

GUIDELINE FOR DIPLOMA 1ST SEMESTER ADMISSION

1. All intending candidates seeking admission to first semester diploma program of Tripura Institute of Technology, Narsingarh Agartala and received "Seat Allotment Letter / Nomination Letter" of DEEET-2024 from CSC-2024 are hereby advised to download **Diploma Admission Form, Admission Fee challan, Option Form, Medical Examination Report format and Guideline** from Tripura Institute of Technology, Narsingarh website <https://titagartala.ac.in>.
2. Option form downloaded and printed by the candidate will be filled up at the time of admission. Do not fill this form in advance; only bring this form with admission form.
3. Date for in person submission of admission form along with other papers and Challan Counterfoil (TIT copy) should be done on the dates mentioned in seat allotment letter/ 'DIPLOMA ADMISSION NOTIFICATION' during 11:00 AM to 3:00PM.
4. During in person submission the candidate himself / herself must accompany with only one guardian.
5. Take print of Diploma admission form and challan as downloaded from above mentioned website.
6. Fill up the admission form neatly and enclose all the papers mentioned in the admission form maintaining chronology given in the admission form. Put candidate's signature and guardian's signature in appropriate places.
7. Keep the 'Form Number' blank and do not write anything in it. It will be filled up by admission authority at the time of admission.
8. Diploma Fee slip / challan form has to be downloaded from above mentioned website[in point no 1] and an amount of **Rs 4701/- (Four Thousand Seven Hundred and One only)** has to be paid through the fee slip payable at any branch of Tripura Gramin Bank across the State.
9. For students admitted in differently abled category (PWD), **all fees are exempted except Admission fee Rs.1/-(Rupees One only)** which will be collected during admission.
10. Student seeking admission in SC / ST reserved quota should have valid ST/ SC certificate. All admissions under reserve category would be finalized on verification of all documents in due course of time.
11. Ex Serviceman candidates has to verify their "Seat Allotment Letter" from Rajya Sainik Board Gurkhabosti, Agartala, Tripura(W) and have to bring that verified 'Seat Allotment Letter' for admission.
12. There will be no physical distribution of admission forms / challan forms from the Institute.
13. **Student has to come to TIT for admission with:-**
 - a. Filled up application form with Medical Fitness Certificate (That candidate is medically fit for undertaking Technical Education) issued by any medical officer / registered medical practitioner in the format available in the Institute website.
 - b. All originals and photocopies of documents mentioned in the form itself.
 - c. Counterfoils of Bank challan duly signed by the bank authority.
 - d. Nomination Letter issued by central selection committee.
 - e. A valid e-mail ID of the student.
 - f. Bank account number of the student.
 - g. A working phone number of the student.
14. **All admission in Tripura Institute of Technology would be provisional in nature and subject to verification of all documents. If at later stage any wrong information or canvassing of documents is found, the admission will be treated as cancelled.**

o/c
Agartala
01/06/24

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Prof. Bijoy Kumar Upadhyaya
Principal In-Charge,
Tripura Institute of Technology,
Narsingarh, Tripura (W).