

Step-by-Step Guidelines for Admission to Undergraduate Courses through

JoSAA-2025/CSAB-2025/DASA-2025/MEA/SII



Indian Institute of Engineering Science and Technology, Shibpur

Seat allotment

A candidate who has been allotted a seat to an undergraduate programme of IEST, Shibpur by the following authorities are eligible for admission in the academic year 2025-2026.

- ❑ Joint Seat Allocation Authority (JoSAA 2025)
- ❑ Central Seat Allocation Board (CSAB 2025, Special Round)
- ❑ CSAB-NEUT 2025
- ❑ Direct Admission of Students Abroad (DASA 2025)
- ❑ Ministry of External Affairs (MEA)
- ❑ Study in India (SII) portal

Admission details for candidates allotted valid seats through

JoSAA 2025/CSAB 2025 (Special round)/DASA 2025/SII Portal

I. Mode of reporting for admission

► **Physical Reporting**

II. Dates of Institute reporting

► **August 20-23, 2025 (10 AM to 4 PM)***

Saturday Inclusive

III. Venue for reporting:

□ **Institute Hall, IEST, Shibpur**

***May change if there is change in CSAB schedule**

Admission details for candidates allotted valid seats through

MEA

I. Mode of reporting for admission

- ▶ **Physical Reporting**

II. Dates of Institute reporting

- ▶ **To be notified later**

III. Venue for reporting:

- ▶ **To be notified later**

Documents (in original and self-attested copies) required at the time of admission for **JoSAA/CSAB**

1.	Filled in admission form (Format available on IEST website)
2.	Provisional admission letter issued by JoSAA 2025 in final round or CSAB 2025 Special Round III (to be downloaded from respective websites)
3.	Partial admission fee payment confirmation (to be downloaded from respective websites)
4.	Medical fitness certificate as per JoSAA-2025 format
5.	Class X Admit/Mark-sheets/Certificate (for age proof)
6.	Class XII mark-sheet and certificate
7.	Photo identity card (AADHAAR CARD/VOTER ID/PASSPORT/Driving License etc.)
8.	SC/ST caste certificate (if applicable)
9.	OBC-NCL certificate in JoSAA 2025 format as submitted during reporting (if applicable), issued on and after April 01, 2025
10.	GEN-EWS certificate in JoSAA 2025 format as submitted during reporting (if applicable), issued on and after April 01, 2025
11.	PwD certificate (if applicable)
12.	Formal affidavit for anti-ragging by the student and parents on ten rupees Nonjudicial stamp paper. (Format available on IEST Website, <u>No need to write student ID; keep it blank</u>)
13.	Blood group report from pathology
14.	Migration certificate/ School leaving certificate/ Transfer certificate
15.	Any other documents as advised by JoSAA 2025/CSAB 2025 or by the Institute

Note: 1. All original documents will be checked at the time of admission.

