NITT/AO/FEES/2024-2025/004   Date: 12/07/2024

INSTITUTE FEE CIRCULAR

The Institute has implemented the Samarth portal (https://nitt.samarth.edu.in) for students and integrated a payment Gateway for Institute fee collection from the July 2024 session.

Refer to the Annexure for self-explanatory screenshots for login and payment mode for education loans and Self online are enclosed.

All the students/scholars except the first year are instructed to pay the Institute fee as per the instruction given in the Annexure from 15/07/2024 to 31/08/2024 for the Semester of the Academic year 2024-2025 July session. The fee details of various UG/PG/MS/Ph.D. programmes are available in the following link for reference. https://www.nitt.edu/home/academics/fees_section/

Important dates for payment of fees:

Without fine	: **From 15/07/2024 to 31/08/2024**
With fine of Rs.500/-	: **For next 15 calendar days**
With fine of Rs.1000/-	: **Form next 16 to 30 calendar days**

From there after for every 30 days additional Rs.2000/- will be charged.

Instructions for payment of fees:

1. Students are not allowed for part payment.

2. Those students availing Bank loans/Scholarship should pay the Institute fee within the stipulated time-
    a. By downloading the NEFT challan (Note - Challan has expiry date) in Samarth portal and submit the same to the Bank for Payment refer Annexure
    b. Or Submit the paid fee receipt to the bank to get reimbursement.
3. DASA/SII Students are instructed to pay the fees in INR through the Samarth portal.
4. All Ph.D. scholars are instructed to add the DRC Report Annexure-2 along with other documents in the Samarth portal before proceeding for Fee payment.
5. In case any student facing any difficulty in payment through the SAMARTH portal kindly contact the academic office through email: fees@nitt.edu

Mode of payment

Payment should be made only through Samarth Student Portal only by operating the following link: https://nitt.samarth.edu.in

i)   For New Registration with username and password creation refer to Annexure-1.
ii)   In the left pane, click on the "Student" section and navigate to "Fee"
iii)   Click on the active fee session link for 2024-25 JULY
iv)   Click on the payment option for submitting the fee, and the page will redirect to SBI payment portal
v)   Make the online payment using anyone of the various options available.
vi)   For Education Loan use NEFT Mode to download challan from portal

The institute is accepting only ONLINE payment/NEFT payment (by downloading Challan) through the SAMARTH portal. All students and parents are requested to cooperate for the smooth functioning of the fee section.

Income-Based Tuition Fee Remission (B.Tech. & B.Arch.)

Submission of an Income certificate for fee remission after paying full fees will not be considered for reimbursement. Therefore, students are instructed to submit the income certificate to the fees section and update the fees in the Samarth portal before making the payment within the last date of Fee payment as mentioned in the Circular.

Income certificate submitted after the Last date of Fee collection (ie.31.8.2024) will be considered for the next semester fee remission only.

The eligible list of Students for fee remission to this Odd semester 2024-25 is published on our website based on the valid income certificate submitted to the fees section as per the instructions given in the Income-Based Tuition Fee Remission Circular 2024-25

Link - https://www.nitt.edu/home/academics/fees_section/Income-Based%20Tuition%20Fee%20Remission%20Circular%202024-25.pdf

Annexure -1.   Samarth Login Creation, adding DRC (Ph.D.) and Payment
Annexure- 2.   DRC Report (only for Ph.D. Scholar)
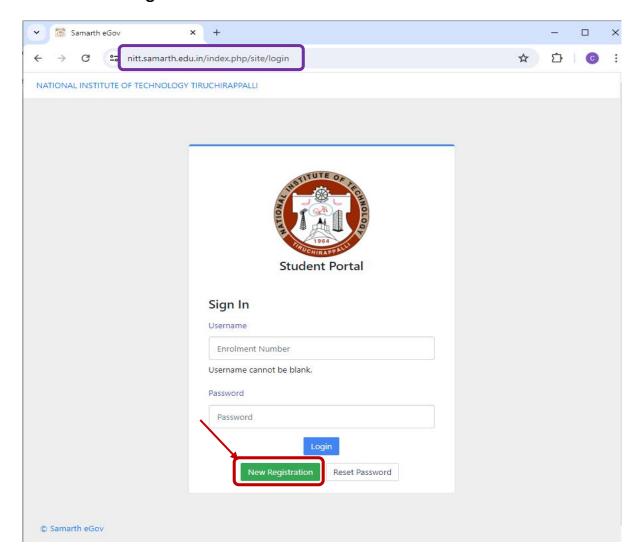
Sd/-
Assistant Registrar
(Academic)

