



Government College of Engineering and Research,

Avasarikhurd, Tal: Ambegoan, Dist. Pune-412 405

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IMPORTANT INSTRUCTIONS FOR FE/DSE ADMISSION 2018-19

All candidates wish to confirm admission in this college should follow steps given below.

A. keep ready with following documents with you.

1. Allotment letter printed from DTE website (two copies).
2. FC Receipt, Stamped and signed by FC Officer (Two copies).
3. ARC Receipt, Stamped and signed by ARC Officer (Two copies).
4. Xerox copies of all documents verified by FC and ARC, Stamped and signed by FC and ARC Officer) (Two copies each).
5. Additional Five copies of xerox of all documents for future.
6. All original Documents.
7. Four copies of recent colour passport size photographs

B. Make following things ready;

8. Scan your recent passport size photograph in .jpg format it is required for I Card (give file name ApplicationID-name-photo.jpg) where application ID is your application ID printed on allotment letter.
9. Scan your signature in .jpg format it is required for I Card (give file name applicationID-Name-SGN.jpg) where application ID is your application ID printed on allotment letter.
10. Send an email to arc6004@gcoeara.ac.in (subject: please send me google form for FE/DSE admission my application ID is EN18-----)after receiving email institute will send you a google form.
11. Fill information in the google form received on your email from arc6004@gcoeara.ac.in. Fill all information very carefully

in **CAPITAL LETTERS** only except email. This information is required for college record. Candidate should upload his already scanned photo and signature in google form before submitting the form. Submit the google form online.

12. Fill Anti-Ragging undertaking (it is mandatory) on the **website: http://antiragging.in/site/affidavits_registration_form.aspx**. Read all instructions carefully and fill in the information by following steps given on the website. Take the print of email received in your inbox from inf@antiragging.info candidate and parents should sign their respective undertaking.

Candidate will need to fill following information while filling anti ragging undertaking online.

Sr.	Information asked online	Candidate should fill
1	Is it deemed university?	NO
2	Director /Principal Family Name	PANT
3	Director /Principal First Name	DR. AVINASH
4	Director/ Principal Gender	Male
5	College phone number	02133-230581
6	Your Registration /Enrolment Number	Candidates Application ID
7	How many students are in your class	65
8	Nearest Police station	Manchar

Take print out of Anti-Ragging undertaking from candidates email.

13. Download the admission Process sheet from institute website <http://www.gcoeara.ac.in/admission.php>.
14. Fill in the form carefully and attach two sets of xerox copies of your documents (xerox copies of all documents verified by FC and ARC, Stamped and signed by FC and ARC Officer).

Arrange your documents as following.

Sr No.	Name of Document	Documents required		
		OPEN /JK/GOI	OBC/NT/DT/VJ/SBC	SC/ST
1.	Process Form	YES	YES	YES
2.	Allotment Letter	YES	YES	YES
3.	FC Reciept Xerox	YES	YES	YES
4.	ARC Reciept Xerox	YES	YES	YES
5.	Age Nationality Domicile/Proof of Birth place /Indian Passport	YES	YES	YES
6.	SSC Mark List	YES	YES	YES
7.	HSC/Diploma/B.Sc. Mark list	YES	YES	YES
8.	Leavening Certificate /Migration Certificate	YES	YES	YES
9.	CET Score Card (Not required for DSE)	YES	YES	YES
10.	Anti Ragging Undertaking	YES	YES	YES
11.	Undertaking by Parents	YES	YES	YES
12.	email message (Anti Ragging Undertaking)	YES	YES	YES
13.	Caste Certificate	X	YES	YES
14.	Caste /Tribe Validity Certificate / C.V. Proposal Receipt	X	YES	YES
15.	Non Creamy Layer Certificate valid up to 31/03/2019	X	YES	X
16.	Certificate for physically Handicap Candidates 1) PH (P1,P2,P3) - Certificate in the Pro forma-F/F-1 2) Domicile Certificate of Candidate	Applicable if seat is alloted under PWD (Physically Handicap) Candidates		
17.	1) Ex Service. - Defense Service Certificate in Pro forma - C	DEF1- Applicable if seat is alloted under DEFENCE (DEF1) qouta.		
18.	2) Ex Service. - Domicile certificate of Ex Serviceman father/mother	DEF1- Applicable to Candidates if seat is alloted under DEFENCE (DEF1) qouta.		
19.	1) Active Serviceman (Domiciled): Def Service Cert in Proforma -C	DEF2- Applicable to Candidates who have got allotment under DEFENCE (DEF2) qouta.		
20.	2) Domicile certificate of father/mother who is in service	DEF2- Applicable to Candidates if seat is alloted under DEFENCE (DEF2)		
21.	1) Active Serviceman (Non Domiciled)- Def Service Cert in Prof C	DEF3- Applicable to Candidates if seat is alloted under DEFENCE (DEF3) qouta.		
22.	2)Active Serviceman (Non Domiciled) :Certificate from the employer in the pro forma - D/E	DEF3- Applicable to Candidates if seat is alloted under DEFENCE (DEF3) qouta.		
23.	Domicile Certificate of Father/Mother/Candidate	Applicable to TYPE B Candidates		

