



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, within **Two days** of admission mentioning your ID.No. and name

Student Category	Document (Original & 5 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 2010. 7. Domicile / Indian Nationality Certificate 8. Migration Certificate (Only in case of CBSE / ICSE & Non HSC Boards) 9. Photograph:-6.(Write name/branch behind each) (Performa under which admission is confirmed needs to be filled for PH/DEF category)	Three separate DDs to be made 1) Rs 52143/- (Interim Tuition and Development Fees Rs.51220/- +University Fees) 2) Rs.870/- (Exam fees) 3) Rs.1305/- (Stationery Charges)
SC / ST / NT SBC/OBC 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)	
For reserve Category Student's Fees, Please enquire with College office.		

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 8, 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 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.