

Step-by-Step Guidelines for Online Admission



to

Undergraduate Courses

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 2020-2021.

- ▶ Joint Seat Allocation Authority (JoSAA 2020)
- ▶ Central Seat Allocation Board (CSAB 2020, Special Round)
- ▶ CSAB-NEUT 2020
- ▶ Direct Admission of Student Abroad (DASA 2020)
- ▶ Indian Council for Cultural Relations (ICCR)
- ▶ Ministry of External Affairs

Provisional admission - for candidates allotted seats through JoSAA 2020 / CSAB 2020 (Special round)

Mode of admission – **online**

- ▶ The provisional admission will be conducted through **online** mode.
- ▶ The candidates will be given time slot to appear before the Verifying Official during the Institute reporting as per the schedule of JoSAA 2020 / CSAB 2020 (special round).
- ▶ The candidates will be asked to join through **google meet**. Link will be given later in the document.
- ▶ The candidates will be asked to send **all documents** to a specific **email ID before the online meeting**.
- ▶ A candidate **should not leave the meeting** until the verification and admission is completed.
- ▶ The **admission is provisional**, since originals cannot be verified through online meeting.

Dates of Institute reporting (according to JoSAA-2020/CSAB-2020 schedule):

- ❑ **November 16-21, 2020** (for candidates who do not want to participate in CSAB special round)
- ❑ **November 25-30, 2020** (for candidates allotted seats in CSAB special round)

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

1.	Filled in admission form (Format available on IEST website)
2.	Application form for online admission cum self-declaration for any discrepancy (Format available on IEST website)
3.	Provisional admission letter issued by JoSAA 2020 and partial admission fee payment confirmation in 6 th round (to be downloaded in the final round)
4.	Medical fitness certificate as per JoSAA-2020 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 2020 format as submitted during reporting (if applicable), issued on and after April 01, 2020
10.	GEN-EWS certificate in JoSAA 2020 format as submitted during reporting (if applicable), issued on and after April 01, 2020
11.	PwD certificate (if applicable)
12.	Family income certificate for Financial Year 2019-20, issued by the competent authority of the area where the candidate and/or his/her family normally resides. <ul style="list-style-type: none">i. OBC-NCL and GEN-EWS must submit the family income certificate.ii. To avail the tuition fee waiver as per Gol norms for IEST Shibpur, submission of family income certificate at the time of admission is mandatory. The candidates need to submit the income certificate each year to avail tuition fee waiver.iii. Submission of family income certificate for SC/ST/PwD candidates is not mandatory.
13.	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)
14.	Blood group report from pathology
15.	Migration certificate
16.	Any other documents as advised by JoSAA 2020/CSAB 2020 or by the Institute

Pre-admission meeting with the admission committee

- ▶ This is pre-admission meeting for the interested candidates. Step-by-step admission procedure at IEST, Shibpur to different undergraduate courses will be discussed.
- ▶ Candidates may join the online meeting through google meet platform during **November 07-08, 2020** as per the following schedule.

Departments of the Candidate	Date and Time	Google meet link
Civil Engineering, Mechanical Engineering	Saturday, November 07, 2020 (05:00 PM – 6:00 PM)	meet.google.com/gmc-jmfd-cdw
Computer Science and Technology Information Technology Electronics and Telecommunication Engineering	Saturday, November 07, 2020 (08:00 PM – 9:00 PM)	meet.google.com/fqa-kpqe-whf
Electrical Engineering Aerospace Engineering Mining Engineering Metallurgy and Materials Engineering Architecture, Town and Regional Planning	Sunday, November 08, 2020 (10:00 AM – 11:00 AM)	meet.google.com/qcg-bhbm-nxb

