## Guidelines for all UG, PG, Ph.D. Students Except 1st Semester B.Tech., B.Arch. and Integrated M.Sc. Programmes (2025 Batch):

Candidates are advised to report to the 'Admission Section' of the institute on or before 31st July 2025 on any working day between 09:00 am to 05:00 pm for physical document verification.
*(For those who have completed physical document verification and have their Roll no. may directly proceed for payment of mess advance and hostel room allotment).*

### Step-1: VERIFICATION OF DOCUMENTS AND ROLL NO. ALLOTMENT

**DOCUMENTS REQUIRED DURING VERIFICATION:**

1. Pass Certificate and Marksheet of Class 10

2. Marksheet of Class 12 / Intermediate or equivalent

3. **For PG candidates:** Marksheets of Graduation for graduates

OR

Marksheets up to pre-final year for applicants graduating in 2025. They must also bring a certificate in original from the Principal of Institute stating that:

   a) By………….2025, he/she will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
   b) He/ She has obtained 55% (50% for SC/ST) marks or equivalent, based on latest available grades / marks.
   c) Undertaking (available at Admission Office)

4. College/School Leave Certificate (CLC/SLC)

5. Migration Certificate

6. **For MBA (Mesra Campus):** Printout of valid Score Card and Admit Card of CAT/XAT/CMAT / MAT/MAT/ If any other

**7. Caste certificate (if applicable), in proper format, signed by appropriate authority of rank not less than SDO.**

8. Special category certificate (if applicable), in proper format, from appropriate authority.

9. One recent passport size photograph, identical to uploaded on the Application Form.

10. Admission Payment Receipt (generated through ERP system of the Institute).

**ROLL NUMBER SHALL BE ALLOTTED AFTER SUCCESSFUL VERIFICATION OF THE DOCUMENTS.**

**Step-2: HOSTEL ALLOTMENT AND DEPOSIT OF MESS FEES:**

1. Once the physical document verification is over, then students will be required to deposit Hostel Caution Money* (One Time only - Refundable) of Rs.5,000/-. They will also be required to pay suitable mess advance at the beginning of each semester, which will be adjusted against their mess charges. For the MO 2025 session, this mess advance will be Rs. 30,000/- [Total of Rs. 35,000/-].
   *** The payment link for Hostel Caution Money (One time only – refundable) and Mess Advance (each semester) will be made available in the Institute ERP after document verification and allotment of Roll Number.**
2. Students will be required to report to Dean of Student Affairs' (DoSA) office along with institute fee receipt and mess advance receipt for hostel room allotment.

**Step-3: ACADEMIC REGISTRATION:**

After successful completion of above 2 steps, candidates may access their academic registration page on the ERP portal. Students are advised to contact their respective Head of the Department's office for any assistance in this regard.

**CLASSES SHALL COMMENCE FROM 4TH AUGUST 2025 AS PER ACADEMIC CALENDAR (MO 2025).**

**Admission Section**