No. NITRR/Dean (Academics)/2019 **413**   Date : **02** / **08** / 2019

IMPORTANT NOTICE

UPDATING OF PERSONAL DETAILS IN MIS SYSTEM BY NEWLY ADMITTED STUDENTS OF B.TECH. B.ARCH. M.TECH & MCA

1.   All the newly admitted students of B.Tech. ,B.Arch. ,M.Tech and MCA of the academic session 2019-20 are hereby informed that they are to update their personal details in the MIS system. The correctness of students' details in the database is essential as the same will be used for all the academic and the administrative purposes as and when required. In addition, personal details of student are required for printing his/her Identity Card. A student **must be** in possession of his/her Identity Card issued by the Institute for appearing in all the forthcoming Semester Examinations.

2.   All newly admitted students of B.Tech.,B.Arch.,M.Tech and MCA must update their personal particulars in the MIS **by 19 August 2019**. Students should take utmost care while entering details and before clicking the "SUBMIT" button as they can edit/update their details **only once**. Following details must be updated by the students for their identity card printing or other purpose **by 19 August 2019**:-
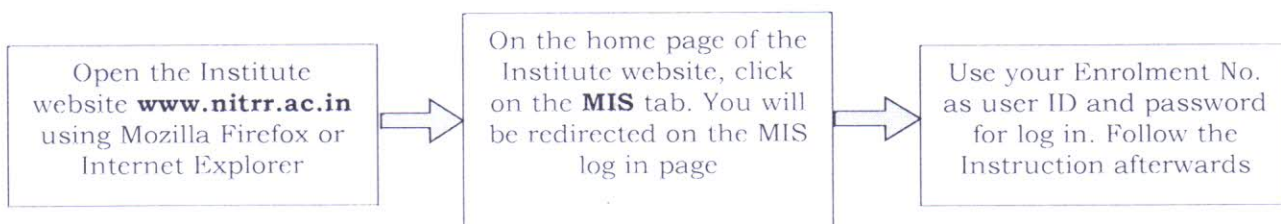
   (a)   Student Name (in Hindi)
   (b)   Student Mobile No. and Email Id (Mandatory)
   (c)   Father/Mother Mobile No. (Mandatory)
   (d)   Uploading of Formal passport size Colour photograph with white background (size should be <40kb).(photos taken by mobile, selfie are not allowed)
   (e)   Uploading of signature (size should be <10kb)
   (f)   Present address with state
   (g)   Permanent address with state
   (h)   Blood Group
   (i)   SBI Bank details (Mandatory for M.Tech Students, those who are eligible for stipend. Bank account no. should be in the name of student.

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3.   Further, students are also suggested to check their other details available on the MIS page, which were filled in at the time of admission, for correctness. Any deviation in the particulars should be reported/corrected as early as possible. Students must ensure that their personal particulars i.e. name, date of birth, father/mother name are **as per their 10th marksheet**/certificate.

4.   To update the personal particulars in MIS, a student is required to log in into MIS using his/her user ID and password. Student's **Enrolment No. is his/her MIS user ID as well as password** for the first log in. Students can log in into MIS in the Institute Campus only. Hence, they are required to use their parent department computer/system for log in into MIS.

5.   MIS System is functional in the "Mozilla Firefox" and "Internet Explorer" web browser. Students can follow the following path to log in into MIS through the Institute website:-

Open the Institute website **www.nitrr.ac.in** using Mozilla Firefox or Internet Explorer	→	On the home page of the Institute website, click on the **MIS** tab. You will be redirected on the MIS log in page	→	Use your Enrolment No. as user ID and password for log in. Follow the Instruction afterwards

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Dean (Academics)
NIT Raipur

Distribution:-

1.   Concern HoDs with a request to provide necessary assistance to the students.

2.   HoD (Chemistry / Physics) for information.

3.   Student Section for necessary action.

4.   MIS Team for necessary action.

5.   All Notice boards.