

GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 1 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

Standard Operating Procedure For GIT Admissions

1. First Year
2. Direct Second Year
3. First Year to Second Year
4. Second Year to Third Year
5. Third Year to Final Year
6. Provisional Admission

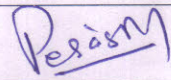
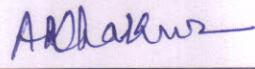
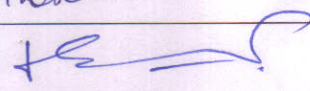
Authority: _____ Signature: _____
 Prepared by: _____
 Authorized by: _____
 Reviewed by: _____
 Approved by: _____



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 2 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

INDEX

Sr. No.	Description	Page No	
		From	To
1.	Objective	3	3
2.	Scope	4	4
3.	Responsibility	5	5
4.	Cross Reference	6	7
5.	Formats	8	8

Authority	Signature
Prepared By S.M. PRABHUDESAI O.S.	
Authorized By A.N. Thakur Registrar.	
Approved by Prof. M.V. Carakare Principal.	
Reviewed by	



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 3 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

1. OBJECTIVE

1. To ensure that First Year and Direct Second Year admissions are done as per norms of All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE), Pravesh Niyamtran Samiti (PNS) and University of Mumbai (UoM).
2. To ensure that internal admissions i.e. First Year to Second Year, Second to Third and Third to Final, in Gharda Institute of Technology take place in correct manner and only eligible students take admissions and attend classes.
3. To ensure that only those students take provisional admission, who have applied for revaluation.
4. To facilitate the new admissions of the students willing to join GIT from elsewhere.
5. To decide the policy of Issuing NOC for the students willing to go elsewhere from GIT.
6. To ensure that students complete admission formalities within schedule, with minimum time spent in queue and without fuss.



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 4 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

2. SCOPE

1. Students eligible to get admission to First Year and Direct Second Year as per rules framed by AICTE, DTE, PNS and UoM.
2. Students eligible to get admission to Second Year, Third Year and Final Year Engineering based on earlier year results.
3. Students, who have applied for revaluation, are eligible to take "Provisional" admission. Provisionally admitted students may continue subject to pass declaration of revaluation result by University of Mumbai.
4. Dropper students from previous year, who have become eligible to take admission.
5. Students eligible to get NOC for the change of institute from GIT to other institutes.



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 5 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

3. RESPONSIBILITY

1. **Accounts Officer:** (a) To prepare correct tables of fees approved by Shikshan Shulka Samiti for the concerned academic year depending on students' admission year, category & current study year. (b) To collect from students applicable fees and issue receipt thereof.
2. **Office Superintendent (Academic Section):** To ensure that all admissions are done smoothly; based on data such as results, revaluation results, etc. forwarded by University of Mumbai and GIT Internal Controller of Examination.
3. **GIT Internal Controller of Examination:** To ensure that 100% correct data (marks/grade obtained, etc) is entered and list of eligible students only is forwarded to Academic Section after declaration of results, revaluation results, etc.
4. **Registrar :** Review & Overall
5. **Principal :** Final & Overall



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 6 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

4. CROSS REFERENCE

1. Before end of First half session, Institute will display notice for internal admissions for next academic year. The sequence for admissions will be as under:
 - a. Schedule of admission for dropper students
 - b. Schedule of admission for Regular eligible students
 - c. Schedule of admission for Provisional Admission

Admission to Dropper Students

2. Admission to dropper students will be scheduled 1-2 days before commencement of academic session, i.e. approx. in first week of July.
3. Dropper students will have to purchase admission form & obtain pay-in-slip from cash counter. Make payment of total fees in Saraswat Bank, obtain receipt of payment from the bank, submit bank receipt at GIT cash counter and obtain GIT payment receipt from GIT Cashier.
4. Then the student has to submit duly filled admission form to Academic Section Counter No.1/4/7 with required attachments. Clerk at this counter will make Software Entry.
5. Names of these students will be communicated to HODs by the Academic Section after completion of admission schedule for Dropper students.

