



No. NITANP/SASS/2026-27/55

Date: 06-08-2026

**INSTRUCTIONS TO CANDIDATES FOR PHYSICAL REPORTING ADMITTED TO
B.TECH. PROGRAMME THROUGH JoSAA/CSAB-2026 AND FOR SUBSEQUENT
HOSTEL ALLOTMENT**

Subject: Detailed Instructions for Candidates Reporting to NIT Andhra Pradesh for Physical verification, B.Tech. I Year Admission, Hostel Allotment and Fee remission– Odd Semester of A.Y. 2026–27 – Reg.

Congratulations!

Hearty congratulations to all candidates provisionally admitted through JoSAA- 2026 / CSAB- 2026 to the B.Tech. programme at National Institute of Technology Andhra Pradesh.

It is hereby informed that all candidates who have received Provisional Seat Allotment Letter to NIT Andhra Pradesh are required to report physically for original document verification and completion of the admission process from **13th August 2026 to 18th August 2026** (Except on 15th August, 2026) in accordance with the JoSAA/CSAB-2026 schedule.

Offline classes for the admitted candidates will commence on **18th/19th August 2026**.

(Refer to the [B.Tech. I Year Academic Calendar 2026-27 Link](#))

I. Reporting Venue & Schedule

- Dates:** 13th to 18th August 2026 (EXCEPT on 15th August, 2026)
- Venue:** Ravindra Kala Bharathi Auditorium Hall, NIT Andhra Pradesh, Tadepalligudem.
- Timings:** 09:00 AM to 05:30 PM only

II. Overview of Admission Steps

Every candidate must complete the following steps sequentially to finalize their admission:

- Physical Reporting:** Report in person to the institute during the designated reporting dates.
- Document Verification:** Produce all original certificates and documents physically for verification.
- Fee Payments:** Pay the Balance Institute Fee and Hostel Fee via the Canara Easy Fee Online Portal and submit payment receipts.
- Venue Registration Flow:** Complete sequential processing through designated desks at the admission venue.



- e. Admission Confirmation:** Collect Institute provisional admission letter with "Set 1 Documents".
- f. Hostel Allotment:** Collect Hostel allotment letter with "Set 2 Documents".
- g. Fee Remission Application:** (GEN, GEN-EWS & OBC-NCL candidates, if eligible and willing to claim) Submit the tuition fee remission application along with required income proofs with "Set 3 Documents".

Note: Without the above, the admission process of reported student cannot be completed under any circumstances.

III. Advisory:

- a.** Candidates are advised to bring their personal belongings/luggage upon arrival, as they are expected to occupy their allotted hostel rooms immediately after completing the admission process.
- b.** Hostel accommodation will be allocated immediately following the issuance of the Provisional Admission Letter by NIT Andhra Pradesh.
- c.** Admitted students must occupy their assigned hostel rooms and attend the Orientation / Induction Programme and regular classwork commencing on August 18 / 19, 2026.

IV. Producing and Arrangement of necessary documents to complete the steps prescribed above

a. Set 1 Documents - List of Documents to be Produced at the Time of Physical Reporting for Admission Confirmation:

Candidates must produce all **Original Documents** for verification along with **two sets of self-attested photocopies** arranged strictly in the numerical order listed below.

1. Fee Payment Receipts: Payment receipts for:
 - i. JoSAA Seat Acceptance Fee (SAF)
 - ii. JoSAA Partial Admission Fee (PAF) / CSAB Institute Admission Fee-I (IAF-I)
 - iii. CSAB Institute Admission Fee-II (IAF-II) (if applicable)
 - iv. Balance Institute Fee payment receipt (paid directly to NIT Andhra Pradesh)
 - v. Hostel Fee payment receipt (paid directly to NIT Andhra Pradesh)
2. Institute Admission Application Form: (**ANNEXURE- 1, Institute Admission Form A**) duly filled and signed.
3. Provisional Seat Allotment Letter (PSAL): Latest seat allotment letter corresponding to the final seat (JoSAA Round-5 or CSAB Special Round-2), signed by the candidate.



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West Godavari District, Andhra Pradesh, India

4. JEE (Main) 2026 Scorecard / Rank Card: Official original scorecard indicating Common Rank List (CRL) and Category Rank issued by the NTA.
5. JEE (Main) 2026 Admit Card: Original / downloaded admit card used during the examination.
6. D.O.B/ Class X Certificate / Marksheet: Original Birth Certificate/ SSC / Matriculation certificate containing candidate's full name, parents' names, and exact Date of Birth (DoB).
7. Class XII Certificate & Marksheet: Original Higher Secondary (10+2) examination mark sheet and passing certificate.
8. **Category Certificate (SC / ST / OBC-NCL / GEN-EWS):**
 - i. **SC / ST Certificate:** Central Govt. format.
 - ii. **OBC-NCL Certificate:** Central Govt. format issued on or after **April 01, 2026**.
 - iii. **GEN-EWS Certificate:** Central Govt. format issued on or after **April 01, 2026** (valid for FY 2026–2027).
 - iv. *Maharashtra candidates must provide a Caste Validity Certificate; Tamil Nadu ST candidates must provide certificates issued by the Revenue Divisional Officer.*
9. **Persons with Disabilities (PwD) Certificate/UDID Card:** Original PwD / Disability Certificate issued by a competent Govt. Medical Board (showing a minimum of 40% benchmark disability) or a valid UDID Card. (Note: *Final admission is strictly contingent upon mandatory physical evaluation and clearance by the Medical Board at NIT Andhra Pradesh during reporting.*)
10. Medical Fitness Certificate: Original certificate issued and signed by a Registered Medical Practitioner in the prescribed JoSAA / CSAB–2026 format.
11. Migration Certificate: Original Migration Certificate from the Board / University / Institute last attended.
12. Transfer / College Leaving Certificate: Original TC / CLC from the institute last attended.
13. Conduct / Character Certificate: Original Character Certificate issued by the Head of the Institution last attended.
14. Bank Passbook / Canceled Cheque: Copy of the candidate's savings bank account passbook (showing Name, Account Number, and IFSC) or canceled cheque.
15. Aadhaar Card of Candidate: Original document.
16. Aadhaar Cards of Parents: Original document.
17. Aadhaar Card of Guardian (if applicable)
18. Passport-Size Photographs: 06 recent color passport-size photographs