2. All the students must bring the original documents.

3. No original document will be kept by the Institute.

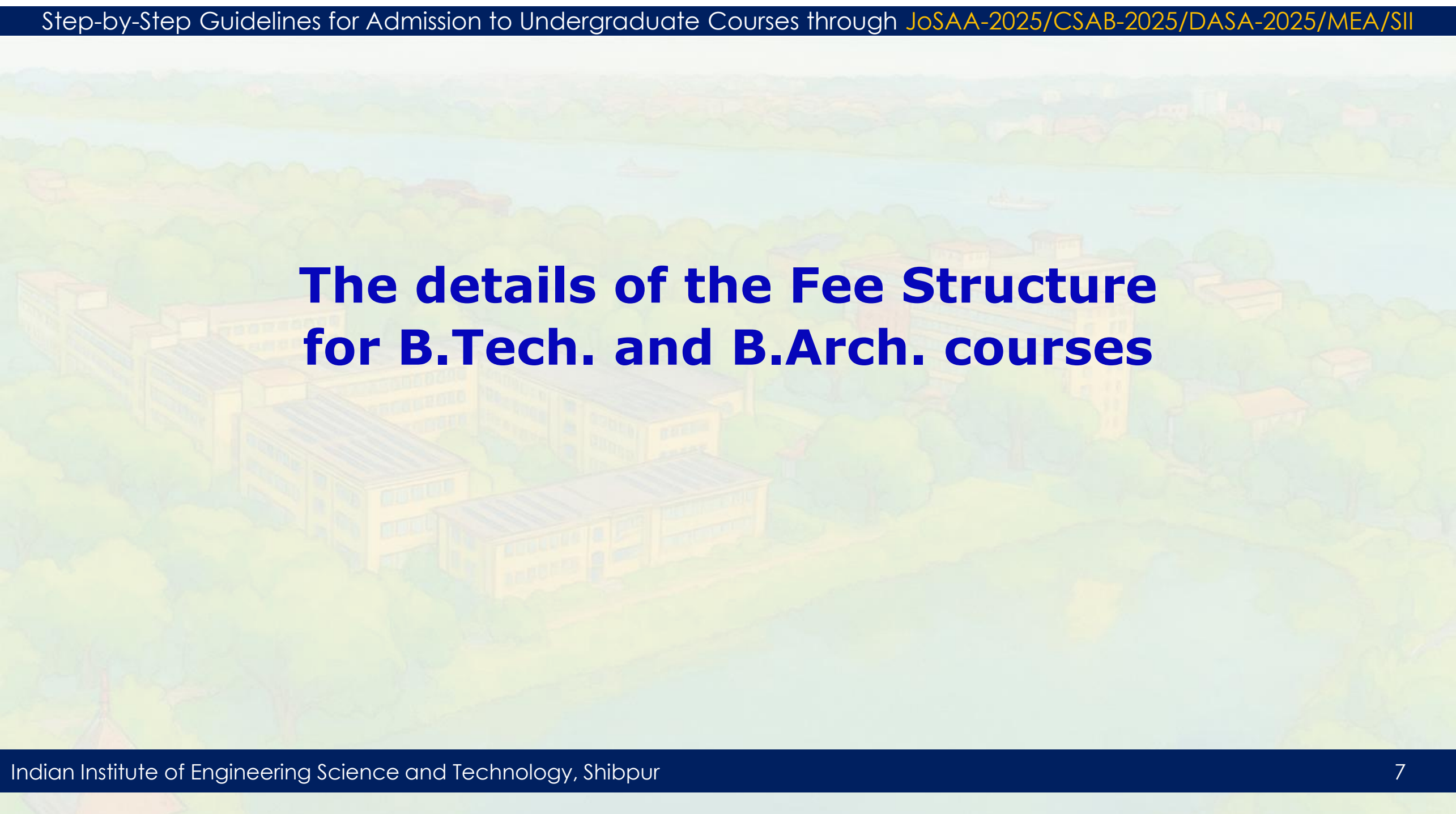
Documents (in original and self-attested copies) required at the time of admission for DASA/MEA/SII

1.	Filled in admission form (Format available on IEST website)
2.	Seat allotment letter issued to the candidate by DASA 2025 / MEA / SII portal
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.
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 2025. Copy of Parent's Work Permit with a validity on any date in the year 2025. 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/ School leaving certificate/ Transfer certificate
14.	Any other documents as advised by DASA 2025 or by the Institute

Note: 1. All original documents will be checked at the time of admission.

2. All the students must bring the original documents.

3. No original document will be kept by the Institute.

An aerial, stylized illustration of a university campus. In the foreground, there are several large, multi-story academic buildings with blue roofs and yellow walls, surrounded by lush green trees. A wide river flows through the middle ground, with a few small boats visible. In the background, more campus buildings and distant hills are visible under a light blue sky.

The details of the Fee Structure for B.Tech. and B.Arch. courses

Table 1: Details of total fees to be paid for Day Scholar and Hostellers (B.Tech.) at the time of admission**JoSAA/CSAB**

Amount in rupees for OC/EWS/OBC with annual family income more than rupees 5.0 lakh		Amount in rupees for OC/EWS/OBC with annual family income between rupees 1 to Rs. 5 lakh		Amount in rupees for SC/ST/PwD & any other category with annual family income less than rupees 1.0 lakh	
Without hostel	With hostel	Without hostel	With hostel	Without hostel	With hostel
96,600.00	1,35,300.00	54,933.00	93,633.00	34,100.00	72,800.00
[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]

Detailed breakup of Institute Fee Structure is presented subsequently

NOTE: BALANCE AMOUNT OF THE FEE [TOTAL FEES - FEE PAID THROUGH JoSAA/CSAB] (if any) SHOULD BE PAID AT THE TIME OF ADMISSION THROUGH BANK CHALLAN.

