IIT Patna 2022-23 Admission & Registration Process Flow

✥ **Step-1:** Navigate to https://ais.iitp.ac.in

✥ **Step-2:** Scroll down to **"Blogs & Articles"** section of the Home page. Then click on **"Online Registration-cum-Admission Form Instruction"**.
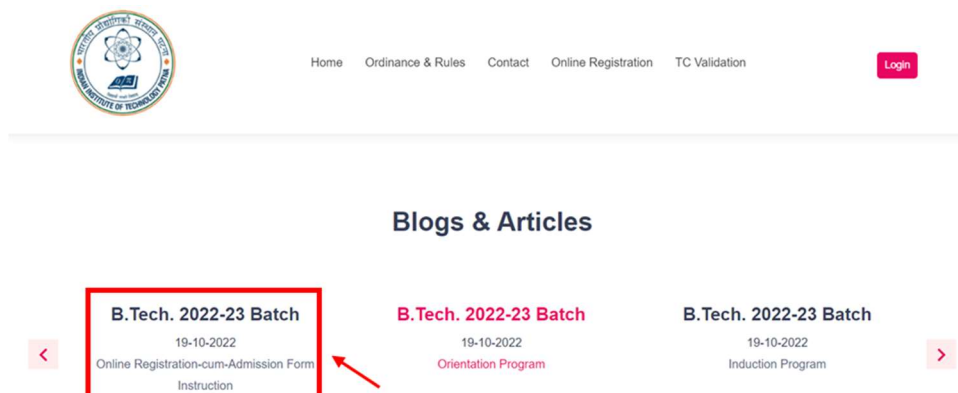

✥ **Step-3:** Following clicking **"Online Registration-cum-Admission Form Instruction"** as in Step-2, another page opens as shown in the below image. On this page, click on **"Student Instruction Sheet.pdf"** file to download the instruction sheet.
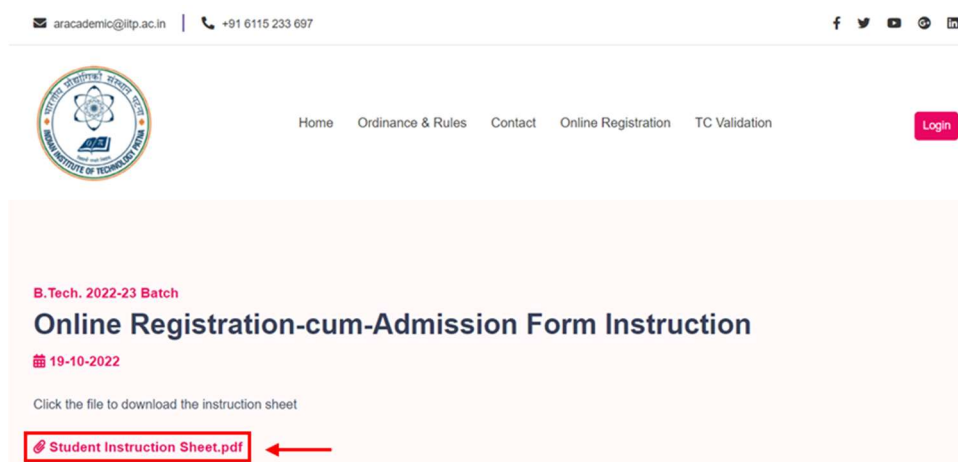
✥ **Step-4:** Read the downloaded instruction sheet thoroughly to make yourself familiar with the admission process and gather requested documents. *If any clarification is required regarding any instruction from the sheet, feel free to drop an e-Mail on aracademic@iitp.ac.in.*

✥ **Step-5:** Once you have read & understood the instruction and gathered scanned copy of the requested documents, click on **"Online Registration"** to open **"Online Registration-cum-Admission Form"**.
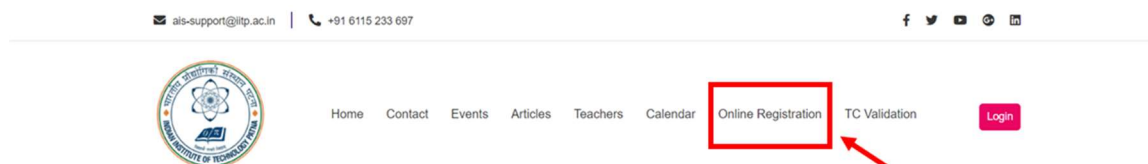
✥ **Step-6: Fill the "Online Registration-cum-Admission Form"** with the requested details. All form fields are MANDATORY and should be filled with CORRECT DETAILS, <u>EXCEPT</u> JEE (Adv.) Category Rank (mandatory for OBC/SC/ST/PwD) and Curricular/Co-curricular Activities Participation & Achievements. Once form is filled, click on **"SUBMIT"** to proceed to image and document upload step.

