

राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्र प्रदेश



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

SRI VASAVI ENGINEERING CAMPUS, PEDATADEPALLI

TADEPALLIGUDEM – 534102, WEST GODAVARI DIST., ANDHRA PRADESH, INDIA.

Instructions for Physical Reporting at Admitting Institutes (Document Verification and Acceptance of Seat) 19th -23rd July 2018

WELCOME TO ALL JOSAA STUDENTS ALLOTTED TO NIT ANDHRA PRADESH

All the candidates allotted to NIT-AP are required to report during 19th (Thursday) to 23rd (Monday) July, 2018, at NIT-AP building in Sri Vasavi Engineering College (SVEC) campus, Pedatadepalli Tadepalligudem-534102, Andhra Pradesh SVEC campus is located at about 2 KM from Pedatadepalli on Tadepalligudem – Nallajerla road. The institute is about 10 KM from Tadepalligudem railway station and Express bus stop. Autos are available at both the places.

The date of commencement of Class Work with Orientation Program will be intimated later. So all the parents and students are requested not to bring their luggage while coming for admission process from 19th -23rd July 2018. Also come prepared to stay for one more day, if necessary (make your own arrangements to stay).

1. Please make sure that after the Seventh round, you have a seat allocated at NIT Andhra Pradesh.
2. Please ensure that you have verified all the following before proceeding further:
 - Your allotted seat has been accepted by you and your allocation at NIT Andhra Pradesh is alive.
 - After allocation, if you have not reported at any Remote Reporting Centre, your allocation might have been cancelled.
 - After allocation and reporting, your seat might have been upgraded to another institution.
3. If you have a seat allocated at NIT Andhra Pradesh, you need to pay the following balance fee after adjusting the seat acceptance fee paid at the time of reporting.
(For more details see the institute website www.nitandhra.ac.in)
 - a. Institute Fee (SC, ST, PWD candidates) – Rs. 12,500/-
 - b. Institute Fee (All other Category candidates) – Rs. 55,000/-
 - c. Hostel Accommodation & Mess charges (per Sem.),
Hostel Caution Deposit (at the time of admission) – Rs. 35,500/-
4. **Institute fee and hostel fee are to be paid separately through State Bank of India i-collect. Fee can be paid through credit/debit cards or net-banking or through challan. For payment of fee or for downloading challan use the following link**

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=461654>

5. DD's will not be accepted.
6. Before proceeding to the institute for physical reporting, pay the fee online or through the downloaded challan at any SBI branch. Download the payment receipt / challan. Fee payment portal will be active from 17th July, 2018
7. In case of payment through challan, download the challan, submit it at any branch of State Bank of India.
8. SBI counters will be available at the campus on all days of reporting. However, card swipe machines will not be available for withdrawing cash.
9. Candidates who are living in Tadepalligudem with their parents can request for day scholar permission. All such candidates have to submit a written request along with proof of residence. Day scholars need to pay only the institute fee.

STEPS in Physical Reporting Process

FOR PHYSICAL REPORTING PROCESS DURING 19 - 23 JULY, 2018 **REPORT AT THE INSTITUTE BY 9.00 A.M.:**

- Please go through **EACH** one of the following 10 counters:
- Make Sure that you do not miss any counter
- At counters 3 to 10, only students are permitted.
- DO NOT hurry and miss some counters
- Parents are requested to wait in the ground floor only and cooperate for smooth completion of the reporting work.
- Parents - Please be assured that your ward will be directed properly

Counter 1 (Ground Floor-Room No. 1105):

Collect a sequence token and other forms to be filled in.
Fill up all the forms and wait for your turn.

Counter 2 (Ground Floor-1105):

When your token number is called, ensure from the official record, that you are allotted to NIT Andhra Pradesh for physical reporting.

If you are allotted to another institute, you will not be permitted to register at NIT Andhra Pradesh, even if you have paid the fee.

Properly arrange the original certificates and two sets of photocopies in the order mentioned along with the filled- in forms and insert them in the plastic folder provided to you.