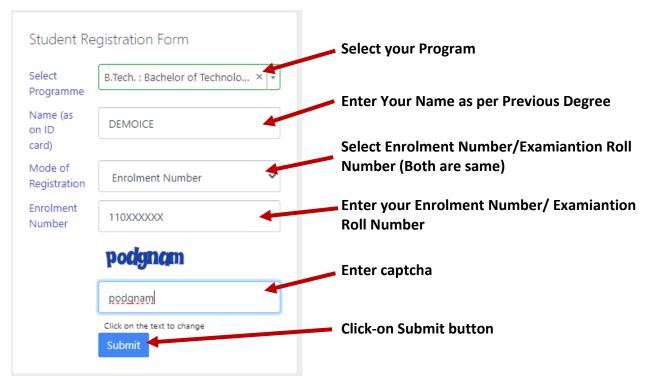# NITT - Creation of student account in Samarth Portal:

Enter following URL in the browser: https://nitt.samarth.edu.in/index.php/site/login
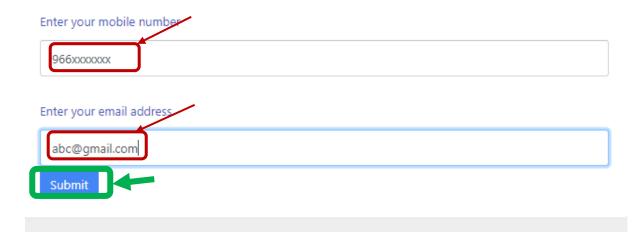
Click on New Registration button.

Student Registration form will be opened.

Student Registration Form

Select Programme: B.Tech. : Bachelor of Technolo... × — **Select your Program**

Name (as on ID card): DEMOICE — **Enter Your Name as per Previous Degree**

Mode of Registration: Enrolment Number — **Select Enrolment Number/Examiantion Roll Number (Both are same)**

Enrolment Number: 110XXXXXXX — **Enter your Enrolment Number/ Examiantion Roll Number**

podgnam

podgnam — **Enter captcha**

Click on the text to change

Submit — **Click-on Submit button**

A new page will be opened. Enter your Mobile number and e-mail address (Email ID given at the Time of Admission in MIS) in the respective fields and click-on submit button.

Enter the following details to continue your registration.

Enter your mobile number

966xxxxxxx
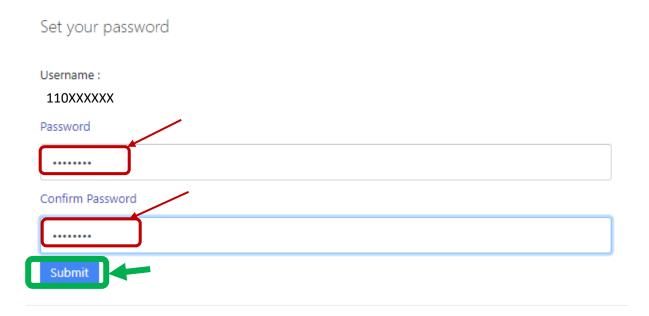
Enter your email address

abc@gmail.com

Submit

Enter OTP sent to your email and click-on submit.

Enter the one time password (OTP) sent to your email/mobile.

