

Loknete Shamrao Peje Government College of Engineering, Ratnagiri – 415612

लोकनेते शामराव पेजे शासकीय अभियांत्रिकी महाविद्यालय रत्नागिरी – ४१५ ६१२



Administrative Manual for Students

- **Establishment Section**
- **Accounts Section**
- **Students Section**
- **Scholarship Section**
- **Examination Section**
- **Gymkhana Section**

Address : Loknete Shamrao Peje Government College of Engineering, Ratnagiri, Near Thibaw Palace,
A/p Ratnagiri, Dist. Ratnagiri PIN – 415612

Email : office@gcoer.ac.in / principal@gcoer.ac.in

Phone : +91 8793284358

All students of this institute are informed to refer this document for the purpose of issue of various documents from the institute. The details in this manual are generalized guidelines and procedure for information only. This is subject to change from time to time as per the requirements for smooth administration.

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1. Establishment Section

Establishment Section :

All the details of faculty and staff are as per MCSR rules / regulations / procedure / guidelines issued by Government of Maharashtra and Directorate of Technical Education, Maharashtra State, Mumbai.

2. Accounts Section

Accounts Section :

All the details of office expenses like salary of all the staff, maintenance various account-heads as per the defined rules / regulations / procedure / guidelines issued by Government of Maharashtra and Directorate of Technical Education, Maharashtra State, Mumbai.

3. STUDENT SECTION

3.1 Contact for Students Related issues

Sr.	Contact Person	Designation	Work Profile
1.	Smt. V. V. Vibhute	Registrar	Overall Office Administration
2.	Shri. Mangesh Gurav	Head Clerk	Overall Office Administration
3.	Shri. Pawar	Head Clerk	Overall Office Administration
4.	Shri. Nandan Jadhav	Jr. Clerk	<ul style="list-style-type: none"> • Scholarship, • institute level admission,
5.	Shri. Dipak P. Hake	Jr. Clerk	<ul style="list-style-type: none"> • clearance / no-dues, • institute level admission, • issue of Leaving Certificate / Bonafide / Expenditure Certificate • Bus & Railway concession, bus-pass etc.
6.	Shri. Ashish T. Choudhari	Jr. Clerk	<ul style="list-style-type: none"> • Documents inwards-outwards, • institute level admission, • issue of Leaving Certificate / Bonafide / Expenditure Certificate • Bus & Railway concession, Bus pass etc.
7.	Shri. Pradipkumar S. Sahani	Librarian	<ul style="list-style-type: none"> • Library Books • I-card, • Library card, • Book-Bank, • One-Nation-One-Subscription (ONOS) details

3.2 Admission (Regular admissions to 2nd, 3rd, and final year)

After declaration of all the results, as per academic calendar declared by the University, the institute will notify to the students about the schedule of admissions to next academic year. The notice(s) will be displayed on the student section noticeboard within one-week after the start of new academic year.

It will be the responsibility of the individual student to check the noticeboard and complete the admission process within time limits as declared by the institute. Bonafide certificate can be issued only after completing the admission process by the students.

Procedure

1. Student should submit application for admission to next academic year (2nd year, 3rd year or final year as applicable) filling the admission form and completing the relevant process.
2. Attach all the required self-attested copies of documents with the application.
3. Get the application checked from the departmental faculty advisor then submit it to the student section for further processing and guidance for fees marking / payment process.

Specimen Application for admission to next academic year

Refer Annexure – I for Application format

3.3(a) Bonafide Certificate (for Individual)

Procedure

1. Student should submit an application for bonafide certificate. (format available in student section)
2. Student must submit copy of current year admission fees paid receipt along with the application.
3. Application must be submitted to student section only.
4. Bonafide certificate will be issued within one working day from submission of application after verification of the details submitted by the student.

Specimen Application for Bonafide Certificate

Date :

To
The Principal
Loknete Shamrao Peje Govt. College of Engineering
Ratnagiri – 415612

Subject : Issue of Bonafide Certificate...

Respected Sir / Madam

I am a student of this institute studying in _____ year B. Tech. in _____ Engineering during the academic year 20 ____ – ____ . My details are as follows :

- a. Name in Full :
- b. Class :
- c. PRN No. :
- d. Reason of requirement of Bonafide certificate :
- e. Mobile Number :

I am requesting you to issue the bonafide certificate at the earliest.

