



Jawahar Education Society's

A. C. Patil College of Engineering, Navi Mumbai

STANDARD OPERATING PROCEDURE OF ADMISSION

Introduction

The institute is self-finance and is affiliated to University of Mumbai and approved by AICTE, New Delhi. It follows rules and regulation laid down by DTE, Mumbai. The intake of various courses in the institute is given Table 1.

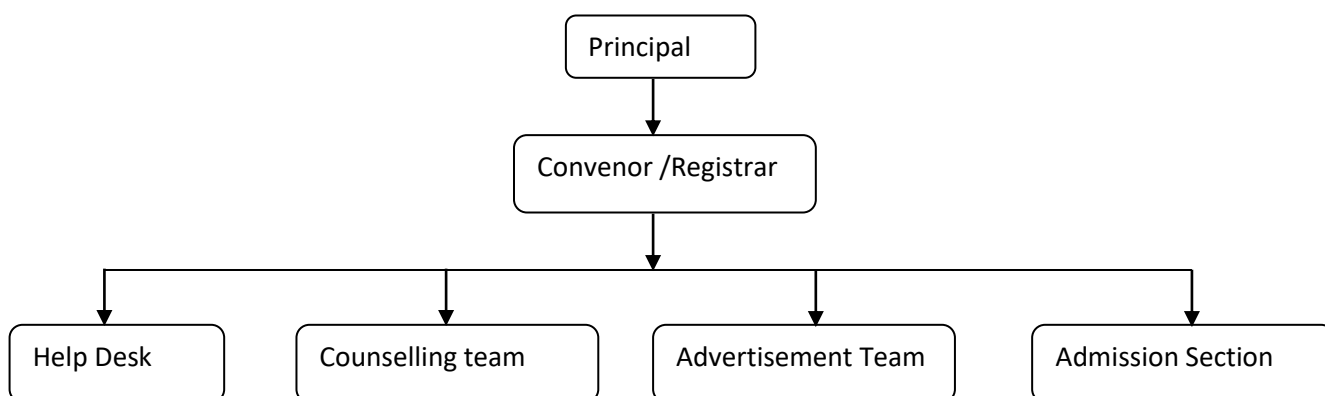
Table 1: Courses and Intake of Institute

Course	Intake	Minimum CAP Seat	Maximum Institute level seats	Additional TFWS	Lateral entry to direct Second year*
Degree Engineering, B.E					
Electronics and Telecommunication	90	85	5	5	24 + Vacant seats of FE
Electrical Engineering	120	102	18	6	24 + Vacant seats of FE
Electronics Engineering	30	28	2	2	12 + Vacant seats of FE
Computer Engineering	60	51	9	3	12 + Vacant seats of FE
Mechanical Engineering	60	51	9	3	12 + Vacant seats of FE
Information Technology	60	51	9	3	12 + Vacant seats of FE
Instrumentation Engineering	30	28	2	2	12 + Vacant seats of FE
Post Graduate (Engineering and management)					
M.E. in Electrical Engineering	18	18	00	0	Nil
M.E. in Computer Engineering	18	18	00	0	Nil
Master of Computer Application, MCA	30	30	00	0	Nil
Master of management Studies, MMS	60	57	03	0	Nil
Diploma					
Electrical Engineering	120	108	12	0	24 + Vacant seats of FY
Computer Engineering	60	54	06	0	12 + Vacant seats of FY

*As per rules of DTE

The institute every years forms committee for smooth and transparent admission process. It mainly consists of counselling team, admission team, advertisement team, and help committee as per Figure 1.

