

राष्ट्रीय प्रौद्योगिकी संस्थान-आंध्रप्रदेश



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 after Special Rounds

(Document Verification and Acceptance of Seat)

Aug 1st – 6th Aug 2018

WELCOME TO ALL CSAB SPECIAL ROUNDS ALLOTTED STUDENTS TO NIT ANDHRA PRADESH

All the candidates allotted to NIT-AP are required to report during 1st (Wednesday) to 6th (Monday) Aug, 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 the Tadepalligudem – Nallajerla road. The institute is about 10 KM from Tadepalligudem railway station and Express bus stop. Autos are available at both the places.

- Please bring copy of the “CSAB - Reported and Seat Confirmed “ letter, downloaded from the CSAB website, taken on or after 1st Aug 2018. Please make sure that after the TWO Special rounds, you have a seat allocated at NIT Andhra Pradesh
- Category-I: All those candidates who got seat at NIT Andhra Pradesh during the 7 rounds of JOSAA, and opted for special rounds, and now with seat confirmed or upgraded in NIT Andhra Pradesh after 2 special rounds (either branch change or no branch change) must come in person, pay the fees as per the Instructions given and submit original certificates during Aug 1st- 6th 2018.
- Category-II: All those candidates who got seat allotted during the 7 rounds of JOSAA seat allotment, reported at any one of the participating Institutes, and opted for special rounds, and now with seat allotted in NIT Andhra Pradesh after 2 special rounds, must come in person, pay the fees as per the Instructions given and submit original certificates during Aug 1st- 6th 2018.
- Category-III: Those who have got seat allotted for the 1st time in Special Rounds in NIT Andhra Pradesh must come, pay the fees as per the Instructions given, and submit original certificates during Aug 1st- 6th 2018.
- Category-IV: Those students, who have reported during 19th- 23rd July, 2018 at NIT Andhra Pradesh and submitted their originals by paying the Institute Fee and

Hostel Fee and not participated in the CSAB Special Rounds are not required to report during 1st -6th Aug 2018.

- **So all the candidates coming to NIT Andhra Pradesh for reporting must and should bring all the Original certificates.**
 - All the parents and students are requested not to bring their luggage while coming for admission process from 1st -6th Aug 2018. Also come prepared to stay for one more day, if necessary (make your own arrangements to stay).
 - Orientation Programme is from 20th (Monday) Aug 2018. Classwork Commences from 27th (Monday) Aug 2018. Orientation Programme is mandatory and all the students are required to be present in the Institute from 27th (Monday) Aug 2018 onwards.
1. 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 your reporting status is not showing as “Reported and Seat Confirmed”, your allocation might have been cancelled.
 2. For those students who paid **Rs. 35,000/-** (Gen and OBC) / **Rs. 15,000/-** (SC, ST and PWD) during the seat acceptance in any of the 7 rounds of JOSAA and **Rs.36,500/-**(Gen and OBC),**Rs.16,500/-** (SC, ST and PWD) during Special Rounds have to pay the following fee:
 - a. Institute Fee (SC, ST, PWD candidates) – NIL
 - b. Institute Fee (All other Category candidates) – Rs. 20,000/-
 - c. Hostel Accommodation & Mess charges (per Sem.) and Hostel Caution Deposit (at the time of admission) – Rs. 35,500/-
(For all category candidates hostel Fee is must)
 3. **Mode of Fee Payment:**
 - a) **Hostel fee is to be paid 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>
 4. **However, the Institute Fee as mentioned above in Items No. 2 is to be paid at the Institute only. Institute fee Challans are to be collected from the Admissions office Room No:1105.**
 5. DD's will not be accepted.
 6. Before proceeding to the institute for physical reporting, pay the hostel 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. SBI counters will be available at the campus on all days of reporting. However, card swipe machines will not be available for withdrawing cash.

8. 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 1st – 6th AUG, 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.
- **Collect the Institute Fee Challans (Remaining Balance Amount)**
- 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 Institute fee payment receipt/challan.
5. Collect the hostel fee payment receipt/challan.

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

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

1. CSAB - Provisional Seat allotment letter
2. CSAB Seat Acceptance Letter
3. Proof of Seat Acceptance fee payment by e-challan/Internet banking of SBI

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

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

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.