\$All the fees are subjected to periodic revisions, as per institute policy

Table 2: Details of total fees to be paid for Day Scholar and Hostellers (B.Arch.) at the time of admission**JoSAA/CSAB**

Amount in rupees for OC/EWS/OBC with annual family income more than rupees 5.0 lakh		Amount in rupees for OC/EWS/OBC with annual family income between rupees 1 to Rs. 5 lakh		Amount in rupees for SC/ST/PwD & any other category with annual family income less than rupees 1.0 lakh	
Without hostel	With hostel	Without hostel	With hostel	Without hostel	With hostel
97,600.00	1,36,300.00	55,933.00	94,633.00	35,100.00	73,800.00
[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]

Detailed breakup of Institute Fee Structure is presented subsequently

NOTE: BALANCE AMOUNT OF THE FEE [TOTAL FEES - FEE PAID THROUGH JoSAA/CSAB] (if any) SHOULD BE PAID AT THE TIME OF ADMISSION THROUGH BANK CHALLAN.

\$All the fees are subjected to periodic revisions, as per institute policy

Tuition fee waiver (for JoSAA/CSAB)

- ▶ SC/ST and PwD category students are eligible to get full tuition fee waiver. No need to submit annual family income certificate.
- ▶ Other students, having annual family income upto 5 lakh for the financial year 2024-25, may apply for tuition fee waiver. The students need to apply in each year.
- ▶ Submit the annual family income certificate for Financial Year 2024-25, issued by the competent authority of the area where the candidate and/or his/her family normally resides, to the Office of the Dean (Student Welfare).

THE OFFICE OF THE DEAN (SW) WILL NOTIFY FOR THE DATES OF INCOME CERTIFICATE SUBMISSION.

Table 3: Details of total fees to be paid for Day Scholar and Hostellers (B.Tech.) at the time of admission**DASA**

CIWG		DASA-SAARC		DASA-Non SAARC	
Without hostel	With hostel	Without hostel	With hostel	Without hostel	With hostel
Rs. 96,600.00	Rs. 1,35,300.00	Rs. 34,100.00 + \$ 2000	Rs. 72,800.00 + \$ 2000	Rs. 34,100.00 + \$ 4000	Rs. 72,800.00 + \$ 4000
[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]

Detailed breakup of Institute Fee Structure is presented subsequently

NOTE: BALANCE AMOUNT OF THE FEE [TOTAL FEES - FEE PAID THROUGH DASA 2025] (if any) SHOULD BE PAID AT THE TIME OF ADMISSION THROUGH BANK CHALLAN.

\$All the fees are subjected to periodic revisions, as per institute policy

Table 4: Details of total fees to be paid for Day Scholar and Hostellers (B.Tech.) at the time of admission

MEA/SII

MEA/SII-SAARC		SII-Non SAARC	
Without hostel	With hostel	Without hostel	With hostel
Rs. 34,100.00 + \$ 1500	Rs. 72,800.00 + \$ 1500	Rs. 34,100.00 + \$ 3000	Rs. 72,800.00 + \$ 3000
[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]

Detailed breakup of Institute Fee Structure is presented subsequently

\$All the fees are subjected to periodic revisions, as per institute policy

Table 5: Details of total fees to be paid for Day Scholar and Hostellers (B.Arch.) at the time of admission**MEA/SII**

MEA/SII-SAARC		SII-Non SAARC	
Without hostel	With hostel	Without hostel	With hostel
Rs. 35,100.00 + \$ 1500	Rs. 73,800.00 + \$ 1500	Rs. 35,100.00 + \$ 3000	Rs. 73,800.00 + \$ 3000
[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]	[Including refundable caution money deposit of rupees 6,000.00]	[Including refundable caution money deposit of rupees 7,000.00 and mess advance of rupees 20,000.00, which will be adjusted against the actual food bill]

Detailed breakup of Institute Fee Structure is presented subsequently

\$All the fees are subjected to periodic revisions, as per institute policy

Fee structure for students admitted in AY 2025-26: Course - 4 Year B.Tech.

