
	<p align="center"><b>SARASWATI EDUCATION SOCIETY'S SARASWATI COLLEGE OF ENGINEERING KHARGHAR, NAVI MUMBAI-410210</b></p>	<p align="center"><b>ME Management quota admission Procedure</b></p>
Doc. No: Dept/S-01.	Rev. No. 00	Rev. Dt. : 00
Issue No.: 01		Issued date: 14.05.2019

- 1. Objective:** The objective of this procedure is to outline method to conduct the Management quota admission Procedure properly as per DTE rules and norms for PG admission in engineering.
- 2. Scope:** This procedure is applicable to all the admissions for ME admissions in various disciplines at PG reserved for management quota.
- 3. Responsibility:** Management Representative (MR), Dean Admin and registrar.
- 4. Procedure:**
  - a. For management quota admission by DTE and Government of Maharashtra 20% seats are reserved per intake of 60 students in every discipline.
  - b. After DTE rounds of admission the process is completed by Government of Maharashtra. College Management committee can advertise for admission in National News Papers.
  - c. Students who qualify the minimum admission criteria set by DTE can apply individually in application format given in college brochure.
  - d. A merit list is prepared with received applications and displayed on notice board and admissions are done for the requisite number of seats as per merit.
  - e. As per the decision of tuition and other fees by Shikshan Shulk Samiti which is approved by DTE and Government of Maharashtra is paid by the students in the form of DD to the college for which receipt is given to the students.
  - f. All original documents of previous qualifying examinations are submitted by the student to the college office.
  - g. Enrollment of students is done with the University of Mumbai as per the procedure of University.
  - h. E-registrations of student for their respective courses takes place in due course.

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## 5. Pertinent Records:

- a. Admission File
- b. College brochure
- c. DTE brochure

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