

ADMISSION PROCESS

- 1.** First Year admission
- 2.** Lateral Entry admission i.e. Direct Admission to Second Year for Diploma holders.
- 3.** Admission of regular students in respective upper classes.

A) **First year & Lateral Entry Admissions**:- Admissions is done as per the rules prescribed by **Government of Maharashtra State Common Entrance Test Cell, Mumbai** in its information brochure published for the general circulation of the desirous candidates every year.

B) Procedure:-

1. In general 80% of the Intake capacity seats are to be filled in by the Government of Maharashtra, State Common Entrance Test Cell, Mumbai through it's **Centralized Admission Process (CAP)**.
2. And 20% seats are to be filled in, by the Institute against Institute level quota and resultant vacancies if any as per the procedure laid down by Government of Maharashtra State Common Entrance Test Cell, Mumbai in it's brochure. Generally the process to be followed is as given below:-
 - Issue of Advertisement for Institute level/resultant vacancies if any.
 - Interested candidates have to apply in a prescribed form enclosed with the brochure along with all the necessary documents.
 - Scrutiny of admission form and display of provisional merit list on notice board.
 - Display of final merit list and allocation of seats branch wise.
 - Completion of admission formalities by the students.
 - Processing of Admitted student cases with the DTE/State Govt./RTM Nagpur University in due course for obtaining the final approval of these authorities.

ELIGIBILITY CRITERIA :

As per the Higher and Technical Education Department, Government of Maharashtra, Notification dated 11th March 2016.

(The eligibility criteria may vary as per the directives of Government of Maharashtra State Common Entrance Test Cell and/or Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

TABLE-1

| Course | Eligibility conditions and requirements for admissions. |
|--|--|
| B.E. 1st year | <ul style="list-style-type: none"> i. The Candidate should be an Indian National; ii. Passed the HSC (Std.XII) or its equivalent examination with Physics, Mathematics as compulsory subjects along with one of the Chemistry or Biology or Biotechnology or Technical or Vocational subjects, AND obtained at least 50 % marks (at least 45 % marks, in case of Backward class categories and persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together; OR ii. Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only); OR ii. Passed B.Sc. Degree from a Recognized University as defined by UGC and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only); iii. Obtained score in MHT-CET OR JEE Main Paper-1 conducted by the Competent Authority in respective year. |
| Direct Admission to 2nd Year | <ul style="list-style-type: none"> i. The Candidate should be an Indian National; ii. Passed Diploma Course in Engineering and Technology with obtained at least 45% marks (at least 40% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in appropriate branch of Engineering and Technology from All India Council for Technical Education or Central or State Government approved Institution or its equivalent; OR ii. Passed B.Sc. Degree from a Recognized University as defined by UGC and obtained at least 45% marks (at least 40% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) and passed HSC with Mathematics as a subject. <p style="text-align: center;">Provided that students belonging to this category shall clear the subjects of Engineering Graphics / Engineering Drawing and Engineering Mechanics of the First Year Engineering Program along with Second Year subjects.</p> |
| M.E./M.Tech . 1st year (also please refer table no. 2) | <ul style="list-style-type: none"> i. The Candidate should be an Indian National; ii. Passed Bachelor Degree in the relevant field of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50% marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only); iii. Passed Bachelor Degree in the relevant course of Engineering and Technology as specified in the eligibility criteria for admission to a Post Graduate Degree course of the concerned University for which admission is being sought; iv. Obtained score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology; v. For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/ industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought. |

