



Shaheed Bhagat Singh State Technical Campus Ferozepur

Moga Road, Ferozepur-152004

REGISTRATION Notice (BCA/B.Sc.IT/MBA/MCA Students)

Semester January 2016-May 2016

SBS/Mgt./

Nov. 21th, 2015

Registration of eligible students for academic session Jan.- May, 2016 for 2nd, 4th & 6th semester student will be as per Registration schedule given below:-

Classes	Last Date of Registration without fine	Registration with fine
BCA (2 nd , 4 th)	4 th Jan. 2016	Registration will be allowed after due dates by paying late registration fine of Rs. 1000/-per week. There will be no registration after the completion of 25% of the duration of the semester (as per mom dated 24 th feb. 2012, ref. No. SBS/ODA/1253 dated 29/02/12)
BCA/ B.Sc.IT (6th Sem.)	5 th Jan. 2016	
MBA (2 nd , 4 th sem) / MCA (4 th Sem)	4 th Jan. 2016	
MCA (6 th Sem)	18 th Dec. 2015	

The student must be physically present on the date of registration date.

The details of fee are as mentioned below: (Hostel Rent not included)

Fee Category	MBA 2 nd Sem Non Leet & MCA 4 th sem Leet Batch 2015	MBA 4 th Sem. Non Leet & MCA 6 th Sem Leet Batch 2014	BCA 2 nd Sem. Batch 2015	BCA 4 th Sem. Batch 2014	BCA 6 th Sem. Batch 2013	B.Sc.IT 6 th Sem. Batch 2013
1. General Fee (Applicable for all the students other than those in categories 2, 3 and 4)	56237.00	48237.00 +500.00 (*Document Fee)	24682.00	24682.00	23882.00	17882.00
		Total Fee=48737				
2. SC/ST availing Post Matric Scholarship Scheme Benefits	19237.00	11237.00 + 500.00 (*Document Fee)	3832.00	3832.00	4332.00	4332.00
		Total Fee=11737				

*** Rs 500 is to be charged as document fee for MBA 4th Sem & MCA 6th sem Batch 2014.**

The Hostel Fee (To be paid in hostels after hostel allotment)

S.N.	Head	Triple seater
1	Hostel Rent	1800.00
2	Electricity Charges	1101.00
Total Hostel fee		2901.00

Note:- All MCA,BCA/MBA,Bsc.IT STUDENTS MUST DEPOSIT THEIR FEES IN INSTITUTE FEE COLLECTION COUNTER THROUGH DEMAND DRAFT IN FAVOUR OF DIRECTOR SBSSTC,PAYBLE AT FEROPUR.

For registration schedule and registration process check the college website.

Associate Director

Mgt/CA Wing

- Cc
1. Principal for information Please
 2. Registrar
 3. 01 Copies for notice board and 01 for academic Incharge
 4. Supdt. Account (Management Wing/ CA Wing)
 5. All Hostel notice boards



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SBS/Fzr/MGT/

20 Nov.2015

Registration Process

Stage-1 Fee Voucher

Blank Fee Voucher can be downloaded by following the steps mentioned below (also given on college website www.sbsstc.ac.in)

Sr. No.	Steps to be followed for Registration
1	Go to URL www.tcsion.Com/Self Services using Firefox Mozilla Web Browser.
2	Login using Roll No @sbsstc.ac.in & Password already provided.
3	Click quick links (Right side of the Web Top)
4	A pop –up window will come up. Click OK.
5	Click on Default quick links.
6	Click on Online Fee payment.
7	Click to get Fee Report.
8	Challan will appear, click Print to take printout.

Stage-2 Fee deposit

(i) Fee can be deposited in any branch of SBP in India using Fee Voucher.

(ii) For students who pay their fee through bank loan received in the form of DD: Such students can deposit the fee DD with the college cashier in the account section.

Stage-3 Registration Form

The set of Registration forms (consisting of Academic copy, Hostel copy and student copy) can be obtained from SBSSTC website.

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) Copy of Fee Voucher/College Fee Receipt
- (iii) College Receipt of late fee, if applicable.
- (iv) Anti-Ragging affidavit both by student and parents.

'Academic Copy' of Registration form will be retained by the department office after ensuring the correctness of entries.

'Hostel Copy' and 'Student Copy' will be handed over to the student by the department after putting required signatures at earmarked places.

The student will submit 'Hostel Copy' in the hostel and will retain 'Student Copy' as a proof of registration.

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.**
2. **Hostel rent** will be deposited 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.

Process for Detainee Student Registration

Registration fee

For current students: Nil

For passed out students: Full semester fee applicable to their batch

Registration Process

Same as for regular registration. Note that there is a different set of forms for detainee registration (consisting of Academic copy, HOD copy and student copy) can be obtained from respective department offices :-

Academic Incharge

Cc

1. Principal for information Please
2. 01 for notice board and 01 for academic Incharge)
3. Supdt. (A/c)Management Wing/CA Wing to direct the college cashier to collect (i) the registration fee from the stage-2(ii) category of students mentioned in registration procedure and (ii) fine of late registration fee as per table of registration schedule given above.
4. Chief Warden & All Hostel wardens, 5. Librarian, 6. All Hostel notice boards