PHYSICAL REPORTING AND AND FORMAL ADMISSION TO MSc COURSE THROUGH CCMN 2016.

PARTICULAR INFORMATION

Dates, Time and Venue:

16 to 21 July 2016 from 10:30 AM to 1:30 PM everyday.
(CLASS START DATE IS 18 July 2016 and you are advised to attend preferably on 16th or 17th July 2016)

GATEWAY HALL, N255, Office of the Dean (Academic) : Main Building, 1st floor (Waiting, Document verification etc.) and HOSTEL ALLOCATION Room at Ground floor (Adjacent to TEQIP II OFFICE).

How to reach:

IIEST, Shibpur can be reached in many ways. It is only 6 Km from Howrah station and 10 Km from Esplanade, the heart of Kolkata via the Vidyasagar Setu.

Get down at 1st Gate of the IIEST and proceed straight to the Institute 1st Lobby of the Main Building (200 M from 1st Gate).

Steps to be taken for admission

Assemble at GATEWAY HALL at 1st floor Foyer – opposite to the 1st floor exit from the LIFT and adjacent to the Office of the Controller of Examination.

1. Keep the admission letter from CCMN and all the certificates/marksheets, DOB, photograph etc. ready and fill-in an admission form and a code of conduct form.

   Proceed to room No. N 255 which is adjacent to the Gateway hall for document verification.
2. After document verification proceed to the adjacent office of the Dean (Academic) where an SID will be generated for all future reference.

   If any balance amount need be paid (see section C. FEE payment details of the Provisional admission letter issued by CCMN) you will be instructed to proceed to UCO bank (ground floor of the Science and Technology building) for PAYEMNT THROUGH A CHALLAN to be issued by the Office of the Dean (academic). The instrument for payment would be
   i)   A demand draft in favour of the REGISTRAR, IIEST, SHIBPUR payable at KOLKATA; or
   ii)   By cash

3. Submit all the documents (see the list below) including the stamped challan for the balance amount; if applicable) and complete the remaining formalities. A provisional admission certificate will be issued to you. Copy it and keep it safe as this is the key to all subsequent processes.

DOCUMENTS (ORIGINAL) NEEDED FOR VERIFICATION

1. Final Provisional Admission letter from CCMN
2. Valid JAM score card 2016
3. All marksheets and certificates starting from class X standard
4. DOB certificate
5. Category and PWD certificate; if applicable

DOCUMENTS NEEDED FOR SUBMISSION

1. Admission form, code of conduct, and if applicable the bank draft for balance amount.
6. Copies of the Final Allotment/Admission letter from CCMN, JAM Score card and all mark-sheets and certificates
2. Copy of DOB certificate
3. Two passport size photographs
4. Blood group certificate (original or copy)
5. Migration certificate

Hostel Acommodation

If required, proceed to the Hostel allocation room on the Ground Floor for allocation of Hostel to meet the representatives of the Dean (Students affair). Note that hostel and mess fees are to be separately paid as per the instruction of Dean (student affairs).

Note that the admission and hostel accommodation are not connected and the decision of the Dean (students affair) will be final in getting the hostel allocation. You may also check the possibilities of getting the hostel before going through step 1 to 3 stated above.

Note that :
- Classes will start from 18 July 2016. See the website for routine or any other announcement.
- Submission of Blood group certificate (or its copy) is mandaory to get the identity card from the office of the Dean (academic)
- Contact the Librarian for the library card.
- Hostel seats are not guaranteed.
- Contact the Dean (student) Office [6th floor science and technology building] for further details Hostel accommodation during normal working days within office hours.

- No fees other than the caution money is refundable.

For candidates whose mark-sheets, certificates for the Bachelor Degree are yet to be published they will be provisionally admitted. However, their candidature will be cancelled if they fail to submit the required mark-sheet and certificates with applicable percentage (CGPA) within 15 September 2016. The same is true for migration certificate as well. It has to be submitted by 15 September 2016.