



## Step-by-step procedure to submit fees through SB Collect / Fee\_Course/Exam Registration

Online Payment through SB Collect: Link: <https://onlinesbi.sbi.bank.in/sbicollect/>

1. Select Category → Educational Institutions
2. Name of Educational Institutions → NIT TRICHY INSTITUTION FEES.
3. Select payment category → **Fee\_Course/Exam Registration**
4. The candidates should enter their Name of the Student, Roll Number, Semester, Department, Period of Study, Mobile Number, E-Mail, Reason for Payment *(1) Late Course Registration Fee, (2) Late Course Deregistration Fee, (3) Supplementary Examination, (4) Contact Course, (5) Formative Assessment]*, Amount, Remarks, Remitter Name, Mobile No, Email ID.
5. Place a tick mark on “**I have read and agreed to the [Terms & Conditions](#)**”
6. Enter the text shown in the image as the Captcha.
7. Verify all the entered information before proceeding.
8. Click Next and Proceed for Payment
9. Select the mode of payment (Net Banking, Debit Card, Credit Card, UPI, etc.).
10. Complete the payment process by following the instructions on the payment gateway.
11. After successful payment, download and save the e-receipt generated by SB Collect for future reference.

## Procedure for Course / Exam Registration

1. **For Late Course Registration / Late Course Deregistration:**
  - a. Download the Application Form from the following QR code and fill in the details.



- b. Get the approval from the assigned Course faculty and the Head of the Department.
- c. Pay Rs.250/- per Course using the SB Collect.
- d. Submit the application form (hard copy), SB Collect e-receipt to the department MIS Coordinator.

**2. For Supplementary Examination / Contact Course / Formative Assessment:**

- a. Students are advised to adhere to the notices issued periodically by the Academic Office regarding registration.
- b. Download the application form using the following QR code and fill in the details:

Supplementary Examination	Contact Course	Formative Assessment
		

- c. Get the approvals from the concerned Faculty and Head of the Department.
- d. Students must log in to the MIS portal (<https://misreg.nitt.edu/NITTSTUDENT/>) and complete their registration before the stipulated deadline.
- e. A screenshot of the registration page for each course should be taken and retained for record and submission purposes.
- f. The prescribed examination fee shall be paid through SB Collect of the State Bank of India.
- g. The MIS registration confirmation screenshots, SB Collect e-receipt, and the completed registration form should be consolidated into a single PDF file and submitted via student institute webmail to [examfees@nitt.edu](mailto:examfees@nitt.edu) on or before the deadline.