

## PHYSICAL REPORTING AND AND FORMAL ADMISSION TO MTech COURSE THROUGH CCMT 2016.

### PARTICULAR INFORMATION

#### Dates, Time and Venue:

18 to 22 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 18<sup>th</sup> to 20<sup>th</sup> July 2016)

INSTITUTE HALL (Assembly and waiting), VCs room (Ground Floor, Main Building, near 1<sup>st</sup> Lobby) Document verification, SID generation etc.) and HOSTEL ALLOCATION Room at Ground floor (Adjacent to VCs room).

#### How to reach:

IEST, 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 1<sup>st</sup> Gate of the IEST and proceed straight to the Institute Hall (200 meter from 1<sup>st</sup> Gate).

#### INSTITUTE FEES

Item (Per semester basis)	Amount in Rs.
Admission Fee	500
Students Activity and others	500
Infrastructure Maintenance Fee	2500
Tuition Fee (Fully waived for SC/ST/PwD candidates)	35000
Examination Fee	1000
<b>Total (per semester)</b>	<b>39,500</b>
Caution deposit (One time and refundable)	3000
<b>Total at the time of admission</b>	
i) OC/OBC	<b>42,500</b>
ii) SC/ST/PwD	<b>7,500</b>

## PAYMENT OF THE BALANCE AMOUNT

A student getting admission through CCMT may have to pay the balance amount to the Institute. TABLE showing the balance amount to be paid (or refunded/adjusted)

Sl. No.	Category	Amount already paid to CCMT	Balance to be paid	Remarks *
1	OC/OBC	30,000	12,500	To be paid by the student
2	OC/OBC through NSR	40,000	2,500	To be paid by the student
3	SC/ST/PWD	30,000	-22,500	To be refunded by the Institute
4	SC/ST/PWD through NSR	10,000	-2,500	To be refunded/adjusted in subsequent semester by the Institute

\* The table shows the calculation on the basis of the expected transfer of fund by the CCMT 2016 authority to this Institute which is likely to be done within the month of August. Any refund or adjustment cannot be made until the said fund transfer from CCMT.

## WHEN AND HOW TO PAY

The balance amount is to be paid

- at the time of physical reporting and actual admission to the INSTITUTE
- through a challan to the UCO bank BESUS branch using
  - a demand draft in favour of the REGISTRAR, IEST, SHIBPUR payable at KOLKATA or
  - by cash

## Steps to be taken for admission

Assemble at INSTITUTE HALL

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

Proceed to room VC's room hall for document verification etc.

2. After document verification proceed to the bank

If any balance amount need be paid you will be instructed to proceed to UCO bank (ground floor of the Science and Technology building) for PAYEMENT 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, IEST, SHIBPUR payable at KOLKATA; or

- ii) By cash
3. Submit all the documents (see the list below in the VCs room) 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 CCMT
2. Valid GATE score card
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 stamped bank challan for balance amount.
6. Copies of the Final Allotment/Admission letter from CCMT, GATE 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 Accommodation

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 mandatory 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 [6<sup>th</sup> 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), if any, within 15 September 2016. The same is true for migration certificate as well. It has to be submitted by 15 September 2016.