

Ref: SIIT/2021/03-4

Date: - 19 March' 2021

NOTICE

The students of Diploma in Engineering admitted in **2019 (Regular & Lateral)** and **2018 (Regular)** are directed to **register for Even semester (Jan — June, 2021)**

Session 2020-21 through offline mode (**starting from 6th April' 2021 to 15th April' 2021**) without late fine. After due date Rs.100/- late fine will be charged for next ten days (i.e. up-to 25.04.2021). Thereafter, registration will not be permitted in any case. Therefore, all students are directed to visit respective Department for registration.

After offline registration & payment of fees* (***not applicable for those having Student Credit Card or Education Loan**) student must submit the copy of fee receipt & registration form to their Head of Department.

The classes of Even Semester (except 1st year) will commence from 6th April' 2021 by following Govt. guideline for COVID-19. (Details regarding SOP for the same would be available in due course of time).

I- Normal Fee Collection:

SOP for the same would be as under:

(a) Student will logon to www.satyaminternational.com and click on Online fee Payment. The link will redirect you to **Razorpay Payment Pages**. Fill your details and pay your Semester fee and take printout of payment confirmation receipt.

Or

Visit Account Section and pay your fee at counter.

(b) Now visit your department and fill **EVEN SEMESTER REGISTRATION** form by filling/ attaching credentials/ enclosures and subject details as per guidelines.

Please note: Registration will be valid and saved in the portal only for those students who will successfully make the fee payment* (For Credit Card- Attach disbursement details after filling all details, failing which it will not be valid and no request will be entertained).

2-Processing of fees through DRCC

Those students who have applied for credit card from DRCC under Bihar Student Credit Card Scheme:

- a) If his / her Amount transferred from DRCC to SIIT Patna on or before 31st March' 2021 then the candidate send a request along with supporting document (UTR Number) of transferred amount to the Academic section through email ID examination@satyaminternational.com or **by person** on or before 5th April' 2021 so that the candidate can register himself/herself after confirmation by the Academic section.
- b) In case Amount is not transferred from DRCC to SIIT Patna upto 31st March' 2021 then the candidate has to request a demand letter from college and submit to DRCC along with his/ her promotion certificate/ result of last semester and complete the registration as per schedule.

For further updates, students are advised to visit the Institute website regularly.

Principal

Copy to: -

1. All HODs
2. Controller of Examination
3. PI, Website & MIS
4. Notice Board.
5. Guard file