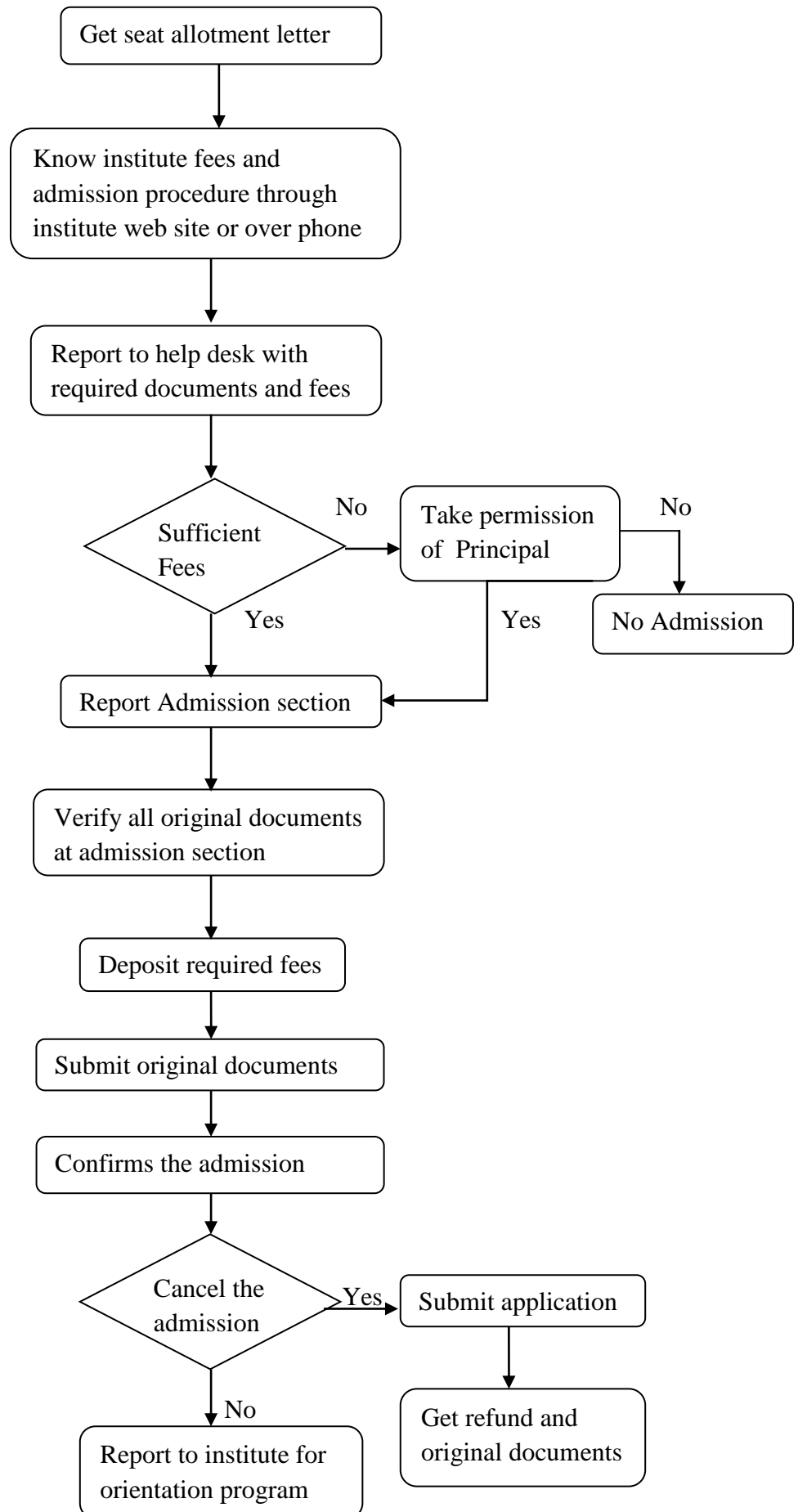
Figure 1. Admission Committee



Counselling team helps candidate to know about admission process and inform them about various courses and fees structure of institute. Advertisement committee prepares institute prospect, which highlights institute courses, achievements and contact details. Admission section takes care of allotted students and helps them to get admitted as per flow chart given in Figure 2.

The Institute ensures smooth induction of fresh batches at the beginning of the academic session through an orientation program. This orientation program includes a welcome to the newcomers. The presentation being scheduled where all aspect required for new comers was included. The new comers are being guided by the teaching and non-teaching staff to familiarize with the formalities after admission and help them adapt to the new environment.