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Note: Retention of Original documents: All original documents (except Migration, Transfer, Conduct Certificates, and Undertakings) will be returned to the candidate immediately after physical verification.

b. Set 2 Documents - List of Documents to be Produced at the Hostel Desk for Hostel allotment:

1. Hostel Admission Application Form (**ANNEXURE-2, Hostel Admission Form A**), duly filled and signed.
2. Copy of Provisional Admission Letter issued by NIT Andhra Pradesh (**Will take the photo copy at the hostel desk after its issue**)
3. Aadhaar Card of Candidate (Photocopy).
4. Aadhaar Card of Parent/Guardian (Photocopy).
5. Proof of Hostel Fee Payment.
6. 2 Passport-size color photos.
7. 1 Stamp-size color photo (for Mess Identity Card).

c. Set 3 Documents (Optional)- List of Documents to be submitted at the Fee Remission Desk for claiming fee remission, if applicable only for GEN/GEN-EWS/OBC-NCL Candidates:

1. Fee Remission Application Form (**ANNEXURE-4, Fee Remission Form A**), duly filled and signed.
2. Payment receipt of Balance Institute Fee.
3. Copy of Institute Provisional Admission Letter (Will take the photo copy at the Fee Remission Desk)
4. Candidate's Aadhaar Card (Photo copy).
5. Parent/Guardian's Aadhaar Card (Photo copy).
6. Proof of payment for Tuition Fee. (Photo copy).
7. **Family Income Certificate:** Original Family Income Certificate issued on or after April 01, 2026 (for FY 2025–26) by a competent State Revenue Authority (e.g., Tehsildar / MRO / Revenue Divisional Officer). The certificate must bear the names of both the parents/legal guardian(s) and the student.
8. Income Certificate Affidavit by Parent/Legal Guardian (Fee Remission Form B) on non-judicial stamp paper.
9. Student Declaration Form (Fee Remission Form C), if applicable.

Note: Refer Fee Remission guidelines provided in the ANNEXURE -3



V. Fee Payment Details and Canara Easy Fee Online Portal Links

a. Institute Fee details:

1. All provisionally admitted candidates must pay the remaining balance of the Institute Fee as detailed below prior to physical reporting:

S. No.	Fee particulars	GEN / GEN-EWS / OBC-NCL (in Rs.)	SC / ST / PWD (in Rs.)
1.	Tuition Fee (per Semester)	62,500/-	0/-
2.	Other Fee (at the time of admission)	24,600/-	24,600/-
3.	Total Institute Fee (Tuition Fee plus Other Fee)	87,100/-	24,600/-
4.	Fee paid to JoSAA/CSAB-2026 (Seat Acceptance Fee, Partial admission fee etc.,)	(-) 70,000/-	(-) 30,000/-
5.	Balance Institute fee to be paid at the time of physical reporting	17,100/-	---

2. Institute Fee Payment Portal: [Canara Easy Fee - Institute Fee Payment Link](#)
3. For SC/ST/PwD candidates, the excess amount paid, if any, will be refunded to the students after receiving the amount to institute from JoSAA/CSAB-2026 (Expected by December-2026).

b. Hostel Fee details:

1. All provisionally admitted students must pay the hostel fee for allotment of hostel as under:

S. No.	Fee particulars	For all students (Rs.)
1.	Accommodation Charges	4,000/-
2.	Service Charges	5,000/-
3.	Hostel security deposit (refundable)	4,000/-
4.	Mess Advance (13.08.2026 to 01.12.2026)	14,600/-
5.	Mess admission fee	2,000/-
6.	Mess security Deposit (refundable)	4,000/-
	Total:	33,600/-

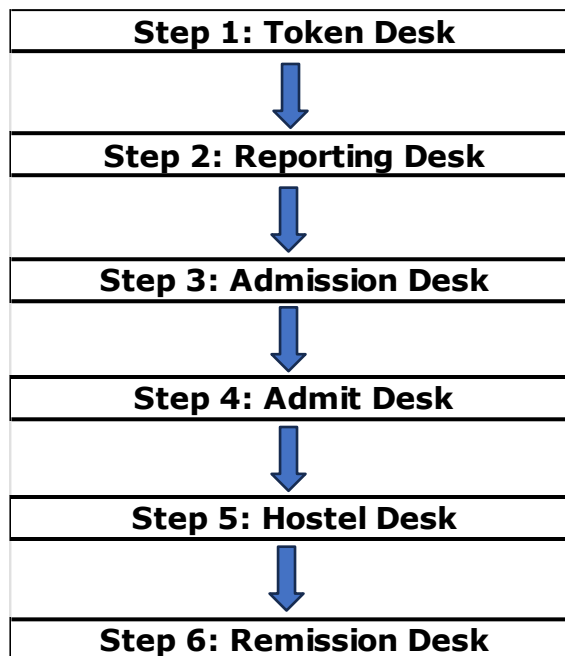
2. Hostel Fee Online Payment Portal: [Canara Easy Fee - Hostel Fee Payment Link](#)