TABLE-2

| | |
|---|--|
| Course | The candidate should be an Indian National and Obtained a non zero score In the GATE Exam conducted by the competent authority AND should have passed B.E./B.Tech. of Nagpur University or any other statutory university recognized equivalent thereto OR AMIE in |
| M.E. (Wireless Communication & Computing) | Computer Technology / Computer Science & Engineering / Computer Engineering / Electronics Device Technology (EDT) / Information Technology / MCA with 60% |
| M.Tech. (Electronics Communication) | Electronics / Electronics Device Technology (EDT) / Electronics and Telecommunication (E & T) / M.Sc. Physics / Electronics and Communication/ Biomedical Engg. |
| M.Tech. (Industrial Drives & Control) | Electronics & Power / Power Electronics / Electrical Engineering |
| M.Tech. (Mechanical Engg Design) | Mechanical / Production / Automobile / Power Engineering / Industrial Engineering |
| M.Tech. (VLSI) | Electronics / Electronics Device Technology (EDT) / Electronics and Telecommunication (E & T) / M.Sc. Physics / Biomedical Engg. |

Seat Distribution : for First Year Admission

Allocation of seats within Sanctioned Intake for First year of Unaided Private Professional Educational Institutions:

TABLE-3

| Type of Institution | No. of Seats as % of Sanctioned Intake | | | | Supernumerary Seats (Over & above to the approved Intake) | |
|---|--|-----------------|----------------|---------------------|---|----------|
| | CAP Seats | | | Institutional Quota | CAP Seats | |
| | Maharashtra State (M.S.) Candidates | All India Seats | Minority Quota | | J&K/GOI Nominee | T.F.W.S. |
| Unaided Minority Educational Institutions | 29% | | 51% | 20% | 5% | 5% |
| | 85% | 15% | | | | |

Candidature Type :-

- Maharashtra State Candidature** : A candidate can claim only one type of Maharashtra State Candidature Type i.e. from A to E.
- All India Candidature**: The candidates having Indian Nationality are eligible under this category.
- Minority Candidature** : The Maharashtra domiciled candidate belonging to a particular linguistic or religious minority community from within the State and notified by the Government are eligible under this category.
- Jammu and Kashmir Migrant Candidature**
 - These seats shall be filled in by the Competent Authority.
 - The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities; or
 - The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or
 - The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism are eligible under this category.

5. **Tuition Fee Waiver Scheme (TFWS) Seats:**

- a. These seats shall be filled in by the Competent Authority.
 - b. The scheme shall be mandatory for all Technical Institutions offering Bachelor programs and lateral entry (Separate Division) to these programs that are approved by the All India Council for Technical Education.
 - c. Seats up to maximum 5 percent of sanctioned intake per course shall be available.
 - d. The Waiver is limited to the tuition fee as approved by the State Level Fee Regulation Authority for unaided Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees shall be paid by the beneficiary.
 - e. The Candidates admitted under this scheme shall not be allowed to change institution/course at any stage under any circumstances.
- **Eligibility** : Only Maharashtra State Candidature candidates are eligible for these seats. Eligible Maharashtra State Candidates having their parent's annual income less than Rs.6.00 Lakhs from all sources shall only be eligible for these seats. The candidate shall submit Income certificate issued by Appropriate Authority.
 - **Admissions Procedure** : These seats are allotted by the Competent Authority as per inter-se merit. For this purpose the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.

Seat Distribution: For Direct 2nd year Admission

The distribution of seats available shall be notified on the website before submission of option form of Centralized Admission Process (CAP).

1. Lateral Entry Seats : 20% of Sanctioned Intake, which will be over and above, Supernumerary to the approved Intake.
2. Seats remaining vacant within sanctioned intake (S) : In addition to above, vacant seats (S) in a course.

3. ADMISSION OF REGULAR STUDENTS IN RESPECTIVE UPPER CLASSES:-

Admission to the regular students to their respective upper classes is given to all eligible candidates as per eligibility criteria prescribed by R.T.M. Nagpur University in its Notification. While, giving admission to students in upper classes normally, the students to have cleared all the subjects of previous year and those who fulfill the ATKT criteria as prescribed by R.T.M. Nagpur University in its above mentioned notification are to be admitted.

Considering the delay in declaration of result by Nagpur University, all the colleges of the region are normally given permission for provisional admissions to all the probable students, in respective upper classes in the month of June/July every year.

