

सूचना/ NOTICE NO.

ADMISSION AND REGISTRATION PROCESS FOR 1ST YEAR M. Tech. PROGRAMMES FOR AUTUMN SESSION (2024-25)

First year M.Tech. (Freshers) will report to the Institute Campus physically on 18.07.2024 (Thursday) and date of Registration is on 19.07.2024 at 9.00 A.M. in IIT Bhubaneswar Academic Section.

- A. Candidates who have accepted seats for joining PG (M.Tech) programmes at IIT Bhubaneswar through COAP will be intimated through E-mail from the institute ERP system w.e.f **27.06.2024 till 17.07.2024**. The ERP of the Institute will send the detail admission procedure (instructions) through e-mail from the Institute ERP system from time to time based on each round.
- B. Subsequently, only the Institute Email Id will be used for further correspondence with the students

C. Fee Payment, ERP Profile Creation, Uploading of Documents:

Details of fees to be paid for M.Tech.		
Fee	GEN / OBC – NCL/GEN-EWS	SC / ST / PwD*
Total fee for the Autumn 1 st Semester (Institute Fee)	Rs. 47,390/-	Rs. 42,390/-
Less (-) seat acceptance fee for IIT Bhubaneswar	Rs.20,000/-	Rs.20,000/-
Balance amount due	Rs. 27,390/-	Rs. 22,390/-
Hostel Mess Advance	Rs.18,000/-	Rs.18,000/-

** 100% Tuition fee is waived for SC/ST/PwD category of students of M. Tech.*

a) ERP profile creation and uploading of documents are to be completed

Programme	Opening for ERP Profile Creation
M. Tech.	26.06.2024 to 17.07.2024

Any issue regarding profile creation and uploading of documents in ERP, the students may contact in the e-mail: erp.admin@iitbbs.ac.in,

Please Visit the Institute admission portal for M. Tech. Programme – 2024

<https://www.iitbbs.ac.in/index.php/home/academics/freshers-portal-m-tech/>

Fee details and payment links (also available on the next page).

b) Fee Payment details updating in ERP is to be completed by 19.07.2024 through online mode.

c) Upload the documents as listed below (Annexure details in offer letter) 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 during the time of Registration process (on **19.07.2024** at 9.00 A.M) failing which admission may be cancelled.

List of Documents to be uploaded to ERP:

- 1) COAP Admit card.
- 2) GATE score card.
- 3) Seat Allotment Letter/Admission Offer letter.
- 4) Proof of Advance fee Deposit of Rs.20,000/- for all category towards seat acceptance fee for M.Tech.
- 5) 10th class Certificate and Mark Sheet (*keep Photocopy-1 set for submission*).
- 6) 10+2 or equivalent Certificate and Mark Sheet (*keep Photocopy-1 set for submission*).
- 7) B.Tech / equivalent certificate (*Candidates unable to submit the Qualifying Degree certificate, are required to provide Provisional Certificate or a Course completion certificate duly signed by the Head of College/ Department from the concerned institution*)
- 8) Proof of Date of Birth or Birth Certificate. Original to be produced for verification at the time physical reporting at the Institute
- 9) Recent passport size colour photographs in JPG format with dimension of 200X250 pixels and less than 100 Kb.
- 10) Candidates who are employed are required to submit a relieving certificate from employer in case they are currently employed, failing which they will not be entertained.
- 11) **SC/ST/GEN-EWS/OBC-NCL/ Disability certificate** as per the Govt. of India format issued by a Competent Authority. The **GEN-EWS** and **OBC-NCL** valid certificates are in the prescribed format as per Govt. of India (on or after 01.04.2024 by a competent authority)
- 12) Attested copy of Disability Certificate (For PwD candidates as per Govt. of India format)
- 13) College Leaving Certificate/Migration Certificate.
- 14) Fee payment transaction details (Seat acceptance fee, Institution fee and Hostel fee)
(Institute Fee and Hostel Mess Advance are to be paid separately).

15) Annexures (to be uploaded to ERP. Please visit

<https://www.iitbbs.ac.in/index.php/home/academics/forms/>

- a) Annexure-I (Student's Profile Form)**
- b) Annexure-II (Declaration /Undertaking from the student & Parents)**
- c) Annexure-III (Anti-ragging 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) i.) Annexure-VIII (ID creation form)**
ii.) Annexure-X (Bank details form)

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

- (a) Click on the below link for Online fee payment. Institute Fee and Hostel Mess Advance are to be paid separately.**

(i) Institute Fee: Online payment in EIMS following the steps as under:

- 1. Login into EIMS ((Link- <https://eims.iitbbs.ac.in>)**
- 2. Click on "Admission"**
- 3. Click on "Update and Print Student Profile"**
- 4. Click on "Pay Fees"**
- 5. Verify payment & click on "Pay Fees"**
- 6. Complete the payment process.**

(ii) Hostel Mess Advance:

Through online: (Link: http://www.iitbbs.ac.in/hostel_payment.php)

OR

(iii)Through NEFT (Online Money Transfer for bank loan only):

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

N.B:

- 1. Candidates are required to submit a copy of the Health certificate (Annexure-IV) to the Hostel at the time of reporting.**
- 2. The candidate has to mention in the transaction narration "His/her name, "Institute Roll No." and "Branch" & "Admission to 1st year M.Tech" without which, the payment will not be accepted.**
- 3. Any issue regarding payment of fee, the students may contact in the e-[mail: office.fa@iitbbs.ac.in](mailto:office.fa@iitbbs.ac.in) and Telephone: +91674-7134563.**

e. Hostel

For any Hostel issue please contact: warden.office@iitbbs.ac.in ; Ph: 0674-7134511

f. Orientation Programme will be held on 22.07.2024 (Monday)

g. Commencement of Class : Classes for 1st year M. Tech students will commence from 23-07-2024 (Tuesday).

i.) Class time table is available at institute academic website
(<https://www.iitbbs.ac.in/timetable.php>).

ii.) Please visit the Institute website <https://www.iitbbs.ac.in/admission-mtech.php> for course contents/Curriculum/Regulations/Academic Calendar and other Academic activities.

iii.) For updates, please keep visiting the Institute website www.iitbbs.ac.in

**Academic Office
PG Section**

**Email: academic.mtech@iitbbs.ac.in
Phone No.: 91-674-7134462**