

**Reporting and fees payment for the selected students for MCA
(After final allotment) under OJEE-2020 counseling
(Bhubaneswar Campus)**

Congratulations for choosing Silicon Institute of Technology to build your professional career. To complete the admission process, please proceed according to the following instructions. The selected students can complete the admission process in following manner.

❖ **Off-line Reporting**

Report to the Institute between 5th-8thDecember 2020 during 9A.M.to 5P.M. If a candidate will not report during this period, his/her seat will be treated as a vacant seat against which admission will be confirmed for a new student in the waiting list.

1. Pay the part fees for Rs 50,000/- in the shape of DD in favour of “Silicon Institute of Technology” payable at Bhubaneswar. The part fees also can be paid through Debit card/Credit card at the time of physical reporting. The balance fees need to be paid on or before 20th December by either DD or NEFT/online only. Cheques/Cash will not be entertained for fee payment. You are required to submit the documents as mentioned below at the time of reporting.

Detailed procedure for balance fee payment

2. The balance fee can be known by login to the Silicon ERP portal. Based on your option for hostel accommodation and category of admission during reporting, the dues for balance fees will be generated for your SIC No. (SIC No is a unique number for each student which is generated after our reporting process gets completed).The student/parent can login to our portal at <http://erp.silicon.ac.in/estcampus> with username as their respective SIC No. in lower case and initial password as “password”. The system will prompt to change your password after the 1st login to the ERP portal. Balance fees have to be made on or before 20th December using following methods:

- **Online payment:** You may please login to Silicon ERP portal and pay your balance dues through debit card/credit card/net banking/UPI.
- **NEFT payment:** Please use the following account number for NEFT payment.

Beneficiary name : Silicon Institute of Technology

Account Number : SILTEC (Client Code) + SIC number. For example, if your SIC number is 20MCAA01, then account number is “SILTEC20MCAA01”

Bank Name : HDFC Bank.

Branch Name : Kanjurmarg, Mumbai. IFSC Code: HDFC0004989

- **Demand Draft:** DD in favour of "Silicon Institute of Technology" payable at Bhubaneswar.

❖ **Online Reporting (The candidate need not physically visit the institute for reporting)**

1. To complete the admission through the online process, login to online reporting portal by [clicking here](#)
2. Read the instructions carefully before proceeding for online reporting, mentioned in the online reporting portal.
3. After completing the online reporting process, a confirmation SMS & email will be sent to your registered mobile number and email id.

4. Please read the mail and follow the instructions carefully.
5. Send the following documents by speed post/registered post to "Admissions office, Silicon Institute of Technology, Patia, Bhubaneswar-751024, Odisha" so as to reach us by 12th December 2020. Please write "Original SLC & Conduct certificates enclosed" at the top of the envelope. You can also submit the original documents at the admissions office before the due date
 - i) Original school leaving certificate/transfer certificate
 - ii) Original conduct certificate
 - iii) One color passport size photograph
 - iv) Final allotment letter (To be downloaded from your OJEE login portal after final allotment result is published)
6. Please upload the scanned copy of the above documents along with the receipt of speedpost/registered post as a proof in the link give in your payment confirmation e-mail.
7. The candidate need not report physically to the institute till the government allows conducting classes in off-line mode. All academic activities such as Orientation program/Induction program and regular classes will be conducted in online mode from 12thDecember 2020 (Tentative). The detailed schedule will be published on the website soon.

Details of document required:

1	OJEE-2020 Final Allotment Letter (Will be published on 5 th December 2020 on OJEE portal)	Original
2	H.S.C / 10th Certificate	Photocopy
3	H.S.C / 10th Mark sheet	Photocopy
4	+2 / 12th Certificate	Photocopy
5	+2 /12th Mark sheet	Photocopy
6	+3/BCA Mark sheet & Certificate	Photocopy
7	Conduct Certificate of the Institution last attended	Original
8	College Leaving Certificate/Transfer Certificate	Original
9	Colour Photographs (3 stamp Size)	Original
10	OJEE (Main)-2020 Rank Card	Photocopy
11	Blood Group Report	Photocopy
12	Confirmation of Fee Payment receipt/Challan paid during document verification	Original
13	Identity Proof (Aadhar card)	Photocopy

For MCA Reporting related query please call on 9338525089/9338792623/9338962344