

Shri Ramdeobaba College of Engineering and Management, Nagpur
Important Instructions to the Candidates

For Institutional Quota

For counselling Round-I for First Year B.E. to be held on 4th Dec 2021

Reporting Time: 9.30 A.M.

Venue: Basketball Ground beside IT Block, RCOEM Campus

Candidates having their name in Final college merit List for Merit rank 1200 (CET) and Merit rank 300 (JEE) are invited to participate in counselling round on 4/12/2021 in college campus.

The admission schedule for the same is as follows: Date: 4th Dec, 2021(Saturday)

TIMING	JEE FCML MERIT NO	MHT CET FCML MERIT NO
9.30 A.M.	1-150	--
10.30 A.M.	151-300	--
11.00 A.M.	--	1-150
12.30 A.M.	--	151-300
1.30 P.M.	--	301-450
2.30 P.M.	--	451-600
3.30 P.M.	--	601-800
5.00 P.M.	--	801 onwards

Covid-19 norms like social distancing, wearing of mask, sanitisation, Arogya Setu App etc. are to be strictly followed. All candidates are advised to bring their own water bottle.

All candidates / parents participating in the counseling round should note the following points.

- 1) Mere appearance of the name of a candidate in the Final Merit List (FCML) published on 1st Dec. 2021, does not guarantee Admission to RCOEM. It is only indicative of the final order of merit of the candidate amongst the applicants to be called for provisional admission during counselling round.
- 2) The counselling round for admissions shall be conducted on 4th Dec 2021. The candidates will be called one by one, as per their order of merit in the FCML; to the counselling table and the admission will be confirmed on-spot during counselling if the candidate desires to do so.
- 3) The round of admission with reference to FCML number will be conducted in RCOEM Campus, Basketball Ground beside IT Block. The admissions will start at 09.30 am, sharp and the process will continue until all seats are allotted.
- 4) Admission will be confirmed in the counseling round amongst the **present candidates** only. If a candidate fails to report for counseling at his/her scheduled time, his/her claim for admission (at the point of time of late reporting) shall only be considered for the remaining seats available at that time.
- 5) Before the candidate reaches the counseling table, he/she should be prepared with the preference of branches in which they want to seek admission. Time shall not be provided at the Counseling Table for discussions regarding choosing a branch.
- 6) The admission shall be confirmed only after receipt of
 - a) **Demand Draft (DD) / Pay Order of Rs.165500/- from a Nationalized Bank, drawn in favour of 'Shri Ramdeobaba College of Engineering & Management' payable at Nagpur. Cheque /cash will not be accepted.**
 - b) **All original documents**
 - c) **5 sets of self-attested photocopies of all documents**

d) Softcopies of all documents in pen-drive

7) In case a candidate has already taken admission somewhere else and does not possess the original documents, then he/she has to produce the **original 'Bonafide Student Certificate'** at the time of counseling, issued by the respective institute, **with a mention that the original documents are with the college.** Furthermore, the candidate has to give the undertaking in **'PROFORMA –M'**.

8) Please arrange the documents in the sequence mentioned below:

1. Demand Draft/Pay Order with Name, Final Merit List (FML) number and mobile number written on the reverse of the DD/ Pay order.
2. Receipt cum acknowledgement letter from FC.
3. MH-CET-2021 /JEE(Main)-2021 or both Score cards whichever is applicable
4. SSC/X (10th) Class Marks Sheet
5. HSSC/Intermediate/XII (12th) Class Marks Sheet
6. Transfer/Leaving Certificate
7. Domicile Certificate / Nationality of candidate.
8. Migration Certificate (Only those candidates who have passed HSSC from other than Maharashtra State).
- 9. Candidates are also required to submit all the documents which they have submitted while document verification at Facilitation Centre.**
- 10. Any other certificate (if required).**

9) In case of allotment of a seat, the candidate is required to collect the 'Allotment Slip' and proceed to the Document Submission Counter, submit the documents and collect the **"Provisional Admission Slip"** duly signed by Dean-Admissions.

10) Fill-up the Admission **Form** and attach two sets of self-attested documents and submit it at the office of Dean-Admissions which is located opposite to the Accounts Section.

11) Induction programme for the newly admitted students shall be communicated later.

Dr.P.D.Pachpor

Dean-Admissions 01/12/2021