Thanking you

Yours sincerely

Sign :

PRN. No. :

Forwarded through, The HoD (HoD shall certify the student is admitted in the institute for current academic year) :

(Attach copy of admission receipt of the ongoing academic year)

3.3(b) Bonafide Certificate

(for group of students for sports and other activities at University level)

Procedure

1. Students should submit common application for bonafide certificate with mandatory signature of the concern coordinator (e.g. for sports – gymkhana incharge).
2. Student must submit copy of schedule of the group activity received from concern authorities along with current admission fees paid receipt with the application.
3. Application must be submitted to student section only.
4. Bonafide certificate will be issued within one working day from submission of application after verification of the details submitted by the students.

Specimen Application for Bonafide Certificate

Date :

To

The Principal

Loknete Shamrao Peje Govt. College of Engineering

Ratnagiri – 415612

Subject : Issue of Bonafide Certificate...

Respected Sir / Madam

We, the group of following students, are going for _____ .

The details of the activity / schedule is attached herewith for reference and consideration. It is requested to issue combined bonafied certificate for the same.

Sr.	Name of the Students	PRN No	Class / Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Thanking you

Forwarding by coordinator (with remarks) :

(coordinator shall certify the students are admitted in the institute for current academic year)

Yours sincerely

Name & Sign. (group leader) :

3.4 Expenditure Certificate

Procedure

1. Student should submit application for Expenditure certificate. (format available in student section)
2. Student must submit copy of current year admission fees paid receipt along with the application.
3. All type of expenses quotations or receipts. (Mess, Laptop, Hostel etc.)
4. Application must be submitted to student section only.
5. Expenditure certificate will be issued within three working days from submission of application after verification of the details submitted by the student.

Specimen Application for Expenditure Certificate

Date :

To
The Principal
Loknete Shamrao Peje Govt. College of Engineering
Ratnagiri – 415612

Subject : Issue of Expenditure Certificate...
Respected Sir / Madam

I am a student of this institute studying in _____ year B. Tech. in _____ Engineering for the academic year 20 ____ – ____ . My details are as follows :

Name in Full :

Class :

PRN No. :

Reason of requirement of Expenditure certificate :

Mobile Number :

I am requesting you to issue the expenditure certificate at the earliest.

Thanking you

Yours sincerely

Sign :

PRN. No. :

Attach copy of (a) admission receipt of the ongoing academic year
(b) expenses quotations / receipts (Mess, Laptop, Hostel)

3.5 Various Concessions

Specimen Application for Railway Concession

Date :

To
The Principal
Loknete Shamrao Peje Govt. College of Engineering
Ratnagiri – 415612

Subject : Issue of Railway Concession form...
Respected Sir / Madam

I / We, the students of this institute having following details

Sr.	Name of the Student	PRN No.	Branch	Year	DoB	Age
1						
2						
3						
4						
5						
6						

want to go on summer / winter vacation to my / our native place / University Sports by railway. My / our route is as follows : (1) from _____ to _____
and return journey (2) from _____ to _____

Hence, I / We request you to provide me / us Railway concession form.

I / we have attached copy of fees paid for ongoing academic year 20 - .

Thanking you

Yours sincerely

Sign : (1) (2) (3) (4) (5) (6)
PRN. No. :

UNDERTAKING

I / We hereby gives undertaking that I / We will not change the route as mentioned in the above application and I / We will not cancel my / our concession. In case I / We change the said route or cancel said concession or I / We do cancel and submit the concession forms. I / we will be responsible for any misleading information submitted to the office and action taken by the railway authorities.

Bus concession form is available with Bus Depot / outside stationary / book shops. The students shall get the form, fill the required details, and attach the documents (like fee receipt, sports event details etc) and submit the same in student section.

Specimen Application for Bus Concession

Date :

To
The Principal
Loknete Shamrao Peje Govt. College of Engineering
Ratnagiri – 415612

Subject : Issue of Bus Concession ...
Respected Sir / Madam

I am a student of this institute studying in _____ year B. Tech. in _____ Engineering for the academic year 20 ____ – ____ . My personal details are as follows :

Name in Full :

Class :

PRN No. :

Mobile Number :

I want to go on summer / winter vacation to my / our native place / University Sports by railway. My / our route is as follows : (1) from _____ to

_____ and return journey (2) from _____ to

Hence, I / We request you to provide me / us Bus concession. The concession form is attached with this application.

I / we have attached copy of fees paid for ongoing academic year 20 - .

Thanking you

Yours sincerely

Sign : (1) (2) (3) (4) (5) (6)
PRN. No. :

UNDERTAKING

I / We hereby gives undertaking that I / We will not change the route as mentioned in the above application and I / We will not cancel my / our concession. In case I / We change the said route or cancel said concession or I / We do cancel and submit the concession forms. I / we will be responsible for any misleading information submitted to the office and action taken by the railway authorities.

