

# **Step-by-Step Guidelines for Admission**



**to**

**Undergraduate Courses through DASA – 2022/ ICCR/MEA**

**at**

**Indian Institute of Engineering Science and Technology, Shibpur**

# Provisional admission - for candidates allotted seats through DASA – 2022/ ICCR/ MEA

Mode of admission – **Physical Reporting**

Dates of Institute reporting:

- ❑ **OCTOBER 18-21, 2022** (ONLY FOR DASA CANDIDATES THROUGH ONLINE MODE)
- ❑ **NOVEMBER 02-04, 2022** (FOR DASA CANDIDATES THROUGH PHYSICAL REPORTING TO THE INSTITUTE )
- ❑ **November 04-09, 2022** (FOR ICCR and MEA CANDIDATES)

Venue for reporting:

- ❑ **Institute Hall, IEST, Shibpur**

## Documents (self-attested copies) required at the time of admission

1. Filled in admission form (Format available on IEST website)
2. Seat allotment letter issued by DASA 2022 (to be downloaded from DASA website)/ ICCR/ MEA
3. Applicant's Passport (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted)
4. Proof for date of birth (Secondary Education Board / University Certificate [Class X or equivalent] or any certificate issued by the Government authorities)
5. Mark Sheet of 10th, 11th and 12th (or) Equivalent examination(s).
6. Certificate from School authorities (in the format given in Appendix-II of UG brochure on letter head of the school) as proof of completion of 11th and 12th Standard or equivalent (ONLY FOR DASA).
7. Percentage/CGPA equivalence provided by the principal examination authorities, in case CGPA on a different scale than that specified is awarded OR if only grades are awarded. (ONLY FOR DASA)
8. Proof of 2 years of education (11th and 12th or equivalent) in foreign country in case of NRI (School leaving certificate/Mark sheets/Study Certificate as in appendix IV of UG brochure ). (ONLY FOR DASA)
9. Applicant applying under CIWG quota, has to produce all the following documents: (ONLY FOR DASA)  
Copy of the passport of the parent working in the gulf.  
Copy of Parent's visa with a validity on any date in the year 2022.  
Copy of Parent's Work Permit with a validity on any date in the year 2022.  
Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of UG Brochure
10. Formal affidavit for anti-ragging by the student and parents (Format available on IEST Website) on ten rupees Nonjudicial stamp paper. (No need to write student ID; keep it blank)
11. Medical fitness certificate
12. Blood group report from pathology
13. Migration certificate, if applicable
14. Any other documents as advised by DASA 2022 or by the Institute

**All original documents will be checked at the time of admission. All the students must bring the original documents. No original document will be kept by the Institute.**

# FOR ONLINE REPORTING - STEPS TO BE FOLLOWED

# Step-by-step process of online provisional admission

## STEP I: SELF-ATTESTED SCANNED COPIES OF DOCUMENTS TO BE SENT BY EMAIL

- The candidates are advised to send the documents required for the provisional admission to the following E-mail IDs.

Departments of the Candidate	E-mail IDs to send the documents
Computer Science and Technology Aerospace Engineering	ugadm.cst.ae@faculty.iiests.ac.in
Civil Engineering	ugadm.ce@faculty.iiests.ac.in
Electrical Engineering Metallurgy and Materials Engineering	ugadm.ee.met@faculty.iiests.ac.in
Mechanical Engineering Architecture, Town and Regional Planning	ugadm.me.arch@faculty.iiests.ac.in
Electronics and Telecommunication Engineering Mining Engineering	ugadm.etc.min@faculty.iiests.ac.in
Information Technology	ugadm.it@faculty.iiests.ac.in

## Step-by-step process of online provisional admission

### Subject line for email and formats & sizes of files

#### ► Writing subject of the email

- **Submission of documents: JEE (Main) Application Number, Name of Candidate, Department Allotted.**

- Example: "Submission of documents: 200310391132, Ravi Ranjan Kumar, Civil Engineering Department"

#### ► Files to be uploaded

- Only **pdf files** to be uploaded
- File name formats: **JEE (Main) Application Number\_name of document in short**
  - Example: 200310391132\_XII Mark Sheet
- File size: Each file should be of maximum **1 MB**.

## **STEP II: JOINING THE ONLINE MEETING THROUGH GOOGLE MEET BY THE CANDIDATE DURING PROVISIONAL ADMISSION**

- ▶ **Google meet link and time of meeting will be intimated to the candidates through email once the documents are received from them.**

**NOTE: Candidates may contact Prof. Sandip Chakraborty (@9830733143)**

## Step-by-step process of online provisional admission

### Step III: Generation of Enrollment Certificate

- ▶ After verifying the documents, the Verifying Official will generate the Enrollment Certificate and ask the candidate to pay the balance amount of Institute fee (**Institute fee – amount to be transferred by DASA-2022**), if any.
- ▶ Once, the payment is made by the candidates, the transaction details along with documents should be sent to **ugadmission@iiests.ac.in**.
- ▶ **THE BALANCE AMOUNT OF INSTITUTE FEE (IF ANY) MUST BE DEPOSITED BY THE TIME SCHEDULE MENTIONED FOR THE ADMISSION. THE DETAILS OF BANK ACCOUNT IS GIVEN LATER IN THE DOCUMENT.**
- ▶ The soft copy of the Enrollment Certificate will be sent to the students through email after payment confirmation.



