	भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
	INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR **ACADEMIC SECTION**

सूचना / NOTICE NO.

ADMISSION AND REGISTRATION PROCESS FOR 1ST YEAR M. Tech. PROGRAMMES FOR AUTUMN SESSION (2023-24).

First year M.Tech. (Freshers) will report to the Institute Campus physically on 20.07.2023 (Thursday) and date of Registration is on 21.07.2023 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 23.06.2023 till 17.07.2023. The ERP of the Institute will send the **Roll Nos, Institute E-Mail IDs & Passwords** and **ERP login IDs & Passwords** through the Email IDs available in the COAP application forms of the candidates from time to time based on each round.

B. On receiving the email above, candidates are required to Login to the Institute ERP server (www.erp.iitbbs.ac.in) and **RESET** both the **Email and ERP passwords**.

C. Subsequently, only the Institute **Email Id will be used for further correspondence with the students.**

D. **Fee Payment, ERP Profile Creation, Uploading of Documents:**

Details of fees to be paid for M.Tech.		
	GEN / OBC – NCL/GEN-EWS	**SC / ST / PwD***
Total fee for the Autumn 1st Semester (Institute Fee)	Rs. 40,290/-	Rs. 35,290/-
Less (-) seat acceptance fee for IIT Bhubaneswar	Rs.20,000/-	Rs.20,000/-
Balance amount due	Rs.20,290/-	Rs.15,290/-
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.	29.06.2023 to 17.07.2023

Any issue regarding profile creation and uploading of documents in ERP, the students may contact in the e-mail: erp.admin@iitbbs.ac.in, / chandra@iitbbs.ac.in and Telephone: **+91674 7138615/7138608**

Please 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 19.07.2023 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 21.07.2023 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.

6) 10+2 or equivalent Certificate and Mark Sheet.

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 let than 100 Kb.

10) Candidates who are employed are required to submit a relieving certificate from employer in case they are currently employed, failing with 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 certificates are in the prescribed format.

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/forms.php):

   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).

**(d) Click on the below link for <u>Online</u> fee payment. Institute Fee and Hostel Mess Advance
are to be paid separately.**

(i) Institute Fee: Online payment in ERP (**Link- 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

(ii) Hostel Mess Advance:

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

(a) 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-<u>mail:
office.fa@iitbbs.ac.in</u> 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 24.07.2023 (Monday)**

g. **Commencement of Class**

1. Classes for 1st year M.Tech students will commence from **25-07-2022 (Tuesday).**

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

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

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

Sd/-
Deputy Registrar (Academics)
Tel.- 0674-7134462