Sl. No.	Particulars	
A	ONE TIME CHARGES (Applicable for all the students and to be paid only once at the time of admission)	Amount (Rs.)
1	Institutional caution money (refundable)	6000
2	Admission fee	3000
3	Alumni fee	2000
4	Benevolent fee	1000
5	Convocation registration fee	3000
	Total (A)	15000

B	ANNUAL CHARGES (Applicable for all the students and to be paid annually in every Monsoon Semester)	Amount (Rs.)
1	Central computing facility and internet fee	3000
2	Sports fee	1000
3	Comprehensive mediclaim insurance premium *	1600
4	Techno-Cultural event fee	2000
	Total (B)	7600

C	OTHER SEMESTER CHARGES (Applicable for all the students and to be paid in every semester)	Amount (Rs.)
1	Semester registration fee	1000
2	Examination fee	1500
3	Library fee	1500
4	Career development, training and placement fee	1500
5	Students activity fee	1500
6	Health care and wellbeing fee	1000
7	Infrastructure maintenance fee	2500
8	Development fee	1000
	Total (C)	11500

D	SEMESTER TUITION FEE (to be paid every semester)	Gen, OBC and EWS candidates having annual income greater than Rs. 5 lakh	Gen, OBC and EWS candidates having annual income between 1 lakh and upto and including Rs. 5 lakh	Gen, OBC and EWS candidates having annual income less than Rs 1 lakh	All SC, ST and PwD candidates	Candidate under CIWG scheme	Candidates under DASA NON- SAARC	Candidates under DASA SAARC	Candidates under Study in India (SII) Non-SAARC	Candidates under Study in India (SII) SAARC	Candidates under MEA Nepal	Candidates under ICCR NON- SAARC	Candidates under ICCR SAARC
1	Tuition Fee	62500	20833	0	0	62500	\$ 4000	\$ 2000	\$ 3000	\$ 1500	\$ 1500	\$ 3000	\$ 1500

E	HOSTEL SEAT RENT (Applicable for all the students and to be paid per semester by students with hostel accomodation)**	Amount (Rs.)
1	Hostel Seat Rent (Includes Room Rent, Electricity, Water Charges, etc.)	10000

Fee structure for students admitted in AY 2025-26: Course – 4 Year B.Tech.

Sl. No.	Particulars												
F	TOTAL FEE PAYBLE	Gen. OBC and EWS candidates having annual income greater than Rs. 5 lakh	Gen. OBC and EWS candidates having annual income between 1 lakh and upto and including Rs. 5 lakh	Gen. OBC and EWS candidates having annual income less than Rs 1 lakh	All SC, ST and PwD candidates	Candidate under CTWG scheme	Candidates under DASA NON-SAARC	Candidates under DASA SAARC	Candidates under Study in India (SII) Non-SAARC	Candidates under Study in India (SII) SAARC	Candidates under MEA Nepal	Candidates under ICCR NON-SAARC	Candidates under ICCR SAARC
Without Hostel													
1	At the time of admission in 1st semester (A+B+C+D) i.e. monsoon semester of the 1 st year	96600	54933	34100	34100	96600	34100 + \$ 4000	34100 + \$ 2000	34100 + \$ 3000	34100 + \$ 1500	34100 + \$ 1500	34100 + \$ 3000	34100 + \$ 1500
2	For Winter Semester (C+D) i.e. 2 nd /4 th /6 th /8 th semester	74000	32333	11500	11500	74000	11500 + \$ 4000	11500 + \$ 2000	11500 + \$ 3000	11500 + \$ 1500	11500 + \$ 1500	11500 + \$ 3000	11500 + \$ 1500
3	For subsequent monsoon semester (B+C+D) after the 1 st semester i.e. 3 rd /5 th /7 th semester	81600	39933	19100	19100	81600	19100 + \$ 4000	19100 + \$ 2000	19100 + \$ 3000	19100 + \$ 1500	19100 + \$ 1500	19100 + \$ 3000	19100 + \$ 1500
With Hostel													
4	At the time of admission in 1st semester (A+B+C+D+E) i.e. monsoon semester of the 1 st year	106600	64933	44100	44100	106600	44100 + \$ 4000	44100 + \$ 2000	44100 + \$ 3000	44100 + \$ 1500	44100 + \$ 1500	44100 + \$ 3000	44100 + \$ 1500
5	For Winter Semester (C+D+E) i.e. 2 nd /4 th /6 th /8 th semester	84000	42333	21500	21500	84000	21500 + \$ 4000	21500 + \$ 2000	21500 + \$ 3000	21500 + \$ 1500	21500 + \$ 1500	21500 + \$ 3000	21500 + \$ 1500
6	For subsequent monsoon semester (B+C+D+E) after the 1 st semester i.e. 3 rd /5 th /7 th semester	91600	49933	29100	29100	91600	29100 + \$ 4000	29100 + \$ 2000	29100 + \$ 3000	29100 + \$ 1500	29100 + \$ 1500	29100 + \$ 3000	29100 + \$ 1500

