

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA

(Declared Deemed to be University u/s 3 of the UGC Act, 1956)

10 Dec 2013

Dear Parent/Guardian/Student,

- The information in succeeding paragraphs shall help you plan your events for next semester better
- New Rules Governing Academics**, The details are uploaded on website www.jiit.ac.in. (link - <http://www.jiit.ac.in/latest-changes-in-rules-and-procedures>). It is a must read for all students and parents. Further, all must also read the guidelines on the weblink:
<http://www.jiit.ac.in/uploads/Procedure%20to%20be%20adopted%20by%20students%20in%20case%20of%20missing%20any%20of%20specified%20written%20exams.doc>
- Attendance Requirements:** All Parents and students are advised to familiarize themselves with the rules regarding attendance (Especially absence due to medical and any other special reasons). Be cautious of assuming the cut-offs applied in the last semester. It can be raised.
- Declaration of Results:** The provisional results shall be declared on 23 December, 2013 for all years except 1st year B.Tech which shall be declared on 31st December, 2013. They shall be available on web kiosk of students.
- Supplementary Examination**
 - Exam schedule - 09-11 Jan, 2014
 - Registration schedule for supplementary exam **EXCEPT 1st year B.Tech is - 24-31 Dec, 2013 AND for 1st Year B.Tech is 01-04 Jan, 2014.**
 - The registration form can be taken from the Registrar's office or downloaded from the website after declaration of results.
 - The Supplementary Examination fee is **Rs. 500/- per subject.**
 - The date sheet shall be announced and uploaded on the website by **06 Jan, 2014.**

6. **Registration and Payment of Dues:**

The Institute shall commence its next semester from Jan 06, 2014. Program of Registration is as follows:-

UG 2 nd Yr (Incl. DD), UG 3 rd Yr (Incl. DD) & M. Tech 1 st Yr	06 Jan 2014
UG 4 th yr (Incl. DD), 5 th yr DD & M. Tech 2 nd Year	07 Jan 2014
UG 1 st yr	08 Jan 2014
Ph.D Scholars (Existing) after the semester seminars	16-18 Jan 2014

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.

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

- Biotech - 09.30–11.00
- CSE/IT - 11.00–15.30 hrs (Lunch break 1.30 – 2 PM)
- ECE - 15.30–18.00 hrs

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

8. **Tuition Fee/Dues:**

- All students have to pay their **fees as applicable to their type of entry.**
- Registration shall be withheld in case of default.
- 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.
- Fee can also be paid through any of the following means (i) Net banking/credit/debit card, (ii) Through Axis bank. Please visit web link <http://www.jiit.ac.in/uploads/2014-Even%20Fee%20Payment%20Instrs.pdf>.

The fee structure for Academic Session 2013-14 students is as follows:

		B.Tech / DD (Regular)	B.Tech / DD (NRI) As applicable	M.Tech	Ph. D
Tuition/ Institutional Fee	Batch 2009, 2010, 2011	TF Rs. 35000/- and DF of 45000/-	(If not paid so far) 2009, 2010 & 2011 US\$6000 & 2012 & 2013 US\$7500.		Rs. 10000/-
	Batch 2012 onwards	TF Rs. 40000/- and DF 50000/-		Rs. 40000/-	
Hostel Fee	All Batches	Rs. 32500/-		NA	NA

Notes :

- (i) The Dual Degree students in 5th year (if entered PG program) shall be required to pay the same amount of fee as their B.Tech program
- (ii) Those who have some dues outstanding have been notified by the accounts 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

9. **Information on Website:** parents /guardians /students are advised to constantly update themselves on the notices posted 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 "Webkiosk". 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. 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.**
10. **Action on Missing of Examinations:** The latest procedure is laid out on the website and all must familiarize themselves with the same. Please note that information on missing the examination must reach the Registry on or before the last date of the examination failing which applications shall not be accepted. The information can be communicated through email, through friend or any other mean.
11. **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.
12. **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.
13. **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/-.
14. **Security of Documents.** Students must ensure security of certificates, grade sheets etc issued to them.
15. **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