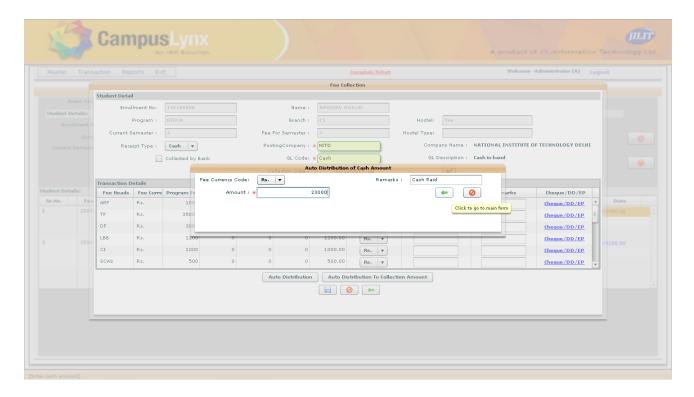
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Student Fee Management (Continued):

If the student is not paying the full amount then it can be changed.



• Click on "←" button.



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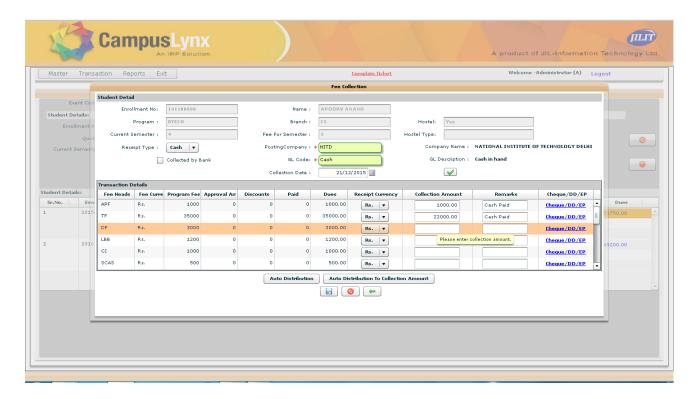
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Student Fee Management (Continued):

The amount entered will be distributed automatically.





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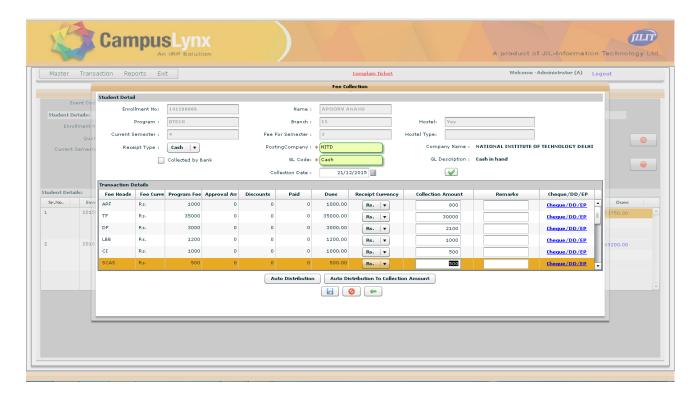
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Student Fee Management (Continued):

The user has the option to enter the amount collected under different fee heads.





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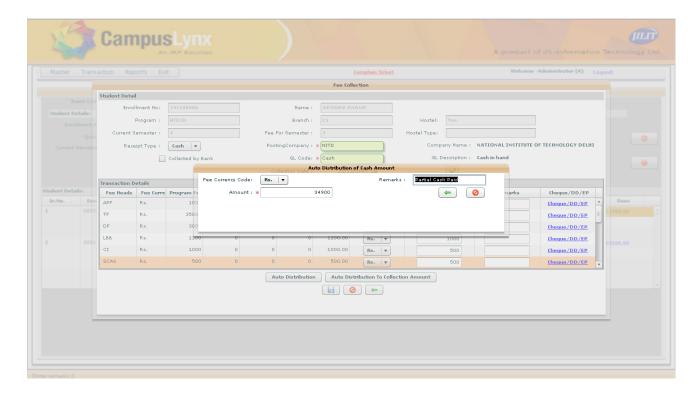
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Student Fee Management (Continued):

• Click on the "Auto Distribution To Collection Amount". The total amount entered will be calculated and displayed in the "Amount" field.



- Click on the "←" back to go to the main form.
- Click on the "Save" button.
- The amount paid will be deducted from the dues.



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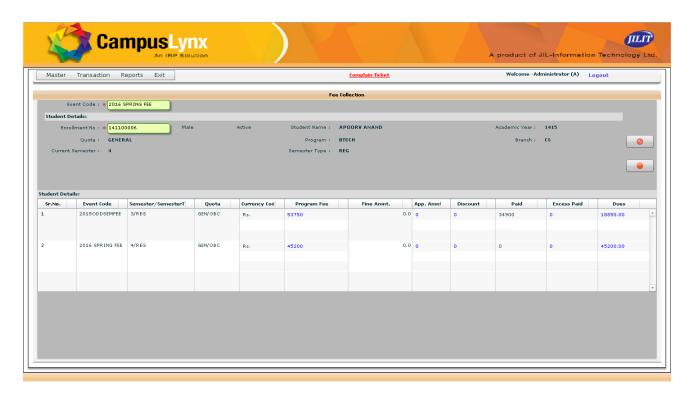
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Final Step:

- In case of offline fee payments (demand draft only) by the students, proper fee receipt has to be generated by the accounts department.
- Both in case of online or offline fee payment, accounts department has to verify the fee
 receipt online generated by IMS or offline generated by accounts department within
 due date mentioned in Academic Calendar, so that students may submit the duly
 verified fee receipt at their respective departments to complete the registration process
 within time.
