F. No. 15-8/2025/Acad.

सूचना/ NOTICE

ADMISSION AND REGISTRATION PROCESS FOR
1ST YEAR Ph.D & MS.R PROGRAMMES
AUTUMN SESSION (2025-26)

1. Candidates who have accepted seats for **Ph.D & MS.R Programmes** at IIT Bhubaneswar will be intimated through E-mail from the Institute ERP system as per the dates mentioned in Sl. No. **6 below**.

2. As per GoI guidelines, APAAR ID (Automated Permanent Academic Account Registry ID) for all students are mandatory. Hence, all candidates are advised to create their APAAR ID (Automated Permanent Academic Account Registry ID) by visiting the web link (https //www.abc.gov.in/assets/resources/step by step guide abc id students.pdf), if not already have a APAAR ID.

3. The Institute will send the details of admission procedure (instructions) through e-mail from the Institute ERP system from time to time based on each round.

4. The candidate needs to do the following after getting instructions through email:

a)	ERP profile creation	-
b)	Fee payment	Fee detail are at **Annexure - B**
c)	Uploading of documents	Document details are at **Annexure-A** Please keep the scanned copies ready with you for uploading

5. It may be noted that only the Institute Email Id will be used for further correspondence with the students.

6. Consolidated important dates information are as below:

Sl No	Date	Event	Location	Remarks
1	28-Jun-2025 To 20-Jul-2025	E-mail from the Institute ERP system with details of admission procedure	-	1. Any issue regarding profile creation and uploading of documents in ERP, the students may contact erp.admin@iitbbs.ac.in
2	28-Jun-2025 To 20-Jul-2025	Opening of link for ERP profile creation and fee payment	-	2. Any issue regarding payment of fee, the students may contact fa.students@iitbbs.ac.in / Tel.: 0674-7134563 / 0674-7134803
3	21-Jul-2025	Physical Reporting in Institute Campus	Hostel	1. Candidates are required to submit a copy of the Health certificate (Annexure-IV) to the Hostel at the time of reporting. 2. For any Hostel issue please contact warden.office@iitbbs.ac.in / Tel - 0674-7134511
4	22-Jul-2025	Registration & Interaction with parents	Academic Section	For any inquiry related to admission please contact academic.phd@iitbbs.ac.in / Tel. 0674-7134466
5	25-Jul-2025	Orientation of fresher's	Auditorium	
6	28-Jul-2025	Commencement of Classes	As per time table	Class time table is available at institute academic website Time Table – IIT Bhubaneswar
N.B.: Please visit the Institute website https://www.iitbbs.ac.in/ for course contents/ Curriculum/ Regulations / Academic Calendar and other Academic activities.				

	I.	Scanned copy of the following documents must be keep ready in advance to be uploaded at the time of online registration
Sl. No.		**Documents**
a)		Admission offer letter.
b)		GATE/JAM /JEST score card in original
c)		**APAAR ID (Automated Permanent Academic Account Registry ID) document.**
d)		Certificates and Mark sheet of all qualifying examination (Matriculation onwards).
e)		Candidates **unable** to submit the qualifying examination certificate, are required to provide **provisional certificate** or a **course completion certificate** duly signed by the Head of College/Department of the concerned institution.
f)		**SC/ ST/OBC (NCL)/ EWS** certificate as per the Govt. of India format issued by a Competent Authority, if applicable. The **OBC (NCL) & EWS** certificate should be in the prescribed format should be issued on or after **01-Apr-2025** by a Competent Authority .
g)		Persons with disability **(PWD)** certificate as per the Govt. of India, latest format for PWD category students, if applicable.
h)		Latest parental **Income certificate** issued by Tahasildar/ S.D.O./ any other equivalent officer/copy of ITR filed by the parents.
i)		Candidates selected under **Sponsored Category** must submit **Sponsorship certificate in original**, failing which, they will not be allowed to take the admission. • **Sponsored by External Organization**: Sponsorship Certificate should be as the format provided in Ph.D Advertisement in Annexure-A • **Sponsored candidate selected under the fellowship type UGC-CSIR/UGC-JRF/Project/DST-Inspire/other** must submit the sponsorship certificate **(in original)** from their respective organization / Institute along with award letter of CSIR-UGC NET (LS)/DST Inspire/DBT/ICMR etc.
j)		Candidates selected under **Research Project Category** must submit Offer (a) Letter (b) Project Joining Report
k)		Candidates selected under **Institute Staff Category (IIT Bhubaneswar)** must submit "No Objection Certificate (NOC)" in original from the Competent Authority at the time of admission, failing which they will not be allowed to take the admission.
l)		Relieve order/ Resignation acceptance letter from the present employer, if employed.
m)		Updated Curriculum Vitae.
n)		Recent Passport size colour photograph. in JPG format with dimension of 200X250 pixels and less than 100 Kb. Three (3) Recent passport size colour photograph to be submitted at the time of admission. . (write your name on the backside of each photograph).
o)		Fee Deposit Slip (If paid online)