G	HOSTEL MESS CHARGES (Applicable for all the students with hostel accomodation and to be paid per semester)***	Amount (Rs.)
1	Mess establishment fee	6000
2	Mess entrance fee	1700
3	Mess food fee	20000
	Total (G)	27700

Note:

- * Mediclaim Policy amount may vary year to year.
- Mess food fee is adjustable with the actual mess bills, extra mess bill to be paid separately. Any excess amount will be refunded/adjusted after the closing of the semester.
- For conversion rate of foreign exchange, use conversion rate fixed by Reserve Bank of India on date of transfer of fees.
- All fees are subjected to periodic revisions, as per institute policy. All fees are non-refundable, unless mentioned otherwise.
- **Additional rent of Rs.1000/- per semester for single room, if allotted, shall be collected later as dues.
- *** The students will be required to pay additionally mess caution money (one time and refundable) of Rs.1000/- during hostel allotment.
- Bank account details for payment of fee **F** is as follows:
Name of the account: IEST, SHIBPUR - STUDENTS FEE; **Branch name:** UCO BANK, BESU BRANCH, IEST, SHIBPUR, HOWRAH – 711103; **Ph:** 03326680042; **email id.:** hobesu@ucobank.co.in;
IFSC Code: UCBA0002369 **MICR Code:** 700028178 **Account No.:** 23690110000489 **Swift Code:** UCBAINBB001
- Bank account details for payment of fee **G** will be notified by HMC.

Fee structure for students admitted in AY 2025-26: Course - 5 Year B.Arch.

Sl. No.	Particulars	
A	ONE TIME CHARGES (Applicable for all the students and to be paid only once at the time of admission)	Amount (Rs.)
1	Institutional caution money (refundable)	6000
2	Admission fee	3000
3	Alumni fee	2000
4	Benevolent fee	1000
5	Convocation registration fee	3000
	Total (A)	15000

B	ANNUAL CHARGES (Applicable for all the students and to be paid annually in every Monsoon Semester)	Amount (Rs.)
1	Central computing facility and internet fee	3000
2	Sports fee	1000
3	Comprehensive mediclaim insurance premium *	1600
4	Techno-Cultural event fee	2000
	Total (B)	7600

C	OTHER SEMESTER CHARGES (Applicable for all the students and to be paid in every semester)	Amount (Rs.)
1	Semester registration fee	1000
2	Examination fee	1500
3	Library fee	1500
4	Career development, training and placement fee	1500
5	Students activity fee	1500
6	Health care and wellbeing fee	1000
7	Infrastructure maintenance fee	2500
8	Development fee	1000
9	Seminar/Thesis fee	1000
	Total (C)	12500

D	SEMESTER TUITION FEE (to be paid every semester)	Gen. OBC and EWS candidates having annual income greater than Rs. 5 lakh	Gen. OBC and EWS candidates having annual income between 1 lakh and upto and including Rs. 5 lakh	Gen. OBC and EWS candidates having annual income less than Rs 1 lakh	All SC, ST and PwD candidates	Candidate under CIWG scheme	Candidates under DASA NON- SAARC	Candidates under DASA SAARC	Candidates under Study in India (SII) Non-SAARC	Candidates under Study in India (SII) SAARC	Candidates under MEA Nepal	Candidates under ICCR NON- SAARC	Candidates under ICCR SAARC
1	Tuition Fee	62500	20833	0	0	62500	\$ 4000	\$ 2000	\$ 3000	\$ 1500	\$ 1500	\$ 3000	\$ 1500

E	HOSTEL SEAT RENT (Applicable for all the students and to be paid per semester by students with hostel accomodation)**	Amount (Rs.)
1	Hostel Seat Rent (Includes Room Rent, Electricity, Water Charges, etc.)	10000

Fee structure for students admitted in AY 2025-26: Course - 5 Year B.Arch.