3.6 Leaving Certificate

Procedure

1. Student should submit an application for Leaving / Transfer certificate.
2. Student must submit copy of following mandatory documents along with the application
 - a. current year admission fees paid receipt
 - b. No dues / clearance certificate
 - c. Self-attested copies of first year to final year mark sheets.
3. Application with No-Dues / Clearance Certificate must be submitted to student section only.
4. Leaving / Transfer certificate will be issued within three working day from submission of application after verification of the details submitted by the student.

Specimen Application for Leaving / Transfer Certificate

Date :

To
The Principal
Loknete Shamrao Peje Govt. College of Engineering
Ratnagiri – 415612

Subject : Issue of Leaving / Transfer Certificate...

Respected Sir / Madam

I am a student of this institute studying in _____ year B. Tech. in _____ Engineering during the academic year 20 ____ – ____ . My details are as follows :

- a. Name in Full :
- b. Class :
- c. PRN No. :
- d. Reason of requirement of Leaving / Transfer certificate :

- e. Mobile Number :

I am requesting you to issue the Leaving / Transfer certificate at the earliest.

Thanking you

Yours sincerely

Sign :

PRN. No. :

(Attach copy of documents as per above list)

3.7 No Dues / Clearance Form for students

Loknete Shamrao Peje Government College of Engineering, Ratnagiri – 415612

NO DUES / CLEARANCE FORM for STUDENTS

Date :

Name (full) : _____

Branch : _____ PRN Number : _____

Last class attended : _____ Academic Year : _____

Sr.	Department	Signature	Remarks
1	Accounts (fees paid)		
2	Scholarship (pending)		
3	Student Section (pending, if any, inf. from depts.)		
4	Head of Department**		
	(a) Artificial Intelligence & Data Science		
	(b) Civil & Infrastructure Engineering		
	(c) Electrical Engineering		
	(d) Food Technology and Management		
	(e) Mechatronics Engineering		
5	Head, Science & Humanities*		
6	Workshop Superintendent		
7	Gymkhana / Sports		
8	Library		
9	Hostel (Rector)		
10	NSS / NCC		
11	Others		

Registrar

Principal

NOTE :

- 1) *for First Year – Signature of all HoDs
- 2) **for 2nd year to final year – Signature of concern HoD
- 3) After completing the process (signature of authorities in table) the student must keep a copy of this clearance with her / him before submitting it to student section.
- 4) Signature of Registrar / Principal is not required for students. Students shall not meet to Registrar / Principal for the signature on this form as this is a part of office process. The student must submit original copy of this form with required documents to students section.

3.8 Documents to be obtained directly from the University by the students

Following set of documents are issued by the University to the students directly. Hence students need to contact Dr. Babasaheb Ambedkar Technological University, Lonere for issue of following documents.

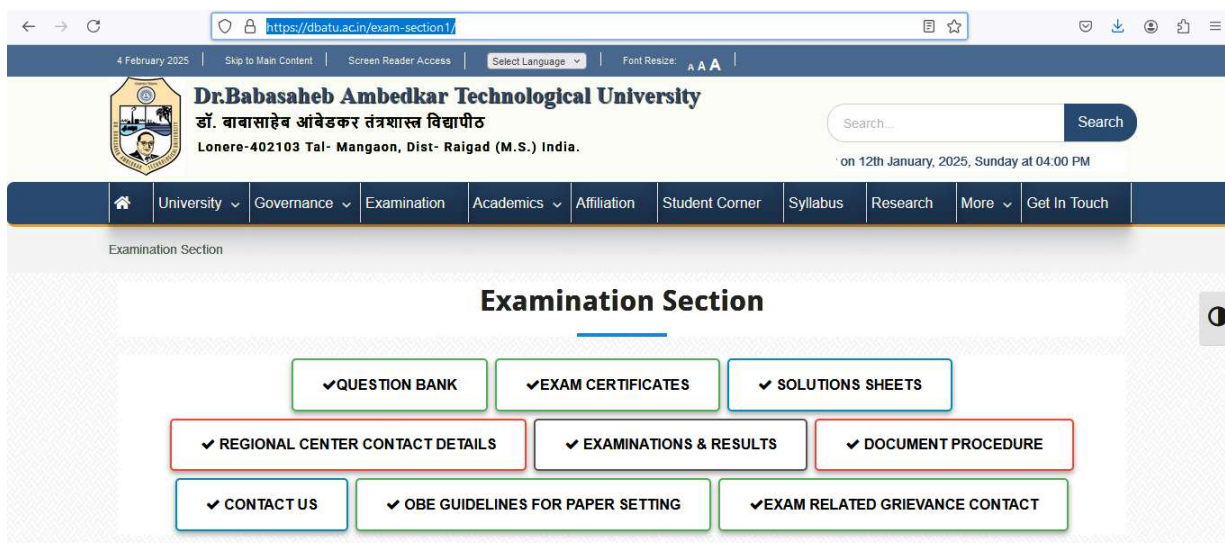
(Refer : Annexure – I)