3. Mess Advance Adjustments: Mess charges are levied on a pro-rata basis from the candidate's date of physical reporting to the last academic day of the semester. Excess mess advance will be carried forward to subsequent semesters.
4. Hostel Withdrawals: Maintenance and service charges are non-refundable if a student vacates or cancels hostel allotment mid-semester.
5. Caution Deposits: Refundable caution deposits will be released upon completion of the course or issuance of a Transfer Certificate by the Dean (Academic Affairs).

VI. Step-by-Step Reporting Venue Registration Workflow:

- a. Candidates must strictly follow the workflow sequence at the reporting hall:**



- b. Below are the steps to be followed at the admission venue for fulfilling admission process and hostel allotment process**

1. STEP 1 – TOKEN DESK:

- i. Collect your token number and wait at the waiting arena until your token is called. Before arriving to Step 2
- ii. Ensure the balance tuition fee is paid (if applicable) and physical copy of receipt is available with you.
- iii. Ensure the hostel fee is paid (mandatory) and physical copy of receipt is available with you.
- iv. Arrange the documents in the chronological order as necessary at reporting desk (admission process).
- v. Arrange the documents in the chronological order as necessary at hostel desk (hostel and room allotment).
- vi. Arrange the documents in the chronological order as necessary at remission desk (if eligible and willing to claim).



2. STEP 2 – REPORTING DESK

- vii. The candidate must report at the desk physically and submit the arranged documents to complete original certificate verification and identity.
- viii. Upon verification, the official shall confirm the physical reporting in the online central counselling system and recommend for the issue of admission letter by institute.

3. STEP 3 – ADMISSION DESK

- ix. The candidate must report at the admission desk physically.
- x. The concern official shall generate the provisional admission letter.

4. STEP 4 – ADMIT DESK

- xi. The candidate must report at the admit desk physically.
- xii. The concern official shall issue the provisional admission letter.

5. STEP 5 – HOSTEL DESK

- xiii. The candidate must report at the hostel desk physically and submit the arranged documents requesting the hostel allotment.
- xiv. Upon verification, the official shall confirm the physical reporting in the online central counselling system and recommend for the issue of admission letter by institute.
- xv. The concern official shall generate the hostel admission letter.
- xvi. The concern official shall issue the hostel admission letter indicating the Hostel Block, Room Number and Bed Number
- xvii. Further, the admitted student may occupy the hostel and attend the classwork as per Academic Calendar AY 2026-27.

6. STEP 6 – REMISSION DESK (Optional)

- xviii. The candidate shall report at the remission desk physically and submit the arranged documents requesting fee remission.
- xix. Further, the status and updates of fee remission will be communicated by Admissions and Scholarship Section time to time as per the academic calendar.

7. ADDITIONAL FACILITIES AT VENUE

- xx. **Bank Counter:** Fee payment through Canara Easy Fee Online Portal or Cash to Institute Canara Bank only.
- xxi. **Xerox Counter:** An outsourced Xerox facility will be available on payment basis near the venue.

c. The following important instructions must be followed by every reporting student for seamless process and avoid delay

1. Keep all original certificates and photocopies ready as specified at IV(a), IV(b) and IV(c) above.
2. Proceed to the next step only after completing the previous step as specified at VI(b)



3. Seek assistance from volunteers at venue, if required.

VII. IMPORTANT NOTICE

Admission is strictly **provisional** and subject to the satisfactory verification of original documents upon physical reporting, confirmation of academic eligibility, submission of fee payment receipts, and full compliance with all institutional policies and JoSAA/CSAB-2026 regulations. If any certificate, document, or declaration is found invalid, incorrect, or fraudulent at any stage, the admission will be cancelled immediately without prior notice.

For any details contact, Admissions & Scholarships Section (SASS),

Ph. No: +91 9492743842, Email ID: admissions@nitandhra.ac.in

Or visit Institute Website: <https://nitandhra.ac.in/main/index.php>

**Dean, Academic Affairs
NIT Andhra Pradesh**



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Annexure-1, INSTITUTE ADMISSION FORM A

APPLICATION FOR ADMISSION TO UNDER GRADUATE PROGRAMME
ACADEMIC YEAR 2026-27

1. Name of the Candidate (IN Block Letters)		Passport size Photograph to be attested
2. Branch admitted in B.Tech. Programme		
3. JEE (Mains) – 2026 (All India Rank)		

4. Candidate personal Details

Gender		Date of Birth	
Aadhaar Card Number		Blood Group	
e-mail address		Mobile number, if any	

5. Candidate Father Details

Name			
Aadhaar Card Number			
e-mail address		Mobile number	

6. Candidate Mother Details

Name			
Aadhaar Card Number			
e-mail address		Mobile number	

7. Candidate Guardian Details (if any)

Name			
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Aadhaar Card Number			
e-mail address		Mobile number	
Address for communication to parent/guardian			
Permanent address of parent/guardian			

8. Details of Category:

Category under which the candidate admitted through JoSAA/CSAB	GEN	EWS	OBC-NCL	SC	ST	-
Category under which the candidate belongs or claimed as per respective state government	GEN	EWS	OBC-NCL	SC	ST	BC

