

Shaheed Bhagat Singh State Technical Campus, Ferozepur (Polytechnic Wing)

Dated: 15 Dec, 2016

Ref.: SBS/Poly/ 744

REGISTRATION NOTICE (For Session Jan-July, 2017)

Stage-1 Procedure for downloading Blank Fee Voucher (Poly Wing):--

S. No.	Steps to be followed for downloading fee challan for students	S. No.	Steps to be followed for downloading fee challan for students
1.	Go to URL www.tcsion.com/SelfServices using Firefox Mozilla Web Browser	5.	Click on Default quick links
2.	Login using RollNo@sbsstc.ac.in and Password already provided	6.	Click on Online Fee payment
3.	Click quick links (Right side of the Web Top)	7.	Click to get Fee Report
4.	A pop-up window will come up. Click OK	8.	Challan will appear, click Print to take printout

Stage-2 Fee deposit

Fee [Localite/Day Scholar Registration Fee] can be deposited in any branch of **State Bank of Patiala** only in India using Fee Voucher **15th Dec, 2016 onwards**. Poly Wing Fee Account Number (**65119586962**) and IFSC Code of SBoP, (SBSSTC Branch) (**STBP0001175**) have been mentioned on the Fee Voucher. Hostel related fee will be deposited in cash in concerned hostels after allotment of the rooms.

Stage-3 Registration Form

The set of Registration forms (consisting of Department copy, Hostel copy and student copy) can be obtained from Mr Amritpal Singh (Lab Attd - Poly Wing) / Mr Mukesh Sachdeva (Attd – Poly Wing) or can be downloaded from website 'www.sbsstc.ac.in'.

Stage-4 No Dues

Get required No dues on the Registration Forms at earmarked locations.

Stage-5 Registration

Submit your completed Registration Forms along with

- (i) Passport size colored photograph pasted at earmarked location on each form
- (ii) Five PP size colored size latest photos in polythene pack attached along with Form
- (iii) Copy of Fee Voucher/College Fee Receipt
- (iv) College Receipt of late fee, if applicable

For SC/ST studying under Post Matric Scholarship Scheme, following documents are additionally required to be enclosed along with the above mentioned documents:--

- (v) **Original Copy of Affidavit (for financial year 2016-17)** on Rs.25/- Stamp paper for low income (Less than 2.5 lacs) duly attested by Tehsildar/Nautary (issued after 1st April, 2016)
- (vi) **Photostat copy of Aadhar Card (UID)**
- (vii) Attested Photocopy of Residence Certificate (issued by competent authority)
- (viii) Attested Photocopy of SC Certificate (issued by competent authority)
- (ix) Attested Photocopy of Saving Bank Account Passbook / Cancelled Cheque (Original)
- (x) Account No ('self' / student's name) of State Bank of Patiala (College Branch only)

- NOTE:**
1. **Date of completing Stage-5 of registration process will be considered as the date of registration. Late fee to be deposited by a student will be determined on the basis of date of registration/submission of completed Registration Form to concerned Deptt I/c or Department Academic Incharge.**
 2. **Hostel related fee will be deposited in cash in hostels after allotment of the rooms.**
 3. **UMC Cases:** The Students against whom UMC cases are pending will be registered provisionally on submission of an affidavit in this regard.

Registration Fee details are given below:--

Date of Registration Without fine	Class	Hosteller / Localite	Fees	Registration with fine	Start of classes			
2nd and 3rd Jan, 2017	2nd Sem NL	Day Scholar (Day Scholar)	Rs.21,100/-	Registration will be allowed after due date by paying late registration fine of Rs. 1000/-per week Last date of Registration is 2nd Feb, 2017	3rd Jan, 2017			
		Tuition Fee Waiver (Day Scholar)	Rs.10,100/-					
		SC/ST PMSS (Day Scholar)	Rs.2,657/-					
	4th Sem LEET 2016 Batch	Hostel Fee (to be deposited in concerned Hostel)	Rs.2,979/-					
		4th Sem NL 2015 Batch	Day Scholar (Day Scholar)			Rs.21,100/-		
			Tuition Fee Waiver (Day Scholar)			Rs.10,100/-		
	SC/ST PMSS (Day Scholar)		Rs.6,607/-					
	6th Sem L & NL 2015 (L)/ 2014 (NL)	Hostel Fee (to be deposited in concerned Hostel)	Rs.2,979/-					
		Day Scholar (Localite)	Rs.21,300/-					
		Tuition Fee Waiver (Localite)	Rs.10,300/-					
			SC/ST PMSS			Rs.6,807/-		
			Hostel Fee (to be deposited in concerned Hostel)			Rs.2,979/-		

- (A) Detainee students (Jan-June, 2015, 2014 or 2013 session) seeking re-admission in the current session must deposit demand draft of Rs.100/- in favour of "Secretary, Punjab State Board of Technical Education & Ind Trg, Chandigarh", payable at Chandigarh and an application form for re-admission along with Registration Form to their concerned Deptt I/c's latest by **26th Dec, 2016**.
- (B) Fee with late fee after the date of Registration will be collected in the Poly Wing Accounts Section
- (C) **The Registration will be done only if the student comes in person**
- (D) All the students are advised to get themselves registered on the date of their Registration, and start attending classes from the date of start of classes, as their attendance will be considered from the date of start of classes, even if they get their Registration later than the prescribed date of Registration. As per the State Board's rules, students having attendance less than 75 % of all lectures and tutorials and less than 75 % of practicals respectively in each session separately and further has secured less than 60% attendance in each subject (theory and practical separate by in each session) will be detained on the basis of attendance. Such students will not be eligible to appear / sit in the final Board Exams of **May/June, 2017** and will have to repeat the entire semester along with their immediate junior batch as regular students, by depositing fee afresh.

(Principal)

- CC:**
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|---------------------------------|---------------------------|-----------------------|---|--|---------------|
| 1. PA to Director | 2. Registrar | 3. All Hostel Wardens | 4. Librarian | 5. ERP Coordinator | 6. Dean Acad. |
| 7. Supdt W/s | 8. Officer I/c (Accounts) | 9. Supdt Poly Wing | 10. Mr Lalit (PW) | 11. Dr Tejeet singh (O-I/c Time Table) | |
| 12. All Deptt I/c's – Poly Wing | | 13. Manager, SBoP | 14. Display on Poly Wing and all Hostel Notice Boards | | |