TABLE -4 Eligibility Criteria for Credit Based Scheme (III, IV, V, VI, VII, and VIII semester) as per the Rashtrasant Tukadoji Maharaj Nagpur University Direction No. 9 of 2015

| Admission to Semester/ Year | Candidate should have passed in all subject heads of following examination of the university | Status of term work | Candidates should have passed in 2/3 rd of total subject heads of the following examination taken together. |
|-----------------------------|--|---|--|
| I Semester BE | As per eligibility Table-1 | | |
| II Semester BE | -- | 1 Sem. term work should have been completed | -- |
| III Semester BE | -- | -- | I and II Semester |
| IV Semester BE | -- | III Sem. term work should have been completed | I and II Semester |
| V Semester BE | I and II Semester | -- | III And IV Semester |
| VI Semester BE | I and II Semester | V Sem. term work should have been completed | III And IV Semester |
| VII Semester BE | III And IV Semester | -- | V And VI Semester |
| VIII Semester BE | III And IV Semester | VI Sem. term work should have been completed | V And VI Semester |

TABLE -5 : Eligibility Criteria for M.E./ M.Tech. Admission

As per the Rashtrasant Tukadoji Maharaj Nagpur University Direction No. 35 of 2016

| Admission to Semester | Candidates should have passed in all subjects of following examinations of the university | Candidate should have passed in all subjects except in two passing head of the following examinations taken together |
|-----------------------|---|--|
| I Semester | As per eligibility Table-1 & 2 | -- |
| II Semester | -- | I Semester |
| III Semester | I Semester | II Semester |
| IV Semester | II Semester | III Semester |

| S.No. | Process for submission of Re-Admission form :- |
|-------|--|
| 1 | Collect Admission form, from Administrative Office by paying form fees. |
| 2 | Entry of Re-admission Form in ERP (College software erp.ltjss.net) through your ERP login ID/Password and take PRINT OUT of Re-admission Form and attach Undertaking with due signature along with Xerox copies of your mark sheets. |
| 3 | Submit No Dues /Clearance from (1) Respective HOD of Department (2) Library and (3) Accounts Deptt. |
| 4 | Bring all original mark sheets of B.E. 1 st semester onwards for verification. This is mandatory. |
| 5 | Scrutiny of duly filled Admission form at counter No. 4 or 5 in Administrative Office. |
| 6 | Full payments by Demand Draft in favour of "Principal Priyadarshini College of Engineering, Nagpur" is to be deposited at ALLAHABAD BANK counter in PCE campus. |
| 7 | Submit Admission Form along with payment slip at Cash Counter in Administrative Office and collect acknowledgement. |
| 8 | After collection of acknowledgement of admission form report to your respective department for allotment of Class Roll No. , Section and practical batch through ERP (College software). |
| 9 | After allotment of Class Roll No. please collect Practical Journals and workbooks from store department by showing fee payment slip. |

ENROLMENT

With R.T.M. Nagpur University

It is essential for every newly admitted student to enrol him/her self with the, R.T.M. Nagpur University.

- The Enrolment forms should be filled in by the student concerned in their own handwriting.
- Every student who passes the qualifying examination from other Boards/Universities and desires to seek admission for higher/Engineering courses of Nagpur University should submit an Eligibility Certificate as prescribed by the r.t.m.Nagpur University.
- Enrolment applications, in prescribed form be submitted to the College before 15th August alongwith requisite fees, Original copies of Marksheet of qualifying examination, Transfer Certificate, etc of all the admitted candidates. Besides these documents the Migration Certificate is also essential for those immigrating to Nagpur University, issued by the Board/ University last attended.
- Enrolment Fee Rs. 110/-, Immigration Fee Rs. 500/-
- The Candidate failing to submit original documents stated above before the prescribed date will have to pay the late fee of Rs. 50/- for each discrepancy per month. A student who does not get his enrolment finalized by the 31st December of the academic year for any reason whatsoever, shall be liable for cancellation of his admission to the course. Such student may not be allowed to appear for the University Examination. Thus the responsibility of obtaining enrollment solely rests with the student.
- Institute forwards students Enrolment forms along with original documents and prescribed fees to R.T.M. Nagpur University for Enrolment.
- **After confirming the eligibility from original documents. The university will issue the enrolment number to the concerned student and thereafter only the college confirms the admissions.**