Admission to Regular eligible students

6. Admission Schedule for eligible students will be displayed once the result is declared by University of Mumbai.
7. Such eligible students will have to purchase admission form & obtain pay-in-slip from cash counter. Make payment of total fees in Saraswat Bank, obtain receipt of payment from the bank, submit bank receipt at GIT Cash Counter and obtain payment receipt from GIT Cashier.
8. Then the student has to submit duly filled admission form to Academic Section Counter No.1/4/7 with required attachments. Clerk at this counter will make Software Entry.
9. Names of these students will be communicated to HODs by the Academic Section for attendance purpose.

Provisional Admission

10. The students, who are not eligible for admission as regular students due to more than 5 KTs, but wish to attend classes, have to take provisional admission. Provisional admission will be subject to pending revaluation application.
11. Such students will have to purchase 1-page provisional admission form from Xerox center, fill the form carefully, attach attested photo copy of



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 7 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

reevaluation form, pay an amount of Rs.500/- in Accounts Section towards non-refundable fees, obtain receipt and then submit provisional admission form at Academic Section counter No.1/4/7. Clerk will make a provisional list of such students.

12. Names of these students will be communicated to HODs by the Academic Section for attendance purpose.
13. The students, who have taken provisional admission, have to complete normal admission formalities as per point No.6, 7 & 8 above after declaration of reevaluation result.
14. Academic Section will generate final list of students after declaration of reevaluation result and send it to all concerned. However, students must attend the classes right from the beginning of the semester to avoid loss on account of attendance.

Admission to First Year Engineering & Direct Second Year Engineering

1. Admissions to First Year & Direct Second Year Engineering are done as per schedule and procedure declared by Directorate of Technical Education, Maharashtra State from time to time.

Institute Level Admission to First Year Engineering

1. Applications are invited from eligible students for preparation of merit list by giving advertisement in 2 newspapers as per DTE norms. Merit list & Schedule of admission is prepared & displayed on GIT notice board and GIT website well in advance. Admissions are done purely on merit basis.

Admission against CAP vacancies to Direct Second Year Engineering

1. For against CAP vacancies, if any, applications are invited from eligible students for preparation of merit list by giving advertisement in 2 newspapers as per DTE norms. Merit list & Schedule of admission is prepared & displayed on GIT notice board and GIT website well in advance. Admissions are done purely on merit basis.

It is to be noted that the students belonging to reserved categories will not be entitled for availing the monetary facilities available from the Government, if they are admitted against CAP vacancies. Against CAP vacancy admissions are equal to Institute Level admissions.



GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for GIT Admissions (First Year, Direct Second Year, FE to SE, SE to TE & TE to BE)		Page 8 of 8
	Document No.: GIT/ADM/001	Revision No.: 0	Eff. Date: 01.07.14

5. FORMATS

1. Admission form for First Year
2. Admission form for Direct Second Year
3. Admission form for FE to SE, SE to TE and TE to BE
4. Admission form for Provisional Admission
5. Application form for admission from other institutes to GIT
6. NOC format for the students of GIT willing to go elsewhere.



GHARDA FOUNDATION'S GHARDA INSTITUTE OF TECHNOLOGY

A/P: LAVEL, TAL. KHED, DIST. RATNAGIRI,
Tel.: 02356 - 262795 - 99, Fax : 02356 - 262980

No.

APPLICATION FOR ADMISSION TO FIRST YEAR ENGINEERING (Academic Year 2013-14)

Only for Office use	CET / JEE Score :	Merit No.	Branch:-
----------------------------	-------------------	-----------	----------

Admission Under : CAP ACAP TFWS Institute Level

Admission Category : Open / SC / ST / VJ-DT / NT1 / NT2 / NT3 / SBC / OBC

University : HU / OHU Type of Candidate : MS / OMS



Student's Details

.....
(Surname) (First Name) (Father's Name) (Mother's Name)

Name in Devnagari Script :
(Surname) (First Name) (Father's Name) (Mother's Name)

Date of Birth

--	--	--	--	--	--	--

 Male/Female Category : Hosteller/Day Scholar

DD MM YYYY

Blood Group: Minority/Non-minority: Religion: Sub-caste:

Permanent Address:

.....
.....