Enter the one time password (OTP) sent to your email/mobile

xxxxxx

Submit

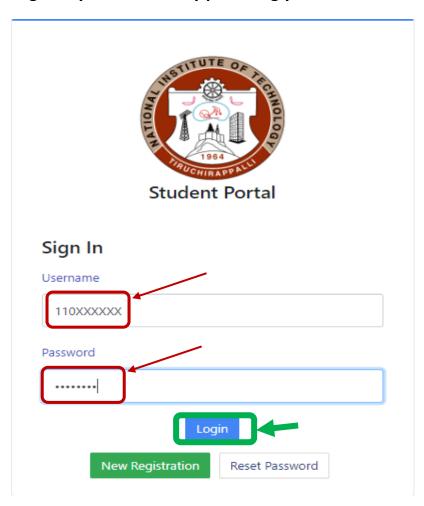**Set your password and click-on Submit button.**

Set your password

Username :

110XXXXXX

Password

....

Confirm Password

....

Submit

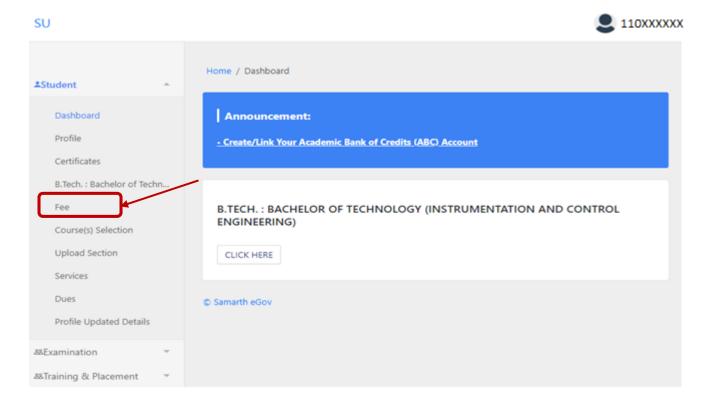**Your account is created and you may login now.**

NITT - Procedure to pay Fee in Samarth Portal:

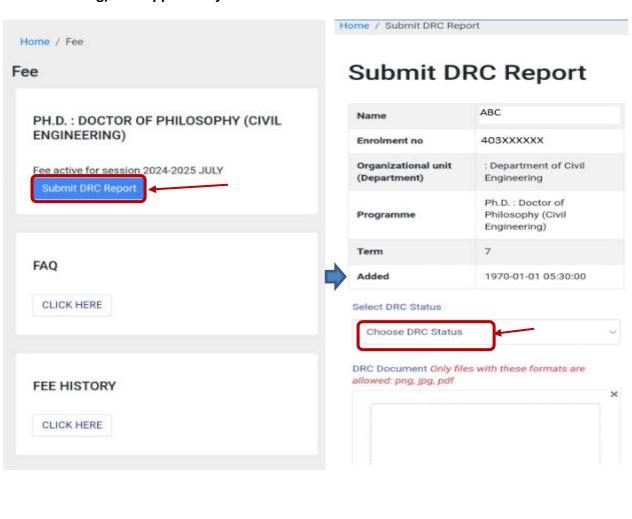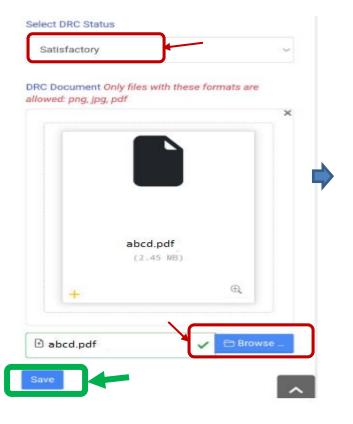**Login to your account by providing your credentials and click on login button:**

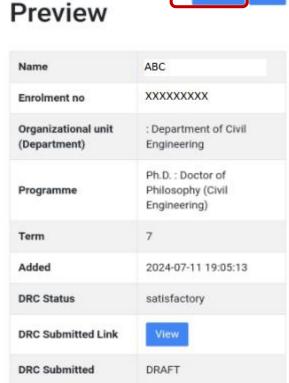**After logging into the Student page, select Fees from the left menu**