Counter 3 (First Floor - Room No. 1205):

For Candidates who have not paid the fees go to room number 1205.

1. Enter the details of student and seat allotment.
2. Take print out of the challan.
3. Pay the Cash in the bank counter.
4. Collect the fee payment receipts/challans.
 1. Institute Fee Challan.
 2. Hostel Fee Challan.

Counter 4 (First Floor – Room No. 1204 Verification):

Submit the following certificates (Originals and Two sets of photocopies) for verification.

1. JOSAA - Provisional Seat allotment letter
2. JOSAA Seat Acceptance Letter
3. Proof of Seat Acceptance fee payment by e-challan/Internet banking of SBI (For SC/ST/PWD: 15,000/- For others: 35,000/-)
4. Class XII performance check [format given in Annexure 7(b) of JoSAA Business rules]
(One of the criteria for admission to NITs is that the candidate should satisfy at least one of these two criteria: (i) The candidate is within the category-wise top 20 percentile of successful candidates in their respective Class XII (or equivalent) examination of

respective stream and Board. (ii) The candidate has secured minimum 75% (for GEN or OBC-NCL) or minimum 65 % (for SC, ST or PwD) of aggregate marks in the Class XII (or equivalent) examination of respective stream and Board.

5. JEE MAINS Rank Card (Original / Down Loaded copy)
6. JEE Admit card (Original / Down Loaded copy)
7. S. S. C. / Tenth Class Pass Certificate / Mark sheet
8. Intermediate / X + II Pass Certificate / Mark sheet
9. Study and Conduct / Character Certificate
10. SC / ST / OBC Certificate

(The OBC-NCL certificate should be dated on or after April 1, 2018. The certificate should clearly mention that the candidate belongs to non-creamy layer)

11. Certificates for Persons with Disabilities (PWD), if applicable. The Certificate will be rejected if the disability is less than 40%.
12. Transfer Certificate / Leaving Certificate
13. Migration Certificate
14. Medical Certificate
15. Downloaded Institute fee payment receipt or challan with UTR issued by bank.
16. Downloaded hostel fee payment receipt or challan with UTR issued by bank.
17. Three Recently taken colour passport size photos
18. Xerox copy of the Aadhaar Card
19. Two sets of Xerox's copies of the above

Please ensure that you have sufficient sets of photocopies of all your certificates for future use.

The official at the counter will verify the certificates and allots Institute registration number and I Year Class section.

After submission of the documents, be seated. Students will be sent to other counters in batches.

Counter 5(First Floor – Room No. 1201) (Computer Centre):

Report at online reporting counter and submit all your details online on the JoSAA website.

This counter is very important. If you skip this counter, your seat gets forfeited.

After entry of the details, take print out of the admission letter. Ensure that this admission letter is signed by the official at the counter. You are not accepted at other counters without signature of official at this counter.

Counter 6 (First Floor – Room No. 1201): (Photo Scanning):

Submit one passport size photo (With your name and registration number on the back side of the photograph.)

Counter 7 (First Floor – Room No. 1201): (Bio-data Entry):

When your name is called, go to the counter and verify that the photo uploaded is yours. Give all your details including personal details, mobile numbers, email-id, address and others to the official at the counter.

The Official will give a print out of your bio-data, Verify the details, sign and put your thumb impression (Left thumb for boys and right thumb for girls) at appropriate place.

Counter 8 (First Floor – Room No. 1201): (Fee Counter):

The official at the counter will verify all the details entered and updates them, if necessary. The official enters all the fee details. The official takes a print out of enrolment slip, acknowledgement for the original certificates submitted, and fee receipt.

You need to verify the details and sign in the space provided.

Counter 9(First Floor – Room No. 1201) (Receipt Counter):

Get the signature of the official on the admission letter and fee receipt.

Collect from the official the following:

1. Provisional Admission Letter.
2. Fee Receipt of Institute and Hostel if applicable.
3. acknowledgement for the Original Documents.
4. Enrolment Slip.

Counter 10(First Floor – Room No. 1202) (Hostel Room Allotment Counter):

Submit the filled -in hostel application form.

Get all the details from the warden.