Landline No. Mobile E-mail

Present Address:

.....
.....

Landline No. Mobile E-mail

Student's Bank Account Details: A/c No. Bank Branch

Aadhaar Card No.

<u>CET / JEE Score:</u>	Marks	CET PCM Total	Maths	Physics	Chemistry	JEE	Diploma
	Obtained						
	Out of	200	100	50	50		

Name of Jr. College where completed HSC:

Name of Board for HSC: Year of Passing HSC:



HSC Score

Marks	Maths	Physics	Chemistry	PCM Total	HSC Total
Obtained					
Out of	100	100	100	300	600

(Candidates not belonging to Maharashtra Board have to convert their HSC marks out of 100, if maximum marks are other than 100)

Name of Board for SSC: Year of Passing SSC:

SSC Score

Marks	Total	Maths	Science
Obtained			
Out of	650	150	100

Following Information to be given by Diploma Holders only

Diploma Score

Marks	MSBTE	Others
Obtained		
Out of		

Name of Diploma Course: Year of Passing Diploma:

Name of Board for Diploma: MSBTE/Other:

Name of Last College: MSBTE/Other:

DTE Application No. Years to complete Diploma: Class/Division:

Branch Preferences:

Preference No.	Course	Preference No.	Course
1		3	
2		4	
3		5	

List of Original Documents Required for Admission (plus 1 set of attested copies)

- Allotment letter from DTE site
- CET/JEE Main 2013 Score Card
- HSC Mark-sheet
- School / College Leaving Certificate
- SSC Passing Certificate
- Domicile Certificate
- Nationality Certificate
- Caste Certificate
- Caste Validity Certificate
- Non-creamy Layer Certificate valid up to 31.03.2014 (Required for other than SC/ST reserved category students)
- Gap certificate (If applicable)
- Medical Fitness Certificate from MBBS, MD, MS doctor (As per format available in Prospectus)
- Parent's Income Certificate from Tahsildar
- Provisional Statement of Eligibility Certificate & Migration Certificate (For OMS student)
- Aadhaar Card (Attested photocopy)
- Anti-ragging Affidavit of Student & Parent separately

Parents' Details

Father's Name : (Surname) (First Name) (Father's Name)

Qualification: SSC/Graduate/Post Graduate Occupation: Annual Income: Rs.....

Landline No. Mobile..... E-mail



Local Guardian's Details

Name :
(Surname) (First Name) (Father's Name)

Address:.....

Landline No..... Mobile..... E-mail

UNDERTAKING

1. I have read all the Rules & Regulations of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the 2013-14.
2. The information given by me in application is true to the best of my knowledge and belief. I understand that if any of the statement made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the principal.
3. I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
4. I fully understand that the allotment of a course will be made to me depending on my inter-se merit, order of preferences given by me and the number of seats available at that point of time.
5. I understand that no documents after last date of submission will be entertained for the purpose of claims or concessions etc. in connection with my admission unless otherwise mentioned in the rules.
6. I am fully aware that the Competent Authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notification in the news paper and the notices on the notice board of college regularly, failing which I Shall be held responsible for any consequences.
7. I am aware that any rule imposed by the university such as imposing limits on the number of attempts permissible to pass any examination shall be binding on me.
8. I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the college which may result in disciplinary action against me under these Rules, Acts and Laws referred to.
9. I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the college for any infringement of the rules of conduct and discipline prescribed by the college or University or Government and the undertaking given above.
10. **Condition of minimum attendance:** I am fully aware that, I will not be allowed to appear for the examination if I do not attend minimum 75% classes of each of theory, practical, drawing etc. I am also aware that I will not be allowed for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawing, reports as specified by the university within stipulated time limit.
11. **Ragging:**
I am fully aware that ragging is prohibited as per the decision of Hon'ble Supreme Court of India in Writ Petition No. (C) 656/1986, as well as subsequent notifications issued by AICTE and University of Mumbai. If found indulged in ragging in any form in the college campus or in the vicinity, the same will be strictly dealt with and punished including expulsion from the college, as per the provisions of the Maharashtra Prohibition of Ragging Act 1999 and other legislations as may be applicable.
12. I undertake the responsibility of mis-behaviour done by physical/oral act. In such case, I may be driven out and will not be allowed to enter the college premises permanently.

