

**First Year(FE)/Direct Second Year(DSE)
admission 2020-21**

IMPORTANT INSTRUCTIONS

All candidates who have been allotted a seat in this institute through centralized CAP round/J&K Round/PMSSS round/institute level round and wish to confirm admission should follow instructions given below.

(NOTE: Candidate should be present in person with all original documents for document verification and admission confirmation within the scheduled time displayed on cet cell website by the competent authority.)

STEP 1:

Complete self verification and make seat acceptance payment on website-<https://cetcell.mahacet.org>. Download the allotment letter/seat acceptance letter from cet cell. They should verify the correctness of following things on the seat acceptance letter before taking print out.

1. Name of institute
2. Branch/Course allotted
3. Freeze and confirmed remark on acceptance letter
4. Seat acceptance fees Rs. 1000 is paid online.

In case of J&K and PMSSS allotment letter shall be issued by competent authority.

STEP 2:

Filling of Anti-Ragging undertaking (It is mandatory):

- 1) Every candidate must fill in the anti-ragging undertaking on the website: **http://antiragging.in/site/affidavits_registration_form.aspx**.
- 2) Candidates must read all instructions carefully and fill in the information by following steps given on the website.
- 3) Following information will be needed while filling the anti ragging undertaking.

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

- 4) Submit undertaking online and take the print of email received in your inbox from inf@antiragging.info.
- 5) Both candidates and parents should sign on their respective undertakings.
- 6) **It is important to take print of Anti-Ragging undertaking from candidates' email.**
- 7) If email is not received duplicate copy can be obtained on the link : https://www.antiragging.in/Site/Received_Affidavit.aspx
- 8) In case candidate does not receive the anti ragging undertaking on their email then blank pdf copy can downloaded from: https://www.nitmz.ac.in/uploaded_files/affidevit_by_students_for_anti_ragging.pdf

STEP 3:

Fill online information on Google form available on the institute website.

Candidates should fill information in google form very carefully. All information should be filled in **CAPITAL** Letters only.

- 1) For First year (FE) -<https://forms.gle/L9ASVmHZuJiEyhcf9>
- 2) For Direct Second year (DSE)- <https://forms.gle/9ppfxU8Lj4XqZThcA>

Don't take print out of google form.

STEP 4:

Pay admission fees: Fee structure given on the institute website (<http://www.gcoeara.ac.in/admission.php>). Candidates should check fees applicable to their admission category.

For reference it is as given below.

Sr. No.	Fee head Rs.	First Year Engineering (FE)					Direct Second Year Engineering (DSE)				
		OPEN/J &K/GOI	OPEN with EBC	TFWS	DT/VJ// OBC/S BC/ EWS	SC/ST /PMSSS	OPEN/ J&K/ GOI	OPEN with EBC	TFWS	DT/VJ/N T/OBC/S BC/ EWS	SC/ST/ PMSSS
1	Tuition Fee	15000	7500	0	0	0	15000	7500	0	0	0
2	Development Fee	5000	5000	5000	5000	0	5000	5000	5000	5000	0
3	Library & Internet Fee	1200	1200	1200	0	0	1200	1200	1200	0	0
4	Laboratory Fee	1600	1600	1600	0	0	1600	1600	1600	0	0
5	Gymkhana +Training & Placement fee Fee	575	575	575	0	0	575	575	575	0	0
6	Gathering Fee	125	125	125	0	0	125	125	125	0	0
7	Caution Money Deposit (CMD)	500	500	500	500	500	500	500	500	500	500
8	Other Fee (university Pro-rata Fee)	162	162	162	162	162	162	162	162	162	162
9	One Time Insurance	701	701	701	701	701	454	454	454	454	454
10	Total Fee	24863	17363	9863	6363	1363	24616	17116	9616	6116	1116

NOTE: Before paying fees a candidate must ensure that he/she is possessing all required original documents. Receipts for Caste Validity Certificate (CVC)/ Non Creamy Layer (NLC) Certificate /Valid EWS Proforma [Proforma V OR Annexure A] and other required documents are strictly not acceptable.

If a candidate is not sure about original documents then he/she should verify documents at the enquiry counter before paying fees online (Remember refund may take longer time in case admission is not confirmed due to incorrect documents).

सर्व उमेदवारांनी त्यांना वाटप झालेल्या जागेसाठी तथा त्यांच्या प्रवर्गासाठी लागणारे आवश्यक ते सर्व मुळ कागदपत्र असल्याची खातरजमा केल्या शिवाय फ्री भरू नये कारण योग्य त्या मुळ कागदपत्राअभावी प्रवेश निश्चित न झाल्यास फ्री परतावा (REFUND) मिळण्यास विलंब होऊ शकतो याची उमेदवारांनी नोंद घ्यावी.