Only for PhD and MS by Research students - Submit DRC report comprising all the documents Provisional allotment letter, Guide allotment letter, Doctoral Committee letter/GTC letter, First DC to recent DC minutes as a single attachment (Please upload neatly scanned documents and avoid mobile scanning). *Not applicable for UG and PG students.*
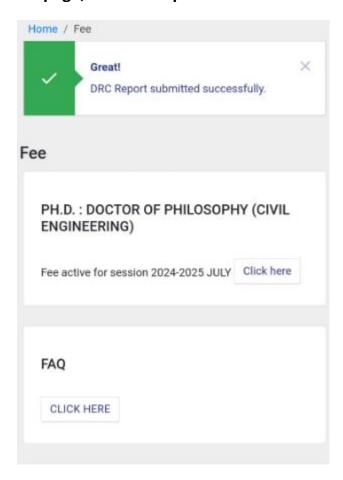
Home / Fee

Fee

PH.D. : DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)

Fee active for session 2024-2025 JULY

Submit DRC Report

FAQ

CLICK HERE

FEE HISTORY

CLICK HERE

Home / Submit DRC Report

Submit DRC Report

Name	ABC
Enrolment no	403XXXXXX
Organizational unit (Department)	: Department of Civil Engineering
Programme	Ph.D. : Doctor of Philosophy (Civil Engineering)
Term	7
Added	1970-01-01 05:30:00

Select DRC Status

Choose DRC Status

DRC Document *Only files with these formats are allowed: png, jpg, pdf*

Select DRC Status

Satisfactory

DRC Document *Only files with these formats are allowed: png, jpg, pdf*

abcd.pdf
(2.45 MB)

📄 abcd.pdf ✓ 📁 Browse ...

Save

Submit | Edit

Preview

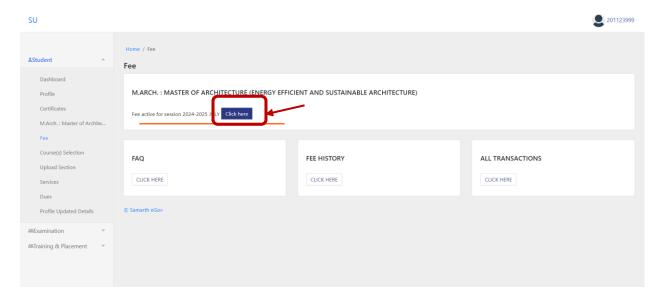| Name	ABC
Enrolment no	XXXXXXXXXX
Organizational unit (Department)	: Department of Civil Engineering
Programme	Ph.D. : Doctor of Philosophy (Civil Engineering)
Term	7
Added	2024-07-11 19:05:13
DRC Status	satisfactory
DRC Submitted Link	View
DRC Submitted	DRAFT

Once DRC Report submitted successfully, Click on Active fees for the current session will be visible in the page, select and proceed.

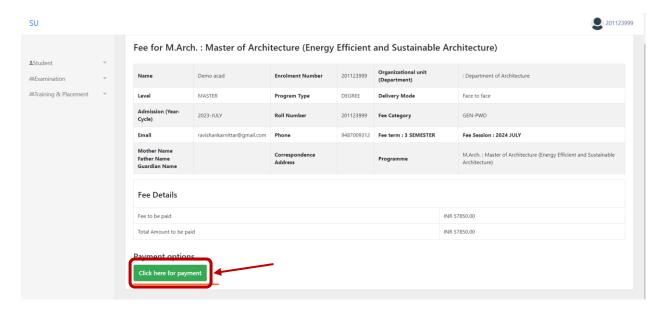**For UG and PG students straightly come to above step.**

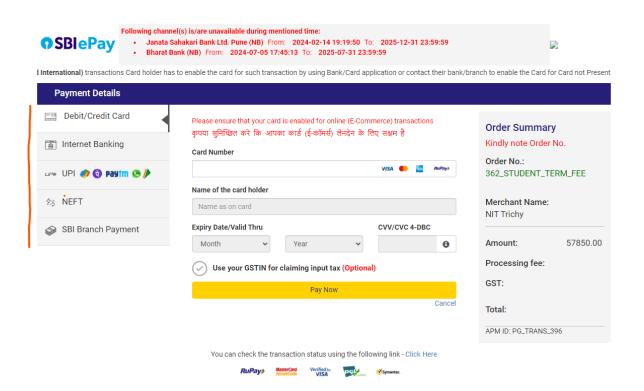Active fees for the current session will be visible in the page, select and proceed.

