



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
Barjala, Jirania, Agartala – 799046 (Tripura)
OFFICE OF THE DEAN ACADEMIC

F.NITA.5/(10-Acad)/CSAB-2025/Adm/2024-25 /A-2010

Date. ...04./08./2025

NOTICE

This is to inform those who have been allotted seat at NIT Agartala in the regular rounds of JoSAA-2025 and CSAB- 2025-Special Rounds, for admission to UG and Dual Degree programmes, should **report physically at the Institute between 20th to 23rd Aug' 2025, during 9 am to 4 pm.**

The details related to registration and a list of documents to be submitted at the time of provision admission is stated here under:

Instructions for online registration on MIS portal:

1. Register yourself in the MIS portal through link www.mis.nita.ac.in by using the **JEE (Main) 2025 Application number**, before appearing for physical reporting.
2. Enter and fill the required details in the portal.
3. Candidates must upload the following documents in the online portal as mentioned below (In case of multiple documents, upload in a single pdf file):

Table- 1

Sl. no.	Document
a)	Score card of JEE (Main) 2025. (mandatory).
b)	Admit of class 10 th / Birth certificate, for age proof. (mandatory)
c)	Marksheets of 10 th and 12 th or Equivalent. (mandatory)
d)	Provisional Admission Letter finally issued by JoSAA/CSAB 2025 and final Seat acceptance letter. (mandatory)
e)	Photo ID proof, as per Govt. of India guidelines. (mandatory)
f)	If applicable: Upload the Certificate/s (SC/ST/OBC-NCL/GEN-EWS), issued by the competent authority, as per Government of India format (available at the JoSAA 2025 website). In case of OBC-NCL/GEN-EWS category, the certificate must be issued on or after 01/04/2025. ➤ For candidates of Maharashtra state, <u>Caste validity Certificate</u> is mandatory along with caste certificate. ➤ ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.
g)	Migration and Conduct/ Character certificate, from the last attended Institution. (mandatory)
h)	Physical Disability Certificate, as per JoSAA 2025 format, if applicable.
i)	Undertaking as per prescribed format at Annexure- A. (mandatory).
j)	If Applicable (for B. Tech. courses only): Upload a <u>valid Annual Family Income Certificate, from all sources, and affidavit in the prescribed format</u> , issued by the competent authority strictly to claim tuition fee remission at NIT Agartala. Certificate should be in Hindi/ English only. (Issued on or after 1st April, 2025) Details are given in subsequent pages of notification. Note: SC/ST/PwD students need not upload Income certificate for tuition fee waiver.
k)	Medical Certificate , as per JoSAA/ CSAB- 2025 format.
l)	Candidates whose 12 th passing year is not the current year must submit a GAP certificate.

Note:

1. Make a single file of above original document in same sequence.
2. Bring photocopy set of all the above mentioned document in same sequence.
3. Students are informed to upload a formal passport-size photo taken.



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4. An **online provisional registration slip** will be generated. All are instructed to save the online provisional registration slip for future reference. (Candidates must enable the pop-ups in their browser to download the online provisional registration slip).
5. **Candidates must complete the Online registration before the appearing for Physical Reporting at the Institute.**
6. For any other relevant query please contact MIS Section through nitmisagt@mail.nita.ac.in.

Instructions for Physical Reporting at NIT Agartala (20th to 23rd Aug' 2025, during 9 am to 4 pm.):

1. Candidates must bring the **online provisional registration slip**.
2. Candidates must bring **all the Originals of the above mentioned documents (Table- 1) along with a set of duly self-attested photocopied hard copies.**

Following points are to be noted by the candidates:

1. For details of fees for 1st Semester, candidates may visit Institute website. The different heads of fees (including tuition fee) may be changed by the Competent Authority. In such case, students are required to pay the changed fee.
2. Candidates not eligible for tuition fee waiver and remission are required to pay the **Balance Institute Fee**.
3. No request of extension of date of physical reporting will be entertained.
4. Classes will commence from tentatively **25th August, 2025** for UG and Dual degree students admitted during 2025-26 session.
5. The schedule of the Induction Programme for all admitted students will be notified later.
6. **Notification regarding the Anti-Ragging is appended with this notice., as per Annexure-IV.**

Hostel Accommodation :

1. The detail process of hostel payment and allotment shall be notified on the website. Students are advised to visit website regularly.
2. For any other hostel related query, students may contact the Office of the Chief Warden. (chiefwardennita@gmail.com).

