

## **Application procedure for PGDEM Course**

For application, need to download the application form available on COEP website and submit the hard copy to Coordinator, PGDEM Admissions along with required documents and DD of Rs. 500/- drawn in favour of “Director, College of Engineering Pune”, Payable at Pune.

Please send a softcopy of the application form to [pgdem@coep.ac.in](mailto:pgdem@coep.ac.in)

### **Required Documents:**

1. Your recent passport size colour photograph.
2. Application form and DD of Rs. 500/-
3. Copy of 10th, 12th/Diploma, Graduation, Post-Graduation Certificates, Certificates of any Other Courses (All Semester Mark Sheets and Passing Certificate)
4. Copy of Work Experience Certificate/ Offer Letter/Pay Slip (if any).
5. Copy of any one Identity Proof:  
(PAN Card/ Valid Indian Passport/ Voters Identity Card / Aadhar Card /Permanent Driving License)

### **Coordinator – PGDEM Admission**

#### **Dr. M. P. Khond**

Associate Professor

Department of Mechanical Engineering

College of Engineering, Pune

Wellesely Road, Shivajinagar,

Pune 411 005, MAHARASHTRA

Phone: 020 25507238 / 9423023902

Email: [pgdem@coep.ac.in](mailto:pgdem@coep.ac.in)

## Eligibility Criteria

- Graduate in Mechanical/ Electrical/ E & TC/ Instrumentation/ Automobile and all allied branches.
- Those appearing for their final year degree examination may also apply. On selection, such candidates will have to fill a **Notarized undertaking on Rs. 100/- Non Judicial stamp paper and submit it to PGDEM Admissions Team at the time of payment of Course Fees.**

## Selection Process

1. Selection Process for the PGDEM course includes two rounds of Interviews.
2. Candidates will be informed about the First Round of Interview schedule by mail two days prior to the actual interview date and the list will also be displayed on the website.
3. It is mandatory to carry all original documents of 10th, 12th/Diploma, Graduation, Post-Graduation Certificates, Certificates of any Other Courses and Work Experience (if any) for the interview.
4. Interviews will be conducted at **Department of Mechanical Engineering, COEP Campus.**
5. Shortlisted Candidates List will be displayed on website within 24 hours after the conduction of the First Round of Interview.
6. Shortlisted Candidates will have to appear for the Second and Final Round of Interview on the scheduled date and time.
7. Carrying following Original Documents for Document Verification during the Second and Final round of interview is compulsory:
  1. Original Certificates of Academics and Professional Experience (if any).
  2. Original Identity Proof that was uploaded at the time of filling Online Application Form.