Date :

Place:

Signature of Candidate

I undertake my ward will abide all 1 to 11 rules & regulations as above.

Date :

Place:.....

Signature of Parent/Guardian



Documents Not Submitted:

- 1) 2)
3) 4)

The above documents are not submitted by me. I undertake to submit the same within 3 days. If I fail to submit documents within 3 days, my admission is liable to be cancelled and I am aware that I will be responsible for consequences due to non-submission of documents in time.

Date :

Place:

Signature of Candidate

Admission - in - Charge

Provisionally admitted to course.....

PRINCIPAL

Note : Forms received by post / courier, etc. will not be entertained.



GHARDA FOUNDATION'S GHARDA INSTITUTE OF TECHNOLOGY

A/P: LAVEL, TAL. KHED, DIST. RATNAGIRI.
Tel.: 02356 - 262795 - 99, Fax : 02356 - 262980

No.

APPLICATION FOR ADMISSION TO DIRECT SECOND YEAR ENGINEERING (Academic Year 2013-14)

Only for Office use	Merit No. <input style="width: 90%;" type="text"/>	Branch:- <input style="width: 95%;" type="text"/>
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Admission Under : CAP ACAP Institute Level

Admission Category : Open / SC / ST / VJ-DT / NT1 / NT2 / NT3 / SBC / OBC

University : HU / OHU Type of Candidate : MS / OMS



Student's Details

..... (Surname) (First Name) (Father's Name) (Mother's Name)

Name in Devnagari Script : (Surname) (First Name) (Father's Name) (Mother's Name)

Date of Birth

DD	MM	YYYY					

 Male/Female Category : Hosteller/Day Scholar

Blood Group: Minority/Non-minority: Religion: Sub-caste:

Permanent Address:

.....
.....

Landline No..... Mobile..... E-mail

Present Address:

.....
.....

Landline No..... Mobile..... E-mail

Student's Bank Account Details: A/c No..... Bank..... Branch.....

Aadhaar Card No.:

Result

Name of Diploma Course :

Name of the Board :

Name of the last College :



Whether MSBTE ? / OR Other

DTE APPLICATION No.

No. of years taken to complete Diploma : Class / Division obtained:

Marks obtained : out of, Percentage :

Pre-diploma Academic Record: SSC: Division, Marks:%, HSC: Division, Marks:

List of Original Documents to be attached

1. Allotment letter from DTE site
2. SSC Mark-sheet
3. SSC Passing Certificate
4. Diploma Mark-sheets (For all Semesters)
5. Diploma Passing Certificate (Provisional / Final)
6. Equivalence Certificate (if Diploma is passed from other than MSBTE)
7. Migration Certificate (If Std XII passed from other than Maharashtra Board Issued by Various Board)
8. Polytechnic Leaving Certificate
9. Gap Certificate (If applicable)
10. Domicile Certificate
11. Nationality Certificate
12. Caste Certificate
13. Caste Validity Certificate
14. Non-creamy Layer Certificate valid up to 31.03.2014 (Required for other than SC/ST reserved category students)
15. Medical Fitness Certificate from MBBS, MD, MS doctor (As per format available in Prospectus)
16. Parent's Income Certificate from Tahsildar
17. Aadhaar Card (Attested photocopy)
18. Anti-ragging Affidavit of Student & Parent separately

Parents' Details

Father's Name : (Surname) (First Name) (Father's Name)

Qualification: SSC/Graduate/Post Graduate Occupation: Annual Income: Rs.....

Landline No..... Mobile..... E-mail

Local Guardian's Details

Name : (Surname) (First Name) (Father's Name)

Address:.....

Landline No..... Mobile..... E-mail

UNDERTAKING

1. I have read all the Rules & Regulations of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the 2013-14.
2. The information given by me in application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supplied by me in connection with my admission is later on at any time found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the competent authority.
3. I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.