9. PwD Status (if applicable)

Whether candidate admitted under PwD category through JoSAA/CSAB	YES	NO
Type of disability:		
Percentage of Disability:		%

10. Fee Details:

Particulars	Amount in Rs.	Transaction ID & Date
Fee paid to JoSAA/CSAB		
Balance Institute fee paid (tuition + other)		

11. Account Details to which any refunds/remission to be made by NIT ANP:

Account Holder Name		Account Number	
Name of Bank & Branch		IFSC Code of Branch	

12. Account Details of the candidate (if available):

Account Holder Name		Account Number	
Name of Bank & Branch		IFSC Code of Branch	



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13. Checklist and original documents to be submitted for physical reporting/ admission:

S. No.	Document to be attached with this application form	Yes/ No/ NA
1	Fee Payment Receipts: Payment receipts for:	
i	JoSAA Seat Acceptance Fee (SAF)	
ii	JoSAA Partial Admission Fee (PAF) / CSAB Institute Admission Fee-I (IAF-I)	
iii	CSAB Institute Admission Fee-II (IAF-II) (if applicable)	
iv	Balance Institute Fee payment receipt (paid directly to NIT Andhra Pradesh)	
v	Hostel Fee payment receipt (paid directly to NIT Andhra Pradesh)	
2	Institute Admission Application Form: (ANNEXURE- 1, Institute Admission Form A) duly filled and signed.	
3	Provisional Seat Allotment Letter (PSAL): Latest seat allotment letter corresponding to the final seat (JoSAA Round-5 or CSAB Special Round-2), signed by the candidate.	
4	JEE (Main) 2026 Scorecard / Rank Card: Official original scorecard indicating Common Rank List (CRL) and Category Rank issued by the NTA.	
5	JEE (Main) 2026 Admit Card: Original / downloaded admit card used during the examination.	
6	D.O.B/ Class X Certificate / Marksheet: Original Birth Certificate/ SSC / Matriculation certificate containing candidate's full name, parents' names, and exact Date of Birth (DoB).	
7	Class XII Certificate & Marksheet: Original Higher Secondary (10+2) examination mark sheet and passing certificate.	
8	Category Certificate (SC / ST / OBC-NCL / GEN-EWS):	
i	SC / ST Certificate: Central Govt. format.	



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ii	OBC-NCL Certificate: Central Govt. format issued on or after April 01, 2026.	
iii	GEN-EWS Certificate: Central Govt. format issued on or after April 01, 2026 (valid for FY 2026–2027).	
iv	Maharashtra candidates must provide a Caste Validity Certificate; Tamil Nadu ST candidates must provide certificates issued by the Revenue Divisional Officer.	
9	Persons with Disabilities (PwD) Certificate/UDID Card: Original PwD / Disability Certificate issued by a competent Govt. Medical Board (showing a minimum of 40% benchmark disability) or a valid UDID Card.	
10	Medical Fitness Certificate: Original certificate issued and signed by a Registered Medical Practitioner in the prescribed JoSAA / CSAB–2026 format.	
11	Migration Certificate: Original Migration Certificate from the Board / University / Institute last attended.	
12	Transfer / College Leaving Certificate: Original TC / CLC from the institute last attended.	
13	Conduct / Character Certificate: Original Character Certificate issued by the Head of the Institution last attended.	
14	Bank Passbook / Canceled Cheque: Copy of the candidate's savings bank account passbook (showing Name, Account Number, and IFSC) or canceled cheque.	
15	Aadhaar Card of Candidate: Original document.	
16	Aadhaar Cards of Parents: Original document.	
17	Aadhaar Card of Guardian (if applicable)	
18	Passport-Size Photographs: 06 recent color passport-size photographs	

Signature of Student with date

Name:

JEE Roll No:



DECLARATION BY STUDENT

1. I, (full name of the student) _____ S/o, D/o Mr./Ms./ Mrs. _____, having been admitted to National Institute of Technology Andhra Pradesh, have read the UGC regulations of Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provision contained in the said Regulations.
2. I am fully aware of the penal administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behavior or act that may be contributed as ragging.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year

Signature of Student with date

Name:

UNDERTAKING BY STUDENT

I, _____ taking admission into I Year of B. Tech. for the Academic Year 2026-27 in National Institute of Technology Andhra Pradesh do hereby undertake to abide by all the rules and regulations of Institute relating to Institute academic, conduct, hostels etc., available on the Institute website (<https://nitandhra.ac.in/main/>).

I further agree that if I am found in violation of rules and regulations of the Institute at any time during my course, I am liable for disciplinary action as per the Institute rules.

Signature of Student with date

Name:



DECLARATION BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. _____
(full name of Parent/ guardian) father/mother/guardian of,
_____, (full name of the student) having
been admitted to **National Institute of Technology Andhra Pradesh**, we
together read UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read
and fully understand the provisions contained in the said Regulations.
2. I have also, in particular, I am fully aware of the penal and administrative action that
is liable to be taken against my ward in case he/she is found guilty of or abetting
ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging
 - b) My ward will not participate in or abet or propagate through any act of commission
or omission that may be constituted as ragging.
4. I hereby affirm that, if found guilty of ragging, my ward Is liable for punishment,
without prejudice to any other criminal action that may be taken against my award
under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in
any institution in the country on account of being found guilty of, abetting or being
part of a conspiracy to promote, ragging; and further affirm that, in case the
declaration is found to be untrue, the admission of my ward is liable to be cancelled.
6. Also, my ward shall abide with the rules and regulations of the institute during his/her
tenure of the programme at NIT Andhra Pradesh

Declared this _____ day of _____ month of
_____ year.

