

College of Engineering Pune
(An Autonomous Institute of Government of Maharashtra)
Wellesley Road, Shivajinagar Pune-05

First Year B. Tech Engineering Admission 2017-18

(On the spot counseling round against the vacant seats at COEP after additional round of State CET cell, Government of Maharashtra for the academic year 2017-18.)

Admission Reporting Date: **28th August 2017 (Monday)**

Time: **10.00 a.m.**

Reporting Venue: **Main Auditorium**

General instructions:

1. On the spot counseling round against the vacant seats at COEP after additional round of State CET Cell, Government of Maharashtra for the academic year 2017-18 will be carried as per the inter-se-merit only.
2. The students interested to participate in the round are required to report at 10.00 am on 28th August 2017 (Monday).
3. The sequences of activities to be followed on the day of counseling are given below.

Sr. No.	Activity
1	Reporting to Main Auditorium, COEP
2	Verification of applicable original documents as notified by DTE
3	Call for seat allotment by counseling as per inter-se merit
4	Submission of requisition for seat allotment
5	Submission of Institute Admission Fee in the form of online payment or Demand Draft (for newly admitted students at COEP)
6	Seat allotment based on available vacancy
7	Submission of required original documents (for newly admitted students at COEP)
8	Confirmation of the allotted seat to the candidate
9	Issue of allotment letter to the candidate

4. Candidate will lose claim to participate in the admission counseling process, if he/she fails to produce ALL the applicable original documents at the time of document verification during counseling round. In case a candidate has taken admission elsewhere he/she will be required to submit/produce original fee receipt and the candidate should submit undertaking stating that original documents will be submitted by him/her within four working days from the date of reporting.
5. At the time of verification of applicable original documents, the candidate is also required to submit filled 'Institute Admission Application Form' along with a set of photocopies of all applicable documents.
6. The admissions will be made strictly in the order of inter-se merit from amongst the candidates who report in person for admission to COEP against the seats available in various branches at the time when the candidate actually reports for admission by counseling.
7. The admitted candidate as well as his/her parent is also required to submit separate anti ragging format with Notarized undertaking on Rs. 100/- non-judicial stamp paper (Refer Annexure – IIA and IIB).
8. The seat allotment will be carried out based on the vacancy status at that point. Seat allotted, accordingly, to a candidate would then be deleted from the pool of vacant seats displayed on the auditorium screen. Candidates are advised to be present in the Counseling hall and wait for their turn as per inter-se merit. If a candidate is found unavailable when called, the next candidate on the merit rank would be called for allotment of seat and the unavailable candidate may miss his/her chance of merit based seat allotment.

9. If a candidate of higher merit reports late during the process of counseling, the candidate may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs. Such a candidate shall be given preference for admission over the candidates with lower rank present at that point of time. The decision of the admission centre in-charge shall be final and binding.
10. Confirmation of the allotted seat to the candidate is subject to the submission of the requisite Institute admission fees, applicable original documents and anti-ragging format immediately. With this candidate confirms the admission through the acceptance of allotted seat at COEP.
11. If a candidate fails to pay the requisite institute admission fee, before the seat allotment, such candidature will be withdrawn and the seat will be allotted to the next candidate on the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.
12. The candidate who fails to produce the applicable documents in original/submit the requisite institute fee will not be eligible to participate in the admission process at COEP and such candidature of the candidate will be cancelled at the respective stage of the admission process.
13. After allotment of seat, candidate will be issued an allotment letter duly signed by the Authority of COEP along with the ARC Stamp of COEP. The allotted Course/Branch as requested by the candidate is final and cannot be altered later.
14. No candidate should leave the venue of counseling without the allotment letter duly signed by the authority of COEP along with the ARC Stamp of COEP. The candidate is advised to check the details as printed/written in the allotment letter.

15. The physical presence of the candidate at the time of Counseling is mandatory. If a candidate is unable to be physically present for the Counseling due to unavoidable circumstances, he/she may authorize his/her parent/guardian to represent him/her for the counseling round. The candidate or the authorized representative of the candidate must carry all the applicable documents in original, provision for paying Institute admission fee, an Authorization Letter duly signed by the candidate and the representative, and candidate's as well as the parent/guardian's Photo Identity card in original. Absence of the candidate or his/her authorized representative at the indicated counseling venue may result in the forfeiture of his/her claim for a seat as per his/her merit rank. The authorization letter will be collected by the admission centre In-charge.
16. In case the parent/guardian representing the candidate, the seat choice made by the parent/guardian will be final and binding on the candidate. No claim will be entertained later on.
17. In case of cancellation of confirmed admission later, admission fee paid by the candidate will not be refunded under any circumstances. Returning of applicable original documents submitted by such candidates at the time of seat allotment will be carried out within one working day after the receipt of request for 'admission cancellation form' from the candidate. Such candidates have to apply in the prescribed format for cancellation of admission and for collecting the documents candidate will have to report personally with the original Admission Allotment Letter issued at the time of Counseling/Admission as mandatory document.

Sd/
Director,
College of Engineering Pune

**** Documents Required ****

1. College Admission Form will be available at reporting centre.
2. Anti Ragging **Notarised Affidavit** on Rs.100/- Judicial Stamp Paper **(by Student)** as per the Proforma available on the www.coep.org.in → Admission tab→Under Graduate→
3. Anti Ragging **Notarised Affidavit** on Rs. 100/- Judicial Stamp Paper **(by Parent)** as per the Proforma available on the www.coep.org.in Admission tab→Under Graduate→
4. **Proforma-H Affidavit** on Rs. 100/- Judicial Stamp Paper **(for the Students of reserved category who don't have caste validity Certificate)**
5. University Eligibility Form will be available at reporting centre.
6. **** All Original Documents are required at the time of reporting to the Institute.**
7. Requisite Institute fees payment **preferably through online** or in the form of DD is compulsory at the time of the reporting. For online payment please refer www.coep.org.in → Admission tab → Fee structure → Fee Collection Circular 2017-18.