Pay admission fees as applicable by ONLINE MODE USING SBI COLLECT:

All fees will be accepted by **ONLINE MODE ONLY** (No cash/ DD/Cheque will be accepted).

Steps to PAY FEES ONLINE:

1. Connect to: <https://www.onlinesbi.com/prelogin/icollecthome.htm>.
2. Accept terms and conditions.
3. Click on Proceed.
4. Select State of Corporate/Institution: **Maharashtra**
5. Select type of institute: **Educational institute**
6. Select name of institute: **Government College of Engineering and Research Avasari Khurd**
7. Fill information such as, **Enrollment number (Application ID printed on Allotment letter which starts with EN20/DSE20), Full Name, Branch, Mobile number, Category** etc. and fill fees as applicable.
8. Pay the requisite fees using the credit card/debit card/net banking etc. facility.
9. Take **four** prints of the receipt.

NOTE: If an online payment facility is not available with the candidate then candidate can :

- 1) Generate a challan from SBICOLLECT,
- 2) Take print out of the challan and
- 3) Pay requisite fees in any SBI branch and produce the stamped challan to the institute (three copies).

STEP 5:

- Arrange all original documents in the following order.
- Make three sets of self attested photocopies in the order given below .

Sr.	Name of document
A: Documents for all candidates	
1.	Provisional allotment letter/Seat acceptance letter from the website https://www.cetcell.mahacet.org . IN CASE OF J&K/GoI/PMSSS candidates copy of allotment letter from competent authority.
2.	Online document verification receipt cum Acknowledgement by e-scrutiny center
3.	Nationality Certificate: Nationality certificates/Birth certificate showing birth place in india /LC indicating nationality as indian/Indian Passport
4.	Domicile Certificate: Candidates Domicile certificate /Birth certificate showing birth place in Maharashtra state /Leaving certificate of candidate indicating place of birth in the Maharashtra state
5.	Statement of marks or certificate of passing SSC/ equivalent examination.
6.	Statement of marks or certificate of passing HSC / III Year Diploma
7.	MHT-CET score card (Not Applicable for JK/GOI/PMSSS & DSE)
8.	Leaving/Transfer certificate issued by the previous institute
9.	Aadhaar card of the candidate (Candidate may submit masked Adhar)
10.	Anti Ragging undertaking by the candidate + Undertaking by parents + email message
B: Additional documents for reserve category (SC/ST/DT/VJ/NT/OBC/SBC) candidates	
11.	1. Caste certificate of the candidate (for all reserve category candidates) 2. Caste/Tribe validity certificate(for all reserve category candidates) 3. Non Creamy Layer (NCL) Certificate valid up to 31/03/2021 (Not Applicable for SC/ST)
C: Additional documents for TFWS candidates	
12.	Income certificate of parents for the year 2019-20 and valid up to 31-03-2021. showing income below Rs. 8.00 Lakh
D:Additional documents for EWS candidates	
13.	1. Proforma-V/ANNEXURE A for Economically Weaker Section (EWS) 2. Income certificate of parents for year 2019-20 valid up to 31-03-2021. Income limit below Rs. 8.00 Lakh

E:Additional documents for PWD (PH) candidates	
14.	1. Certificate in the Pro forma-F/F-1 2. Domicile Certificate of the candidate
F: Additional documents for J&K/GOI /PMSSSCandidates	
15.	Performa J/ Performa K/ Performa L
G:Additional documents for DEFENCE candidates	
16.	1. Defense Service Certificate in Proforma - C (for active/inactive defence person) 2. Domicile certificate of Father/Mother who is in active service 3. Active Serviceman (Non Domiciled):Certificate from the employer in the proforma - D/E (For non domiciled service person)
H:Additional documents for minority /ORPHAN candidates	
17.	Performa-O/Performa-U
I:Additional documents for Type B/C/D/E candidates	
18.	For Type B: Domicile Certificate of Father/Mother/Candidate For Type C: Certificate from the employer Proforma- A For Type D: Certificate from the employer in the Pro-forma- B For Type E: MKB candidates – Proforma G1/G2
J:Photographs	
	Three (3) recent passport size color photographs.

