Shaheed Bhagat Singh State Technical Campus Ferozepur

N.H.95, Ferozepur-152004

SBS/FZR/   **May 20, 2015**

REGISTRATION Notice (CA/Mgt Wing Students)
Semester July-Nov. 2015

Registration of eligible students for academic session July-December-2015 for BCA 3rd/5th, MCA 5th Sem, MBA 3rd, B Sc (IT) 5th semester will **commence from 15th June 2015**.

Classes	Last date of Registration without fine	Registration with fine
BCA 3rd/5th, MCA 5th Sem / MBA 3rd/ B Sc(IT) 5th Sem	15th July, 2015 (Wednesday)	Registration will be allowed after due dates by paying a late registration fine of Rs. 1000/-per week. There will be no registration after the completion of 25% of the duration of the semester

The student must be physically present on the date of Registration date.
The details of fee are as mentioned below: (Hostel Rent not included)

Class	3rd Sem		5th Sem	
Category	General	SC-PMSS	General	SC-PMSS
BCA	25087	3537	23787	3537
MCA	51232	11482	48642	11642
MBA	48642	11642	--	--
BSc(IT)	--	--	17787	3537

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

S.N.	Head	Triple/ double Seat	Single Seat
1	Hostel Rent	1800	2700
2	Electricity Charges	1206	1206
Total Hostel fee		**3006**	**3906**

NOTE: All CA/Mgt Wing STUDETNS MUST DEPOSIT THEIR FEES IN DEPARTMENT THROUGH DEMAND DRAFT IN FAVOUR OF DIRECTOR SBSSTC, PAYBLE AT FEROZEPUR.

For registration schedule and registration process, check the college website.

Associate Director
CA/Mgt Wing

Endst. No. SBS/FZR/   Dated: **20/05/2015**

Copy of the above is forwarded to the following for information Pl.

1. Director for information Please
2. Registrar
3. All HODs (02 Copies including 01 for notice board)
4. Officer In-charge Account
5. Coordinator ERP
6. Chief Warden and All Hostel notice boards
7. Librarian

Associate Director
CA/Mgt Wing

Registration Process

Stage-1 Fee Voucher

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

S. No.	Steps to be followed for Registration
1.	Go to URL www.tcsion.com/SelfServices using Firefox Mozilla Web Browser.
2.	Login using RollNo@sbsstc.ac.in and 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 print out.

For any problem regarding printing of challan through TCSION, students are required to contact the concerned Department Clerk/Master trainer.

Stage-2 Fee deposit

(i) Fee will be deposited in institute fee counter through Demand Draft using Fee Voucher.

Stage-3 Registration Form

The set of Registration forms (consisting of Academic copy, Hostel copy and student copy) can be obtained from respective department offices or 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:-

Associate Director

CA/Mgt Wing