

Step-by-Step Guidelines for Online Admission



to

Undergraduate Courses through DASA – 2021/ ICCR/MEA

at

Indian Institute of Engineering Science and Technology, Shibpur

Provisional admission - for candidates allotted seats through DASA – 2021/ ICCR/ MEA

Mode of admission – **online**

- ▶ The provisional admission will be conducted through **online** mode.
- ▶ The candidates are advised to join the online meeting through **google meet**. Links are given later in the document.
- ▶ The candidates should send **all documents** to a specific **email ID before the online meeting**.
- ▶ 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:

- ❑ **Phase I -- November 18-22, 2021 (ONLY FOR DASA)**
- ❑ **Phase II -- December 03-06, 2021 (FOR DASA SPECIAL ROUND ONLY)**
- ❑ **Phase III -- December 07-13, 2021 (FOR ICCR and MEA)**

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. Seat allotment letter issued by DASA 2021 (to be downloaded from DASA website)/ ICCR/ MEA
4. Applicant's Passport (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted)
5. Proof for date of birth (Secondary Education Board / University Certificate [Class X or equivalent] or any certificate issued by the Government authorities)
6. Mark Sheet of 10th, 11th and 12th (or) Equivalent examination(s).
7. 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).
8. 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)
9. 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)
10. 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 2021.
Copy of Parent's Work Permit with a validity on any date in the year 2021.
Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of UG Brochure
11. 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)
12. Medical fitness certificate
13. Blood group report from pathology
14. Migration certificate, if applicable
15. Any other documents as advised by DASA 2021 or by the Institute

NOTE: ALL THE DOCUMENTS SHOULD BE SELF ATTESTED. ORIGINAL DOCUMENTS ARE TO BE PRODUCED AT THE TIME OF PHYSICAL REPORTING.

Step-by-step process of online provisional admission

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

- ▶ The candidates are advised to send the documents (single pdf file) required for the provisional admission to the following E-mail IDs. Meeting link and time slot will be sent through email.

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: Application Number, Name of Candidate, Department Allotted.**

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

▶ Files to be uploaded

- ▶ Only **single pdf file** to be uploaded
- ▶ File name formats: **JEE (Main) Application Number_name of candidate**
 - ▶ Example: 200310391132_Ravi Ranjan Kumar
- ▶ File size: The file should be of maximum **15 MB.**

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

STEP II: 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 18-22, 2021 (DASA), December 03-06, 2021 (DASA Special Round), December 07-13, 2021 (ICCR and MEA)**. The meeting links are given below. Time slot for the meeting will be intimated through email. The candidates are advised to join the meeting using the same 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/snk-yagq-noc
Civil Engineering	https://meet.google.com/oqf-mvgz-esw
Electrical Engineering Metallurgy and Materials Engineering	https://meet.google.com/czk-cgqz-ybu
Mechanical Engineering Architecture, Town and Regional Planning	https://meet.google.com/mst-yqxq-xku
Electronics and Telecommunication Engineering Mining Engineering	https://meet.google.com/wdz-rvkn-zoq
Information Technology	https://meet.google.com/apq-jesk-hvd

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 (**Total Institute fee – amount to be transferred by DASA-2021/ICCR/MEA**), if any.
- ▶ Once, the payment is made by the candidates, the transaction details along with documents should be sent to **ugadmission@iests.ac.in**.
- ▶ **THE BALANCE AMOUNT OF INSTITUTE FEE (IF ANY) MUST BE DEPOSITED BY THE TIME SCHEDULE MENTIONED FOR THE ADMISSION. BANK ACCOUNT DETAILS ARE 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**
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. 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

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

STEP IV: 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/Passport** should be sent to the Chief Warden through email (**mess19section@gmail.com**).

STEP V: 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.

Contact Numbers

In case of any difficulty regarding admission, the candidates may contact the following persons (9 AM to 6 PM, IST**):**

- ▶ **Dr. Sandip Chakraborty, Assistant Professor – 9830733143**

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