	II.	The following forms, which can be downloaded from the institute website (https://www.iitbbs.ac.in/index.php/home/academics/forms/), must be duly filled out to be uploaded to ERP and signed for submission at the time of registration.
Sl. No.		**Documents**
a)		Student's Profile **(Annexure I)**
b)		Student's undertakings and guardian's declaration **(Annexure II).**
c)		Anti-raging Form **(Annexure III)**
d)		Health Certificate Form) mandatorily required to submit a copy of the certificate to the Hostel at the time of reporting. **(Annexure IV)**
e)		Declaration for sharing of student's academic performance **(Annexure-V)**
f)		Anti-Plagiarism Policy **(Annexure VI)**
g)		Use of Internet only for Academic Purpose **(Annexure-VII)**
h)		ID creation form **(Annexure-VIII)**
i)		Email ID creation form **(Annexure IX)**
j)		Photocopy of bank passbook with account details in **(Annexure X)**

III. At the time of admission, you are required to **bring all the original documents** mentioned above for **verification, failing which admission may be cancelled**. One set of duly self-attested Xerox copy of all documents needs to be submitted in the Academic Section.

I.   Fee Details:

		Amount (₹) Category wise			
SI. No.	**Particulars**	**General/EWS/ OBC-NCL Category**	**SC/ST/ PwD Category**	**Sponsored (All categories) & Working Professional**	**Institute Sponsored (IIT Bhubaneswar employee)**
	A. INSTITUTE FEES				
1	Institute Semester Fees	₹12,040 /-	₹12,040 /-	₹12,040 /-	₹ 8,300/-
2	Caution Money Deposits (Refundable)	₹12,000/-	₹12,000/-	₹12,000/-	-
3	**One Time Fee at the time of admission**	₹ 8,000/-	₹ 8,000/-	₹ 7,000/-	-
4	Tuition Fee	₹ 5,000/-	*	₹ 2 5,000/-	-
	Total:	₹ 37,040/-	₹ 32,040/-	₹ 56,040/-	₹ 8,300/-
	Less: Seat Booking fee paid:	**₹ 15,000/-**	**₹ 15,000/-**	**₹ 15,000/-**	0
	Institute Fee to be paid at the time of registration:	₹ 22,040 /-	₹ 17,040 /-	₹ 41,040 /-	₹ 8,300/-
	B. HOSTEL CHARGES				
Sl. No.	**Particulars**	**General/EWS/ OBC-NCL Category**	**SC/ST/ PwD Category**	**Sponsored (All categories) & Working Professional**	**Institute Sponsored (IIT Bhubaneswar employee)**
1	Hostel Mess Advance	₹ 18,000/-	₹ 18,000/-	₹ 18,000/-	**Nil**
2	Hostel Establishment Charges *(For married Scholars extra ₹ 1500 shall be charged)*	₹ 10,500/-	₹ 10,500/-	₹ 10,500/-	Nil
	Total:	₹ 28,500/-	₹ 28,500/-	₹ 28,500/-	Nil

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

II.   Bank Details & Fee payment Procedure:

Institute Fee & Hostel fee are to be paid separately as instructed below:

Sl. No.	Type of Fee	Payment Link & Procedure
1.	**Institute Fee**	**https://eims.iitbbs.ac.in** 1) Login into EIMS 2) Click on "Admission" 3) Click on "Update & Print Student Profile" 4) Click on "Pay Fees" 5) Verify amount and click on "Pay fees" 6) Complete the payment process.
2.	**Hostel Fee**	**http://www.iitbbs.ac.in/hostel_payment.php** **OR** Through NEFT (Online Money Transfer): Canara Bank A/c No. 80072200011951, IFSC Code: CNRB0017282, Canara Bank, Argul Branch, Account Holder Name: IIT Bhubaneswar Hostel Account

N.B.: The candidate has to mention in the transaction narration "His/her name, "Institute Roll No." and "Branch" & "Admission to 1st year Ph.D & MS.R" without which, the payment will not be accepted.