1. Provisional Certificate
2. Transcript Certificate
3. Document Verification
4. Medium of Instruction
5. Conversion Certificate (CGPA to Percentage)
6. Migration Certificate

(weblink : <https://dbatu.ac.in/document-procedure/>)

For any other details, follow : <https://dbatu.ac.in/exam-section1/>

It will display various sections, click and follow the tab of your requirements.



NOTE :

Students shall not ask for any contact details of the University personals as this information is not available with the institute.

For such details, refer University web-site.

4. SCHOLARSHIP SECTION

4.1 Various Scholarships

Nodal officer : Dr. U. S. Kakade – Head, Department of Science and Humanities (First Year Coordinator)

Sr.	Scholarship Details	Criteria	Scholarship Amount	Scholarship issued by
1	Government of India Post-Matric scholarship	• SC / ST – below 2.5Lakh	100% tuition fee + development + exam + other + hostel maintenance	Samajkalyan office / Project officer / State Government
		• VJNT / SBC / OBC – below 1.5Lakh	100% tuition fee + exam + hostel maintenance	
2	Post-Matric Freeship	• SC / ST – no limit	100% tuition fee + development + exam + other + hostel maintenance	Samajkalyan office / Project officer / State Government
		• VJNT / SBC / OBC – Noncreamy-layer	100% tuition fee + exam	
3	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Yojana	• Open / SEBC – below 8.0Lakh ▪ Boys ▪ Girls	50% tuition fee + exam 100% tuition fee + exam	DTE Mumbai / State Government
4	Dr. Panjabrao Deshmukh Vasatigrubh Nirvah Bhatta Yojana (भोजन भत्ता / निवास भत्ता / निर्वाह भत्ता)	• EBC Student (Small Land Holder or Registered labor) • Open students only (Not for SEBC) – below 8.0Lakh	Rs. 20,000/- per year	DTE Mumbai / State Government
5	Minority Scholarship	• Below 8.0Lakh & 50% marks	100% tuition fee + exam	DTE Mumbai / State Government
6	Physically Handicapped Scholarship (Post-Matric Scholarship for persons with disability)	• SC / ST • PH students only	100% tuition fee + others 100% tuition fee	ZP office / State Government
7	Hostel Maintenance Allowance for students studying in professional courses	• SC – below 2.5Lakh • VJNT / SBC – below 1.0Lakh	as applicable	Samajkalyan office / State Government
8	Payment of maintenance allowance	VJNT / SBC – below 1.0Lakh	as applicable	Samajkalyan office / State Government

NOTE : Scholarship application form should be filled up by the student. Please note that if the students have not applied for any scholarships, s/he is eligible, then the concern students will have to pay full academic fees.

Important :

1. Aadhar card number should be seeded / linked with the submitted bank account number and mobile number.
2. It is mandatory for all the students from respective category that they **MUST** have caste certificate and cast validity (validity certificate and NCL whichever necessary)
3. Father's Income Certificate. (Previous Financial Year)
4. For any other documents requirements, refer concern website / contact scholarship section for help.

For any other details / information, contact Scholarship section in the institute office.

NOTE :

1. TFWS students are not eligible for any scholarships above.
2. All the forms of relevant scholarship need to be filled online, and upload required supporting documents on mahadbt portal (<https://mahadbt.maharashtra.gov.in>)

The above information is only for the reference and subject to change by the respective authorities / Government of Maharashtra from time-to-time.

For any update / details, the students shall contact to scholarship section / nodal officer of the institute / mahadbt portal.