4. I understand that no documents after last date of submission will be entertained for the purpose of claims or concessions, etc. in connection with my admission unless otherwise mentioned in the rules.
5. I am aware that any rule imposed by the university such as imposing limits on the number of attempts permissible to pass any examination shall be binding on me.
6. I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing, either inside or outside the college, which may result in disciplinary action against me under these Rules, Acts and Laws referred to.
7. I am fully aware that the Competent Authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notification in the news paper and the notices on the notice board of college regularly, failing which I Shall be held responsible for any consequences.
8. I fully understand that the Principal of the college where I would be admitted, has a right to expel me form the college for any infringement of the rules of conducts and discipline prescribed by the college or University or Governments and the undertaking given by above.
9. **Condition of minimum attendance :** I am fully aware that, I will not be allowed to appear for the examination if I do not attend minimum 75% classes each of theory, practical, drawing, etc. I am also aware that I will not be allowed for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawing, reports as specified by the university within stipulated time limit.
10. **Ragging:**
I am fully aware that ragging is prohibited as per the decision of Hon'ble Supreme Court of India in Writ Petition No. (C) 656/1986, as well as subsequent notifications issued by AICTE and University of Mumbai. If found indulged in ragging in any form in the college campus or in the vicinity, the same will be strictly dealt with and punished including expulsion from the college, as per the provisions of the Maharashtra Prohibition of Ragging Act 1999 and other legislations as may be applicable.
11. I undertake the responsibility of mis-behaviour done by physical/oral act. In such case, I may be driven out and will not be allowed to enter the college premises permanently.

Date: Name of Student

Place: Signature of Student

I have taken provisional admission in the Second Year Engineering in the course of in Gharda Institute of Technology, A/P : Level, Tal.Khed, Dist.Ratnagiri. I am aware that my admission is provisional and is subject to the Eligibility conditions of University of Mumbai, Mumbai. I shall abide by the fees fixed by Shikshan Shulka Samiti and will pay the fees accordingly.

Date: Name of Student

Place: Signature of Student

Declaration to be signed by the Parent / Guardian

I, declare that the particulars furnished by my son/daughter/ward in this application form are correct to the best of my knowledge. I undertake and bind myself to pay on behalf of my son/daughter/ward such fees, charges, etc., which College / University may levy from time to time by due date and in the event of failure on my part and / or the part of my son/daughter/ward, the Principal of the college may take such action against my son/daughter/ward, as he/she may deem fit.

I know that if my son/daughter/ward is found to be involved in ragging or any other immoral, unethical activities, he/she be punished as per prevailing Law. I shall abide by the decision of college authorities in the matter.

As and when college authorities expects to be present, I will make myself available. Otherwise, I know that college authorities will take suitable and necessary action against my ward, which will be acceptable to me.

Date: Name of Guardian

Place Signature of Guardian



FOR OFFICE USE ONLY

Documents Not Submitted:

- 1)
- 2)
- 3)
- 4)

The above documents are not submitted by me. I undertake to submit the same within 3 days. If I fail to submit documents within 3 days, my admission is liable to be cancelled and I am aware that I will be responsible for consequences due to non-submission of documents in time.

Date :

Place :

Signature of Candidate

Admission - in - Charge

Provisionally admitted to course.....

PRINCIPAL

Note : Forms received by post / courier, etc. will not be entertained.



Application & Admission Form for – FE to SE / SE to TE / TE to BE
(Academic Year 2013-14)

No.
Passport size Photograph

Course : Regn.No.

Student's :
(First Name) (Father's Name) (Surname) (Mother's Name)

Date of Birth : Gender : (Male / Female)

Hosteller / Day Scholar : Blood Group :

Permanent Address :

Address for Correspondence :

Student's : Landline No. Mobile No. E-mail :

Student's Bank Account Details: A/c No. Bank. Branch.

