

No. Admn/550/2024-25/1219

**NOTICE**

Date: 23/01/2025

**Sub:** Online Registration fees for B.Tech. BA Group (VI<sup>th</sup> & VIII<sup>th</sup> Sem.), MBA/M.Sc IV<sup>th</sup> Sem.) and M.Pharm Sem IV<sup>th</sup> (Students admitted in year 2022) students for the semester Jan.-2025 to June- 2025 of the session 2024-25.

1. All Students seeking admission in current semester are required to register themselves by online payment of semester registration fees as per following schedule through Institute's web portal [www.sgsits.ac.in](http://www.sgsits.ac.in)>Student Login> Student Services >Registration Form. After the registration, students should take the print of payment receipt and submit to Head of Department.
2. Before taking online registration, they should also make sure that they have returned all library books and have cleared library dues, hostel and other dues, failing which they will not be able to open the registration form.
3. It is mandatory for all eligible students to take online registration through Institute Portal Only.
4. In case of any problem the student should contact 0731-2582125, 0731-2582101. Attendance in the classes will be marked only for those students who take semester registration. The students are not permitted to appear in Mid Semester test if not registered for the current semester.
5. Students who pay fees by taking Education Loan are required to register themselves by online payment of semester registration fees as per following schedule through Institute's web portal [www.sgsits.ac.in](http://www.sgsits.ac.in)>Student Login>Student Services>Registration Form>Payment option>NEFT/ RTGS. Then generate the challan which has a payment virtual id on it. Show this challan to your Education Loan Bank for making payment of semester fees. A copy of RTGS/NEFT transaction no./receipt is to be submitted in the account section to Ms. Vaishali Kapdi mentioning name/enrolment/ mobile no/sem.
6. Do not download NEFT/RTGS form from google/Internet. Only the NEFT/RTGS form downloaded from student portal will be valid.
7. Do not transfer any semester fees into the Institute Bank Account directly in any case.

Online Semester Registration from 24 /01/2025 to 10/02/2025	
Late Fees Rs. 1000/- From	11 /02 /2025 to 20 /02/2025
Late Fees Rs. 2000/- From	21 /02 /2025 to 28/02/2025
Late Fees Rs. 5000/- From	01/03/2025 to 10/03/2025
After 10/03/2025 Registration will be permitted only by Dean (Academics) & Director.	

8. All the students who have dues for any of the past semester must clear it before registration in the current semester. From this semester onwards no students will be entertained for renewal of registration unless past dues are cleared.
9. Students should note that classes for the current semester as per the Academic calendar.
10. All Students should note that:  
Minimum 75% attendance is compulsory for appearing in End Semester Examination and getting any scholarship.
11. OBC/SC/ST students who are eligible for Post Metric Scholarship on family income basis, are required to fill online Post Metric Scholarship form on [www.scholarshipportal.mp.nic.in](http://www.scholarshipportal.mp.nic.in), and hard copy along with all enclosures to be submitted to Post Metric Scholarship (PMS) Section of the institute for further forwarding to Govt. of M.P. for refund/reimbursement of fees and post metric scholarship amount in students bank accounts directly. Any queries regarding Post Metric Scholarship the students have to contact PMS section (Accounts Section) of the institute.

  
**REGISTRAR**

Copy to:

8. All HODs/All Deans/Director Office
9. Coordinator U.G. /P.G. Controller of Exam
10. Coordinator Online Services
11. I/c Instt. Website for uploading on Instt. Website
12. Controller Exam/CCRP
13. Registrar/ Finance Officer/ Prof. I/c-Library / Scholarship Section
14. Chief Warden Office. (8) Admission Section/ PMS Section
9. Branch Manager, P.N.B., SGSITS Branch, Indore. (10) Reception Counter

  
**DIRECTOR**