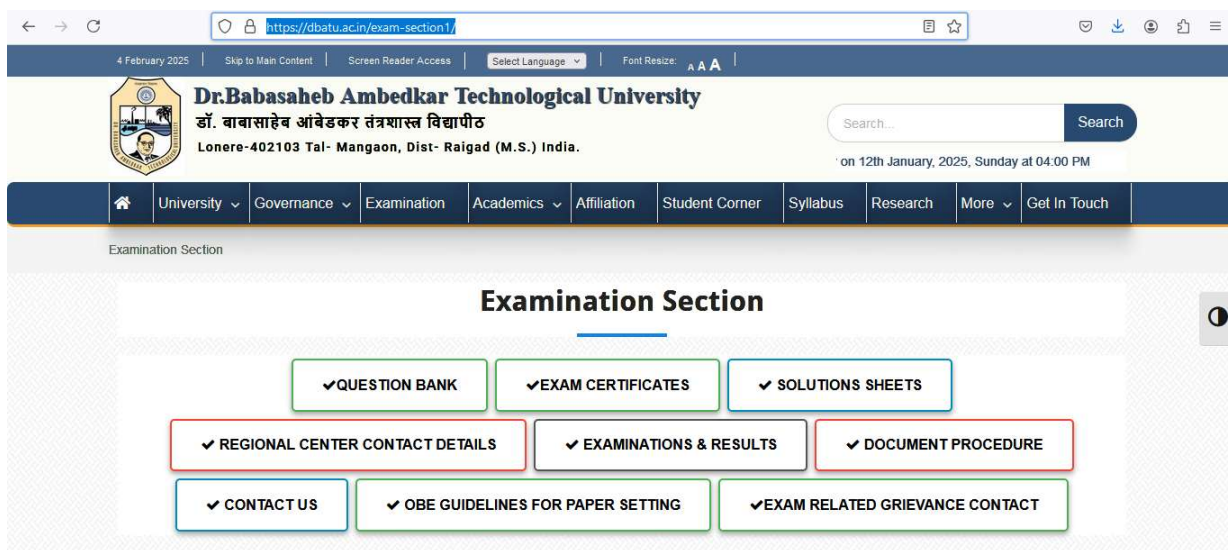
5. EXAMINATION SECTION

5.1 Examinations

Controller of Examinations (institute) : Dr. (Ms) H. V. Patile – Department of Chemistry

Examination are conducted as per the guideline of the University, by the University from time-to-time as per the schedule declared by the University. Students must refer and visit the University web-site for details / updates related to examination.

- For all the details related with examinations, follow : <https://dbatu.ac.in/exam-section1/>
It will display various sections, click and follow the tab of your requirements.



- For issue of mark sheets received to the institute from DBATU : contact Respective Head of Department

5.2 For result not declared / mark sheet not received from the University, follow procedure :

Procedure

1. Student should submit an application in prescribed form clearly mentioning the issue / problem in his / her application.
2. Student must submit copy of receipt of exam fees paid / admit card etc. along with the application.
3. Application completed on all aspects must be submitted to exam section only in the institute office with all the signatures of respective HoD, CoE.
4. Exam section will further process the application with signature of Principal and sending it to the University officials. Students are not allowed to contact directly to the Principal in this matter.

5.3 Attendance Requirements :

1. All the students must note that the minimum attendance required for Theory and Practical / Training session is 75% for grant of academics term and permission to appear for examinations.
2. The Department must display the attendance of the respective class on the departmental noticeboard, as official procedure, from time-to-time.

It is the responsibility of the individual students to check the attendance and updates on noticeboard. If any student has shortage of attendance her / his term will not be granted, and s/he will be treated as DETAINED and will not be allowed for end-sem-examinations including practical / oral examinations.

It is the responsibility of the individual guardians / parents to visit the institute twice or at least once in a semester and meet the respective HoD / faculty to know the performance updates like mid-sem-exam marks, attendance etc., of your ward.

3. Also, such students will not be eligible for any scholarships and will need to pay the full-fees as per norms of Government of Maharashtra.

5.4 Registration for Examinations and Issue of Examination Hall - Ticket :

Procedure

1. The institute will display the notices issued by the University for Examinations on the institute notice board from time-to-time.
2. As per NOTICE made available by the University on its portal, (or as displayed by the institute on its exam-section notice board)
 - a. It is the responsibility of individual *student to READ the NOTICES, fill the respective examination form CORRECTLY* within stipulated time-period, *with subjects and it's code*, as per notice issued by the University and syllabus of Dr. Babasaheb Ambedkar Technological University, Lonere.
 - b. Pay the examination fees and preserve the receipt issued by the University and produce wherever required.
3. Student must download her / his Examination Hall ticket issued by the University from her / his login as and when made available by the University.
4. It is the responsibility of the individual students to take print copy of the exam hall ticket and preserve for further requirements during / after examinations.
5. All the Head of Department should sign on the Exam-Hall-Ticket against Principal signature, strictly monitoring the percentage attendance requirements, completion of submissions etc. require for appearing the End Semester Examinations (Refer 5.3 above).
6. **NO STUDENT SHALL APPROACH TO THE PRINCIPAL FOR SIGN. ON EXAM HALL TICKET AS IT IS TO BE SIGNED BY THE RESPECTIVE HEAD OF THE DEPARTMENTS.**

Refer Annexure – II for various documents to be obtained directly from the University.

