



TERNA ENGINEERING COLLGE, NERUL

Attention Direct Second Year Engineering Students

Congratulations for getting allotment in **Terna Engineering College!!**

Students are advised to follow following procedure to report to the institute for admission.

- a) Refer & read this document completely.
- b) Keep all required documents ready, as mentioned herein.
- c) Do report to institute before last date of prescribed date and time (Given by DTE)
Working hours of college: 11:00 hrs to 17:00 hrs.
- d) When you visit college, enquire with reception counter for queries.
- e) Get college application form from “**Application Desk**”. Fill the entire form neatly
Get application form for Eligibility certificate at cost of **Rs.420/-**. This is required to apply to University & MSBTE verification fees.
- f) **Approach “Document Verification Desk”** for verification of **documents**
- g) **After verification, Student and Parents need to meet Principal for Counseling**
- h) After Counseling, Filled application Form with copies of documents and originals needs to be submitted to **Admission Desk in office**, Submit Application of Eligibility also. Help to enter your data on computer on Admission desk for college administration software.
- i) Please pay Fees on **Accounts Desk**.
- j) Those students (belonging to reserve category) who will be taking benefit of Government Scholarships needs to collect Scholarship details from **Scholarship desks**.
- k) Online reporting on DTE site is essential, hence **DTE Reporting Table** will help for that purpose.
- l) Please collect your ID No./Division etc.
- m) Start attending college from the date of admission – To be informed at the time of counseling.
- n) Student need to send soft copy of Pass Port Size Photograph in jpg format to tnlondhe@gmail.com, within **Two days** of admission mentioning your ID.No. and name

Documents and Fees

Application & Institution brochure will be obtained from office by paying cash Rs.500/-

Student Category	Document (Original & 6 Attested Copies)	Demand Draft (in favor of Principal, Terna Engineering College, payable at Navi Mumbai)
OPEN Category	<ol style="list-style-type: none">1. Allotment Letter /Print form DTE2. SSC Mark sheet3. First Year to Final Year Diploma Original Mark sheet4. College Leaving / Transfer Certificate5. Provisional Diploma Passing Certificate6. Domicile / Indian Nationality Certificate7. Gap certificate, if passed before 20108. Photograph:-06.(Write name/branch behind each)	Three separate DDs to be made 1) Rs. 51993/- (Tuition and Development Fees Rs.51220/- +University Fees) 2)Rs.870/- (Exam Fees) 3) Rs.810/- (Stationery Charges)
*SC / ST / NT/ SBC/OBC Category	All above documents from Sr. No. 1 to Sr. No.8 and <ol style="list-style-type: none">9. Caste Certificate10. Caste Validity Certificate11. Non Creamy Layer Certificate @ Valid up to 31/03/2011 (except SC/ST)	
*Sr.No.9,10 & 11 required only for Scholarship		

As per the minutes of the Shikshan Shulka Samiti held on July 28, 2010, the finalized fees by Shikshan Shulka Samiti for academic year 2010-2011 is Rs.51,220/-

Parents and Students shall be informed regarding **Orientation Program**. Everyone must attend Orientation Program. **Collect your ID** card on September 15, 2010 from the office.

Do regularly visit on College website www.terna.org for updates.

Thanks & enjoy at Terna

All the Best !!


(Dr. K.T.V.Reddy)
Principal

Terna Engineering College

Note:

Since College is **providing application form** for provisional eligibility certificate for admission of candidates, admission to Direct Second Year 2010-11 will be PROVISIONAL for these students until the college receives their Provisional Eligibility Certificates from University of Mumbai & MSBTE.