Mahatma Gandhi Mission's
College of Engineering and Technology, Kamothe, Navi Mumbai

NOTICE

MGMCET/ADM/Internal/2022-23/59   Date: 7/9/2022

As results of all higher classes are declared in July 2022, students were supposed to take admission within 15 days from the date of declaration of results.

However the process of admission to higher classes is to be completed by on or before 12th September 2022, as the last date of filling of University exam form is 13th September 2022, as per the following process.

Admission by the Students Eligible for Admission to S.E, T.E, B.E & M.E (Second Year) for the Academic Year 2022-23 to be completed by 12th September 2022

HoD's of the respective Departments are the Admission In-charges for the Department and shall carry out the process of Registration and Admissions and complete the same on or before by 12th September 2022.

OPEN CATEGORY STUDENTS

1. Departments have displayed the List of Eligible students **based on Nov-Dec 2021 results, and May-June 2022 results**. Only these students are eligible to register and take admission and pay the fees on-line through SBI Collect. Details of fees are in available on College website.

2. The students should fill up the hard copy of Admission form (available on mgmmumbai.ac.in/mgmcet) and also paste photo of self and that of parent/Guardian. The Student and Parent/ Guardian should sign across respective photographs. *The Student should attach documents in support of their eligibility for admission such as Xerox copies of all i) mark-sheets 2) Xerox copy of the receipts for payment of fees made earlier and 3) the print out of the receipt of the fees from SBI Collect or challan stamped from SBI.*

3. The Class In-charge is required to strictly follow the eligibility list prepared by the Department along with the list provided by librarian informing the list of students who have not returned the books. **If there**

are any arrears of fees payment, the student be asked to pay all the arrears to be eligible for admission. **Those students who have arrears and not paid such cases should be reported separately through HoD'ˢ to the Director** by 12ᵗʰ September 2022.

4. The student is required to submit the duly completed admission form to the Class In-Charge. Class In-Charge will submit all such forms to the **HoD'ˢ**

5. Head of the Department will thereafter confirm the admission of students by signing the admission form.

6. Student should collect library cards from library by showing the **payment receipt signed by Class In-charge.**

7. HoD's will send on or before 13ᵗʰ **September 2022** by email (**mgmcet@yahoo.co.in, office.cet@mgmmumbai.ac.in, and cc to director@mgmmumbai.ac.in**) the details of students admitted in the format sent to **HoD'ˢ** by email.

8. List of the students who are eligible but did not complete the formality of admission be put up on the Notice Board on 13ᵗʰ **September 2022** and a copy of the same be submitted to Vice-Principal and Director.

9. Class In-charge is required to submit on or before 13ᵗʰ **September 2022** the list of the students who have completed the admission formalities and paid the fees along with admission form and all the documents to Mr. Zakir / Mrs. Suvarna and take the acknowledgment of submitting the documents from them.

10. Printout of Anti Ragging undertaking is to be submitted after entering data on website http://www.antiragging.in

PROVISIONAL ADMISSIONS

11. Students who wish to take Provisional Admission need to apply for Provisional Admission with enclosures to satisfy the requirements such as fees paid for re-valuation etc. Such cases need to be consolidated by the **HoD'ˢ** and submit the same to Principal with recommendations on or before 12ᵗʰ **September 2022.** Based on the decision on these cases, Provisional Admission process be completed on or before 13ᵗʰ **September 2022** by following steps as given for Regular Admissions from Step No. 1 to 10.

STUDENTS WITH DROP AND ELIGIBLE

12. Students with previous A.Y. drops and eligible are required to apply for admission / provisional admission, as the case may be, along with all necessary mark sheets to the **HoD'**s of the concerned Department on or before **12**th **September 2022**. Department shall display the list of eligible students after verifying their results on the Notice Board on **13**th **September 2022**. These students should complete the process of admissions as listed above depending on whether the students is of Open Category, Reserved Category or Provisional Admission category by **15**th **September 2022.**

EDUCATIONAL LOAN

13. Students paying fees by taking Education loan should inform the Head of Department along with the proof of application to the bank.

14. Student should submit the D.D issued by the bank along with letter from bank/Trust with the application through class in-charges and **HoD'**s to the cashier.

15. Admissions are to be completed on or before **15**th **September 2022** by following steps as given for Regular Admissions from Step No. 1 to 10.

Vice Principal   **Director**