# Payment to the Institute Account

## Bank Details

1. Name of the Account: **IEST, SHIBPUR - STUDENTS FEE**
2. Branch Name with Complete Address, Telephone Number & Email: **UCO BANK, BESU BRANCH, IEST, SHIBPUR, HOWRAH 711103, 03326680042, [hobesu@ucobank.co.in](mailto:hobesu@ucobank.co.in)**
3. IFSC Code of the Branch: **UCBA0002369**
4. MICR Code: **700028178**
5. Account No.: **23690110000489**
6. Swift Code: **UCBAINBB001**
7. Type of Account: **Saving**

zero

- ▶ The candidates are advised to **add the Institute bank account with their online bank account** well before the admission process.
- ▶ The candidates will be advised to pay the **balance Institute Fee (if any)** after document verification.
- ▶ **When paying through online write your Enrollment No and Name in the remarks column. Example: "2020CEB200 Ravi".**
- ▶ **The payment confirmation document (pdf file) should be sent to [ugadmission@iiests.ac.in](mailto:ugadmission@iiests.ac.in). Clearly write your Enrollment No, Name and Department in the email.**
- ▶ The subject matter of email should be **"Payment confirmation of Name of Department (Enrollment No.)"**.
- ▶ The file name should be **"EnrollementNo\_Payment"**. Example: **"2020CEB211\_Payment"**.

# Institute fees

## Details of Institute Fees per semester

Sl. No.	Item	CIWG Category/ICCR/ MEA (INR)	DASA (Non-SAARC) Category (INR + USD)	DASA (SAARC) Category (INR + USD)
1	Admission Fee	500.00	500.00	500.00
2	Students Activity and Medical Insurance Fees	1500.00	1500.00	1500.00
3	Infrastructure maintenance Fee	2500.00	2500.00	2500.00
4	Examination Fee	1000.00	1000.00	1000.00
5	Tuition Fee	62500.00	USD 4000.00	USD 2000.00
6	Institute Caution Money (to be paid at the time of admission and refundable)	3000.00	3000.00	3000.00
Total		71000.00 (INR)	8500.00 (INR) + 4000.00 (USD)	8500.00 (INR) + 2000 (USD)

**NOTE: BALANCE AMOUNT OF INSTITUTE FEE [TOTAL INSTITUTE FEE - FEE PAID THROUGH DASA/ICCR/MEA] SHOULD BE PAID AT THE TIME OF ADMISSION.**

# Details of Hostel and Mess fees

## Details of Hostel Fees per semester

Sl. No.	Item	Amount per Semester (Rs.)
1	Hostel Maintenance Charge	2200
2	Seat Rent	1000
3	Electricity and Water Charges	800
Total		4000

## Details of Mess Fees

Sl. No.	Item	Amount (Rs.)
1	Mess caution money (one time and refundable)	1000
2	Mess Dues Advance (per semester and adjustable with the actual mess bills)	17500
3	Mess Entrance Fee (per year and non-refundable)	3000
4	Mess Establishment Fees (per semester and non-refundable)	4000
Total amount payable at the time of admission		25500

# FOR PHYSICAL REPORTING - STEPS TO BE FOLLOWED

# Step-by-step process of admission (physical mode)

## STEP I: Physical reporting at IEST, Shibpur

- ▶ The candidates whose seats will be allotted through DASA-2022/DASA-2022 Special Rounds/ICCR/MEA, should physically report to the Institute Hall, IEST, Shibpur as per the time schedule mentioned earlier.
- ▶ The admission process will be completed after document verification.
- ▶ Enrolment certificate and ID card will be provided to the admitted students.

## **STEP II: Application for Hostel**

- ▶ **After admission, the students may apply for Hostel to the Chief Warden and hostel may be allotted as per the exiting norms of the Institute. Also, the payment should be made through online using HMC portal.**
- ▶ **The hostel application form is available on the Institute website.**

## **STEP III: Attending orientation programme and classes**

- ▶ **The students should attend the Orientation Programme after the admission. Tentatively, the orientation programme may be conducted during November 10-14, 2022.**
- ▶ **After the orientation programme, the classes will be started tentatively from November 15, 2022**
- ▶ **Check the Institute website regularly for updates on orientation programmes and classes.**

# Opening of Bank Account

- ☐ **The students should open a bank account in UCO bank inside the Institute campus for fees payment in subsequent semesters.**
- ☐ **The bank account details should be submitted to Finance section.**