6. GYMKHANA SECTION

6.1 Gymkhana

Gymkhana Incharge : Prof. S. V. Patil – Department of Electrical Engineering

Sports (internal, University-level, State-level etc) activities, Institutional Gathering, arrangement of various cultural programs in the institute is taken care by Gymkhana committee, in co-ordination with NSS incharge wherever essential.

Institute-level club activities shall be managed by the respective club incharge in co-ordination with gymkhana incharge of the institute.

- The students must note that any of the sports / gathering like activity must be organized through gymkhana. Prior permission shall be taken forwarding the application through gymkhana incharge before organizing any such programs.
- For permission to leave headquarters for inter-University, state-level sports, students must forward their application through gymkhana incharge.
- Any of such applications forwarded through gymkhana shall be submitted to students section for further processing.
- **NO STUDENTS SHALL APPROACH TO THE PRINCIPAL, DIRECTLY FOR ANY SUCH PERMISSION.**

For obtaining bonafide certificate / concession for gymkhana activities, refer procedure as detailed in student section above.

7. INDUSTRY INSTITUTE INTERACTION

7.1 Industry Institute Interaction

Nodal Officer (Training & Placement Cell) : Dr. Praphulla Deshpande

Department of Civil & Infrastructure Engineering

Industrial Training / Internship & Placement activities of the institute is taken care by Industry Institute Interaction Cell. This cell is working with additional faculty coordinators from each department and the students representative of each department as per guidelines issued by the Nodal Officer.

A separate policy manual is made available to the students by the cell. All the students shall refer this manual and proceed accordingly as per guidelines issued by I.I.I. cell of the institute.

- The students must follow the guidelines issued by I.I.I. cell from time to time.
- The student must follow and complete the official process / formalities before going for industrial training / internship in any organization.
- All the communications related to Industrial Training / Internship shall be reported to the departmental coordinator and Nodal Officer.

ANNEXURE – I


LOKNETE SHAMRAO PEJE GOVERNMENT COLLEGE OF ENGINEERING, RATNAGIRI

 Email: office@gcoer.ac.in

 ; website: www.gcoer.ac.in
Admission form for Regular Second/Third /Final year B.Tech for the year -----
A: Personal details of the candidate

Full Name in Capital Letters			
Date of Birth	—/—/—	Gender:	Mothers Name
Mobile No.		Candidates email	
Parents Mob		Parents email ID	
Parents Name			
Correspondence Address	PINCODE-		

B: Details about previous years examination

PRN:				
Branch :				
Description of Results	First Year	Second Year	Third Year	Department Remarks
Result:Pass/Fail with ATKT				Candidate is Eligible / Not Eligible for admission to. Second / Third / Final Year. Signature of HoD/Faculty Incharge
No. of ATKT				
Total Credits (I +II) Sem				
Credit Earned in I+II Sem				
CGPA				
Passing Year				
No. of Credits required for admission to II/III/IV year	60% I year	80% (I+II) year	86% (I+II+III) year	

C:UNDERTAKING (Declaration by the Candidate): I the undersigned have read and understood the rules of admission to second/third/Final year published by DBATU/Institute. I hereby agree to abide by the rules/regulations by Govt./AICTE/ARA/DTE/University/Institute and amendment/s if any therein. I know that this admission is provisional and subject to eligibility of University and approval from the competent authority. I assure that I will not indulge in any unlawful activities such as raging either inside or outside the institute. I am fully aware that the institute has a right to expel me for any infringement of the rules of conduct and discipline prescribed by the Government/University/Institute. I am fully aware that I will not be allowed to appear for the examination, if I fail to maintain minimum 75% attendance in each head of passing. After understanding the rules given in the brochure I am confirming my admission. The information given by me in the application is true to the best of my knowledge and I am aware that, if the information supplied by me is found to be false or incorrect later at any stage then my admission will be canceled, fees will be forfeited and I may be expelled from the institute.

मी प्रवेश घेतलेल्या अभ्यासक्रमासाठी लागू असलेल्या मागासवर्गीय/इतर मागासवर्गीय शिष्यवृत्ती/ फ्रीशिप/ इत्यादी करीता मी महाडीबीटी पोर्टल वर ऑनलाईन पद्धतीने अर्ज व आवश्यक ते प्रमाणपत्र विहित वेळेत सादर करीन. तसे न केल्यामुळे किंवा इतर कारणाने शिष्यवृत्ती नामंजूर झाली तर मला लागू असलेले संपूर्ण शुल्क मी त्वरित भरीन. तसेच शिष्यवृत्ती/ फ्रीशिप/ इत्यादीची महाविद्यालयाची रक्कम परस्पर माझ्या बँक खात्यात जमा झाली तर मी तत्काळ महाविद्यालयास परत करीन.

