

## ADMISSION PROCEDURE FOR FIRST YEAR

### 1. Eligibility criteria of candidates for Admission to First Year of Diploma Engineering

The candidate must have passed secondary school certificate examination of Maharashtra State Board of Secondary and Higher Secondary Education Pune or any other equivalent examination with

- General science or Physics and Chemistry
- Mathematics or Algebra and Geometry and
- English with at least 35% marks (263 out of 750) in aggregate.

### 2. Availability of Seats at Institute level:

- a) Vacant seats available after Centralized Admission Process (CAP) round within sanctioned intake.
- b) Institute level quota seats.

## COURSE FEE STRUCTURE

Ad hoc-Fee payable for academic year 2014-2015 is Rs. 37,800/- (Rupees Thirty Seven Thousand Eight Hundred Only) fixed by Shikshan Shulka Samiti. The fee should be paid in favor of **Theem College of Engineering** payable at **Mumbai** by Demand Draft/Pay Order of any nationalized/ scheduled bank.

**Note:** The interim fee is temporarily fixed by the Shikshan Shulka Samiti. The revised fee structure will be finalised by the Samiti within due course and if Samiti makes changes in fee it will be applicable to all newly admitted students for the academic year 2014-2015.

## ADMISSION PROCESS FOR DIPLOMA FIRST YEAR STUDENTS

### (A) Issue of Application Form & Information Brochure

Application forms for admission under Institute level quota and seats remaining vacant after CAP round will be available in college office between 9.30 am to 5 pm in all working days.

### (B) List of documents to be attached along with Application Form

Candidates seeking admission must submit application Form completed in all respects in office as per schedule / dates announced by Principal of the college. Incomplete applications will be rejected. The copies of certificates attached should be attested by Principal of school/college from which candidate has passed the qualifying examination or Gazetted officer or Special Executive Officer or Teaching Staff of Government college not below the rank of lecturer. Original certificates need not to be attached with application form.

## **(C) Documents to be submitted for Admission**

Attested copies of the following documents are to be submitted with application form.

1. SSC (Std X), (Std IX & Std VIII) mark sheets + 5 sets of Xerox.
2. School leaving certificate after passing SSC+ 5 sets of Xerox.
3. Maharashtra Domicile Certificate+ 5 sets of Xerox.
4. For Backward Class Candidates: Caste Certificate / Caste Validity Certificate / Non creamy layer certificate .with+ 5 Sets of Xerox.
5. Five Passport size photograph.
6. Any other document needed as per claim of student + 4 sets of Xerox.

## **ADMISSION PROCESS FOR DIRECT SECOND YEAR**

### **(A) Eligibility Criteria**

- The candidate must have passed higher secondary certificate examination (Technical/ vocational) of Maharashtra State Board of Secondary & Higher Secondary Education Pune or any other equivalent examination.
- M.S. Students passing SSC + two year certificate course in ITI in relevant branch.

### **(B) Criteria for admission**

Candidates seeking admission must submit application form completed in all respects in office as per schedule/dates announced by Principal of the college. Incomplete applications will be rejected. The copies of certificates attached should be attested by Principal of school/college from which candidate has passed the qualifying examination or Gazetted officer or Special Executive Officer or Teaching Staff of Government college not below the rank of lecturer. Original certificates need not to be attached with application form.

### **(C) Issue of Application Form & Information Brochure**

Application forms for admission under Institute level quota and seats remaining vacant after CAP round will be available in college office between 9.30 am to 5 pm in all working days.

### **(D) Documents to be submitted for Admission**

Attested copies of the following documents are to be submitted with application form.

1. SSC (Std X) mark sheet + 5 sets of Xerox.
2. HSC (Std. XII) mark sheet + 5 sets of Xerox.
3. ITI mark sheet + 5 sets of Xerox.

4. School leaving certificate + 5 sets of Xerox
5. Maharashtra Domicile Certificate + 5 sets of Xerox.
6. For Backward Class Candidates: Caste Certificate / Caste Validity Certificate / Non creamy layer certificate + 5 Sets of Xerox
7. Five Passport size photograph.
8. Any other document needed as per claim of student + 4 sets of Xerox.

## **RULES FOR CANCELLATION OF ADMISSION**

1. Cancellation of Admission and refund of fees under Institute level quota seats. If any student after seeking the admission under Institute level quota decides to cancel the admission for any reason, the refund of fees will be as per rules. It is made clear that application for cancellation will be considered if and only if the admission is taken provisionally by paying the prescribed tuition fees & submitting the original documents like S.S.C./H.S.C./ ITI Mark Sheets, Leaving Certificate, Eligibility Certificate, Migration Certificate, Domicile certificate etc. as applicable. In case candidate fails to submit any of the said original documents within the permissible time limit (i.e. four working days from the date of admission) the admission shall be treated as cancelled and such candidate is not entitled for refund of fees. The candidates admitted under Institute level quota seats, for cancelling the admission shall apply in Performa 'O' only (Cancellation form is available at office). The refund rules are mentioned below:

<b>Cancellation</b>	<b>Tuition Fee Refund</b>	<b>Other Fee Refund</b>
Within 4 days from date of admission (Including Holidays)	90% Refund	No Refund
Between 5th & 10th day from date of admission (Including Holidays)	50% Refund	No Refund
After 10th day (ie. From the 11th) from the date of admission (Including Holidays)	No Refund	No Refund
After Cut-Off-Date (Irrespective of no. of Days)	No Refund	No Refund

2. Cancellation of Admission and refund of fees under Centralized Admission Process: Refund of fees under this category will be as per rules framed by DTE from time to time.