

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA

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

May 22, 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 8th June 12. They shall be available on web kiosk of students.
5. **Supplementary Examination.**
 - (a) Details will be available on website by 11th June, 2012.
 - (b) The Supplementary Examination shall be held from **21-24 July, 2012**. The students who have been debarred are NOT eligible for the supplementary Exam.
 - (c) Register for the supplementary exam between **18-23 June 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 18th July 2012.
6. **Summer Semester:** Complete details are available on the website.
7. **Registration and Payment of Dues:**

Batch 2011-12 students with CGPA less than 4.5 shall be relegated and allowed to register in the 1st year again. Program of Registration is as follows:-

UG 2 nd Yr (including DD), UG 3 rd Yr (Incl. DD) & M. Tech 1 st Yr	19 July (Thu)
UG 4 th yr (Incl. DD), (5 th yr-2008 batch DD & M. Tech 2 nd Year	20 July (Fri)
Ph.D (New Enrolments) & old Ph.D Scholars (Registration)	18-21 July (Wed-Sat)
Relegated students of 1 st year (CGPA less than 4.5)	28 July, 2012

The classes shall commence from the next day of Registration of respective classes.

Late registration (not for fresh students) 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 - 9.30–11.30
- (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:**

- 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.
- JIIT has made arrangement to pay the fee through all India branches of Axis Bank. The instructions on payment are attached with this letter.
- JYC membership fee shall be paid prior to Registration and be carried in cash.

The fee to be paid in the Odd Sem of Academic Session 2012-13 is as follows:

Program	Institutional Fee	Development Fee	Hostel Fee
B.Tech (DD/Regular)	Rs. 35000/-	Rs. 45000/-	Rs. 32500/-
Dual Degree (5 th year)	Rs. 30000/-	Rs. 45000/-	Rs. 32500/-
B.Tech / DD NRI	US\$ 6000	--	US\$ 1800
M.Tech	Rs. 35000/-	--	--
Ph.d	Rs. 10000/-	--	--

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. **Academic Calendar** Academic Calendar for all programs is available for viewing on the website.
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. **Students Details on the Website.**
 - Parent must ask wards to share the webkiosk accessing details.
 - You can view attendance, academic performance, discipline and financial details etc.
14. **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/-.
15. **Security of Documents.** Students must ensure security of certificates, grade sheets etc issued to them.
16. **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.

JIIT, NOIDA- PAYMENT OF FEE (ODD SEM 2012): THROUGH AXIS BANK BRANCHES

JIIT, Noida has made arrangements with the AXIS BANK for collection of the Fee through all India Network of Axis Bank Branches. Students may pay the fee for the Odd Semester 2012 following the instructions listed below:

1. **Period of payment** – 25th June 2012 to 14th July 2012 only. (Monday-Friday- between 10.00 am to 3.30 pm and on Saturdays between 10.00 am -1.00 pm)*
 - (a) Part payment of fee not allowed.
 - (b) Payment by Cheques not allowed.**
 - (c) In case of payment by DD/ Pay orders, it should be payable at the place of deposit. For example if depositing in Patna Branch- DD/PO should be payable at Patna only). Outstation DD/PO not acceptable.
2. Go to website www.jiit.ac.in. Go to notices and click on the link “**Fee Deposit Pay In Slip – Odd Semester 2012**”
3. Enter your enrollment number
4. You will reach the Fee Deposit PAY- IN- SLIP. (With relevant Pre-printed details)
5. Take out the print out of two pages (one Student Copy and one Bank Copy).
6. Go to any nearest Axis Bank branch with the Pay- in- Slip-2(two) Copies
7. Deposit the prescribed fee by DDs / Pay Orders/Cash along with the Pay-in-Slip Copies (both Banks & Student copies).
8. Axis Bank Branch will keep Bank Copy. It shall return the student copy with stamp.
9. The Student must bring the stamped copy of PAY- IN- SLIP on the day of registration and submit the same with the Finance & Accounts Deptt. for issuing of the institute Fee Receipt.

Notes:

- (i) NRI students who have already paid the annual fee need not follow these instructions.
- (ii) In case of deviation of fee structure e.g. Loan from JISF, Staff Ward exemption etc. the student may pay the amount shown in the pay-in-slip and settle the balance with accounts later.
- (iii) In case of short fall due to any reason the accounts shall intimate the details to the students who shall be required to make up the amount at the earliest.

Warm Regards & Best Wishes.

Yours Sincerely,



Registrar