Date:----/----/----- Place: Ratnagiri

Signature of Candidate

For Office Use Only

D: Documents required for admission

- 1 Admission Confirmation Letter First Year/Direct Second Year.
- 2 Nationality Certificate .
- 3 Domicile certificate.
- 4 Previous Year Mark list/Grade sheet (First/Second/ Third as applicable).
- 5 Previous Year Fee receipt.
- 6 **Caste Certificate (CC) (All Reserved Category Candidates).**
- 7 **Caste/Tribe Validity Certificate(CVC/TVC)(All Reserved Category Cands except SC/ST).**
- 8 **Non Creamy Layer Certificate (NLC) (All Reserved Category Candidates except SC/ST) .**
- 9 **EWS: Proforma V/Annexure A** issued by competent authority.
- 10 **TFWS:** Income certificate of parents (Rs. 8.0 L).
- 11 Income certificate (8.00 L) **Valid up to MARCH** of the current academic year (for EBC/OBC/SBC/VJ/NT/SEBC)
- 12 Ration card (to ensure Candidate is not third child of his/her parents to claim EBC).

Remark & Signature of Verifying staff

E:Details of Fees applicable and fees paid	
Admission type: CAP/ACAP/TFWS/WES/JK	
Previous year fees paid	
Category	
Fees applicable for current Year	
Fees Paid: INR	
Payment mode	ONLINE (SBI COLLECT)
Ref. No. in case of Online payment /UTR NO.	
Receipt Date:	
Remarks of accounts section	
Name & Signature of concern staff	

Admitted /Not admitted to ----- Year B.Tech.

Registrar

Principal

Loknete Shamrao Peje Government College of Engineering, Ratnagiri - 415612

Details to be filled by student about Credits earned by him / her in order to check this / her eligibilty for admission to Second / Third / Final year for the academic year 20 -

Name of the student : _____ Branch : _____ PRN No. : _____

Semester	Description	Course-1	Course-2	Course-3	Course-4	Course-5	Course-6	Course-7	Course-8	Course-9	Course-10	Course-11	Course-12	Sem Credits	Earned Credits	Total Earned Credits	Remarks
I	Course Code																
	Credits Allotted																
	Grade Obtained																
	Credits Earned*																
II	Course Code																
	Credits Allotted																
	Grade Obtained																
	Credits Earned*																
III	Course Code																
	Credits Allotted																
	Grade Obtained																
	Credits Earned*																
IV	Course Code																
	Credits Allotted																
	Grade Obtained																
	Credits Earned*																
V	Course Code																
	Credits Allotted																
	Grade Obtained																
	Credits Earned*																
VI	Course Code																
	Credits Allotted																
	Grade Obtained																
	Credits Earned*																

*NOTE : ZERO (0) credits for "FF" grade and full-credits for rest of all the grades obtained.

Date :

Signature of the Student

FOR OFFICE USE ONLY

Verification Remarks	1. Data filled in this sheet by the student is verified as per marklists attached by the students / DBATU GAZATTE. It is found CORRECT / INCORRECT
	2. Candidate has earned <input type="text"/> credits out of <input type="text"/> credits, which is <input type="text"/> % of TOTAL CREDITS of I / (I+II) / (I+II+III) year credits.
	3. The candidate is <input type="text"/> ELIGIBLE / NOT ELIGIBLE for ADMISSION to <input type="text"/> year in academic year 20 .

Date :

Name & Signature of faculty adviser :

Signature (Head of Department)

ANNEXURE – II



डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे

Dr. Babasaheb Ambedkar Technological University, Lonere

विद्याविहार, लोणेरे-रायगड ४०२ १०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103

(Maharashtra) Tel: (02140) 275142 Student Helpline: 02140-275212

Website: www.dbatu.ac.in, E-mail: coe@dbatu.ac.in

परिक्षा विभाग



Dr. Narendra S. Jadhav
Controller of Examination (I/c)

डॉ. नरेंद्र सु. जाधव
परिक्षा नियंत्रक (प्र.)