Refund:


1. If a candidate decides to quit the allotted course at NIT Agartala, after the last date of withdrawal/ cancellation, as announced by JoSAA- 2025 and/or CSAB- 2025, the Institute will refund only the academic caution money, after the amount paid by the candidate to JoSAA and/ or CSAB is transferred to NIT Agartala.
2. At any point of time, in any semester during the tenure of a course, if an admitted student cancels admission or abandons the course without completing the programme, the fees paid in all the semesters will be forfeited by the Institute. The student will be eligible for refund of academic caution money only.
3. To cancel admission, the student has to apply for a No-Dues certificate through his MIS account. Once the No-Dues certificate is issued, the candidate has to apply with a copy of the No-Dues certificate, for the release of Caution Money.



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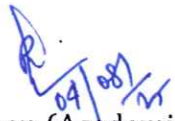
****Candidates must visit Institute website regularly for any further updates.****

This is issued with the approval of the competent authority.


(Prof. Rajib Saha)
Dean (Academic)
NIT Agartala

Copy to:-

1. PS to the Director for kind information of the Director.
2. All Deans, NIT Agartala for kind information.
3. Professor-in-charge, Admission (JoSAA- 2025 and CSAB- 2025), for kind information and necessary action.
4. The Registrar, NIT Agartala for kind information.
5. All HODs and W/S, for kind information and necessary action.
6. Asso. Dean (Exam), for kind information.
7. Asso. Dean (UG), for kind information.
8. Chief Warden, for kind information and necessary action.
9. 1st year Co-ordinator, for kind information and necessary action.
10. Dy. Registrar (Academic), for kind information and necessary action.
11. Asstt. Registrar (Academic), for kind information and necessary action.
12. Faculty-In-Charge, MIS, for kind information & necessary action.
13. Dy. Registrar (F&A), for kind information and necessary action.
14. System Administrator, with a request to upload the notice in the Institute website.


Dean (Academic)
NIT Agartala

Undertaking by all candidates

I, Mr./Ms....., Son/ Daughter of
....., Resident of.....,
with JEE (Main) 2025 Application No....., under GEN/GEN-
EWS/OBC-NCL/SC/ST/PwD (**tick as applicable**) do hereby undertake as under:

1. I will not have any objection if my provisional registration and admission in B. Tech/ BS-MS/ BT-MT (**tick one**) programme allotted by JoSAA/ CSAB- 2025, in the Department of _____ is cancelled in event of my failure to produce all the required document(s) at the time of physical reporting, date as and when notified by NIT Agartala.
2. I will pay all fees, as applicable, if at any point of time during the course my claim towards tuition fee waiver/ remission is found wrong/ false.
3. I further declare that at any point of time, if any of my uploaded/ submitted document(s) as well as information given by me is/ are found to be false/ untrue, then my provisional registration and admission at NIT Agartala will stand cancelled, and decision taken by NIT Agartala will be final.
4. I shall abide by all the rules and regulations of NIT Agartala, modified from time to time.

Signature of the candidate with date:

Name of the candidate:

Name & Signature of Parent with date:

Declaration by the Parent

I..... parent of
..... do hereby undertake to ensure that my son / daughter shall conduct himself / herself in accordance with the rules and regulations of the Institute, the State of Tripura and the Union of India in a manner commensurate with an Institution of repute.

I shall also ensure that he / she will attend the classes and appear in tests and examination. If his / her attendance record or academic performance is not satisfactory as per the norms and standards fixed by the Institute, the decision of NIT Agartala will be final in all respect.

I do undertake to ensure that my son / daughter / ward will not contravene the laws of India in any form.

I shall continuously monitor his / her academic progress and keep contact with his / her Faculty advisor in every semester.

I do agree to meet the expenses as fixed by the Institute which may be enhanced from time to time during the period of study of my son / daughter / wardfor the entire course at the Institute

Full signature of the parent/ guardian

Date: _____

Name of the parent/guardian



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Annual Family Income for Tuition fee remission and for various income related benefits:

1. The link for uploading family income document **for the academic session 2025-26** will be available in the MIS portal of Institute.
2. All students who are interested to avail tuition fee remission linked to family income, must submit their family income documents as per the mentioned guidelines.
3. Students must upload an Annual Family Income Certificate as per **Annexure – I** along with an **affidavit as per Annexure – II**.
4. The Issuing authority of Family Income Document and Certificate must be a local District Authority like S.D.O./B.D.O./Tahasildar/Mandal Revenue Officer (MRO), etc. State-wise list of Issuing authority is listed in **Annexure-III**, for reference.
5. **The Annual Family Income Certificate must be issued on or after 01/04/2025.**
6. **All income documents should be issued for the Financial Year 2024-25.**
7. **In all documents, the financial year 2024-25 should be clearly mentioned.**
8. Form-16 / ITR / Annual Pension Certificate of Both Parents can also be uploaded as supporting documents to family income document with INCOME AFFIDAVIT as per Annexure –II.
9. In the event of non-submission of the income documents as mentioned above, within the notified date, the student will be required to pay full tuition fee.
10. **Candidates not eligible for tuition fee waiver and remission, are required to pay the Balance Institute Fee.**

Note: Candidates of B.Tech belonging to ST, SC & PwD categories and candidates having Annual Family Income above INR 5 lakhs are not required to submit Income certificate and affidavit.

