Step-by-Step Guidelines

for

Admission

to

Undergraduate Courses though JoSAA-2024/CSAB-2024

at

Indian Institute of Engineering Science and Technology, Shibpur

Seat allotment

A candidate who has been allotted a seat to an undergraduate programme of IIEST, Shibpur by the following authorities are eligible for admission in the academic year 2024-2025.

- **Joint Seat Allocation Authority (JoSAA 2024)**

- **Central Seat Allocation Board (CSAB 2024, Special Round)**

- **CSAB-NEUT 2024**

- **Direct Admission of Students Abroad (DASA 2024)**

- **Indian Council for Cultural Relations (ICCR)**

- **Ministry of External Affairs (MEA)**

Admission - for candidates allotted seats through JoSAA 2024 / CSAB 2024 (Special round)

Mode of reporting for admission – Physical Reporting

Dates of Institute reporting:

❑ **August 11-14, 2024 (10 AM to 5 PM)***

SUNDAY INCLUSIVE

(* may change if there is change in CSAB schedule)

Venue for reporting:

❑ **Institute Hall, IIEST, Shibpur**

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

1. Filled in admission form (Format available on IIEST website)
2. Provisional admission letter issued by JoSAA 2024 in 5th round or CSAB 2024 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-2024 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 2024 format as submitted during reporting (if applicable), issued on and after April 01, 2024
10. GEN-EWS certificate in JoSAA 2024 format as submitted during reporting (if applicable), issued on and after April 01, 2024
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 IIEST 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 2024/CSAB 2024 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 THROUGH BANK CHALLAN.

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 2023-24, may apply for tuition fee waiver. The students need to apply in each year.**

▶ **Submit the annual family income certificate for Financial Year 2023-24, 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.**

Step-by-step process of admission

STEP - I: **PARTIAL ADMISSION FEE PAYMENT IN JoSAA 2024 PORTAL BY THE CANDIDATES**

▶ **The students must pay the partial admission fee through the JoSAA-2024 portal as per the JoSAA-2024 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 – 2024 rules.**

Step-by-step process of online provisional admission…

STEP II: Seat Allotment in CSAB-2024 Special Round

▶ **The candidates participating in CSAB-2024 special round, seat allotment will be made as per CSAB-2024 schedule for special rounds.**

▶ **The candidates must follow the guidelines of CSAB – 2024 special rounds.**

STEP III: Physical reporting at IIEST, Shibpur

▶ **The candidates whose seats will be allotted through JoSAA-2024 and CSAB-2024 and who will pay the partial admission fee, should physically report to the <u>Institute Hall, IIEST, Shibpur</u> as per the time schedule of CSAB-2024 (AUGUST 11-14, 2024, 10 AM to 5 PM).**

▶ **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. However, there is one 1000 capacity hostel under construction.

STEP V: Attending orientation programme and classes

▶ The students should attend the Orientation Programme after the admission. Tentatively, the orientation programme/Classes may be conducted from August 16, 2024.
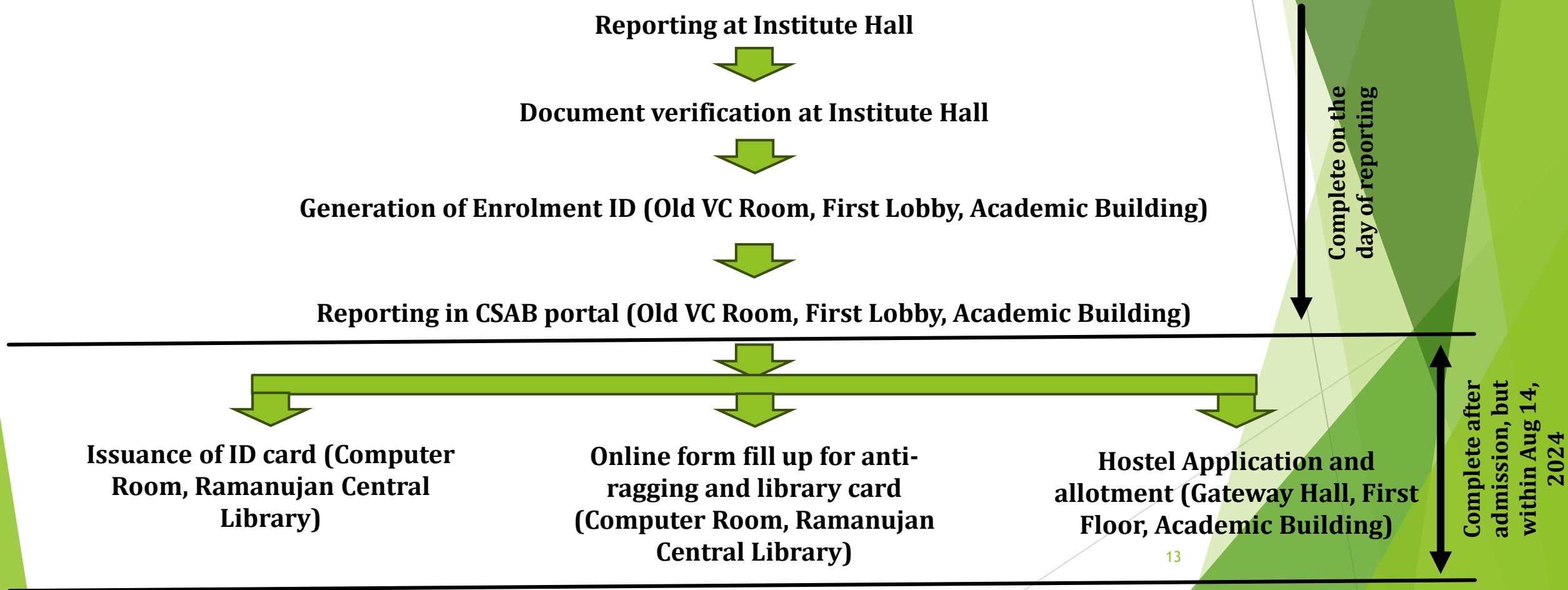
Verification of PwD Candidates

- The PwD candidates need to appear before a medical board constituted by IIEST, Shibpur.

- Verification of the PwD candidates will be held on August 14, 2024 (12:30 pm) in the meeting room of the Civil Engineering Department. THIS IS MANDATORY ONLY FOR PwD STUDENTS.

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-2024 or CSAB-2024).**

❑ **The bank account details should be submitted to Finance section.**

ON THE DAY OF ADMISSION

Instruction for B.Tech./B.Arch. Admission Process (2024-25) | August 11-14, 2024

Reporting at Institute Hall

⬇

Document verification at Institute Hall

⬇

Generation of Enrolment ID (Old VC Room, First Lobby, Academic Building)

⬇

Reporting in CSAB portal (Old VC Room, First Lobby, Academic Building)

⬇

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)

Complete on the day of reporting

Complete after admission, but within Aug 14, 2024

13

Admission for other allotted seats

▶ CSAB-NEUT 2024

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

▶ Direct Admission of Student from Abroad (DASA 2024):

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

▶ Indian Council for Cultural Relations (ICCR) and Ministry of External Affairs (MEA)

   ❑ 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):

- **Sri Abani Oraon – 8240163920**

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