

Step-by-Step Guidelines for Admission



to

Undergraduate Courses through JoSAA-2022/CSAB-2022

at

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 2022-2023.

- ▶ **Joint Seat Allocation Authority (JoSAA 2022)**
- ▶ **Central Seat Allocation Board (CSAB 2022, Special Round)**
- ▶ **CSAB-NEUT 2022**
- ▶ **Direct Admission of Students Abroad (DASA 2022)**
- ▶ **Indian Council for Cultural Relations (ICCR)**
- ▶ **Ministry of External Affairs (MEA)**

Admission - for candidates allotted seats through JoSAA 2022 / CSAB 2022 (Special round)

Mode of reporting for admission – **Physical Reporting**

Dates of Institute reporting:

☐ **November 04-09, 2022**

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. Provisional admission letter issued by JoSAA 2022 in 6th round or CSAB 2022 Special Round II (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-2022 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 2022 format as submitted during reporting (if applicable), issued on and after April 01, 2022
10. GEN-EWS certificate in JoSAA 2022 format as submitted during reporting (if applicable), issued on and after April 01, 2022
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, No need to write student ID; keep it blank)
13. Blood group report from pathology
14. Migration certificate/ School leaving certificate/ Transfer certificate
15. Any other documents as advised by JoSAA 2022/CSAB 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.

Institute fees

Details of Institute Fees per semester

GEN/OBC-NCL/EWS (Annual family income less than Rs. 1 lakh)		GEN/OBC-NCL/EWS (Annual family income Rs. 1 to 5 lakh)		GEN/OBC-NCL/EWS (Annual family income more than Rs. 5 lakh)		SC/ST		PwD		Mess Fee Included (Yes/No)
Day Scholar	Hostellers	Day Scholar	Hostellers	Day Scholar	Hostellers	Day Scholar	Hostellers	Day Scholar	Hostellers	
Rs. 8500.00	Rs. 38000.00	Rs. 29333.00	Rs. 58833.00	Rs. 71000.00	Rs. 100500.00	Rs. 8500.00	Rs. 38000.00	Rs. 8500.00	Rs. 38000.00	Yes

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

Details of Hostel and Mess fees

Details of Hostel Fees per semester

Sl. No.	Item	Amount (Rs.) per Semester
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

Tuition fee waiver

- ▶ 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 2021-22, may apply for tuition fee waiver. The students need to apply in each year.
- ▶ Submit the annual family income certificate for Financial Year 2021-22, 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). **Once the student is allotted a Enrollment ID, he/she can submit the income certificate. Income certificate must be submitted by November 25, 2022.**
- ▶ Notification for eligible candidates to receive tuition fee waiver will be issued from the Office of the Dean (Student Welfare).

Step-by-step process of admission

STEP - I: PARTIAL ADMISSION FEE PAYMENT IN JoSAA 2022 PORTAL BY THE CANDIDATES

- ▶ The students must pay the partial admission fee through the **JoSAA-2022 portal as per the JoSAA-2022 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 – 2022 rules.**

NO INSTITUTE FEE WILL BE COLLECTED BY IEST, SHIBPUR AT THE TIME OF PHYSICAL ADMISSION AS THE CANDIDATES ARE PAYING PARTIAL ADMISSION FEE TO JoSAA-2022/CSAB-2022 SPECIAL ROUND.

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

STEP II: Seat Allotment in CSAB-2022 Special Round

- ▶ The candidates participating in CSAB-2022 special round, seat allotment will be made as per CSAB-2022 schedule for special rounds.
- ▶ The candidates must follow the guidelines of CSAB – 2022 special rounds.

STEP III: Physical reporting at IEST, Shibpur

- ▶ The candidates whose seats will be allotted through JoSAA-2022 and CSAB-2022 and who will pay the partial admission fee, should physically report to the Institute Hall, IEST, Shibpur as per the time schedule of CSAB-2022 (November 04 – 09, 2022, 10 AM to 4PM).
- ▶ The admission process will be completed after document verification.
- ▶ Enrolment certificate and ID card will be provided to the admitted students.

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

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.**
- ▶ **The hostel application form is available on the Institute website.**

STEP V: 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 and receive of refund of amount (if any) paid through JoSAA-2022 or CSAB-2022).**
- ☐ **The bank account details should be submitted to Finance section.**