R.T.M. NAGPUR UNIVERSITY EXAMINATION

The process sheet for various activities for the conduct of Nagpur University Examination is streamlined and comprises of the following major steps.

PROCEDURE:-

- Scrutiny of Forms
- Acceptance of Examination forms and cash deposit of Exam fees.
- Preparation of list of Examination Forms
- Submission of Examination forms to Nagpur University
- Display of Examination Time Table
- Collection of Admission card and Roll list from University
- Distribution of admission card
- Declaration of Result by Nagpur University
- Collection of Mark sheets from University
- Display of result will be on R.T.M. Nagpur University Website
<http://results.rtmnuresults.org/>
- Distribution of Mark sheets to the departments
- Result analysis at department level by the HOD concern.
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- **Procedure for submission of university examination form and challenge to valuation**
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- **HOW TO SUBMITT OF UNIVERSITY EXAMINATION FORM ?**
- Failure students must submit their Supplementary Examination Form within 15 (Fifteen) days (both days inclusive) from declaration of University result.
- Collect university examination form on payment of Rs. 10/-
- Submit duly filled up examination form along with attested Xerox copy of mark sheet with examination non-refundable of fees Rs. 2200/- **within 15 (Fifteen) days (both days inclusive)** from declaration of result by University.

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- **IF WANT TO CHALLENGE TO VALUATION ?**
- **Steps –1 for Challenge to Valuation :**
- If any student is not satisfied with the marks awarded to him/her may challenge the same by applying to the university in the prescribed form (Proforma – ‘B’) within 7 days **(both days inclusive)**.
- Collect prescribed form (Proforma – ‘B’) on payment of
- Rs.10/-.
- Submit duly filled up Proforma – ‘B’ along with non-refundable fees of Rs. 160/- per paper.
- If the marks awarded by the subsequent examiner vary / deviate by more than 10% on either side determined on the basis of the marks awarded by the original examiner.
- The change in marks above, if any, shall be given by university only on surrendering of original mark list to the University through college.
- The university shall issue the revised mark list to the candidate within a period of 15 days from the declaration of change /no change result.
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CONCESSION

- Fee concession
- Railway ticket concession Form.
- Air-ticket concession Form
- State Road Transport concession Form.

Regarding all Scholarship / Free ship / EBC / CBSE & Central Sector scholarship eligible regular students of 1st year to Final year are instructed to submit online form which is mandatory on or before the schedule date given by Govt. of Maharashtra and Central Government in Scholarship Section otherwise they will have to pay full College fees before 30th October and college will not be held any way responsible in any way.

All the scheme given below, regarding concession in tuition & other fees shall be available to candidates belonging to Maharashtra State Only subject to the fulfillment of the eligibility criteria specified by respective authorities offering such concession in fees from time to time. The students are required to submit the online form for grant on concession before the last date i.e. within one month time. If last date is gone these students did not get any concession and he has to pay full fees.

Scholarship : All the SC, ST (upto Rs. 2,00,000/-), and for OBC, NT, SBC students who are admitted through centralized admission process & take admission in free seat and whose guardians annual income is below Rs. 1,00,000/-.

Freeship : All the SC, ST(upto Rs. 2,00,000/-), OBC, NT, SBC students who are admitted through centralized admission process & take admission in free seat and whose guardians annual income is between Rs. 1,00,000/- to 4,50,000/- OR as notified by Government.