**** Sequence of Documents to be submitted ****

1. Documents for Open Category

- a) College Admission Form
- b) University Eligibility Form
- c) Institute Fee Receipt (5 Copies)
- d) Leaving Certificate Original
- e) HSC Mark sheet Original
- f) SSC Mark sheet Original
- g) CET Mark sheet Original
- h) Nationality and Domicile Certificate Original
- i) Anti Ragging **Notarised** Affidavit **(by Student)**
- j) Anti Ragging **Notarised** Affidavit **(by Parent/Guardian)**
- k) One set of photocopy of all above documents.

2. Documents for Reserve Category

(OBC, VJNT, SBC, NT-B, NT-C, NT-D)

- a) College Admission Form
- b) University Eligibility Form
- c) Institute Fee Receipt (5 Copies)
- d) Leaving Certificate Original
- e) HSC Mark sheet Original
- f) SSC Mark sheet Original
- g) CET Mark sheet Original
- h) Nationality and Domicile Certificate Original
- i) Caste Certificate Original
- j) Caste Validity Or Proforma H Original
- k) Non-Creamy layer Certificate Original
- l) Anti Ragging **Notarised** Affidavit **(of Student)**
- m) Anti Ragging **Notarised** Affidavit **(of Parent/Guardian)**
- n) One set of photocopy of all above documents

3. Documents for Reserve Category

(SC, ST)

- a) College Admission Form
- b) Institute Fee Receipt (5 Copies)
- c) Leaving Certificate Original
- d) HSC Mark sheet Original
- e) SSC Mark sheet Original
- f) CET Mark sheet Original
- g) Nationality and Domicile Certificate Original
- h) Caste Certificate Original
- i) Caste Validity Or Proforma H Original
- j) Anti Ragging **Notarised** Affidavit (**of Student**)
- k) Anti Ragging **Notarised** Affidavit (**of Parent/Guardian**)
- l) One set of photocopy of all above documents

If admission seat is allotted under the **TFWS category then **Income Certificate** is mandatory along with all above applicable documents.

If Institute fees are to be paid by the Demand Draft only then **Challan in yellow colour (Single Copy) is compulsory to fill with the application form.

**It is mandatory for all the students to open a Savings bank Account at CoEP, Pune branch of State Bank of India (SBI). They will receive a COMBO CARD (i.e SBI Debit cum COEP ID card). The list of documents required for opening the Account is attached herewith.

** The date of the Inaugural address by The Director, College of Engineering Pune will be notified on the college website www.coep.org.in

**** Documents required for opening bank Account at SBI, CoEP ****

1. Applicant's Proof of Identity and Proof of Address.

(RBI guidelines permit only "Officially Valid Documents" viz)

PHOTO ID (ANY ONE)

- | | |
|------------------------|------------------------|
| a) Passport | b) PAN Card |
| c) Voter Identity Card | d) Driving Licence |
| e) NREGA Card, and | f) Aadhaar Letter/Card |

ADDRESS PROFF (ANY ONE)

1. Utility bill, which is not more than two months old, of any service provider: (electricity, telephone, post-paid mobile phone, piped gas, water bill);
2. Property or Municipal Tax receipt;
3. Bank account or Post Office savings bank account statement;
4. Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and
5. Documents issued by Government departments.

2. Colour photograph (Passport size).

"SBI SCHOLAR EDUCATIONAL LOAN SCHEME FOR COEP STUDENTS"

SBI, COEP branch is in principle, agreeable to grant Education Loan to all students of COEP under our SBI SCHOLAR LOAN Scheme up to Rs.7,50,000/= without security. (Only parent/guardian as co-borrower), subject to your fulfilling eligibility and other norms governing "SBI Education Loan for studies in India".

(Eligible loan amount will be arrived as per your Expenditure Certificate issued by College Authority and there is Provision for refund of the fees already paid to the institution at the time of admission)

- Subject to having PAN Cards by both the students and guardian and CIBIL entries
- Subject to submission of all documents as per bank's requirement (List of documents as under)

Rate of Interest: 1.85% spread on MCLR rate. (Applicable rate at present -9.85%)

Kindly contact SBI COEP Branch and submit your application at the earliest in order to complete the required formalities including pre-sanction inspection. This letter along with documents as per checklist below should be submitted to the Branch for processing the loan application.

Yours faithfully,

Branch Manager
SBI COEP -PH-020 25541768
Mobile No 7875559138

****Documentation Required for Education loan scheme ****

- Letter of admission
 - Completely filled in Loan Application Form
 - Two passport size photographs
 - PAN Card of the student and Parent/ Guardian
 - Bonafide certificate of the student
 - Proof of identity (Aadhar card/driving licence/passport/any photo identity)
 - Proof of residence (Aadhar card/driving licence/passport/electricity bill/Telephone bill)
 - Statement of cost of study (Total Expenditure estimate from the Institution)
 - Student/Co-borrower/ bank account statement for last 6 months
 - IT return/ IT assessment order, of last 2 years of Parent/ Guardian/ other co-borrower
 - Brief statement of assets & liabilities of Parent/ Guardian/ other co-borrower
 - Proof of income (i.e. salary slips/ Form 16) Parent/ Guardian/ other co-borrower OR Income Certificate from Tahsildar if co borrower is not a salaried person or/and not filing IT Return.
- All educational certificates of the student from 10th onward