Shri Ramdeobaba College of Engineering and Management, Nagpur

Important Instructions to candidates who are admitted to RCOEM via CAP-FIRST YEAR M.B.A. -2019-20

Reporting to the institute for Confirmation of Admission as per CAP round 1 allotment, during 8th August 2019 to 11th August CAP round 2 allotment, during 17th August 2019 to 19th August, CAP round 3 allotment, during 24th August 2019 to 26th August 2019 between 10.00 am to 5.00 pm.

Reporting Venue: Auditorium (Admistrative Building)

Welcome to Shri Ramdeobaba College of Engineering and Management. Please note following points which are to be followed during confirmation of admission at RCOEM through CAP.

1) Admission will be confirmed only if the candidate reports before last date as mentioned in allotment letter.

2) The admission shall be confirmed only **after receipt of all original documents along with Demand Draft/ Pay Order as mentioned in table given below** from a Nationalized Bank, drawn in favour of ' **Shri Ramdeobaba College of Engineering and Management** ' payable **at Nagpur**.

3) The student who has confirmed(freezed) the admission in CAP at ARC by paying seat acceptance fee should prepare the demand draft for the amount mentioned in last Column of the table given below.

Category	Tuition Fees	Development Fees	Examination fee	Caution Money Deposit	Admission Processing Fees	Total Fees
Open/Minority	Rs.93,913/-	Rs 14087/-	Rs. 5000/-	Rs. 5000/-	Rs. 500/-	Rs. 118500/-
SC/ST	- Ni l -	Rs 14087/-	Rs. 5000/-	Rs. 5000/-	Rs. 500/-	Rs. 24587/-
***SBC/VJ/NT**	- Ni l -	Rs 14087/-	Rs. 5000/-	Rs. 5000/-	Rs. 500/-	Rs. 24587/-
OBC with non creamy layer	Rs. 46957/-	Rs 14087/-	Rs. 5000/-	Rs. 5000/-	Rs. 500/-	Rs 71544/-

4) 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 reporting, 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'.**

5) **Arrange the documents in the sequence mentioned below:**
   - CAP Allotment Letter.
   - CAP Final Merit Number Letter
   - Receipt of payment at college cash counter.
   - Candidates are also required to submit all the documents which they have submitted while document verification at **Facilitation Centre**.
   - MAH-MBA--CET-2019 Score Card OR whichever is applicable
   - SSC/X (10th) Class Marks Sheet
   - HSSC/Intermediate/XII (12th) Class Marks Sheet
   - Nationality/ Domicile Certificate
   - All Graduation marksheet
   - Transfer/College Leaving Certificate
   - Migration Certificate (only those candidates who have passed other than RTMNU University).
   - Eligibility Certificate (only those candidates who have passed other than RTMNU University).
   - Gap Certificate (if required).
   - Any other certificate (if required).
   - **Caste category students should submit the required documents (such as caste certificate, Non Creamy Layer certificate and Caste validity Certificate).**
   - **Soft copies of all original documents are to be submitted. Please bring in Pen Drive.**

6) **Candidates belonging to reserved category are required to open a bank account in UCO bank, RCOEM and submit the account details to Registrar office within 15 days from the date of admission.**

7) Keep a photocopy of admission slip always with you till your Identity card is prepared.

8) You are required to browse the college website www.rknec.edu at least twice a week for updates.

9) Any change in phone number, address should be communicated to admission office.

10) You are required to preserve 5 sets of Self attested documents submitted at the time of admission with you for further use.

--Prof.P.B.Kulkarni
Dean-Admissions
Date:15/07/2019