This screen will show the total amount to be paid for this session. For breakup details refer institute website https://www.nitt.edu/home/academics/fees_section/ .

Select "click here for payment" to proceed for SBI payment Gateway

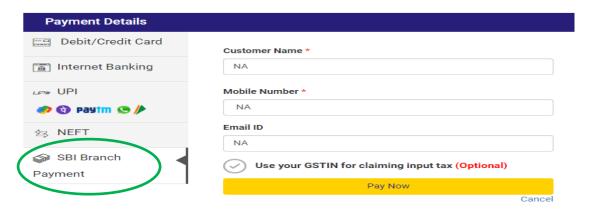Select the suitable payment option of your preference.

Students, who are availing Bank Loans, please generate challan by selecting SBI Branch Payment for those, who avail SBI bank loan and NEFT for those, who avail loan from other banks, and submit the printed Challan to the respective loan bank before the expiry date, for payment.

*If the validity of Challan is expired before payment is made, print a new Challan by following the same procedure.
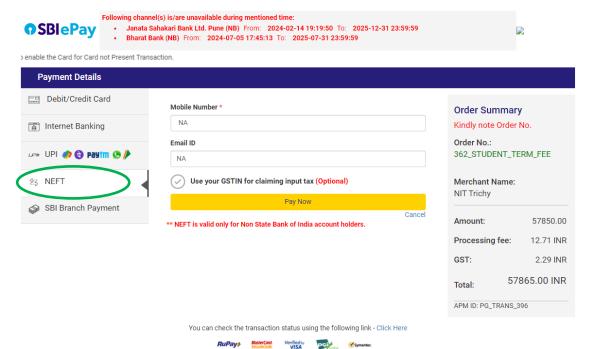
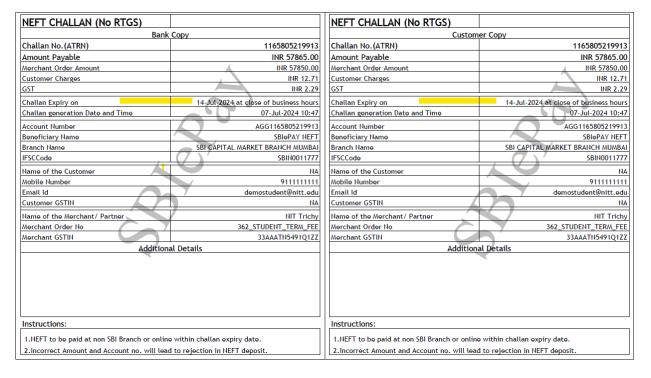## To generate SBI Branch payment CHALLAN:

To generate NEFT CHALLAN:

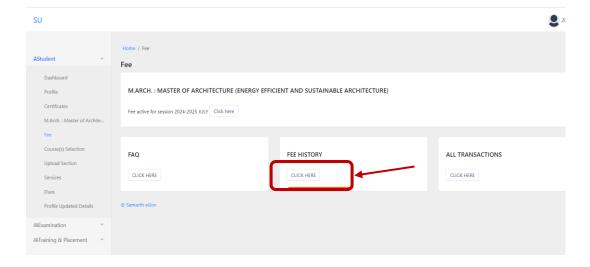| NEFT CHALLAN (No RTGS)			NEFT CHALLAN (No RTGS)	
Bank Copy			**Customer Copy**	
Challan No. (ATRN)	1165805219913		Challan No. (ATRN)	1165805219913
Amount Payable	**INR 57865.00**		**Amount Payable**	**INR 57865.00**
Merchant Order Amount	INR 57850.00		Merchant Order Amount	INR 57850.00
Customer Charges	INR 12.71		Customer Charges	INR 12.71
GST	INR 2.29		GST	INR 2.29
Challan Expiry on	14-Jul-2024 at close of business hours		Challan Expiry on	14-Jul-2024 at close of business hours
Challan generation Date and Time	07-Jul-2024 10:47		Challan generation Date and Time	07-Jul-2024 10:47
Account Number	AGG1165805219913		Account Number	AGG1165805219913
Beneficiary Name	SBIePAY NEFT		Beneficiary Name	SBIePAY NEFT
Branch Name	SBI CAPITAL MARKET BRANCH MUMBAI		Branch Name	SBI CAPITAL MARKET BRANCH MUMBAI
IFSCCode	SBIN0011777		IFSCCode	SBIN0011777
Name of the Customer	NA		Name of the Customer	NA
Mobile Number	9111111111		Mobile Number	9111111111
Email Id	demostudent@nitt.edu		Email Id	demostudent@nitt.edu
Customer GSTIN	NA		Customer GSTIN	NA
Name of the Merchant/ Partner	NIT Trichy		Name of the Merchant/ Partner	NIT Trichy
Merchant Order No	362_STUDENT_TERM_FEE		Merchant Order No	362_STUDENT_TERM_FEE
Merchant GSTIN	33AAATN5491Q1ZZ		Merchant GSTIN	33AAATN5491Q1ZZ
Additional Details			**Additional Details**	
Instructions:			Instructions:	
1.NEFT to be paid at non SBI Branch or online within challan expiry date.			1.NEFT to be paid at non SBI Branch or online within challan expiry date.	
2.Incorrect Amount and Account no. will lead to rejection in NEFT deposit.			2.Incorrect Amount and Account no. will lead to rejection in NEFT deposit.	

The institute had integrated the Payment Gateway of SBI Bank, The amount paid will be reflected in the Institute bank statement after **Transaction day +1 day**.

After successful payment, you can download the Fee receipt from the link fee history.

Annexure – 2. DRC Report – Samarth Portal – Ph.D. Scholar Fee Payment

Name of the Scholar					
Roll Number					
Department				Section	
Admitted Year / Cycle				July / January	
Current Semester					
Date of Registration					
Name of Research Guides					
Name of Co-Guide (if any)					
Type of Registration	**Full Time** (Institute Scholarship (HTRA) / Other Fellowship (QIP / ICCR / JRF / CSIR / DST / DAE / NBHM / etc.) / Project / Non-Stipendiary) **Part Time** Internal(staff) / External (Industry with R&D) / External-On Campus **Others** (Specify)				
DC Meeting Completed	DC 1	DC 2	DC 3	DC 4	DC 5
Date					
Date of Synopsis meeting (if completed)					
Current Status of the Research Work	Course work completed: Yes / No Comprehensive examination completed: Yes / No Synopsis meeting: Yes / No Thesis Completed: Yes / No				
No dues from the fees section (Till last semester)					
Recommendation of the Guide	Satisfactory / Not Satisfactory Signature of the Guide				

The scanned copy of the following documents should be uploaded with this form as a single document to upload in the Samarth Portal (One-Time Process)

1. Provisional Allotment Letter
2. Admission forms
3. Joining report
4. Form 3-Ph.D.-First Doctoral Committee Meeting
5. Form 3B-Course work registration form Ph.D.
6. Minutes of Comprehensive examination (if completed)
7. Form 4-Minutes of the first seminar presentation (Along with preferably 1st journal copy, and participants list) (if completed)
8. Form 4A-Minutes of the second seminar presentation (Along with all journal copy, and participants list) (if completed)
9. Form 4B-Minutes of the Ph.D. Synopsis meeting. (if completed)
10. Form 5-Forwarding Note for the Submission of Synopsis of Ph.D. Thesis (if completed)
11. Form 6-List of Publications Ph.D. (if completed)
12. Form 12-Progress - Stipend Enhancement Report for Ph.D. Scholars (if completed)
13. Form 18-Minutes of the Ph.D. DC Meeting for period extension (If any)
14. Full Time to Part Time Conversion Ph.D. (If any)
15. Maternity Leave Application for Ph.D. Scholars (If any)

Note: For the first-time data of Ph.D. Scholars are pooled into Samarth Portal, Scholars are instructed to upload the above-mentioned list of documents along with the DRC Report as a one-time activity in a single file.