Aadhaar Card No.:

Parent's : Landline No. Mobile No. E-mail :

Parent's Occupation : Parent's Annual Income (2012-13) : `

Religion : (Hindu / Muslim / Sikh / Christian / Bauddha / Jain / Parasi)

Category : (OPEN/SC/ST/VJ-DT/NT-1/NT-2 /NT-3 /SBC/OBC) Caste: Sub-Caste:

Local Guardian's Details

Name :
(Surname) (First Name) (Father's Name)

Address:

Landline No. Mobile. E-mail

Result :

Semester	No. of Subjects (Heads)		Semester	No. of Subjects (Heads)		Semester	No. of Subjects (Heads)	
	Passed	Failed		Passed	Failed		Passed	Failed
I			III			VI		
II			IV			VI		

ATKT Eligibility Condition

For SE Admission	For TE Admission	For Final Year Admission
If the student has failed in not more than 5 heads of passing of Semester I & II examinations considered together, he/she will be permitted to enter upon the course for Semester III	First Year – Full Pass (First & Second Semester – All Clear) AND If the student has failed in not more than 5 heads of passing of Semester III & IV examinations considered together, he/she will be permitted to enter upon the course for Semester V.	First Year – Full Pass (First & Second Semester – All Clear) Second Year – Full Pass (Third & Fourth Semester – All Clear) AND If the student has failed in not more than 5 heads of passing of Semester V & VI examinations considered together, he/she will be permitted to enter upon the course for Semester VII.
Eligible / Not Eligible	Eligible / Not Eligible	Eligible / Not Eligible



UNDERTAKING

1. I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
2. I understand that no documents after last date of submission will be entertained for the purpose of claims, concessions, etc. in connection with my admission unless otherwise mentioned in the rules.
3. I am aware that any rule imposed by the affiliated university, such as imposing limits on the number of attempts permissible to pass any examination, shall be binding on me.
4. I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the college, which may result in disciplinary action against me under these Rules, Acts and Laws referred to.
5. I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the college for an infringement of the rules of conducts and discipline prescribed by the college or University or Governments and the undertaking given by me above.
6. **Condition of minimum attendance :**
I am fully aware that, I will not be allowed to appear for the examination if I do not attend minimum classes (75% per semester of theory, practical, drawing, etc. as per prevailing rules of University of Mumbai. I am also aware that I will not be allowed for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawing, reports as specified by University of Mumbai within stipulated time limit.
7. **Ragging:**
I am fully aware that ragging is prohibited as per the decision of Hon'ble Supreme Court of India in Writ Petition No. (656/1986, as well as subsequent notifications issued by AICTE and University of Mumbai. If found indulged in ragging in any form in the college campus or in the vicinity, the same will be strictly dealt with and punished including expulsion from the college, as per the provisions of the Maharashtra Prohibition of Ragging Act 1999 and other legislations as may be applicable.
8. I undertake the responsibility of mis-behaviour done by physical/oral act. In such case, I may be driven out and will not be allowed to enter the college premises permanently.

Date:

Name of Student

Place:

Signature of Student

8. I, have taken provisional admission in the Second / Third Year / Final Year Engineering in Gharda Institute of Technology, A Level, Tal.Khed, Dist.Ratnagiri. I am aware that my admission is provisional and is subject to the Eligibility conditions of University of Mumbai, Mumbai. I shall abide by the fees fixed by Shikshan Shulka Samiti and will pay the fees accordingly.

Date:

Name of Student

Place:

Signature of Student

FOR OFFICE USE ONLY

VERIFICATION

The application is scrutinized, documents verified. Applicant is ELIGIBLE, hence, he / she is registered for admission in Second Year / Third Year / Final Year B.E.

Course Name :

Registration No.

Academic Section



Application & Admission Form for – FE to SE / SE to TE / TE to BE
For candidates coming from other institutes (Academic Year 2013-14)

No.
Passport size Photograph

Course : Regn.No.

Student's :
 (First Name) (Father's Name) (Surname) (Mother's Name)

Date of Birth : Gender : M/F Religion:

Hosteller / Day Scholar : Blood Group :

Permanent Address :

Address for Correspondence :

Name of earlier Institute & Year (FE/SE/TE)

Student's : Landline No. Mobile No. E-mail :

Student's Bank Account Details: A/c No. Bank Branch.....

