

PHYSICAL REPORTING AND ADMISSION TO THE INSTITUTE (IEST, SHIBPUR) for ADMISSION TO THE 5-YEAR INTEGRATED DUAL-DEGREE PROGRAMME

Dates, Time and Venue:

22 to 26 July 2016 from 10:30 AM to 5:00 PM everyday.

(CLASS START DATE IS 25 July 2016)

INSTITUTE HALL (Assembly and waiting), VCs room (Ground Floor, Main Building, near 1st 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 1st Gate of the IEST and proceed straight to the Institute Hall (200 meter from 1st Gate).

INSTITUTE FEES

Sl. No.	Item (Per semester)	Amount (Rs.)
1.	Admission Fee	500
2.	Students Activity Fee	500
3.	Infrastructure maintenance Fee	2,500
4.	Examination Fee	1,000
5.	Tuition Fee (Fully waived for SC/ST/PwD students) *	62,500
6.	Institute Caution Money (One time and refundable)	3,000
Total amount payable at the time of admission **		
	i) OC/OBC without any income based waiver	70,000
	ii) SC/ST/PwD	7,500
	iii) OC/OBC with income less than Rs. 1 lakh (full tuition fee waiver)	7,500
	iv) OC/OBC with income between Rs. 1 to Rs. 5 lakh (2/3 tuition fee waiver)	28,330

*** Yearly tuition fee is increased from Rs. 70,000/- to Rs. 1,25,000/- as per the instruction of MHRD**

**** Exact amount will depend on how much fee is already paid to JoSSA.**

PAYMENT OF THE BALANCE AMOUNT (for OC/OBC candidates only)

The balance amount to be paid depends on the difference between the Institution fees minus how much has already been paid to JoSSA.

Any extra amount will be either refunded or adjusted in the subsequent semesters.

TUITION FEE WAIVER

- Tuition fees for candidates from SC/ST/PwD category are fully waived.
- Family income based tuition fee waiver is directed by MHRD for candidates belong to OC/OBC category as indicated in the table.
- They may get tuition fee waiver by producing the income proof document from the competent state/central government authorities.
- Candidate from OC/OBC category getting the tuition fee waiver is to sign (candidate and one of the parents/guardians) a declaration regarding the authenticity of the document and if it is found inappropriate in future then they have to pay the Institute fees, including arrear, without any waiver.

WHEN AND HOW TO PAY

The balance amount, if any, is to be paid

- at the time of physical reporting and actual admission to the INSTITUTE
- through a bank challan (to be issued at the time of verification)
 - using a demand draft in favour of the REGISTRAR, IEST, SHIBPUR payable at KOLKATA or
 - in cash

STEPS TO BE TAKEN FOR ADMISSION

Assemble at the INSTITUTE HALL

1. Keep the admission letter from CSAB/JoSAA and all the certificates/marksheets, category certificate, Income certificate (if applicable) DOB, ADHAR CARD, photograph etc. ready and fill-in an admission form and a code of conduct form to be supplied to you. Parents and guardians are not allowed beyond this phase.

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

2. Produce your income document at the time of document (category certificate, certificate, mark-sheet, DOB etc.) verification process and establish your income category. A bank challan with the balance amount will be given to a candidate for payment of balance fees to UCO, Bank BESUS branch (200 m from the admission desk) and pay either through a bank draft or by cash.
3. Submit all the copies of the certificates and the stamped bank challan (if applicable) and get a provisional admission certificate -- keep it safe and make a copy as it is important for other operations.

DOCUMENTS (ORIGINAL) NEEDED FOR VERIFICATION

1. Final Provisional Allotment/Admission letter from JoSAA
2. All marksheets and certificates starting from class X standard
3. DOB certificate
4. Income certificate (if applicable)
5. Category and PWD certificate; if applicable
6. ADHAR CARD (if available) [PAN, driving license etc. as per JoSAA]
7. Migration certificate (If available)

DOCUMENTS NEEDED FOR SUBMISSION

1. Admission form, code of conduct, and if applicable the stamped bank challan for balance amount.
2. Copies of the Final Allotment/Admission letter from JoSAA and all marksheets and certificates, ADMIT CARD from CSAB/JoSAA and ADHAR CARD (or similar other cards accepted by the Government; if available)
3. Copy of DOB certificate
4. Copy of Income certificate (if applicable)
5. Three passport size photographs
6. Blood group certificate (original or copy)
7. Copy of Migration certificate (If available)

Hostel Accommodation

If required, proceed to the Hostel allocation room on the Ground Floor for allocation of Hostel. Meet the representatives of the Dean (Students affair) for allocation. 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 2 to 3 stated above.
- A student can immediately proceed to the Hostel; if allocated.

Note that :

- Classes will start from 25 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 along with the provisional certificate for the library card
- Contact the Dean (student) Office [6th floor science and technology building] for further details on Hostel accommodation during normal working days within office hours.
- ONLY THE STUDENT IS ALLOWED IN THE ADMISSION DESK AND HOSTEL ALLOCATION DESK

An anti-ragging affidavit (Text is available on the website) on a Non-Judicial stamp paper (Rs. 10) signed by the student and parent/guardian must be submitted within 15 September 2016.

REFUND/ADJUSTMENT

In case of a centralised admission like CSAB/JoSAA note that you have applied and allocated a seat through JoSAA and there may be cases as follows:

- a) Got an allocation but did not physically report to the Institute :
Refund, if applicable, will be made by JoSAA and the Institute may not be contacted as it has got no role.
- b) Allocated and after physical reporting admitted to the Institute. No refund of Tuition fees; only the caution money is refundable. Any extra amount (more than the required amount specified as Institute Fees) if already paid to JoSAA will be refunded to the candidate once the fund transfer is completed by JoSAA.