



July 5, 2016

**(1) Applicable Fee & Fee to be paid :**

Refer college website OR college/hostel notice boards for Fee Applicable.  
Refer following table for the fee installments;

| Type of candidate   | Installment - I   | Installment - II                                     |
|---|---|--|
| Open/General/EBC  | Min 40% on total applicable fee at the time of admission                                | Remaining Aug 31, 2016                               |
| OBC admitted through CAP<br>(Scholarship/Freeship holders)                  | 60% on <b>Student's Applicable Fee</b>  | Remaining of Students<br>Applicable fee Aug 31, 2016 |
| NT/VJ/DT/SBC/TFWS admitted<br>through CAP (Scholarship/Freeship<br>holders) | <b>100% on Student's Applicable Fee<br/>(Full Development Fee + University<br/>Fee)</b> | NA   |
| SC/ST admitted through CAP<br>(Scholarship/Freeship holders)                | <b>Only University Fee<br/>(Rs. 1150/-)</b>   | NA   |

**(2) Fee Payment Option :**

**1) Demand Draft**

**Institute Fee:** 'Principal, R. C. Patel Institute of Technology' payable at Shirpur  
**Boys hostel Fee:** 'SES Boys Hostel' payable at Shirpur  
**Ladies Hostel Fee:** 'SES Ladies Hostel' payable at Shirpur

OR, **2) Bank Challan System:** Students can pay fee through 'Peoples Bank Challan' – Counter available in College Campus.

Step-I: Collect bank challan (If you are paying fee as per installment table)  
Step-II: Pay cash and get receipt of challan (one copy – Student Copy) by Bank Counter  
Step-III: Submit that copy -**student copy**- of challan at Fee Counter and get College Receipt & Admission Form.

**(3) Admission Confirmation at respective Department :**

Submit filled admission form with Xerox copies of following documents to respective department.

Documents to be attached with Admission Form: (1) Latest University Marksheet (Web Print) Document to be shown (1) Institute Fee Receipt (2) Valid I-CARD

After completion of above process you will be allotted with a Roll Number.

Refer notice boards for the notification of Change of Branch, Provisional Admissions.

**(4) Term Work Stationary , I-card & Uniform :**

After enrollment you must purchase Term Work Stationery from Co-operative Store without which you will not be allowed to enter Practical or Classes. You must attend Practical/Classes in full uniform & with valid I-card.

**(5) Late Fee:**

You must take admission & complete your process within 5 days from the date of declaration of University Result. Rs. 100 per day will charged thereafter as a late fee.

**(6) Scholarship/freeship form submission:** You must submit this form with your last marksheet (xerox copy of printed marksheet), student's nationalized passbook xerox and father income for March 2016 at the time of EXAMINATION FORM SUBMISSION to Scholarship Counter in office.

*Principal*  
R. C. Patel Institute of Technology  
Shirpur Dist. Dhule


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- 1) **Refer: Student Circular for Regular Admission 2016-17.**
- 2) **Submission of list of Eligible candidates for admissions in 2016-17**  
HODs should submit list of eligible candidates with signature of HOD to Fee Counter on next day of result declaration with name of candidates as appeared on their marksheet. Incomplete List or names with initials will not be accepted. Admission process will not start unless you submit such a list in time.
- 3) **Admission Confirmation at respective Department :**  
Departmental HODs should appoint two faculties for departmental admissions (SE to BE) and display their details such as sitting location, time and contact numbers on College/Hostel Notice Boards. Documents to be collected with Admission Form: (1) Latest University Marksheet (Web Print)  
Document to be seen & checked (1) College Fee Receipt (2) Valid I-CARD  
After completion of above process give Roll Number to Students.  
Note: (1) New admissions – Do not accept new D2D admissions before their allotment is done in RCPIT. However, permission for allowing classes shall be obtained from Registrar & Principal Sir. (2) SE -Change of branch- admission should be given after obtaining list from Prof. SP Shukla duly signed by the Principal Sir. (3) Do not accept provisional admission without permission/application in prescribed format and approved by VS Chaudhari & concerned HOD.
- 4) **After Enrollments :**
  - 1) After enrollment you must ensure that your student is in Full Uniform, with valid I-card & have purchased Term Work Stationery from college Co-operative Store.
  - 2) You must check your class students have taken admission / paid fee. Consult fee counter daily. Follow up for non-reported students.
  - 3) You should not allow students to attend class without paying fee/taking admission.
- 5) **Late fee will be collected by FEE COUNTER and NOT BY THE DEPARTMENT.**
- 6) **DATA ENTRY:**  
Department must fill-up / update students data in College ERP software within a week after result declaration. Data entered by the departmental will be checked and verified on July 30, 2016.
- 7) Other Certificates to be issued by the office: Bonafide, Fee Estimate etc will be issued to the students by Mrs. Bhavsar within 3 hours. Transfer Certificate (TC) will be issued to students within ONE DAY.

  
Principal  
R. C. Patel Institute of Technology,  
Shirpur Dist. Dhule