Sl. No.	Particulars												
F	TOTAL FEE PAYBLE	Gen. OBC and EWS candidates having annual income greater than Rs. 5 lakh	Gen. OBC and EWS candidates having annual income between 1 lakh and upto and including Rs. 5 lakh	Gen. OBC and EWS candidates having annual income less than Rs 1 lakh	All SC, ST and PwD candidates	Candidate under CIWG scheme	Candidates under DASA NON-SAARC	Candidates under DASA SAARC	Candidates under Study in India (SII) Non-SAARC	Candidates under Study in India (SII) SAARC	Candidates under MEA Nepal	Candidates under ICCR NON-SAARC	Candidates under ICCR SAARC
Without Hostel													
1	At the time of admission in 1st semester (A+B+C+D) i.e. monsoon semester of the 1 st year	97600	55933	35100	35100	97600	35100 + \$ 4000	35100 + \$ 2000	35100 + \$ 3000	35100 + \$ 1500	35100 + \$ 1500	35100 + \$ 3000	35100 + \$ 1500
2	For Winter Semester (C+D) i.e. 2 nd /4 th /6 th /8 th /10 th semester	75000	33333	12500	12500	75000	12500 + \$ 4000	12500 + \$ 2000	12500 + \$ 3000	12500 + \$ 1500	12500 + \$ 1500	12500 + \$ 3000	12500 + \$ 1500
3	For subsequent monsoon semester (B+C+D) after the 1 st semester i.e. 3 rd /5 th /7 th /9 th semester	82600	40933	20100	20100	82600	20100 + \$ 4000	20100 + \$ 2000	20100 + \$ 3000	20100 + \$ 1500	20100 + \$ 1500	20100 + \$ 3000	20100 + \$ 1500
With Hostel													
4	At the time of admission in 1st semester (A+B+C+D+E) i.e. monsoon semester of the 1 st year	107600	65933	45100	45100	107600	45100 + \$ 4000	45100 + \$ 2000	45100 + \$ 3000	45100 + \$ 1500	45100 + \$ 1500	45100 + \$ 3000	45100 + \$ 1500
5	For Winter Semester (C+D+E) i.e. 2 nd /4 th /6 th /8 th /10 th semester	85000	43333	22500	22500	85000	22500 + \$ 4000	22500 + \$ 2000	22500 + \$ 3000	22500 + \$ 1500	22500 + \$ 1500	22500 + \$ 3000	22500 + \$ 1500
6	For subsequent monsoon semester (B+C+D+E) after the 1 st semester i.e. 3 rd /5 th /7 th /9 th semester	92600	50933	30100	30100	92600	30100 + \$ 4000	30100 + \$ 2000	30100 + \$ 3000	30100 + \$ 1500	30100 + \$ 1500	30100 + \$ 3000	30100 + \$ 1500
G	HOSTEL MESS CHARGES (Applicable for all the students with hostel accomodation and to be paid per semester)***									Amount (Rs.)			
1	Mess establishment fee									6000			
2	Mess entrance fee									1700			
3	Mess food fee									20000			
	Total (G)									27700			

Note:

- * Mediclaim Policy amount may vary year to year.
- Mess food fee is adjustable with the actual mess bills, extra mess bill to be paid separately. Any excess amount will be refunded/adjusted after the closing of the semester.
- For conversion rate of foreign exchange, use conversion rate fixed by Reserve Bank of India on date of transfer of fees.
- All fees are subjected to periodic revisions, as per institute policy. All fees are non-refundable, unless mentioned otherwise.
- **Additional rent of Rs.1000/- per semester for single room, if allotted, shall be collected later as dues.
- *** The students will be required to pay additionally mess caution money (one time and refundable) of Rs.1000/- during hostel allotment.
- Bank account details for payment of fee **F** is as follows:
Name of the account: IEST, SHIBPUR - STUDENTS FEE; **Branch name:** UCO BANK, BESU BRANCH, IEST, SHIBPUR, HOWRAH – 711103; **Ph:** 03326680042; **email id.:** hobesu@ucobank.co.in;
IFSC Code: UCBA0002369 **MICR Code:** 700028178 **Account No.:** 23690110000489 **Swift Code:** UCBAINBB001
- Bank account details for payment of fee **G** will be notified by HMC.



FOR PHYSICAL REPORTING - STEPS TO BE FOLLOWED

Step-by-step process of admission (JoSAA/CSAB/DASA/MEA/SII)

STEP I: PARTIAL ADMISSION FEE PAYMENT IN JoSAA 2025 PORTAL BY THE CANDIDATES

- ▶ The students must pay the partial admission fee through the JoSAA-2025 portal as per the JoSAA-2025 time schedule.
- ▶ Candidates who do not pay PARTIAL ADMISSION FEE will be treated as candidates not interested in taking admission in their allotted institute, HENCE, their allotted seat will be CANCELLED as per JoSAA – 2025 rules.