Indian Institute of Technology Patna
भारतीय प्रौद्योगिकी संस्थान पटना
Academic Information System

Welcome to the Online Registration-cum-Admission Portal of Indian Institute of Technology Patna following Seat Allocation by JOSAA

Click to Check Admission Status

Academic Program Information

Academic Program

Select Academic Program

Student Information

First Name	Middle Name	Last Name
First Name	Middle Name	Last Name

Gender	Date of Birth	Student e-Mail
○ Male ○ Female	Date of Birth	

Contact Number

Guardian Information

First Guardian Name	Relation	First Guardian e-Mail	First Guardian Contact Number
First Guardian Name	Select One	First Guardian e-Mail	First Guardian Contact Numb

Second Guardian Name	Second Guardian Relation
Second Guardian Name	Select One

Contact Information

Correspondence Address: Line 1	Correspondence Address: Line 2	Correspondence Address: City
Correspondence Address: Line 1	Correspondence Address: Line 2	Correspondence Address: City

Correspondence Address: State	Correspondence Address: Pincode	Correspondence Address: Country
Correspondence Address: State	Correspondence Address: Pincode	Correspondence Address: Country

Permanent Address: Line 1	Permanent Address: Line 2	Permanent Address: City
Permanent Address: Line 1	Permanent Address: Line 2	Permanent Address: City

Permanent Address: State	Permanent Address: Pincode	Permanent Address: Country
Permanent Address: State	Permanent Address: Pincode	Permanent Address: Country

Emergency Contact Number	Emergency Contact e-Mail	Emergency Contact Relation
Emergency Contact Number	Emergency Contact e-Mail	Select One

Step-7: First, click on **"Choose Image"** to load the image from your PC/Laptop/Mobile, then click on **"Upload"** to successfully upload the image to your application. Repeat the steps for Student Photo, First Guardian Photo, and Second Guardian Photo.

✤ **Step-8:** Following successful image upload, scroll down on the same page to upload requested documents by clicking on "Upload Document". Documents should be uploaded in the following serial order: *(i.) JOSAA Seat Allotment Letter, (ii.) Class 12ᵗʰ or Equivalent Marksheet, (iii.) Class 10ᵗʰ or Equivalent Marksheet, (iv.) UIDAI (Aadhar) Card, (v.) Caste Certificate* *(mandatory for OBC/SC/ST)*, *(vi.) Physical Disability Certificate (if applicable), (vii.) Income Certificate* *(mandatory for candidates whose annual income is below 5,00,000.00)*, *(viii.) EWS Certificate* *(mandatory for candidates whose annual income is below 5,00,000.00)*, *(ix.) Signed Declaration (download from the following link: http://ais.iitp.ac.in/docs/declaration_b_tech_2022.pdf) and (X.) Certificates of achievements/participation in curricular/extra-curricular activities, if any*. ***NOTE: (i.) file formats allowed: PDF/JPEG/PNG; (ii.) maximum file size for each file shouldn't exceed 2.00 MB; (iii.) prior to uploading any file rename every file according to the following format: NAME_DOCUMENT,*** *e.g.* *if you are uploading JOSAA Allocation Letter and your name is Santosh Kumar, then rename it as "Santosh Kumar_JOSAA Allocation Letter"*; ***(iv.) DO NOT UPLOAD ANY DOCUMENT CONTAINING SENSITIVE INFORMATION, SUCH AS BANK ID & PW, AS IIT PATNA WOULDN'T BE LIABLE IN CASE OF DATA MISUSE.***

✤ **Step-9:** Following successful upload of both image and documents, scroll down on the same page to pay application fee of INR 500.00. To pay first "Select Razorpay Payment Gateway", then click "Pay Registration Fee". *Following the click, Razorpay portal will appear, where you can pay via multiple payment options: UPI/Net Banking/ Credit Card/Debit Card/Wallets.*

✤ **Step-10:** **Following payment of the admission application fee, confirm the "Fee Status" has changed from "Unpaid to Paid", then click on "SUBMIT" to finally submit the admission application.**

Online Registration Status
New Registration

Student Detail

Name	██████	First Guardian Name	██████
Date of Birth	████	Contact Number	████
Academic Program	B.Tech. Computer Science and Engineering	Registration Number	██████
Registration Fee	₹500	Fee Status	Paid
Status	Pending		

Image Upload

Student Photo   First Guardian Photo   Second Guardian Photo

File Upload

⬆ Upload Document

Submit

✤ **Step-11:** **Following submission of the application, a confirmation page will appear where you can click "Generate PDF" to save the "Acknowledgement" of admission application submission.** *Apart from this, a confirmation e-Mail would also be sent containing registration number and a link to check "Application Status" to the e-Mail ID entered in the "Student e-Mail" field of the application form.*

Online Registration Status
New Registration

Student Detail

Name	██████	First Guardian Name	██████
Date of Birth	████	Contact Number	████
Academic Program	B.Tech. Computer Science and Engineering	Registration Number	██████
Registration Fee	₹500	Fee Status	Paid
Status	Pending		

Image Upload

Student Photo   First Guardian Photo   Second Guardian Photo

File Upload

Generate PDF

✎ **Step-12:** Following closure of application submission date, submitted documents would be verified by IIT Patna. *Following successful verification of the document, students would receive "Welcome e-Mail" on their registered e-Mail ID which would contain their Roll Number, IIT Patna e-Mail ID & PW, and Academic ERP Login ID & PW with links. Students whose documents couldn't be verified will be contacted for clarification on their registered e-Mail ID.*

✎ **Step-13:** Following receipt of **"Academic ERP Login Credentials"**, students should login into the ERP by clicking on **"Login"** on **https://ais.iitp.ac.in**.