24.	Certificate from the employer in the Proforma- A	Applicable to TYPE C Candidates
25.	Certificate from the employer in the Pro-forma- B	Applicable toTYPE D Candidates
26.	Maharashtra Karnataka Border area candidates - Proforma G1/G2	Applicable to TYPE E Candidates
27.	1. Income Certificate of parents Rs. 6.0 lakh/annum	Applicable to TFWS Candidates
	2. Income Certificate of parents Rs. 8.0 lakh/annum	Applicable to Candidates who wish to claim EBC Scholarship.
28.	Allotment letter from competent authority for JK/GOI and PMSSS	Applicable for J&K/GOI/PMSSS Candidates
29.	Proforma J /Proforma K / Proforma L	Applicable for J&K/GOI/ Candidates

C) At institute while taking admission:

15. Go to Room No. E-001, E&TC Building.

16. Get your documents verified from Scrutiny officer on **Scrutiny counter.**

17. Pay fees applicable to you online using **SBICOLLECT**

SR. NO.	FEE HEAD	FEE Category				
		OPEN/ J&K/GOI	OPEN with EBC	TFWS (Tution Fee Waiver Scheme)	ST/DT /VJ/NT/ OBC/SBC	SC/ PMSSS
1	Tuition Fee	15000	7500	0	0	0
2	Development Fee	5000	5000	5000	5000	0
3	Library & Internal Fee	1200	1200	1200	0	0
4	Laboratory Fee	1600	1600	1600	0	0
5	Gymkhana & TP	575	575	575	0	0
6	Gathering Fee	125	125	125	0	0
7	CMD (Refundable)	500	500	500	500	500
8	Other Fee (Univ. Pro-rata)	162	162	162	162	162
9	One Time Insurance	701	701	701	701	701
Total Fee		24863/-	17363/-	9863/-	6363/-	1363/-

Steps to pay fees online

- i. Connect to: <https://www.onlinesbi.com/prelogin/collecthome.htm>
 - ii. Accept terms and conditions
 - iii. Proceed
 - iv. Select State of Corporate/Institution: **Maharashtra**
 - v. Select type of institute: **Educational institute**
 - vi. Select name of institute: **Government College of Engineering and Research Awasari Khurd**
 - vii. Fill information such as, Enrolment number EN18----- , Full Name, Branch, Mobile number , Category etc. and select fees applicable to you.
 - viii. Pay the fees and take the print out of receipt (Two Copies)
18. Attach fees paid receipt to process form.
 19. Submit your original documents to **document collection counter**.
 20. Confirm your admission on DTE website at admission.
Confirmation counter.
 21. Sign on admission confirmation receipt and get your copy of admission confirmation receipt.
 22. Get your Roll number at admission confirmation counter.

IMPORTANT: Keep additional at least 5 xerox copies of all documents for future work because original once taken will be returned only after eligibility formalities and it may take about six month duration. All candidates should scan all the documents and keep with them or keep scanned documents to on their email.

Direct Second Year students will use application ID as DSE18----

Notes:

1. If a candidate is unable to produce original document/s if any at the time of admission on account of admission already taken elsewhere then he / she has to submit a **BONAFIDE** certificate issued by Head of concerned

institute/College stating that candidate has been admitted to a particular course in that institution on a particular date and original certificates are retained by the institution. In such cases candidate must produce the copies of the certificates duly attested by the Principal/Head of the concerned institution. Such candidates are required to pay the full fees immediately at the time of admission produce the required original certificates within 04 working days after the date of payment of fees/date of admission.

2. GAP CERTIFICATE: IF there is any Academic Gap after completion of Class XII candidate should submit an **AFFIDAVIT** for GAP CERTIFICATE on Non-Judicial Stamp Paper of Rs.100/-.

OTHER INSTRUCTIONS:

1) COMMENCEMENT OF CLASSES: Classes will be start regularly from 01/08/2018 as per time table displayed on Notice board (Click Here for Time table). **There will be induction program for All newly entrant First year students from 01/08/2018 which is mandatory as per AICTE instructions.**

2) CAMPAIGNING TO CURB RAGGING: In order to curb the menace of Ragging in Higher Education the All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation for Prevention and prohibition of Ragging in technical Institutions.

3) COLLEGE UNIFORM: Students should purchase college uniform as described below by their own. Uniform is compulsory on all working days except on Wednesday's.

- i) **For Boys** White Shirt and Full Black Pant (Black Jeans is not permitted).
- ii) **For Girls** White Top/Black Pant (Black Jeans is not permitted)
OR Punjabi dress with White top and Black Bottom.

4) **HOSTEL MERIT LIST:**

1. For First year **Hostel Merit list will be displayed on college website after 22/07/2018**. Students should visit : www.gcoeara.ac.in
2. For Direct Second Year hostel merit list will be displayed after reporting.
3. Hostel Fees is to be paid in advance by online mode only at the time of hostel admission.
4. Mess is compulsory to all students (Boys and Girls) staying in institute hostel and for Girls staying in staff quarters converted to hostel. Students should pay mess bill to mess contractor regularly.
5. Accommodation in staff quarters converted into hostel will be made available only after exhausting all seats available in regular hostel.