Figure2: Flow Chart for Admission



1. Fees and Reservation

The institute is self finance and its fees for given academic year is decided “Fees Regulatory Authority”. Institute adhere all the rules and regulation of “Fees Regulatory Authority”. The detail fees structure for given academic year and modes of payment are displayed on institute website. Institute also provide contact number and counselling team to help candidate for admission related information. Candidate after document verification can pay fees through DD or Online. Cash are also accepted only in case of emergency. Different category students pay the fees as per Table 2.

Table 2: Fees Structure of Institute

Category	Tuition Fees	Development fees	Caution Money Deposit [#]	Other fees
	%	%	%	%
CAP seats				
Open	100	100	100	100
OBC	50	100	100	100
ST/NT/SBC	0	100	100	100
SC	0	100*	100	100
Open (EBC)	100**	100	100	100
Institute Level and Vacant Seats				
All Category	100	100	100	100

*Refunded after receipt of fees from Samaj Kalyan

**Students get 50% return from state government

[#] Refunded after completion of course

The institute process documents of SC/ST/SBC/NT/OBC students to Samaj Kalyan for claiming balance fees and documents of EBC students to state government for get them fees concession. Institute also follows seats reservation policy for different category students as per Pravesh Niyanttran Samitee.

2. Admission Category

Admission in the institute is conducted under following three categories

3.1 CAP (Centralised Admission Process)

3.2 Institute Level

3.3 Against Vacant Seats

The number of seats available for each category is given in Table 1.

3.1 CAP seats

These seats include minimum 80% seats of sanction intake, all seats of direct second year and Tuition fees waiver scheme, TFWS seats. These seats are filled as per rules and regulation of DTE, Mumbai. The following procedure is followed for admission to CAP seats,

1. Institute declares number of CAP seats to DTE, for admission to first year
2. Institute display admission related information such as courses and intake, fees structure on institute web site and provide contact number for additional information.
3. Institute follows the CAP procedure as per DTE, where eligible students enrol at Facilitation centre, and gives choices of colleges and branches in descending order. Based on his/her merit number and choices, DTE allot branch in respective institute.
4. Allotted students confirm their admission in ARC, and report to institute after final round.
5. Institute forms committee for giving admission to allotted students. Its member performs following tasks as per sequence
 - a. Help Desk
 - i. Candidate seek information for admission centre
 - b. Reporting and Document verification
 - i. Candidate will verify original documents and allotment letter
 - c. Fees collection
 - i. Candidate will pay required fees in the form of DD
 - d. Original Documents collection
 - e. Students data collection
 - f. Submission of Xerox copy and soft copy of related documents
 - g. Issue of admission confirmation receipt and giving him rules of regulation of institute
6. Candidate can pay institute fees through DD/Online/Cash (in case of emergency)
 - a. If students don't have sufficient fees, he/she submits application to Principal and as per mutual agreement, he/she may/may not allowed to take the admission
7. Institute takes the fees as prescribe by Shikshan Sulk Samittee
8. Institute arrange orientation program on first day of academic session and informs about the process.

3.2 Institute Level Seats:

1. Institute publish advertisement in daily news paper.
2. Interested eligible students submit application of institute office.
3. Institute display allotment based on choice and merit number.
4. Admitted students will have to pay institutional fees as per rules and takes admission as per procedure prescribe in CAP category.

3.3 Against Vacant seats

1. Institute publish advertisement in state level news paper
 - a. Seats availability and last date of submission
2. Interested candidate submit applications
3. These students are consider under institute level category
4. Institute allots seats as per choices and merit number
 - a. If any seats remain vacant after last date, institute allots seat to further candidate on first come first serve basis
5. Allotted students takes
6. If meets Principal/Registrar and based on choice and seat availability seat is agreed to allot him/her on first come first serve basis.
7. Admitted students will have to pay full institutional fees and submit required original documents.

3. Cancellation of Admission

The admitted students can cancel their admission online through DTE portal before given date as prescribed by DTE. As per its rule, institute immediately refunds fees and original documents

4. Change of Branch

Students after completion of first year can apply for change of the branch as per rules of Pravesh Niyantran Samitee.