✎ **Step-14:** On first login, students **MUST** change their password by clicking on **"Change Password"**.

✎ **Step-15:** Following changing password, click on **"Students"** on the left and then click on **"Fee Payment"**.

✥ **Step-16:** Following clicking **"Fee Payment"**, a page appears showing **"Total Fee Due"**. On this page, click on **"View Fee"**.

✥ **Step-17:** Following clicking **"View Fee"**, a page appears showing Head Wise Fee Distribution for both Semester-I & II. Fees must be paid online by clicking **"Pay Fee"** via **"Razorpay Payment Gateway"**. Note: **STUDENTS ARE REQUIRED TO PAY FEES ONLY FOR SEMESTER-I PRIOR TO ATTENDING ORIENTATION ON NOVEMBER 4th & RETAIN PAYMENT RECEIPTS TO BE PRODUCED AT PHYSICAL DOCUMENT VERIFICATION ON ORIENTATION DAY.**

TUTFEE

Title	Due Date	Tuition Fee	Late Fee	Installment Total	Other	Paid	Balance	Pay Fee
Tuition Fee: Semester-I	04-11-2022	₹1,00,000	-	₹1,00,000	₹0	₹0	₹1,00,000	Pay Fee
Tuition Fee: Semester-II	20-03-2023	₹1,00,000	-	₹1,00,000	₹0	₹0	₹1,00,000	Pay Fee
Total		₹2,00,000	-	₹2,00,000	₹0	₹0	₹2,00,000	

ACADFEE

Title	Due Date	Institute Caution Money (Refundable)	Academic Fee	Late Fee	Installment Total	Other	Paid	Balance	Pay Fee
Academic Fee: Semester-I	04-11-2022	₹15,000	₹6,350	-	₹21,350	₹0	₹0	₹21,350	Pay Fee
Academic Fee: Semester-II	20-03-2023	₹0	₹3,000	-	₹3,000	₹0	₹0	₹3,000	Pay Fee
Total		₹15,000	₹9,350	-	₹24,350	₹0	₹0	₹24,350	

INSTFEE

Title	Due Date	Institute Resource Fee	Transport	Gymkhana	Late Fee	Installment Total	Other	Paid	Balance	Pay Fee
Institute Fee: Semester-I	04-11-2022	₹6,450	₹1,200	₹3,000	-	₹10,650	₹0	₹0	₹10,650	Pay Fee
Institute Fee: Semester-II	20-03-2023	₹3,200	₹1,200	₹3,000	-	₹7,400	₹0	₹0	₹7,400	Pay Fee
Total		₹9,650	₹2,400	₹6,000	-	₹18,050	₹0	₹0	₹18,050	

HOSTFEE

Title	Due Date	Hostel Caution Money (Refundable)	Hostel Fee	Late Fee	Installment Total	Other	Paid	Balance	Pay Fee
Hostel Fee: Semester-I	04-11-2022	₹5,000	₹9,000	-	₹14,000	₹0	₹0	₹14,000	Pay Fee
Hostel Fee: Semester-II	20-03-2023	₹0	₹6,000	-	₹6,000	₹0	₹0	₹6,000	Pay Fee
Total		₹5,000	₹15,000	-	₹20,000	₹0	₹0	₹20,000	

INSUR

Title	Due Date	Medical Insurance	Late Fee	Installment Total	Other	Paid	Balance	Pay Fee
Annual Medical Insurance	04-11-2022	₹1,745	-	₹1,745	₹0	₹0	₹1,745	Pay Fee
Total		₹1,745	-	₹1,745	₹0	₹0	₹1,745	

✥ **Step-18:** *Following payment of "Semester-I Fees" and "Prior to Orientation on November 4th", students are strongly advised to make themselves familiar of the Academic ERP Portal as this will be prime mode of both academic and administrative correspondence between the student at IIT Patna.*

Academic Module: Access to faculty advisor, courses/subjects enrolled, course /subject teacher, and weekly teaching timetable

Student Module: Access to student profile, fee payment, attendance history, promotion history, and exam report

Exam Module: Access to exam schedule, online exam/quizzes, and exam grade

Resource Module: Access to lecture materials/notes, assignment submissions, homework, and syllabus

For any help or clarifications, in any of the steps listed above, feel free to drop an e-Mail to aracademic@iitp.ac.in, helpdesk_academic@iitp.ac.in or ais-support@iitp.ac.in. For urgent resolution of issues, students can also call on +91 6115 233 697.