Signature of the Parent/Guardian with date

Name:

Address:

Telephone/ Mobile No.:

E-mail:



OFFICE USE ONLY

Date:

PI reporting and Documents verification:

1. We declare that the original certificates of the candidate and his/her identity are verified by us and his/her physical reporting to the institute is confirmed.
2. The candidate admission shall be provisional due to non-availability of following documents:
 - i.
 - ii.
 - iii.
3. The candidate is supposed to submit the affidavit for the following reasons:
 - i.
 - ii.

Officer 1

Officer 2

PI Module desk

Allotment of Admission Number:

We declare to state that all the above necessary documents are in order.

1. Name of the candidate	
2. Branch admitted in B.Tech. Programme	
3. Admission Number Assigned (Roll No.)	

Office Assistant

**Superintendent
Admissions desk**

Final Seat Allotment Order:

The above is verified. Accordingly, the final seat allotment cum provisional admission of the candidate is confirmed.

Associate Dean, AA, SASS

Dean, Academic Affairs



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Annexure-2, HOSTEL ADMISSION FORM A

S. No:

1. Name of the Candidate : (in block Letters with surname)

Affix Pass Port
Size
Photograph

2. i) Program: B.Tech/M.Tech/MS(Res)/Ph.D ii) Branch:

iii) Year & Semester: _____ iv) Reg / Roll No: _____

D D M M Y Y Y Y

3. (i) Date of Birth

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ii) Blood Group:

(iii) Gender (Male/Female):

4. Father/Mother/Guardians Name (in block letters):

5. i) Detailed Address for Communication:

(Permanent Address)

ii) Mobile Numbers: - Parent/Guardian:

Student Number:

iii) Landline Number (if any): STD Code:

Alt. Mobile number:

6. i) Nationality:

ii) Religion:

7. Aadhaar Card Number [attach photo copy(s)]

a) Student: _____

b) Father: _____

c) Mother: _____

8. Category (Tick/write the appropriate): General/OBC/EBC /SC/ST/EWS:

9. Are you a recipient of any scholarship? if so, give details: SC/ST/OBC (or) Other

Signature of the Candidate



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DECLARATION BY THE STUDENT

I hereby declare that I will abide by the rules and regulations framed by the Hostel Administration Committee (HAC) from time to time and in the event of any misconduct and /or violation of hostel rules by me and destruction of hostel / institute property, I am aware that I have to undergo disciplinary action recommended by HAC. I hereby undertake that in case, if I found involved in any ragging case, I am liable for punishment recommended by the appropriate authorities.

Place:

Date:

Signature of the Candidate

DECLARATION BY THE PARENT/GUARDIAN

I hereby declare that my ward/son/daughter

Mr./Miss./Ms.

B.Tech/M.Tech/MS(Res)/Ph.D:

Branch:

shall abide by the rules and regulations of the hostel in force failing which, he/she can be expelled from the hostel or institute or both.

Place:

Date:

Signature of the Parent/Guardian

(FOR OFFICE USE ONLY)

Please admit Mr./Miss/Ms. _____

S/o D/o of _____

B.Tech/M.Tech/MS(Res)/Ph.D _____

Branch _____

to the Hostel as Resident Boarder.

Date:

Chief Warden
NIT Andhra Pradesh, Hostels



HOSTEL UNDERTAKING FORM

1. I always obey the rules and regulations of the Institute / hostels that are issued time-to-time during my stay.
2. I am aware that most of the facilities are already created that makes my comfortable staying the hostels.
3. I know that the personal motor vehicles will not be allowed inside the campus.
4. I will take permission to use the private vehicle (Taxi/Auto etc.,) only if, I have heavy luggage with me or if, I am sick.
5. I am aware that, outside food will not be permitted to the hostel rooms and it is only permitted up to the dining halls.
6. I am aware that, I need to mandatorily enter my movement in the movement register kept in the hostels and I will do the same.
7. I will always cooperate with the Institute / hostel staff and I will not mis-behave with the Chief Warden, Deputy Chief warden, Warden and staff members or any other person working in the hostel.
8. I am aware that, the lockable almirahs are provided to each resident of the hostel and I will be responsible for the safeguard of all my belongings.
9. I will come back to hostel before the prescribed time as notified by the hostel management. I am also aware that during my outing period, I am responsible for my safety and security and the Institute or hostel management is no way responsible for any untoward incident happening outside. While going out of the Hostel, I will carry my Institute/ Hostel Identity Card. I will be fully and solely responsible for my acts within the institute and outside the NIT Andhra Pradesh premises.
10. I will be inside the hostel by 9.00 PM on any day, which may be extended with the prior permission from the warden.
11. I am aware that, on repeated late arrival to the hostel after outing, I may be suspended/expelled from the hostel/Institute.
12. I will not indulge in gambling, smoking, consuming liquor, narcotic drugs or any other intoxicants inside /outside of the Institute/Hostel. If I am found in such intoxicated condition, I will accept any punishment imposed by the hostel management/Institute authorities including expulsion from the hostels and or rustication from the Institute.
13. I will not spread any kind of unauthorized data (text/audio/video etc.,) across the social media platforms (like Twitter/ Facebook/ WhatsApp etc.,) against the hostels/Institute which can downgrade the reputation of NIT Andhra Pradesh.
14. For any problems in hostels/mess, I will approach the appropriate authorities through a proper channel and I will abide to the hierarchy.
15. I am aware about anti-ragging law and undertake not to indulge, directly or indirectly, in any ragging activity in the hostel or Institute campus or outside.
16. I will not use electrical appliances, such as, electric kettle/stove, electric rice cookers, electric iron, immersion heater and if I am found using any of these items, I agree to be fined a minimum of Rs.1,000/- at the first instant, and will have no



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objection if expelled from the hostel if found using any of these items for the second time.

