

Procedure for SE/TE/BE Institute & Hostel Admissions : 2018-19

1. To obtain challan/s for payment of institute fee, institute form fee, hostel fee, hostel form fee, etc. from Accounts Section.
2. If payment is in the form of DD, to deposit DD in Accounts Section and obtain receipt. If payment is in Cash, to pay the amount in Saraswat Bank by way of CASH and obtain acknowledgement.
3. To submit bank acknowledgement in Accounts Section, obtain GIT receipt.
4. To show receipt of payment to concerned department staff in Academic Section and obtain Institute / Hostel Admission Form.
5. To fill up institute form completely, attach copy of all semesters' mark-sheets / gazettes & anti-ragging affidavits (student & parent) and submit the Institute admission form at Counter No.4/7 in Academic Section.
6. To submit duly filled Hostel admission form along with anti-ragging affidavits (student & parent) to -

Mr.Bole – For Boys

Prof.Mrs.Wadhwani – For Girls

} In Academic Section

Notes:

- a) *The students, who claim to have taken education loan from bank, will be allowed admission without payment of fee, only on the basis of copy of bank's loan sanctioning letter. Such students must pay total fee within 1 month from admission date.*
- b) *The students, who do not complete admission formalities as above, will not be allowed to attend classes.*
- c) *With effect from academic year 2018-19, it is mandatory to maintain 75% attendance by those students, who are eligible to receive scholarship / free-ship / EBC Scholarship/Minority Scholarship, etc. from Govt. Forms of defaulters will be rejected at Institute level, which may be noted.*