JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA
(Declared Deemed to be University u/s 3 of the UGC Act, 1956)

06 Dec, 2012

Dear Parent/Guardian/Student,

1. The information in succeeding paragraphs shall help you plan your events for next semester better

2. **New Rules Governing Academics,** The details are uploaded on website www.jiit.ac.in. Go to Home Page → Notice Board → Latest changes in Rules and Procedures - Academic System. It is a must read for all students and parents.

3. **Attendance Requirements:** All Parents and students are advised to familiarize themselves with the rules regarding attendance (Specially absence due to medical and any other special reasons). No exemptions are permissible over and above the laid down cutoff.

4. **Declaration of Results:** The provisional results shall be declared on 22 Dec, 2012. They shall be available on web kiosk of students.

5. **Special Supplementary Examination (only for batch 2008 onwards)**: The details of same are loaded on the website. Last date of registration is 15th Dec, 2012. The date sheet shall be announced on website by 26 Dec, 2012.

6. **Supplementary Examination**
   (a) Details will be available on website by 26 Dec, 2012.
   (b) The Supplementary Examination shall be held from **10 - 12 Jan, 2013**. The students who have been debarred/UFM are NOT eligible for the supplementary Exam.
   (c) Register for the supplementary exam between **24 - 29 Dec, 2012**. The registration form can be taken from the Registrar's office or downloaded from the website after declaration of results.
   (d) The Supplementary Examination fee is **Rs. 500/- per subject**.
   (e) The date sheet shall be announced and uploaded on the website by **5 Jan, 2013**.

7. **Registration and Payment of Dues:**
   The Institute shall commence its next semester from Jan 07, 2013. Programme of Registration is as follows:-

UG 1st Yr	**08 Jan 2013**
UG 2nd Yr (Incl. DD), UG 3rd Yr (Incl. DD) & M. Tech 1st Yr	**09 Jan 2013**
UG 4th yr (Incl. DD), 5th yr DD & M. Tech 2nd Year	**10 Jan 2013**
Ph.D Scholars	**15-18 Jan 2013**

   The classes shall commence from the next day of Registration. Late registration is not allowed for any reason and shall entail a fine of Rs/- 500 up to maximum a week after which student shall be de-registered.

   Registration can be done in person only. No request for proxy registration or payment of fee by parents/guardians for any reasons shall be accepted.

8. **Timings for Registration on respective dates (All years and programs)**

   (a) Biotech   -   1000–11.30
   (b) CSE/IT   -   11.30–15.30 hrs (Lunch break 1.30 – 2 PM)
   (c) ECE   -   15.30–18.00 hrs

   Dual Degree programme students shall register with respective branches. M. Tech & PhD students may register any time of the nominated day.

9. **Tuition Fee/Dues:**

   (a) All students have to pay their **fees as applicable to their type of entry**.
   (b) Registration shall be withheld in case of default.
   (c) The fee shall be accepted by draft/pay orders only in favour of **Jaypee Institute of Information Technology** payable at Noida/Delhi. Hostlers may prepare a single draft/pay order i.e. hostel fee and tuition fee together.
   (d) JIIT has made arrangement to pay the fee through all India branches of Axis Bank. The instructions on payment shall be loaded on the website.
   (e) JYC membership (who have not paid) fee shall be paid prior to Registration and be carried in cash.

   The fee structure for Academic Session 2012-13 students is as follows:

		B.Tech / DD (Regular)	B.Tech / DD (NRI) As applicable (If not paid so far)	M.Tech	Ph. D
Tuition/ Institutional Fee	Batch 2009, 2010, 2011	Rs. 35000/-	**Normally should have paid in July 2012**	(2011 Batch) Rs. 35000/-	Rs. 10000/-
	Batch 2012 onwards	Rs. 40000/-		(2012 Batch) Rs. 40000/-	
Hostel Fee	All Batches	Rs. 32500/-		NA	NA

   Note : Those who have some dues outstanding have been notified and must clear their dues before vacations. They shall not be registered in new semester till they clear the dues. Besides, their results are likely to be with-held.

MISCELLANEOUS INSTRUCTIONS

10. **Information on Website:** parents can find information relating to rules, regulations, action on missing of examination, documentation, latest changes, semester details, academic calendars etc on the website and must view the same. In addition certain important notices issued to the students are also displayed on the website.

11. **Action on Missing of Examinations:** The procedure is laid out on the website and all must familiarize themselves with the same.

12. **Medical Fitness Requirements for Hostellers**

    In case any student is suffering from or ever suffered from diseases which need immediate medical attention like Congenial Heart disease, Rheumatic Septal Deficiency, Bronchial Asthma, Epileptic Fits, Diabetes Mellitus etc, the same must be declared at the time of joining the hostel to enable quicker and suitable response in case of emergency. All students/parents/guardian may please note this and follow it strictly.

13. **Medical History Sheet**   All students must ensure that data and blood grouping in Medical history sheet in the web kiosk is correctly filled. Despite numerous notices students have not complied with the requirement. Lack of information in case of medical emergency shall be responsibility of parent, guardian or the student.

14. **Students Details on the Website.** All Parents/Guardians are advised to visit our web site **www.jiit.ac.in**, and peruse their ward's profile and performance (attendance, discipline and results) on the "Personal Information System". Parents & students are also advised to ensure that Personal & Contact details provided to the Registrar are thoroughly checked for accuracy as they otherwise get reflected in grade/degree certificates. Variations must be given to Registry in writing for correction. Students can now correct the contact details them-selves on their web kiosk whenever such changes occur. Please do provide your and parents latest mail IDs for effective and faster communication. Students who have filled wrong mail Ids or who have not corrected the IDs which results **in mail communications bouncing back are self responsible for important communications not reaching them**

15. **I- Cards.** Students will not be allowed, entry into the Institution without valid I cards, on commencement of classes. Any replacement, required due to loss of old I-card will be charged @ Rs. 500/-.

16. **Security of Documents.** Students must ensure security of certificates, grade sheets etc issued to them.

17. **Shortfall of Documents :**

    (a)   Number of students has still not deposited Original Transfer Certificates/Migration Certificates and other requisite documents from old Institutes at the time of admission. Such students will face problem at time of issue of Degree. Migration Certificate will not be provided by the Institute, unless student deposits his/her certificate from the previous Institute.

    (b)   Such students are advised to procure the documents during vacations and deposit them at the time of Registration.

Warm Regards & Best Wishes.

Yours Sincerely,

Registrar