17. If I break or damage any electrical appliances, fire extinguishers switch board or any other articles in hostels, I agree to pay double the total cost of the material and also be levied fine as applicable.
18. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
19. If damage is done in anyone of the rooms and the person(s) is / are not identified, then double the cost will be recovered from the room-mates collectively.
20. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property by the same occupants will result in their expulsion from the hostel.
21. I will settle all my hostel dues in time.
22. I will not allow any day-scholar or outsider in my room without permission and in case of its violation, I may be suspended/expelled from the hostel/Institute.
23. I am aware that, preparing or cooking any type of food is prohibited within the hostel premise/Institute.
24. I will not involve / organize in any anti-social activities, strikes / bundh / religious activities that tarnishes the reputation of NIT Andhra Pradesh.
25. I will claim my caution deposit paid if any only at the end of the program duration or at the time of leaving the program in between.

I.....son/daughter of.....

Bearing roll no..... joining/studying Year of
B.Tech./M.Tech./MS(Res)/Ph.D.....Course in the
branch of will abide by the

Rules/Policies/Orders/Instructions written above and also issued by the Hostel Office from time-to-time. I fully understand that in case of violation of any of the Rules/Policies/Orders/Instructions, I may be imposed heavy penalty which may include expulsion/ suspension from the hostel and/or even rustication from the Institute.

Date:

Place:

Signature of Student



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AFFIDAVIT BY THE PARENT/GAURDIAN (Anti-Ragging)
(To be submitted to the Hostel authority)

I..... Father/Mother/Guardian of
..... have carefully read and fully understood the law
prohibiting ragging and the directions of the Supreme Court and the Central/ State
Government in this regard as well as the Regulation on curbing the menace of ragging.

I assure you that my son/ daughter /ward will not indulge in any act of ragging.

I hereby agree that if he/she found guilty of any aspect of ragging he/she may be
punished as per the Provisions of Regulations mentioned above or as per the law in
force.

Signed on this day of..... month of Year

Full Name

Correspondence Address

.....
.....
.....

Signature

Permanent Address

.....
.....
.....



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AFFIDAVIT BY THE STUDENT (Anti-Ragging)
(To be submitted to the Hostel authority)

I.....S/o/D/o.....

..... have carefully read and fully understood the law prohibiting ragging and the directions of the Honorable Supreme Court and Central/ State Government in this regard.

I hereby undertake that: -

1. I shall not indulge in any misbehavior or an act that may come under the definition of Ragging.
2. I shall not participate in or abet or propagate ragging in any form in and outside the institute.
3. I shall not hurt anyone physically or psychologically or cause any harm to others.
4. I shall take proper permission from the Hostel Warden/Assistant Warden whenever I have to go out of the Tadepalligudem town.
5. I shall not visit dangerous places and shall never venture out to take bath in any river following near the Tadepalligudem town or other places during the complete course.
6. I shall not take hard drink in the Hostel and shall not come in an inebriated condition to the hostel.
7. I shall not smoke in the hostel, within Institute campus/ public places.
8. I shall not go to press without prior permission of hostel authority.
9. If I am caught violating any hostel rule, I may be expelled from the hostel without any warning and enquiry. At the same time disciplinary action may also be initiated against me at the Institute level.

I hereby agree that if I am found guilty in any aspect of ragging or violating any one of the above statements, I may be punished as per the provisions and/or as per the law in force.

Signed on this day of month of year
.....

Signature **Correspondence Address:**



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AFFIDAVIT BY THE STUDENT
(Undertaking)

(To be submitted to the Hostel authority)

1. I.....S/o or D/o..... student of B.Tech./M.Tech. /MS(Res)/Ph.D. year.....branch roll no hereby solemnly affirm and undertake to abide by following instructions/directions:
2. I understand that I am not permitted to keep and use any motorized vehicle inside as well as outside the campus of NIT Andhra Pradesh without prior permission.
3. I will not indulge in smoking, consumption of pan masala, gutkha, drugs, narcotics and alcoholic beverages in the Institute / Hostel Campus. If any of the above items is found in my possession or in my room or if I would be found intoxicated, then I shall be liable to sever disciplinary action.
4. I shall not use social websites for spreading misinformation about others and nor will I tarnish the image of others. I shall not indulge in any activity leading to cybercrime.
5. I shall never involve myself in any groupism leading to destruction, quarrel, disturbing peace, harmony & academic ambience of the Institute.
6. I shall never involve in any groups based on cast, creed, region, religion, state, district etc.
7. I will neither indulge in any mob activities, violence of any kind with fellow students & employee's and security staff, nor possess any type of weapons and explosives.
8. I understand that I am not permitted to carry mobile phone in the class room premises.
9. I will not use external speakers along with my computers, if any, and cause disturbance to others in the Hostel.
10. I will not allow any of my relatives, family members & friends to stay in my room without permission.
11. I shall always abide by the rules and regulations of NIT AP hostels failing which I shall be liable to punishment including expulsion / rustication from the hostel / Institute as may be awarded by Institute. The Institute decision will be absolute final and binding and no appeal will be admissible against it.

