



TERNA ENGINEERING COLLEGE, NERUL

Attention First 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: 10:00 hrs to 17:00 hrs.
- d) When you visit college, enquire with reception counter for queries.
- e) Get college application form from “**Application Desk**” (at cost). Fill the entire form neatly Get application form for Eligibility certificate at cost of Rs.320/- (Only for Non HSC boards like CBSE/ICSE etc.) This is required to apply to University
- f) **Student and Parents need to meet authorities for counseling & interaction.**
- g) After Counseling, Filled application Form with attested copies of documents and originals needs to be submitted to **Admission Desk in Seminar Hall on First Floor(Room 119)**, Submit Application of Eligibility also. Help to enter your data on computer on Admission desk for college administration software.
- h) Please pay Fees on **Accounts Desk.**
- i) Those students (belonging to reserve category) who will be taking benefit of Government Scholarships needs to collect Scholarship details from **Scholarship desks.**
- j) Online reporting on DTE site is essential; hence **DTE Reporting Table** will help for that purpose.
- k) Please collect your ID. No. / Division etc.
- l) Start attending college after completion of admission process.
- m) 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

Student Category	Document (Original & 3 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 DTE 2. SSC Mark sheet 3. HSC Mark sheet 4. HSC Leaving Certificate /TC 5. MHT-CET/ AIEEE Score Card 6. Gap certificate, if passed before 2011. 7. Domicile / Indian Nationality Certificate 8. Migration Certificate (Only in case of CBSE / ICSE & Non HSC Boards) 9. Photograph:- 4.(Write name/branch behind each) (Performa under which admission is confirmed needs to be filled for PH/DEF category)	Two separate DDs to be made 1) Rs 63,228/- (Interim Tuition and Development Fees Rs.61,000/- +University Fees) 2) Rs.870/- (Exam fees)
SC / ST / NT Category	All above documents from Sr. No. 1 to Sr. No.9 and 10. Caste Certificate 11. Caste Validity Certificate 12. Non Creamy Layer Certificate @ Valid up to 31/03/2012 (except SC/ST)	
For reserve Category Student's Fees, Please enquire with College office. * 7% Fees will be increased every year for all students.		

Parents and Students shall be informed regarding **Orientation Program**. Everyone must attend Orientation Program.

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

Thanks & enjoy at Terna

All the Best!!

Sd/-
(Dr. D.C.Sahni)
I/C Principal
Terna Engineering College

Note:

Since College is **providing application form** for provisional eligibility certificate for admission of CBSE/ICSE/GOI/J&K candidates, admission to FE 2011-12 will be PROVISIONAL for these students until the college receives their Provisional Eligibility Certificates from University of Mumbai.