



DRIEMS

UNIVERSITY

BEST TECHNICAL UNIVERSITY OF ODISHA



Admission Process & Guidelines 2026-27

ADMISSION PROCEDURE

- Based on the recommendation of Admission Committee, a part of the Approved Intake are handed over to State Counselling Authority (OJEE Cell) for performing the Counselling process directly based on the National / State level Entrance score (JEE Main / OJEE Score).
- All the candidate seeking admission must apply for the **DRIEMS University Entrance Test (DRUET)** through our DRIEMS UNIVERSITY portal. The schedule of the Entrance Examination will be notified in our website.
- The duration of the entrance examination will be of 90 Mins. All Questions will be Multiple Choice Question (MCQ). The Questions will cover the concepts of subjects in the last qualifying examination (Physics, Chemistry, Mathematics and English for Engineering Aspirants). The Question paper will be in English only.
- The admission will be purely on the basis of the marks secured in the DRUET, conducted by DRIEMS UNIVERSITY. The candidates who have secured valid Rank in National / State Level Entrance (JEE Main rank) too are eligible for taking part in the counselling process.
- On generation of the DRUET score card, the candidates must report in the college with 10th Marksheet, 12th Marksheet and National Level Entrance Score Card (JEE Main Score Card) (if Appeared), DRUET Score card and caste certificate (for reservation category). The candidate must submit their Branch choice of the Program with the admission cell.
- The Rank of the Candidate will be generated based on the following weightage:

Performance	Weightage
10 th Percentage	10%
12 th Percentage	20%
Score in National Level Entrance (JEE Main Score)	40%
DRUET Score	30%

- A merit list will be shortlisted based on the total marks secured in DRUET and Academic Score. At the time of publication of the results, the rank will be intimated through SMS, if the mobile number of the applicant is provided.
- The Candidate will be called for Counselling on the stipulated dates notified on the website.

RESERVATION OF SEATS

For all the Programs of the University the reservation is as given below:

Category	Percentage Reservation
Schedule Caste (SC)	8%
Schedule Tribe (ST)	12%
Economically Weaker Section (EWS)	10%
Tuition Fees Waiver (TFW)	5% (Supernumerary)
Non-Resident Indian (NRI)	5%

Subcategory	Percentage Reservation
Green Card (GC)	5% in each category
Physically Challenged (PwD)	5% in each category
Ex-Serviceman (ES)	3% in each category
Women	30% in each category except TFW

- For **NRI category** the candidate has to produce Indian passport, and other relevant document(s) at the time of document verification during Counselling.
- To claim **TFW scheme**, a candidate must produce 'RESIDENT OF ODISHA CERTIFICATE' and 'INCOME CERTIFICATE' of parents from local Tahsildar at the time of document verification during Counselling. Income should be less than 8 lakhs per annum and shall be of the last financial year, i.e 2024-25.

- Candidates seeking admission under **Physically challenged (PwD) category** are required to report for the **Medical Test at SCB Medical College Cuttack Odisha**.
- For EWS Category, the candidate has to produce EWS Certificate (Income & Asset Certificate) from Tahsildar / Additional Tahsildar.
- For allotment in GC Category, the candidate has to produce Green Card issued by Family Welfare Department of Govt. Of Odisha.
- For Ex-Serviceman, candidates have to apply at Rajya Sainik Board and verify whether their name is recommended or not.
- For allotment in Women Category, the Female candidates have to submit the Resident/ Nativity Certificate from concerned Revenue Officer not below the rank of Tahsildar, failing which she can't claim Women quota.

There is no reservation category available for admission into Lateral Entry to B.Tech program for Engineering (For Diploma Holders) and for admission into Lateral to B.Tech (For +3 Sc. / B.Sc degree holders), except vacant seats under EWS category from previous year.