In witness whereof, I have fixed my signature on this undertaking.

Date:

Place:

(Signature of Witness/Parent/Guardian)

Name.....

Address.....

Email/Phone No.....

Date

Name of the student Year

Roll No.....

Branch/SemesterName of the NIT AP Hostel block &

Room No (if allotted) Mobile No

Signature of the Student



Annexure-3, FEE REMISSION GUIDELINES

Fee Remission Guidelines:

NIT Andhra Pradesh adopts the policy of Tuition Fee remission as per MHRD OM F. No 33-4/2014 -TS-III Dated 24th June 2016 for the candidates fall economically backward. The limits of sub-category of such economically backward students are as under:

Sub-Category	Annual Family Income limit	Benefit under fee remission, if found eligible
Most Economically Backward (MEB)	Annual Family Income less than or up to Rs. 99,999/-	Full (100%) Tuition fee refund
Other Economically Backward (OEB)	Annual Family Income between Rs.1,00,000/- and Rs.5,00,000/-	2/3 rd Tuition fee refund

Important Fee Remission Rules:

- As per the Government of India norms, any income certificate **is valid only for one year**. Hence, even though the local bodies issue the income certificate more than one year the certificate shall be treated as valid only for the current year of the date of issue of such certificate. For the subsequent academic years, the candidate should submit the income certificate afresh.
- Certificates issued **solely in the name of the student are invalid**; they must explicitly declare total **Family Income** of all Parent(s) and/ Legal Guardian(s).
- If a single consolidated "Family Income" certificate is unavailable, separate income certificates for both parents and/legal guardian(s) if any must be submitted, showing a cumulative income below the threshold.
- In the case of **deceased parent(s)**, official Death Certificates alongside the prescribed declaration form (**Fee Remission Form C**) must be attached.
- Certificates must be issued by authorities empowered by the respective State/Local Governments. Certificates issued by unauthorized entities shall not be considered.

Income Certificate Issuing Authorities in Various States / UTs:

The following table lists the competent authorities authorized to issue Family Income Certificates in their respective States and Union Territories:

S. No.	State / Union Territory	Recognized Income Certificate Issuing Authority
1	Andaman & Nicobar Islands	Tahsildar
2	Andhra Pradesh	Tahsildar / Deputy Tahsildar



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3	Arunachal Pradesh	District Magistrate & Collector
4	Assam	Revenue Circle Officers
5	Bihar	Circle Officer of Circle Office / Revenue Officer / Sub-Divisional Officer / District Magistrate
6	Chandigarh	Sub-Divisional Magistrate (SDM)
7	Chhattisgarh	Naib Tahsildar
8	Dadra & Nagar Haveli and Daman & Diu	Mamlatdar (Daman) / Mamlatdar (Diu)
9	Delhi (NCT)	SDM, Government of NCT of Delhi
10	Goa	Mamlatdar of respective Talukas
11	Gujarat	District Collector / Deputy Collector / Assistant Collector / Prant Officer / Mamlatdar
12	Haryana	CRO (Tahsildar / Naib Tahsildar concerned) / Additional Deputy Commissioner / District Citizen Resource Information Officer
13	Himachal Pradesh	Tahsildar (Revenue Department)
14	Jammu & Kashmir	Sub-Divisional Magistrate (not below the rank of Tahsildar)
15	Jharkhand	Sub-Divisional Officer (SDO) in each District / Deputy Commissioner
16	Karnataka	Tahsildar
17	Kerala	Village Officers
18	Lakshadweep	Deputy Collectors (Agatti and Minicoy) / SDOs (remaining Islands)
19	Madhya Pradesh	Tahsildar / Naib Tahsildar / District Collector
20	Maharashtra	Tahsildar
21	Manipur	District Authorities (DC / ADC / SDO - not below the rank of SDO/SDM)
22	Meghalaya	Employer (in case of Govt. employees); MP / MLA / DC / SDO Civil (in case of others)
23	Mizoram	District Magistrate or Officers authorized by District Magistrate
24	Nagaland	Deputy Commissioners / Addl. Deputy Commissioners / Sub-Divisional Officers (Civil)
25	Odisha	Revenue Officers
26	Punjab	CRO (Tahsildar / Naib Tahsildar concerned)
27	Puducherry	Tahsildar / Deputy Tahsildar
28	Rajasthan	Tahsildar
29	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management & Development) / Sub-Divisional Magistrate



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30	Tamil Nadu	Zonal Deputy Tahsildar
31	Telangana	Tahsildar / Naib Tahsildar
32	Tripura	Deputy Commissioner of Respective Districts
33	Uttar Pradesh	Tahsildar
34	Uttarakhand	Tahsildar / SDM / City Magistrate
35	West Bengal	1. District Magistrate / Addl. District Magistrate 2. Sub-Divisional Officer (SDO) 3. Block Development Officer (BDO) 4. The Collector, Kolkata (for Kolkata Municipal Corporation jurisdiction) 5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon'ble High Court, Kolkata Other areas covered in Kolkata Police are concerned i.e., areas over which collector, Kolkata does not exercise jurisdiction – concerned District magistrate or any other Officer Authorized by the District Magistrate of the respective district i. e. South 24 Paraganas and North 24 Paraganas.