Necessary Documents Required for following Certificate

Students are requesting procedure to apply for various certificates issued by the Examination section. Kindly go through the instructions given below:

1. Procedure/Documents for the Provisional Certificate

- ❖ Application requesting for provisional certificate - To, Controller of Examinations, Dr. Babasaheb Ambedkar Technological University, Lonere stating name and PRN.
- ❖ No Dues certificate / L.C. / Clearance Certificate (From parent Institute where you completed your UG/PG).
- ❖ Provisional Certificate Fee, Rs 100/- to be paid from online by unisuite
 - Click on <https://dbatu.unisuite.in/PayList/EF>
 - Select Provisional Passing Certificate (Per Student)
 - Fill information and pay Rs.100/- online after payment receipt will be generated
 - Download receipt and attach in your application
- ❖ Scan copy of all mark sheets.

Send entire to following mail only.

examcertificate@dbatu.ac.in do not send mail to any other mail id

any issue related to payment contact dbatu_support@unisuite.in

- ❖ After seven working days, the verified document will be sent to the e-mail from the Examination Department.

2. Procedure/Documents for the Transcript Certificate

- ❖ Application requesting for transcript certificate - To, Controller of Examinations, Dr. Babasaheb Ambedkar Technological University, Lonere stating name and PRN.
- ❖ No Dues certificate / L.C. / (From parent Institute where you completed your UG/PG).

- ❖ All Semester Originals Marksheet (Xerox).
- ❖ Transcript Certificate Fee, Rs 1000/- to be paid from online by unisuite
 - Click on <https://dbatu.unisuite.in/PayList/EF>
 - Select Transcripts Fee
 - Fill information and pay Rs.1000/- online after payment receipt will be generated
 - Download receipt
- ❖ Attach receipt and document to be verified with application.
- ❖ Send entire to following mail only.

examcertificate@dbatu.ac.in do not send mail to any other mail id

any issue related to payment contact dbatu_support@unisuite.in

- ❖ Collect Transcript certificate from examination section after **fourteen working days** (No scan copy will be send).

3. Procedure for the Document Verification Certificate

- ❖ Application requesting for document verification - To, Controller of Examinations, Dr.Babasaheb Ambedkar Technological University, Lonere stating name and PRN.
- ❖ Attach document to be verified.
- ❖ Document verification fees Fee, Rs 500/- to be paid per student per document from online by unisuite
 - Click on <https://dbatu.unisuite.in/PayList/EF>
 - Select Verification Fees (Per Student)
 - Fill information and pay Rs.500/- online after payment receipt will be generated
 - Download receipt
- ❖ Attach receipt and document to be verified with application.
- ❖ Send entire to following mail only.

examcertificate@dbatu.ac.in do not send mail to any other mail id

Any issue related to payment contact dbatu_support@unisuite.in

- ❖ Collect verified document from examination section after **seven working days**.

4. Procedure for the Medium of Instruction Certificate

- ❖ Application requesting for medium of Instructions Certificate - To, Controller of Examinations, Dr.Babasaheb Ambedkar Technological University, Lonere stating name and PRN.

- ❖ Attach scan/zerox copy of final year mark sheet.
- ❖ No Dues certificate / L.C. / Clearance Certificate (From parent Institute where you completed your UG/PG).
- ❖ Medium of Instructions Certificate Fee, Rs 100/- to be paid from online by unisuite
 - Click on <https://dbatu.unisuite.in/PayList/EF>
 - Select Medium of Instruction Certificate Fees (Per Student)
 - Fill information in remark put medium of instruction and pay Rs.100/- online after payment receipt will be generated
 - Download receipt
- ❖ Attach receipt and document to be verified with application.
- ❖ Send entire to following mail only.

examcertificate@dbatu.ac.in do not send mail to any other mail id

Any issue related to payment contact dbatu_support@unisuite.in

- ❖ Collect verified document from examination section after **seven working days**.

5. Procedure for the Conversion Certificate (CGPA to percentage)

- ❖ Application requesting for Conversion Certificate - To, Controller of Examinations, Dr.Babasaheb Ambedkar Technological University, Lonere stating name and PRN.
- ❖ Attach scan/zerox copy of final year mark sheet.
- ❖ No Dues certificate / L.C. / Clearance Certificate (From parent Institute where you completed your UG/PG).
- ❖ Conversion certificate Fee, Rs 100/- to be paid from online by unisuite
 - Click on <https://dbatu.unisuite.in/PayList/EF>
 - Select CGPA To Percentage Conversion Certificate Fees (Per Student)
 - Fill information in remark put CGPA to Percentage certificate and pay Rs.100/- online after payment receipt will be generated
 - Download receipt
- ❖ Attach receipt and document to be verified with application.
- ❖ Send entire to following mail only.

examcertificate@dbatu.ac.in do not send mail to any other mail id

Any issue related to payment contact dbatu_support@unisuite.in

- ❖ Collect verified document from examination section after **seven working days**