COUNSELLING PROCEDURE

1. The shortlisted candidates will have to deposit an amount of Rs. 6000/- on the confirmation of seat and acceptance of branch allotted. **Counselling process fee is NON-REFUNDABLE, but will be adjusted in the tuition fees once the candidate joins the University.**
2. The candidates should produce the following documents in original along with one sets of photocopies while reporting to counselling:
 - Class X Board Certificate as a proof of date of birth or any other age proof Certificate
 - Certificate & Mark sheet of Qualifying Examination.
 - Transfer Certificate / School Leaving Certificate
 - Migration Certificate (if issued by the board)
 - Caste Certificate (For SC/ST only)

- EWS Certificate (Income & Asset Certificate) from Tahsildar / Additional Tahsildar.(for EWS Category)
- Green Card issued by Family Welfare Department of Govt. Of Odisha.(For GC Category)
- For Ex-Serviceman, candidates have to apply at Rajya Sainik Board and verify whether their name is recommended or not. (For EWS Category)
- Women candidates have to submit the Resident/ Nativity Certificate from concerned Revenue Officer not below the rank of Tahsildar, failing which she can't claim Women quota.
- Recent Passport size colour photos – 5 nos.

3. A **Provisional Allotment** of the candidate will be done in the selected branch.

4. The Original Document of the candidates will be verified by Committee constituted by the Dean Admission. The structure of the committee for Original document verification is:

Professor from a Government College – Technical Institution	Chairperson
Dean Admission	Coordinator
Head of Branches of the Program in DRIEMS University	Members

If any discrepancy is found in the original documents, then the provisional admission stands cancelled.

5. On successful verification of the original documents, the candidates are intimated for final admission by paying the Tuition fees and Hostel fees(if hostel resident). On the deposit of the Fees, the candidate is issued the **Final Allotment Letter**.

FILLING UP OF VACANT SEATS AFTER ROUND 1 COUNSELLING

- On the completion of 1st Round Counselling, transfer of vacant seats from one category to another is applicable only when there are vacant seats in that category. For example, if some seats under SC category are vacant after all the available candidates have been allotted, then those seats will be transferred to General category.
- In case of EWS category, the vacant seats if any under EWS will not be transferred to general category rather the vacant seats will be filled up in the next year under lateral entry following the same rules of reservation.
- DRUET will be conducted in the 2nd phase against the vacant seats in the Program.
- The 2nd Round Counselling Process will be held for all the shortlisted candidates within the stipulated time.

ADMISSIONS CANCELLATION AND REFUND POLICY

- The request for cancellation of admission or withdrawal from studies is to be made in accordance with the UGC regulations. The regulation is based on UGC guidelines and lays down the procedure for cancellation of admission and for the refund of the fee paid.

Percentage of refund of aggregate fees *	Point of time when the notice of withdrawal of admission is served
100%	15 days or more before the formally- notified last date of admission
90%	Less than 15 days before the formally- notified last date of admission
80%	15 days or less after the formally- notified last date of admission
50%	30 days or less, but more than 15 days, after formally- notified last date of admission
0%	More than 30 days after the formally- notified last date of admission

Procedure for Refund:

- a) Obtain the cancellation form and no dues form from the admission office.
- b) Fill with complete details and submit the original receipts / ID Card / Confirmed admissions letter issued by the University and submit to the admission office.
- c) You will receive the acknowledgment of the cancellation form and the process will begin.

Refund Process Guidelines:

1. The Office of Admissions is liable for the refund process until the enrolment. Once enrolment is complete, the student is advised to approach the respective Department and the Registrar's Office personally for the refund.
2. If all documents submitted for refund are in order, then the time taken to process and effect the transfer of refund money will be a minimum of 15 days – 30 working days. Kindly note that it is the sole responsibility of the candidate to submit all required documents for the timely processing of the refund. University will not be responsible for the change/misrepresentation of account information, as received and confirmed by you.
3. The above policy will be applied irrespective of whether the student has attended any class or not.
4. The refund of money will be dispersed only by RTGS / NEFT.
5. Request for cancellation of admission must be submitted ONLY through physical mode. Request for cancellation through posts/letters etc will not be entertained.
6. Refunds will be processed based on the details in the cancellation form and the date on which the cancellation form is received will be considered for calculating the refund.

Any dispute with regard to admission, eligibility, fees, refund, etc., shall be within the legal jurisdiction of Cuttack only. The Refund Information given above is only indicative and the University reserves the right to make changes as per notifications received from the concerned statutory/regulatory authorities from time to time.