



## **Instructions to candidates for filling up the application form**

### **(Institute Level Seats)**

1. Read all the instructions carefully before filling up the form.
2. Carefully select the candidate type in which you are eligible to apply.  
(You are required to go through the eligibility criteria laid down by the Competent Authority, Maharashtra State, for F.E. admissions).
3. Application Processing Fees per candidate will be Rs. 3,000/- plus applicable GST of 18% (i.e., total of Rs. 3,540/-), which is not refundable.
4. When a candidate registers for making an application, he/she will be strictly required to create only one ID. **System will not allow the same candidate to generate the ID second time.**
5. Please fill in all the mandatory fields i.e. fields marked with \*.
6. Candidate is required to check the information entered in the application form carefully before submitting the form.
7. Once the application is submitted, no changes can be made thereafter.
8. After the submission of the form, please proceed for payment of the processing fees.
9. After successful payment of the processing fee, the candidate will receive an email in the next 24 hours with details such as, Microsoft Teams Login Id and Password for uploading the necessary documents.
10. Candidate can sign in using Microsoft Teams Login ID and password in browser (<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software>) or by downloading the app (<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>) for uploading the necessary documents.
11. Please do not share your Microsoft Teams Login ID & Password with others.
12. Please note that the application will be considered only after the successful payment of processing fees and uploading of necessary documents.
13. Allotment of seats to various branches will depend on the availability of seats and the order of preference given by the candidate and as per merit only.
14. Please note that the admission process is carried out strictly in accordance with the norms and guidelines of the Competent Authority, Maharashtra State.
15. Admission process may be subject to changes, as per the instructions received from the Competent Authority, Maharashtra State from time to time.
16. Please do not share your Username & Password with others.
17. **Submission and processing of the application do not guarantee admission. It is purely based on the availability of the seats in the order of merit.**  
**(Please refer the college website for further instructions).**