Teacher concession : Other than above students who avail the above two concession i.e. SC,ST,OBC,NT, SBC admitted through Govt. Procedure in free seat and whose parents are teacher in Govt. Institutions are eligible for teacher concession scheme.

E. B. C. Concession : Candidates claiming concession for economically backward class (EBC) shall produce a certificate from the Executive Magistrate to the effect that the candidate belongs to EBC category at the time of admission. The annual income limit is not more than Rs. 1,00,000/- per annum.

On admission the student shall submit an application in the prescribed form for grant of concession of free education through the college to appropriate authorities within one month from actual joining of the college or as may be required. Applications received after due date may not be considered and in that case student will have to pay the necessary fees. "The concession in tuition fees at the time of admission will be given only for Government, University managed and Govt. Aided Institutions only".

Eligible EBC candidates are required to pay 50% of the tuition fees in addition to examination and other university fees at the time of confirming admission secured through CAP rounds in UNAIDED institutions. The remaining 50% tuition fees of such candidates will be reimbursed by concerned Govt. department to the college.

Period of submission of above mentioned application concession forms

Students who are eligible to avail the above concession should submit their application forms with all the respective and required documents within one month time from the date of confirm admission. The student shall note that applications received after the last due date may not be considered and in that case, student will have to pay the necessary Full fees and college will not be held responsible in any way.

The concessions in tuition fee at the time of admission will be given only for Government, University Managed and Government-Aided Institutions.

IMPORTANT NOTE : As per the G.R. of Government of Maharashtra, Social Justice and Special Assistance Deptt. Vide no. EBC/Pra.Kaa.221/Edu-1 Dated 31-3-2016 the student of SC, VJNT, OBC & SBC category, the scholarship / Freeship shall not be granted in following condition:

- vi. The students who have been not present in class room and not given University Exam of every semester or year.
- vii. The Scholarship / Freeship will not be granted to those students who are D.C. for 2 and more years and hence not permitted to take admission in higher class then they will not be eligible for scholarship / Freeship for remaining year/years of Four Year Degree course.

Regarding Issue of College Certificates:

- a] **Certificate of Merit**: Certificate of merit will be issued for exemplary achievement to deserving students in academics/co-curricular/extra curricular activities. The individual students shall forward his/her achievement through the H.O.D. to the administrative office for consideration of award of certificate of merit.
- b] **Bonafide Certificate**: It will be issued to the students after confirmation of admission only. Only one Bonafide Certificate will be issued to a student in an academic year.
- c] **Appearing Certificate**: Appearing certificate will be issued to the Final Year student only once in a Final Year for applying for various jobs.
- d] **Expenditure Certificate**: For the purpose of obtaining the Bank loan, expenditure certificate will be issued to the student after confirmation of admission only once in a academic year.
- e] **College Leaving Certificate:- (T.C.)**
 - ii. If the admission is cancelled on or before 40th day from the last date of reporting after first round, the original school or college leaving certificate on the strength of which the candidate was admitted shall be returned.
 - iii. If the admission is cancelled after 40th day from the last date or reporting after first round, the leaving certificate from the institution will be issued. A true copy of the original school or College leaving certificate retained by the institute may be issued, duly attested by the Head of the Institute if requested by the candidate.
- iv. If during the course of studies, a candidate desires to discontinue studies for any whatsoever reason, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage and a leaving certificate will be issued on submission of N.O.C. from H.O.D., Library & Accounts Section.
- v. On completion of the Course, College will issue College Leaving Certificate.

Issue of Duplicate Documents:

Following duplicate documents shall be issued to the students on receipt of request from the student in writing.

Transfer Certificate, Bonafide Certificate, Fee Receipt, Identity Card or any other documents.

Procedure for obtaining any certificate:

- viii. Student must submit duly filled application in prescribed format.
- ix. Concerned staff scrutinizes the application. If found correct, prepare the required certificate and issue the same with signature of appropriate authority.