STEP 6:

At institute while confirming admission:

Go to admission reporting center (E&TC building ground floor)

- 1) Check whether you carry all required documents in original or not. If not, arrange for the same.
- 2) Arrange self attested photocopies and all original documents as follows.
 1. Fee receipt (Copy of SBI COLLECT Print)
 2. A-Documents required for all candidates Sr. 1 to 10.
 3. B-Documents required for reserve candidates candidates Sr. 11 (if applicable).
 4. C-Documents required for TFWS candidates candidates Sr. 12 (if applicable).
 5. D-Documents required for EWS candidates candidates Sr. 13 (if applicable) .
 6. E-Documents required for PWD (PH) reservation Sr. 14 (if applicable).
 7. F- Additional Documents for J&K/GoI candidates Sr. 15 (if applicable).
 8. G- Documents required for DEFENCE reservation Sr. 16. (if applicable).
 9. H-Additional Documents for Minority /ORPHAN candidates Sr. 17 (if applicable).
 10. I-Additional Documents for Type B/C/D/E candidates Sr. 18 (if applicable).

11. **Other additional documents as required (undertaking for Aadhar/Voter ID, undertaking for Bank account, undertaking for GAP certificate etc.)**

- 3) Arrange **two additional sets of self attested photocopies of the documents** as above.
- 4) Get your data sheet verified at the **data verification counter**.
- 5) Sign the application form and paste the recent photo on it. Application form will be available at the **data verification counter** after data verification.
- 6) Attach the application form at the top of any one bunch.
- 7) Get scrutinized all original documents and get confirmed admission at the **scrutiny counter/confirmation** counter.
- 8) Submit your original documents (**Leaving Certificate**) to the document **collection counter**.
- 9) Sign on admission confirmation copy and ask for candidates copy
(**Candidate must keep this admission confirmation very carefully it will be required for various purposes during your course tenure**).
- 10) If a candidate wants to apply for hostel admission then he/she should apply separately (Google form is available on the institute website).

NOTE: Candidates should not leave the admission counter without an admission confirmation receipt.

STEP 7:

UPLOAD ORIGINAL DOCUMENTS:

Candidates should upload scanned copies of original documents. Before uploading each document should be converted into a pdf file with max size of 500 kb. Each pdf file should be named as **ApplicationID_Document name** (for example in case of FE nationality certificate should be named as: **EN20123456_Nationality**. Similarly in case of **DSE** it should be **DSE20123456_Nationality**. same is applicable to all other documents).

Link to upload original documents for FE:

https://docs.google.com/forms/d/1uu3Eh7SU1iYIFXyX_O2sGTXxEfzibuO1J-j8YI19gXY/edit

Link to upload original documents for DSE:

https://docs.google.com/forms/d/17kbPrtHDFPyVdY1_Yc4xJ12DP1yT6f7GBN9H9HhWqb

OTHER IMPORTANT INSTRUCTIONS:

1. **Keep additional at least 5 sets of 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 months duration.]**
Candidate can upload scanned copies of all original documents
2. **In case ORIGINAL DOCUMENTS ARE NOT AVAILABLE:** 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 a 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 and produce the required original certificates within 04 working days after the date of payment of fees/date of admission.
3. **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/-.
4. **COMMENCEMENT OF CLASSES:** Classes will be started regularly as given in the admission schedule published by competent authority.
5. **INDUCTION PROGRAM:** Induction program for first year students is introduced to familiarize them to the new environment and encourage them to look beyond classrooms. Objective is to help new students adjust and feel comfort-able in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and

faculty members, and expose them to a sense of larger purpose and self exploration. **The induction program for all newly entrant First year students is mandatory as per AICTE instructions. Institute will notify the dates of the induction program on the institute website.**

6. **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 incidents 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.

7. **COLLEGE UNIFORM:** Students should purchase college uniforms as described below by their own. Uniforms are compulsory on all working days except on Wednesday's.
 - A. **For Boys** White Shirt and Full Black Pant (Black Jeans is not permitted).
 - B. **For Girls** White Top/Black Pant (Black Jeans is not permitted) OR Punjabi dress with White top and Black Bottom.

8. **HOSTEL MERIT LIST:**
 - The First year **Hostel Merit list will be displayed on the college website after CAP Round II.** Students should visit: www.gcoeara.ac.in to see hostel merit list
 - For Direct Second Year hostel merit list will be displayed after CAP II reporting.
 - Hostel Fees is to be paid in advance by online mode only at the time of hostel admission.
 - 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 bills to the mess contractor regularly.
 - Accommodation in staff quarters converted into hostel will be made available only after exhausting all seats available in regular hostel.

