

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

For Counseling Round – I for First Year MBA INTERATED on 12<sup>th</sup> July 2018

**Reporting Time followed by briefing session: 10.30 am**

**(Venue: M.B.A. Auditorium, Dept of Management Technology)**

1. Mere appearance of the name of a candidate in the Final College Merit List (FML), published on 10<sup>th</sup> July 2018, **does not guarantee Admission to RCOEM**. It is only indicative of the order of merit of the candidate amongst the applicants to be called for provisional admission during counseling round-I.
2. The counseling round for admissions shall be conducted on **12<sup>th</sup> July 2018 from 11.00 am onwards**. The candidates will be called one by one, as per their order of merit in the FML, to the counseling table and the admission will be confirmed on-spot 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 the 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 that time.
4. The admission shall be confirmed only **after receipt of all original documents along with Demand Draft / Pay Order of Rs.58500/-** from a Nationalized Bank, drawn in favour of **‘Shri Ramdeobaba College of Engineering and Management’** payable at Nagpur. **Cheque/ Cash will not be accepted.**
5. **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’**.
6. **Arrange the documents in the following order:**
  - a) Demand Draft/Pay Order with Name, Final Merit List (FML) number, and Mobile number written on the back side of the DD/ Pay order.
  - b) SSC/X (10th) Class Marks Sheet.
  - c) HSSC/Intermediate/XII (12th) Class Marks Sheet.
  - d) Transfer/Leaving Certificate.
  - e) Migration Certificate (only those candidates who have passed HSSC from other than Maharashtra State).
  - f) Domicile / Nationality of candidate
  - g) Proforma- O, Original Affidavit of Hindi Linguistic Minority (if admitted under the Linguistic Minority quota).
  - h) Any other certificate (if required).
7. **Original affidavit (non-returnable) is must** for admission under Linguistic Minority-Hindi Quota. The candidates are required to submit the affidavit of Linguistic Minority-Hindi in the prescribed format only.
8. In case of allotment of a seat, the candidate is required to proceed to the Document Submission Counter, submit the documents and collect the **“Provisional Admission letter”** duly signed by Dean-Admissions and **Admission Form**.
9. Fill-up the **Admission Form** and attach two sets of attested documents and submit it at the office of Dean-Admissions which is located opposite to the Accounts Section.
10. **Candidates are required to keep 05 sets of attested copies of the documents to be submitted at the time of admission with them for further use.**
11. Exact date of commencement of regular classes will be communicated by Dean-Academics through the College Website i.e. [www.rk nec.edu](http://www.rk nec.edu)

**Prof.P.B.Kulkarni**

Dean-Admissions

9<sup>th</sup> July 2018