Important Notes regarding Income Certificates:

- Unlisted States/UTs:** In States and Union Territories where specific authorities are not listed, certificates must be issued by a competent Revenue Authority. Any submitted certificates will be subject to verification by the institute.
- Mandatory Google Form Registration:** Students must complete all required fields in the official Institute Fee Remission Google Form (**Link: <https://forms.gle/AHxj5udfQ459j2DD7>**) and submit the hard copy; incomplete submissions will be rejected.
- Communication & Processing:** All communications & processing regarding tuition fee remission will be managed by the **Admissions & Scholarship Section**.


06/08/26

**Dean Academic Affairs
NIT Andhra Pradesh**



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Annexure-4, FEE REMISSION FORM A

Application Form for Tuition Fee Remission (A.Y. 2026–27)

S. No.	Particulars	Student / Family Details
1	Full Name of Student	
2	JEE Application Number	
3	Institute Roll Number	
4	Programme	B.Tech.
5	Branch / Discipline	
6	Academic Year & Semester	1st Year / Semester I
7	Category (GEN / OBC-NCL / GEN-EWS)	
8	Candidate's Aadhaar Number	
9	Fee Remission Sub-Category Requested MEB (Income < ₹1 Lakh) / OEB (Income ₹1 Lakh – ₹5 Lakhs)	
10	Institute Email ID	
11	Mobile Number of Candidate	
12	Name of Father	
13	Father's Occupation	
14	Father's Aadhaar Number	
15	Father's PAN Card Number	
16	Name of Mother	
17	Mother's Occupation	
18	Mother's Aadhaar Number	
19	Mother's PAN Card Number	
20	Name of Guardian (if applicable)	



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21	Guardian's Occupation	
22	Guardian's Aadhaar Number	
23	Guardian's PAN Card Number	
24	Present Postal Address	
25	Bank Account Details (for Fee Reimbursement)	
<i>i</i>	Account Holder Name	
<i>ii</i>	Account Number	
<i>iii</i>	Bank Name & Branch	
<i>iv</i>	IFSC Code	
26	Annual Family Income Breakdown (FY 2025–26)	
<i>i</i>	Father's Annual Income	₹
<i>ii</i>	Mother's Annual Income	₹
<i>iii</i>	Income from Other Sources	₹
<i>iv</i>	Total Annual Family Income	₹

Undertaking & Declaration:

I hereby declare that the information provided above is true, complete, and correct to the best of my knowledge and belief. I undertake to abide by all rules and regulations of National Institute of Technology Andhra Pradesh. I fully understand that furnishing false statements or suppressing material facts will result in immediate cancellation of my admission, forfeiture of fee remission benefits, and legal recovery of any waived or refunded fees.

Date:

Signature of Student _____

Signature of Parent/Guardian _____



FEE REMISSION FORM B

Affidavit for Income Certificate by Parent / Guardian

(To be executed on Non-Judicial Stamp Paper of ₹100/- and duly notarized)

AFFIDAVIT

I, **[Full Name of Parent/Guardian]**, aged _____ years, residing at **[Full Residential Address]**, do hereby solemnly affirm and state as follows:

1. That I am the Father / Mother / Legal Guardian of **[Full Name of Student]**, bearing JEE Application No. / Institute Roll No. **[_____]**, who has been provisionally admitted to the **National Institute of Technology Andhra Pradesh** in the 1st Year B.Tech. Programme for the Academic Year 2026–27.
2. That my total annual family income from all sources (including salary, agriculture, business, profession, pension, rental, interest, etc.) for the Financial Year 2025–26 is ₹ **[Amount in Figures]** (Rupees **[Amount in Words]** only).
3. That I have submitted a valid Family Income Certificate issued by the competent Revenue Authority in accordance with the prescribed guidelines of the Government of India for the purpose of claiming Tuition Fee Remission.
4. That the Income Certificate is issued in my name and is linked with my Aadhaar Number: **[12 Digit Aadhaar Number]**.
5. That I fully understand the Fee Remission Policy of the Ministry of Education, Government of India, and declare that the statements made above are true and complete.
6. That I undertake to inform the Institute immediately if there is any upward revision in my annual family income status or if any discrepancy is detected in the documents submitted.
7. That I am fully aware that submitting false information or concealing facts will make my ward liable for immediate cancellation of admission, revocation of fee remission privileges, recovery of waived/refunded amounts, and legal prosecution as per applicable laws.
8. That I agree to abide by all decisions taken by the Institute or the Government of India regarding fee remission policy compliance.

DEPONENT

(Signature of Father / Mother / Guardian)

Name: _____

VERIFICATION

Verified at **[City/Location]** on this **[Date]** day of **[Month]**, 2026, that the contents of the above affidavit are true and correct to the best of my knowledge and belief, and no material context has been concealed therefrom.

DEPONENT

(Signature of Father / Mother / Guardian)

(To be signed and sealed before a First-Class Magistrate or Notary Public)



FEE REMISSION FORM C

Declaration by Student (In Case of Deceased Parent/Parents)

I, Mr./Ms. _____, Roll No.

_____ /

do hereby solemnly declare that:

1. My **Father / Mother / Both Parents** is/are not alive.
2. I have attached my **Father / Mother / Both Parents** official Death Certificate(s).
3. In lieu of complete family income documents, I have submitted the valid Income Certificate of my **Father / Mother / Legal Guardian** upon whom I am fully dependent.
4. I confirm that all facts stated herein are true and correct, and no relevant information has been concealed or misrepresented.

Date: _____

Place: _____

Signature of Student: _____