Aadhaar Card No.:

Parent's : Landline No. Mobile No. E-mail :

Parent's Occupation : Parent's Annual Income (2012-13) : `

Category :(OPEN/SC/ST/VJ-DT/NT-1/NT-2 /NT-3 /SBC/OBC) Caste: Sub-Caste:

Local Guardian's Details

Name :
 (Surname) (First Name) (Father's Name)

Address:

Landline No. Mobile E-mail

Result :

Semester	No. of Subjects (Heads)		Semester	No. of Subjects (Heads)		Semester	No. of Subjects (Heads)	
	Passed	Failed		Passed	Failed		Passed	Failed
I			III			VI		
II			IV			VI		

ATKT Eligibility Condition

For SE Admission	For TE Admission	For Final Year Admission
If the student has failed in not more than 5 heads of passing of Semester I & II examinations considered together, he/she will be permitted to enter upon the course for Semester III	First Year – Full Pass (First & Second Semester – All Clear) AND If the student has failed in not more than 5 heads of passing of Semester III & IV examinations considered together, he/she will be permitted to enter upon the course for Semester V.	First Year – Full Pass (First & Second Semester – All Clear) AND Second Year – Full Pass (Third & Fourth Semester – All Clear) AND If the student has failed in not more than 5 heads of passing of Semester V & VI examinations considered together, he/she will be permitted to enter upon the course for Semester VII.
Eligible / Not Eligible	Eligible / Not Eligible	Eligible / Not Eligible



UNDERTAKING

1. I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
2. I understand that no documents after last date of submission will be entertained for the purpose of claims, concessions, etc. in connection with my admission unless otherwise mentioned in the rules.
3. I am aware that any rule imposed by the affiliated university, such as imposing limits on the number of attempts permissible to pass any examination, shall be binding on me.
4. I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing, either inside or outside the college, which may result in disciplinary action against me under these Rules, Acts and Laws referred to.
5. I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the college for any infringement of the rules of conducts and discipline prescribed by the college or University or Governments and the undertaking given by me above.
6. **Condition of minimum attendance :**
I am fully aware that, I will not be allowed to appear for the examination if I do not attend minimum classes (75% per semester) of theory, practical, drawing, etc. as per prevailing rules of University of Mumbai. I am also aware that I will not be allowed for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawing, reports as specified by University of Mumbai within stipulated time limit.
7. **Ragging:**
I am fully aware that ragging is prohibited as per the decision of Hon'ble Supreme Court of India in Writ Petition No. (C) 656/1986, as well as subsequent notifications issued by AICTE and University of Mumbai. If found indulged in ragging in any form in the college campus or in the vicinity, the same will be strictly dealt with and punished including expulsion from the college, as per the provisions of the Maharashtra Prohibition of Ragging Act 1999 and other legislations as may be applicable.
8. I undertake the responsibility of mis-behaviour done by physical/oral act. In such case, I may be driven out and will not be allowed to enter the college premises permanently.

Date:

Name of Student

Place:

Signature of Student

8. I, have taken provisional admission in the Second / Third Year / Final Year Engineering in Gharda Institute of Technology, A/P : Lavel, Tal.Khed, Dist.Ratnagiri. I am aware that my admission is provisional and is subject to the Eligibility conditions of University of Mumbai, Mumbai. I shall abide by the fees fixed by Shikshan Shulka Samiti and will pay the fees accordingly.

Date:

Name of Student

Place:

Signature of Student

FOR OFFICE USE ONLY

VERIFICATION

The application is scrutinized, documents verified. Applicant is ELIGIBLE, hence, he / she is registered for admission Second Year / Third Year / Final Year B.E.

Course Name :

Registration No.

Academic Section



Ref.No.GIT/AS/Transfer/20.....

Date:

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Mast./Ms..... is a bonafide student of this Engineering College, studying in Year Engineering in the Academic Year

We have no objection if he/she seeks admission in any other college for Year Engineering.

For Gharda Institute of Technology

Principal