(Round Stamp of Office of Issuing Authority)

FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2024-25
(Valid for Academic Year 2025-26)

This is to certify that Mr. /Mrs. (Father/Mother/Guardian).....
Father/Mother/Guardian of(Student name) is a
resident of Village/ Town.....P.O.
.....P.S.....Mouja/Taluk.....
....., District His/her Annual Family Income
from all sources is Rs..... (Rupees.....in
words).

Income from:

<u>Relation</u>	<u>Profession</u>	<u>Amount</u>
1. Father's Income	:	Rs
2. Mother's Income	:	Rs
3. Guardian's Income	:	Rs
4. Other sources	:	Rs
Gross Total Income		Rs

This Certificate is issued for the financial year 2024-25.

Date:

.....
Signature of issuing authority
with Seal

Name of Issuing Authority:

Designation:

****The Income Certificate should be issued by the local District Authorities like S.D.O./B.D.O./ Mondal Revenue Officer (M.R.O.)/ Tehsildar, as listed in Annexure - III.**

FORMAT OF INCOME AFFIDAVIT

(To be submitted on Non-Judicial Stamp paper of Rs. 50/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/ Smt. _____ a resident of _____
solemnly declare as
under:

1. My son/ daughter Shri/ Miss _____ is currently studying at the National Institute of Technology, Agartala, in 4-year B. Tech course in the Branch of _____, provisionally admitted through JoSAA/ CSAB- 2025.
2. That, my son/ daughter _____, JEE(Mains) Application no. _____ is claiming remission in Tuition Fee against the Income Certificate bearing No _____ dated _____ submitted by me, issued by the _____ Government of _____.
3. He/ She is an applicant for the Tuition Fee Remission for the **Academic Year 2025-26**.
4. I declare that my spouse is employed/ not employed and that the Annual Income of my family for the **Financial Year 2024-25**, i.e., during the period from 1st April, 2024 to 31st March, 2025 was as mentioned hereunder (Supported by documents of ITR/ Pension certificate, etc.):

(I) From my own profession (name of profession _____) as indicated:

- | | |
|---|----------------|
| a. Income from Business/Medical practice
Legal Practice/Engineering Consultancy etc. | Rs. _____ p.a. |
| b. Income from Agriculture | Rs. _____ p.a. |
| c. Income from Landed Properties | Rs. _____ p.a. |
| d. Income from Investment in Bank/Post Office etc. | Rs. _____ p.a. |
| e. Income from Share Certificates/Debentures | Rs. _____ p.a. |
| f. Income from any other sources (i.e. Retirement
Benefits for VRS/VSS etc., if any) | Rs. _____ p.a. |

(II) Income of my wife/spouse's (if any) Rs. _____ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's/ spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II "List of documents to be submitted"

(III) Income in the name of my son /daughter/ ward (if any). Rs. _____ p.a.

(IV) Income from other sources/ family members (if any). Rs. _____ p.a.

GROSS TOTAL INCOME (I+II+III+IV): Rs. _____ p.a.

Further I declare that:-

1. That, I hereby solemnly aware and undertake that the above submitted Income Certificate and information above is true and correct as per the norms of Government of India. I am fully aware that in case any of information and documents furnished by me related to fee remission is/ are found untrue/false at any point of time, I will pay the full Tuition Fees with penalty as imposed by the Institute for my ward. I am also aware that in case of untrue/false Income Certificate, the Institute can take any disciplinary action against me and my ward and that shall be acceptable to me.
2. That, the said affidavit is true to the best of my knowledge and no facts have been hidden in it and not written untrue. I hereby, understand that in case any information regarding Annual Family Income submitted by me found to be false or there is alteration/ misrepresentation of any facts, criminal case can be registered against me under the Indian Penal Code Section 177, 197, 198, 199, 200 and 420 and I am aware that, if found guilty, I can be punished with imprisonment for term of 3 to 7 years and fine.

