

# Step-by-Step Guidelines

for

# Online Admission



to

## Undergraduate Courses through DASA - 2020

At The

## Indian Institute of Engineering Science and Technology, Shibpur

# Provisional admission - for candidates allotted seats through DASA - 2020

## 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 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 DASA- 2020 schedule):

- ❑ **November 17-19, 2020**
- ❑ **November 29 to December 02, 2020**

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

|     |   |
|-----|---|
| 1.  | Filled in admission form for DASA (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 2020 (to be downloaded from DASA website)  |
| 4.  | Applicant's Passport (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted) – first and last pages   |
| 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 of DASA on letter head of the school) as proof of completion of 11th and 12th Standard or equivalent.  |
| 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.  |
| 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 of DASA ).   |
| 10. | Applicant applying under CIWG quota, has to produce all the following documents:<br>Copy of the passport of the parent working in the gulf - first and last pages.<br>Copy of Parent's visa with a validity on any date in the year 2020.<br>Copy of Parent's Work Permit with a validity on any date in the year 2020.<br>Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of UG Brochure of DASA |
| 11. | Formal affidavit for anti-ragging by the student and parents (Format available on IEST Website) on ten rupees Nonjudicial stamp paper. (To be submitted during physical reporting at the Institute)   |
| 12. | Medical fitness certificate   |
| 13. | Blood group report from pathology   |
| 14. | Migration certificate (must be submitted at the time of physical reporting)   |
| 15. | Any other documents as advised by DASA 2020 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 COPIES OF DOCUMENTS TO BE SENT BY E-MAIL

- ▶ The candidates are advised to send the documents required for the provisional admission to the following E-mail IDs **atleast two hours before joining the meeting.**

| Departments of the Candidate  | E-mail IDs to send the documents   |
|---|------------------------------------|
| Computer Science and Technology<br>Aerospace Engineering            | ugadm.cst.ae@faculty.iiests.ac.in  |
| Civil Engineering   | ugadm.ce@faculty.iiests.ac.in      |
| Electrical Engineering<br>Metallurgy and Materials Engineering      | ugadm.ee.met@faculty.iiests.ac.in  |
| Mechanical Engineering<br>Architecture, Town and Regional Planning  | ugadm.me.arch@faculty.iiests.ac.in |
| Electronics and Telecommunication Engineering<br>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: DASA 2020 Application ID, Name of Candidate, Department Allotted.**

- ▶ Example: "Submission of documents: DASA Application ID, Ravi Ranjan Kumar, Civil Engineering Department"

### ▶ Files to be uploaded

- ▶ Only **pdf files** are 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

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## 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 17-19, 2020 and November 29 to December 02, 2020. The meeting links are given below. **Official hours: 10 AM to 5 PM (IST)**. 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  |
|---|---|
| <b>Computer Science and Technology</b><br><b>Aerospace Engineering</b>            | <a href="https://meet.google.com/ugu-piwz-vhv">https://meet.google.com/ugu-piwz-vhv</a> |
| <b>Civil Engineering</b>  | <a href="https://meet.google.com/azb-gsmf-keq">https://meet.google.com/azb-gsmf-keq</a> |
| <b>Electrical Engineering</b><br><b>Metallurgy and Materials Engineering</b>      | <a href="https://meet.google.com/pqi-jqns-tpz">https://meet.google.com/pqi-jqns-tpz</a> |
| <b>Mechanical Engineering</b><br><b>Architecture, Town and Regional Planning</b>  | <a href="https://meet.google.com/idn-ktnk-crk">https://meet.google.com/idn-ktnk-crk</a> |
| <b>Electronics and Telecommunication Engineering</b><br><b>Mining Engineering</b> | <a href="https://meet.google.com/usf-itjn-vfa">https://meet.google.com/usf-itjn-vfa</a> |
| <b>Information Technology</b>   | <a href="https://meet.google.com/rao-xivg-rqf">https://meet.google.com/rao-xivg-rqf</a> |

NOTE: Candidates are advised to call Prof. Sandip Chakraborty (@9830733143/8017888951) for joining meeting during December 01-02, 2020.

## 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 **(INR 8500.00)**.
- ▶ Once, the payment is made by the candidates, the transaction details along with documents should be sent to **ugadmission@iiests.ac.in**.
- ▶ **THE BALANCE AMOUNT OF INSTITUTE FEE (INR 8500.00) MUST BE DEPOSITED BY THE TIME SCHEDULE MENTIONED FOR THE ADMISSION. THE DETAILS OF BANK ACCOUNT IS 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](mailto: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](mailto:ugadmission@iiests.ac.in). Clearly write your Enrollment No, Name and Department in the email.**
- ▶ **The subject matter of email should be "Payment confirmation \_ Name of the Department (Enrollment No.)".**
- ▶ **The file name should be "Enrollement No\_Payment". Example: "2020CEB211\_Payment".**

# Institute fees

## Details of Institute Fees per semester

| Sl. No.      | Item   | CIWG Category<br>(INR) | DASA (Non-SAARC) Category<br>(INR + USD) | DASA (SAARC) Category<br>(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 (Already paid through DASA for Semester 1)                       | 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                              |
| <b>Total</b> |  | <b>71000.00 (INR)</b>  | <b>8500.00 (INR) + 4000.00 (USD)</b>     | <b>8500.00 (INR) + 2000 (USD)</b>    |

NOTE: BALANCE AMOUNT OF INSTITUTE FEE [INSTITUTE FEES - FEES PAID THROUGH DASA, i.e., **INR 8500.00**] 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 (INR) |
|--------------|-------------------------------|---------------------------|
| 1            | Hostel Maintenance Charge     | 2200                      |
| 2            | Seat Rent                     | 1000                      |
| 3            | Electricity and Water Charges | 800                       |
| <b>Total</b> |                               | <b>4000</b>               |

## Details of Mess Fees

| Sl. No.  | Item   | Amount (INR) |
|--|--|--------------|
| 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         |
| <b>Total amount payable at the time of admission</b> |  | <b>25500</b> |

## 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 First & Last Pages of Passport** should be sent to the Chief Warden through email (**mess19section@gmail.com**).
- ▶ Once the hostel is allotted to the candidate, he/she needs to pay the required fee as per the instruction of the Chief Warden.
- ▶ **Hostel accommodation for students under DASA is guaranteed.**

### 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.

Note: For further Details please refer DASA 2020 UG Brochure available in the DASA website

# Contact Numbers

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

- ▶ **Prof. Sandip Chakraborty, Assistant Professor – 9830733143/8017888951**

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