Step-by-Step Guidelines

for

Online Admission

to

Undergraduate Courses though JoSAA-2021/CSAB-2021

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 2021-2022.

▶ **Joint Seat Allocation Authority (JoSAA 2021)**

▶ **Central Seat Allocation Board (CSAB 2021, Special Round)**

▶ **CSAB-NEUT 2021**

▶ **Direct Admission of Student Abroad (DASA 2021)**

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

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

Provisional admission - for candidates allotted seats through JoSAA 2021 / CSAB 2021 (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 the schedule given below.
- The candidates will be asked to join through **google meet**. Link and time slot will be sent through email.
- 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:

❑ **December 07-13, 2021**

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

1.	Filled in admission form (Format available on IIEST website)
2.	Application form for online admission cum self-declaration for any discrepancy (Format available on IIEST website)
3.	Provisional admission letter issued by JoSAA 2021 and partial admission fee payment confirmation in 6th round (to be downloaded in the final round)
4.	Medical fitness certificate as per JoSAA-2021 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 2021 format as submitted during reporting (if applicable), issued on and after April 01, 2021
10.	GEN-EWS certificate in JoSAA 2021 format as submitted during reporting (if applicable), issued on and after April 01, 2021
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
15.	Any other documents as advised by JoSAA 2021/CSAB 2021 or by the Institute

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 2020-21, may apply for tuition fee waiver. The students need to apply in each year.**

▶ **Submit the annual family income certificate for Financial Year 2020-21, issued by the competent authority of the area where the candidate and/or his/her family normally resides, through the following google form. Once the student is allotted a G-suite ID, he/she can submit the income certificate. Income certificate must be submitted by December 31, 2021.**

▶ **Google form link: t.ly/EpoL**

▶ **Notification for eligible candidates will be issued from the Office of the Dean (SW).**

Step-by-step process of online provisional admission

STEP - I: PARTIAL FEE PAYMENT IN JoSAA 2021 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-2021 portal.**

- **Candidates who do not pay PARTIAL ADMISSION FEE during November 20-24, 2021 (Till 5 pm) will be treated as candidates not interested in taking admission in their allotted institute, HENCE, their allotted seat will be CANCELLED as per JoSAA – 2021 rules.**

NO INSTITUTE FEE WILL BE COLLECTED BY IIEST, SHIBPUR AT THE TIME OF ADMISSION TO THE INSTITUTE AS THE CANDIDATES ARE PAYING PARTIAL ADMISSION FEE TO JoSAA-2021/CSAB-2021 Special Round.

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

STEP II: SELF-ATTESTED SCANNED PDF COPY OF DOCUMENTS TO BE SENT BY EMAIL

▶ **The candidates are advised to send the documents (in a single pdf file) required for the provisional admission to the following E-mail IDs by December 13, 2021 (till 4:00 pm).**

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 file

▶ **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"**

▶ **File 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 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 December 07-13, 2021. The meeting links are given below. Time slot for the meeting will be sent once document is received from the candidate.

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 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 2021**
  - ❑ Contact: Dr. Asok Adak (asok@civil.iiests.ac.in)
- Direct Admission of Student from Abroad (DASA 2021):
  - ❑ Contact: Dr. Sandip Chakraborty (sandip.civil@faculty.iiests.ac.in)
- **Indian Council for Cultural Relations (ICCR) and Ministry of External Affairs (MEA)**
  - ❑ Contact: Dr. Sandip Chakraborty (sandip.civil@faculty.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 – 9434144611**
- **Dr. Asok Adak – 7001834983**

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