Step-by-step process of admission (JoSAA/CSAB/DASA/MEA/SII)

STEP II: SEAT ALLOTMENT IN JoSAA 2025 FINAL ROUND / CSAB-2025 SPECIAL ROUND/DASA-2025

- ▶ The candidates participating in CSAB-2025 special round, seat allotment will be made as per CSAB-2025 schedule for special rounds.
- ▶ The candidates must follow the guidelines of CSAB – 2025 special rounds.
- ▶ The candidates participating in DASA-2025, seat allotment will be made as per DASA-2025 schedule.

Step-by-step process of admission (JoSAA/CSAB/DASA/MEA/SII)

STEP III: PHYSICAL REPORTING AT IEST, SHIBPUR

- ▶ The candidates whose seats will be allotted through JoSAA-2025/CSAB-2025/DASA-2025/MEA/SII and who will pay the partial admission fee (JoSAA only), should physically report to the Institute Hall, IEST, Shibpur as per the time schedule of CSAB-2025/ DASA-2025 (**AUGUST 20-23, 2025, 10 AM to 4 PM**). Dates for MEA candidates will be notified later.
- ▶ The admission process will be completed after document verification.
- ▶ After verifying the documents, the Verifying Official will generate the Enrollment Certificate, ID Card and ask the candidate to pay the balance amount of Institute fee (**Institute fee – amount to be transferred by JoSAA2025/ CSAB 2025/ DASA 2025**), if any. **THE DETAILS OF BANK ACCOUNT IS GIVEN LATER IN THE DOCUMENT.**

Step-by-step process of admission (JoSAA/CSAB/DASA/MEA/SII)

STEP IV: 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. Availability of hostel is not confirmed to all students. However, there is one 1000 capacity hostel under construction.
- ▶ The hostel application form is available on the Institute website.

Step-by-step process of admission (JoSAA/CSAB/DASA/MEA/SII)

STEP V: Attending orientation programme and classes

- ▶ The students should attend the Orientation Programme after the admission.
- ▶ Tentatively, the orientation programme may be held on August 24, 2025.
- ▶ After the orientation programme, the classes will be started tentatively from August 25, 2025
- ▶ Check the Institute website regularly for updates on orientation programmes and classes.

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
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

Verification of PwD Candidates

- ▶ The PwD candidates need to appear before a medical board constituted by IEST, Shibpur.
- ▶ Verification of the PwD candidates will be held on August 23, 2025 (10:30 am) in the meeting room of the Office of the Dean (Academic).
- ▶ **THIS IS MANDATORY ONLY FOR ALL PwD STUDENTS.**

Opening of Bank Account

- ❑ All the students should open a bank account in UCO bank inside the Institute campus for fees payment in subsequent semesters and receive of refund of amount (if any) paid through JoSAA-2025 or CSAB-2025 or DASA-2025.
- ❑ The bank account details should be submitted to Finance section.

ON THE DAY OF ADMISSION

Instruction for B.Tech./B.Arch. Admission Process (2025-26)

Reporting at Institute Hall



Document verification at Institute Hall



Generation of Enrolment ID (Old VC Room, First Lobby, Academic Building) and Balance Fee Payment



Reporting in CSAB portal (Old VC Room, First Lobby, Academic Building) [Not required for MEA/SII]

Complete on the
day of reporting



Issuance of ID card (Computer Room, Ramanujan Central Library)

Online form fill up for anti-ragging and library card (Computer Room, Ramanujan Central Library)

Hostel Application and allotment (Gateway Hall, First Floor, Academic Building)



Admission for other allotted seats

Contact Email ID

► CSAB-NEUT 2025

□ Contact: Dr. Asok Adak (asok@civil.iiests.ac.in)

► Ministry of External Affairs (MEA)

□ Contact: Dr. Saptarshi Kundu (saptarshi@civil.iiests.ac.in)

► Study in India (SII) portal

□ Contact: Dr. Saptarshi Kundu (saptarshi@civil.iiests.ac.in)

Contact Numbers

In case of any difficulty regarding admission, the candidates may contact the following persons (11 AM to 3 PM**):**

► **Dr. Saptarshi Kundu – 9330939254**



End of the Document