

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

For Institutional Quota (20% Seats) Admissions

For Counseling Round for First Year MBA on 3rd Dec 2021

Reporting Time: 10.30 am

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 (FML) to be published on 1st Jan 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 counseling round.
- 2) The counseling round for admissions shall be conducted on **3rd Dec 2021 from 11.00 a.m.** The candidates will be called one by one, as per their order of merit in the FML, to the counseling table and the admission shall be confirmed on SPOT subject to availability of seats during Counseling if the candidate desires to do so.
- 3) Admission will be confirmed in the counseling Round **amongst the present candidates only** as per time mentioned above. 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 the time of late reporting.
- 4) The admission shall be confirmed only **after receipt of self-attested copies of all documents, as mentioned below, along with Demand Draft / Pay Order of Rs.115500/-** from a Nationalized Bank, drawn in favour of 'Shri Ramdeobaba College of Engineering & Management' payable at Nagpur, **(Break up of fees displayed on college website)** against the Provisional Admission Fees. **Candidate must bring all original documents for verification. Cheque/cash will not be accepted.**
- 5) In case the candidate has already taken admission somewhere else and does not possess the original documents, then he/she has to produce the '**Bonafide Student Certificate**' at the time of counseling, issued by the respective institute, with a mention that the original documents are with the college. Further, the candidate has to give the undertaking in the '**PROFORMA –M**'.
- 6) **Arrange the documents in the sequence mentioned below:**
 - Demand Draft/Pay Order with name, phone number / mobile number and Final Merit List (FML) number written on the back side of the DD/ Pay order.
 - CAP Acknowledgement letter and CAP final merit number letter.
 - Candidates are also required to submit all the documents which they have submitted while document verification at **Facilitation Centre**.
 - CAT (conducted by IIMs)/ GMAT (conducted by GMAC, USA)/ CMAT 2020 (Conducted by AICTE)/MAT (conducted by AIMA)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)/ MAH-MBA/MMS-CET 2020.
 - SSC / X (10th) Class Marks Sheet
 - HSSC / Intermediate / XII (12th) Class Marks Sheet
 - Degree Marks Sheet (All Semesters / Years)
 - Transfer / Leaving Certificate
 - Migration Certificate (only those candidates who have passed Graduation from other than RTM Nagpur University).
 - Eligibility Certificate (Students who have done graduation from other than RTM Nagpur University).
 - Domicile Certificate / Nationality of candidate issued by Dy. Collector / Ex. Magistrate from Maharashtra State.
 - **Soft copies of all original documents also are to be submitted** (Please bring in pen drive coloured scanned copies)
 - Any other certificate (if required)
- 7) In case of allotment of any seat, the candidate is required to collect the 'Allotment Slip', and proceed to the Document Submission Counter, submit the documents and collect an **Admission Form** and a "**Bonafide / Provisional Admission Certificate**" duly signed by Dean-Admissions.
- 8) Fill-up the admission form and attach 2 sets of attested documents, affix a latest passport size photograph.
- 9) Candidates are required to **keep 5 sets of attested documents submitted** at the time of admission, with them for further use.
- 10) Candidates whose final year results are awaited they are required to **submit an undertaking in the prescribed format at the time of admission.**

Dr.P.D.Pachpor

Dean-Admissions

Date: 25.11 2021