(Signature of Father/Mother)

Sworn before me this _____ day of _____ 20____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

ANNEXURE-III

INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

SL. NO	State/Union Territory	Income Certificate Issuing Authority.
1	Andaman & Nicobar	Tahsildar
2	Andhra Pradesh	Tahsildar
3	Arunachal Pradesh	Deputy commissioner of respective Districts
4	Assam	Revenue Circle Officers
5	Bihar	Circle Officer of Circle Office
6	Chandigarh	Sub Divisional Magistrates
7	Chattisgarh	Naib Tahsildar.
8	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar,
9	Delhi	SDM of Govt of NCT of Delhi
10	Goa	Mamlatdar of all Talukas
11	Gujarat	District Collector/Depurt Collector/Asst. Collector/Prant Officer/Mamlatdar
12	Haryana	CRO(Tehsildar/Naib Tehsildar concerned)
13	Himachal Pradesh	Tahsildar of Revenue Department
14	Jammu&Kashmir	Sub Divisional Magistrate(not below the rank of Tahsildar)
15	Jharkhand	Sub Divisional Officer in each District
16	Karnataka	Tahsildar
17	Kerala	Village Officers
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands

19	MadhyaPradesh	Tahsildars/Naib Tahsildar
20	Maharashtra	Tahsildar
21	Manipur	District Authorities i.c. DC/ADC/SDO(not below the rank of SDO/SDM
22	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.
23	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers(C)
25	Odisha	Revenue Officers
26	Punjab	CRO(Tehsildar/Naib Tehsildar concerned)
27	Pondicher	Tahsildar, Deputy Tahsildar
28	Rajasthan	Tahsildar
29	Sikkim	Special Executive Magistrate(Block Development Officers, Rural Management & Development Deptt.)
30	TamilNadu	Zonal Deputy Tahsildar
31	Tripura	District Magistrate & Collector and SDM , DCM, DC (Competent Authority as per Govt. Notification)
32	UttarPradesh	Tahsildar
33	Uttaranchal	Tahsildar/SDM/City Magistrate

34	WestBengal	<ol style="list-style-type: none"> 1. Dist. Magistrate or-District Level Addl. Dist. Magistrate 2. Sub-Divisional Officer-Sub Divisional Level Of the concerned 3. Block Development officer-Block Level Of the concerned Blocks 4. The Collector, Kolkata-Kolkata Municipal Corporation. 5. The Collector, Kolkata-Student residing within civil Jurisdiction of Hon'ble High Court, Kolkata 6. 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.
35	For All other remaining states and Union Territories	Not below the rank of Tahsildar/Competent Authority as per Govt. Notification

AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER
OF MINIMUM RS.20/-

AFFIDAVIT OF STUDY GAP

I _____ Daughter/ Son of _____

Resident of _____ (Address with Pin code)

do hereby solemnly affirm and state as under:

1. That my above name and address is correct.
2. That I have passed 12th class from CBSE/ICSE/other _____
Board in the year _____.
3. That there is a gap of _____ year/s between passing of 12th class and now
seeking admission in the B.Tech/ BT-MT/ BS-MS National Institute of
Technology Agartala.
4. That during this gap period I was doing _____.
5. That I was not involved in any criminal offence whatsoever and I was not
punished for any offence by any Court of law during this gap period.

DEPONENT

VERIFICATION

That the above statement is true to the best of my knowledge and belief and nothing
has been concealed there from.

DEPONENT



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Annexure – IV

Anti-Ragging

Candidates allotted a seat at NIT Agartala in **1st Year** Under Graduate & Dual Degree courses through **JoSAA/CSAB-2025** for the year **2025-26** will require to submit **anti-ragging affidavit** and **declaration from the Guardian** within 7 days from 28th August 2025 to the **Office of the Dean Student Welfare**.

The procedure to be followed during online submission of **Anti-Ragging Affidavit** may be seen as below,

- i. **Step-1**: Log on to **www.antiragging.in** .
- ii. **Step-2**: Fill in the information as desired.
- iii. **Step-3**: On successful completion, you will receive affidavits, both for Students and Parents, through E-mail.
- iv. **Step-4**: Sign them and submit in NIT, Agartala during admission.

For other information :

1. The details are available, may please visit: <https://www.antiragging.in/index.html>
2. The student discipline manual of NIT Agartala is available : <https://nita.ac.in/uploaded files/Student-Discipline-Mannual Sept2024.pdf>
3. The details of anti ragging committee of NITA : <https://nita.ac.in/UserPanel/DisplayPage.aspx?page=ma&ItemID=kg>