Step-by-step process of online provisional admission

STEP - I: PARTIAL FEE PAYMENT IN JoSAA 2020 PORTAL BY THE CANDIDATES

- ▶ Payment of partial admission fee (**Rs. 40,000/- for GEN, GEN-EWS, OBC-NCL and Rs. 20,000/- for SC, ST, PwD candidates**) through the **JoSAA-2020 portal**.
- ▶ The partial admission fee can be paid using Net Banking / Debit card / Credit card or State Bank of India e-challan.
- ▶ **Candidates who do not pay PARTIAL ADMISSION FEE during November 09-13, 2020 will be treated as candidates who are not interested in taking admission in their allotted institute HENCE, their allotted seat will be CANCELLED as per JoSAA – 2020 rules.**

NO INSTITUTE FEE WILL BE COLLECTED BY IEST, SHIBPUR AT THE TIME OF ADMISSION TO THE INSTITUTE AS THE CANDIDATES ARE PAYING PARTIAL ADMISSION FEE TO JoSAA-2020 (6th ROUND).

Step-by-step process of online provisional admission

STEP II: 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 after paying **the partial admission fee in JoSAA 2020 portal. Send the documents atleast two hours before joining the meeting.**

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-by-step process of online provisional admission

STEP III: JOINING THE ONLINE MEETING THROUGH GOOGLE MEET BY THE CANDIDATE DURING PROVISIONAL ADMISSION

The candidates are advised to join the online meeting through google meet platform during November 16-21, 2020 (for candidates who do not want to participate in CSAB special round) and November 25-30, 2020 (for candidates allotted seats in CSAB special round). The meeting links are given below. **Official hours: 10 AM to 5 PM. The candidates are advised to join the meeting using the email ID from which they are sending the documents.**

Departments of the Candidate	Meeting link
Computer Science and Technology Aerospace Engineering	https://meet.google.com/ugu-piwz-vhv
Civil Engineering	https://meet.google.com/azb-gsmf-keq
Electrical Engineering Metallurgy and Materials Engineering	https://meet.google.com/pqi-jqns-tpz
Mechanical Engineering Architecture, Town and Regional Planning	https://meet.google.com/idn-ktnk-crk
Electronics and Telecommunication Engineering Mining Engineering	https://meet.google.com/usf-itjn-vfa
Information Technology	https://meet.google.com/rao-xivg-rqf

Step-by-step process of online provisional admission

STEP IV: MEETING WITH THE VERIFYING OFFICIALS FOR DOCUMENT VERIFICATION

- ▶ **During document verification, the Verifying Official will talk with the candidates.**

STEP V: GENERATION OF ENROLLMENT CERTIFICATE

- ▶ **After verifying the documents, the Verifying Official will generate the Enrollment Certificate.**
- ▶ **The soft copy of the Enrollment Certificate will be sent to the students through email.**

Step-by-step process of online provisional admission

STEP VI: APPLICATION FOR HOSTEL

- ▶ After the provisional admission to the institute, the students **may apply** for the hostel accommodation. Scanned copies of **filled in Application Forms for Hostel, Enrollment Certificate and Aadhar card** should be sent to the Chief Warden through email (**mess19section@gmail.com**).
- ▶ Residential accommodation of all students is not guaranteed due to shortage of seats in the hostels.

STEP VII: ATTENDING ORIENTATION PROGRAMME AND CLASSES

- ▶ After provisional admission, the students will be provided with G-suite ID for attending Orientation Programme and Classes.
- ▶ Check the Institute website regularly for updates on orientation programmes and classes.

Admission for other allotted seats

- ▶ CSAB-NEUT 2020
 - ▶ Contact: Dr. Asok Adak (asok@civil.iiests.ac.in)
- ▶ Direct Admission of Student from Abroad (DASA 2020):
 - ▶ Contact: Prof. Manas Kumar Sanyal (manas@hrm.iiests.ac.in)
- ▶ Indian Council for Cultural Relations (ICCR) and Ministry of External Affairs
 - ▶ Contact: Dr. Nirmalya Bhattacharya (dr.ac@iiests.ac.in)

Contact Numbers

In case of any difficulty regarding admission, the candidates may contact the following persons (9 AM to 5 PM):

- ▶ **Sri Shib Sankar Basak, Assistant Registrar – 9434144611**
- ▶ **Dr. Asok Adak, Associate Professor, Civil Engineering – 8017888951**

End of the Document