



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Academic Section

**ADMISSION AND REGISTRATION FOR PREPARATORY PROGRAMME FOR AUTUMN
SESSION (2022-23)**

**Preparatory students will report to the Institute campus physically on 30.10.2022
(Sunday).**

- A.** Candidates who have accepted seats for joining Preparatory Programme through JOSAA will be intimated through E-mail from the institute ERP system **by 22nd October, 2022**, informing them their **Roll Nos, institute E-Mail IDs & Passwords** and **ERP login IDs & Passwords**. Email will be sent in the Email IDs available in the JEE application forms.
- B.** On receiving the email above, candidates are required to Login to the institute Email web server ([mail.google.com/a/iitbbs.ac.in](mailto:a/iitbbs.ac.in)) and ERP server (www.erp.iitbbs.ac.in) and **RESET** both the **Email and ERP passwords**. Subsequently, only the institute Email id will be used for correspondence with the students.
- C. Fee Payment, ERP Profile Creation, Uploading of Documents:**
- a) **Fees payment, ERP profile creation and uploading of documents** are to be completed **by 30th October, 2022 (Sunday, Forenoon)**. Visit the institute admission portal (<https://www.iitbbs.ac.in/admission.php>) for fee details and payment links (also available on the next page).
- b) **Fee Payment details updating** in ERP is to be completed **by 30th October, 2022 (Sunday) through online mode**. On completion, students will receive a confirmation email from the ERP.
- c) Upload the documents as listed below (Annexures are attached herewith) and a Passport size colour photograph to ERP. **Please check the list of documents and keep soft copies ready with you for uploading**. Hard copies of all documents must be submitted at the institute at the time of registration. Original documents are to be produced for verification, failing which admission may be cancelled.

List of Documents to be uploaded to ERP:

- 1) JEE Admit card.
- 2) Seat Allotment Letter/Admission Offer letter of JoSAA.
- 3) Proof of Advance Fee Deposit of ₹15,000/- (for SC/ST/PwD category) towards seat acceptance fee.
- 4) 10th class Certificate and Mark Sheet (*keep Photocopy- 1 sets for submission*).
- 5) 10+2 or equivalent Certificate and Mark Sheet (*keep Photocopy- 1 sets for submission*).
- 6) Proof of Date of Birth or Birth Certificate. Original to be produced for verification at the time physical reporting at the Institute
- 7) Caste Certificate as per GOI format / EWS Certificates as per JoSAA format.
- 8) Attested copy of Disability Certificate (For PwD candidates as per Govt. of India / JoSAA format)
- 9) College Leaving Certificate/Migration Certificate.
- 10) OCI Certificate or PIO Card (if applicable).
- 11) Fee payment transaction details (**Institute Fee and Hostel Mess Advance are to be paid separately**).

12) Annexures (to be uploaded to ERP):

- a) Annexure-I (Student's Profile Form)
- b) Annexure-II (Declaration /Undertaking from the student & Parents)
- c) Annexure-III (Antiaging Form)
- d) Annexure-IV (Health Certificate Form): *Mandatorily required to submit a copy of the certificate to the Hostel at the time of reporting.*
- e) Annexure-V (Declaration for Sharing of Students Academic Performance)
- f) Annexure-VI (Anti-Plagiarism Policy)
- g) Annexure-VII (Use of Internet only for Academic Purpose)
- h) Annexure-VIII (NSO or NSS or NCC Form)

13) Income Certificate(s) of parent / Guardian (Certificate must be issued by the Authority not below the rank of Tehsildar).

DETAILS OF FEES To Be PAID	
	SC / ST / PwD*
Total fee for the Autumn 1 st Semester	₹ 49,290/-
-(less) seat acceptance fee for IIT Bhubaneswar	₹15,000/-
+(add) Processing fee for document verification at the reporting centre	₹2000/-
Fees to be paid at the time of registration at IIT Bhubaneswar	(1) Institute Fee: ₹22,290/- + (2) Hostel Mess Advance: ₹ 14,000/-

**After 100% Tuition fee is waived for SC/ST/PwD category students.*

1. Click on the below link for Online fee payment. Institute Fee and Hostel Mess Advance are to be paid separately.

(A) Institute Fee: Online payment in ERP ([Link- https://erp.iitbbs.ac.in/index.php](https://erp.iitbbs.ac.in/index.php)), following the steps as under:

1. Login into ERP
2. Click on "Registration"
3. Click on "Pay Semester fee"
4. Verify the data and press on "Verified and Next"
5. Click on "Pay"
6. Select Mode of Payment and complete the process

(B) Hostel Mess Advance:

(a) Hostel Portal: http://www.iitbbs.ac.in/hostel_payment.php

OR

(b) Through NEFT (online money transfer in case of Bank lone)

Canara Bank A/c No. 80072200011951, IFSC Code: CNRB0017282, Canara Bank, Argul Branch,
Account Holder Name: IIT Bhubaneswar Hostel Account.

N.B:

1. The candidate has to mention in the transaction narration "His/her name, "Institute Roll No." and "Branch" & "Admission to Preparatory Course" without which, the payment will not be accepted .

2. Any issue regarding payment of fee, the students may contact in the e-mail: osd.fa@iitbbs.ac.in and Telephone: +91674-7134572
3. Any issue regarding profile creation and uploading of documents in ERP, the students may contact in the e-mail: chandra@iitbbs.ac.in and Telephone: +91674-7138608

D. Orientation Programme

Orientation programme will be conducted in online mode on **03.11.2022**. Information on orientation programme will be shared with students separately.

E. Commencement of Class

1. Candidates are required to submit a copy of the Health Certificate (Annexure-IV) to the Hostel at the time of reporting.
2. Classes for Preparatory students will commence from **07-11-2022 (Monday)**.
3. Class timetable is available at institute academic website (<https://www.iitbbs.ac.in/timetable.php>).
4. Please visit the Institute website <https://www.iitbbs.ac.in/btech-admission.php> for course contents/Curriculum/Regulations/Academic Calendar and other Academic activities.
5. For updates, please keep visiting the Institute website www.iitbbs.ac.in

Associate Dean (UGS)