



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: 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.320/- (Only for Non HSC boards like CBSE/ICSE etc.) This is required to apply to University
- f) **Approach “Document Verification Desk”** for verification of **documents**
- g) **After verification, Student and Parents need to meet Principal and Head of First Year Engg. for Counseling.**
- h) 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**, 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 after completion of admission process.
- n) Student need to send soft copy of Pass Port Size Photograph in jpg format to [tlondhe@gmail.com](mailto:tlondhe@gmail.com), within **Two days** of admission mentioning your ID.No. and name

Student Category	Document (Original & 5 Attested Copies)	Demand Draft ( in favor of <b>Principal , Terna Engineering College, payable at Navi Mumbai)</b>
<b>OPEN</b> Category	<ol style="list-style-type: none"> <li>1. Allotment Letter /Print form DTE</li> <li>2. SSC Mark sheet</li> <li>3. HSC Mark sheet</li> <li>4. HSC Leaving Certificate /TC</li> <li>5. MHT-CET/ AIEEE Score Card</li> <li>6. Gap certificate, if passed before 2010.</li> <li>7. Domicile / Indian Nationality Certificate</li> <li>8. Migration Certificate (Only in case of CBSE / ICSE &amp; Non HSC Boards)</li> <li>9. Photograph:-6.(Write name/branch behind each)</li> </ol> (Performa under which admission is confirmed needs to be filled for PH/DEF category)	<b>Three separate DDs</b> to be made 1) <b>Rs 52143/-</b> (Interim Tuition and Development Fees Rs.51220/- +University Fees) 2) <b>Rs.870/-</b> (Exam fees) 3) <b>Rs.1305/-</b> (Stationery Charges)
<b>SC / ST / NT SBC/OBC</b> 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 31/03/2011 (except SC/ST)	
<b>For reserve Category Student's Fees, Please enquire with College office.</b>		

*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 25, 2010 from the office.

Do regularly visit on College website [www.terna.org](http://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 CBSE/ICSE/GOI/J&K candidates, admission to FE 2010-11 will be PROVISIONAL for these students until the college receives their Provisional Eligibility Certificates from University of Mumbai.