

Pune Vidyarthi Griha's

COLLEGE OF ENGINEERING AND TECHNOLOGY

May 25, 2009

Dear Parents,

We are proud that your son/daughter is studying at our College. I take this opportunity to request you to closely monitor his/her attendance record as per prevailing requirements (75% for Theory Classes and 100% for Practical) laid down by University of Pune, results of Internal as well as University examinations and promptly respond to letters sent to you by College.

We at COET strive continuously to achieve academic excellence in engineering education. Towards this end, we have decided to start academic year 2009-10 from 22nd June 2009. This is also a mandatory requirement of University of Pune. Regular theory and practical sessions will start on the next day of registration process indicated overleaf. It is, therefore, absolutely necessary that your ward reports to College and completes the admission process as per given schedule. We, therefore, earnestly request you not to hold him/her back for whatever reasons. **It may please be noted that delayed reporting attracts a fine of Rs. 500/- per day.**

You are further requested to send a demand draft for the amount stipulated in the enclosed Statement of Fees along with other completed forms with your ward. The DD should be drawn in favor of- The Principal, PVG's College of Engineering and Technology, Pune and must be payable at Pune.

We are confident that being a responsible parent, you will understand the spirit behind this letter and respond positively to this appeal. Please advise your ward to note the admission schedule and double check the list of documents that he/she must bring to complete the admission process. **Any request for extension of date for reporting to College cannot be granted.**

Please sign the undertaking supplied alongwith this letter and send it back to us at the time of admission.

Wish you a very happy summer vacation!

Yours truly,

(Dr. Y. P. Nerkar)
Principal

Encl:

1. Schedule for admission process
2. List of forms to be filled-in for the admission process
3. Check list for Students
4. Statement of Fees

A. Admission kit-

1. Letter to parents (by Principal)
2. Numbered Admission Form
3. Bank Challan (Fee payment)
4. Form of Undertaking to be signed by Parents/Local Guardian
5. Scholarship / Freeship Form (If applicable)
6. Statement of Fees

B. Admission schedule

Date	Day	Reporting time	Year	Branch	Room No.
22-06-2009	Monday	10.00 am	SE	Printing	109
22-06-2009	Monday	10.00 pm	SE	Mechanical	209
22-06-2009	Monday	10.00 pm	SE	Electrical	204
22-06-2009	Monday	2.00 pm	SE	Computer	409
22-06-2009	Monday	2.00 pm	SE	E&TC	404
22-06-2009	Monday	2.00 pm	SE	IT	410
23-06-2009	Tuesday	10.00 am	TE	Printing	109
23-06-2009	Tuesday	10.00 pm	TE	Mechanical	209
23-06-2009	Tuesday	10.00 pm	TE	Electrical	204
23-06-2009	Tuesday	2.00 pm	TE	Computer	409
23-06-2009	Tuesday	2.00 pm	TE	E&TC	404
23-06-2009	Tuesday	2.00 pm	TE	IT	410
24-06-2009	Wednesday	10.00 am	BE	Printing	109
24-06-2009	Wednesday	10.00 pm	BE	Mechanical	209
24-06-2009	Wednesday	10.00 pm	BE	Electrical	204
24-06-2009	Wednesday	2.00 pm	BE	Computer	409
24-06-2009	Wednesday	2.00 pm	BE	E&TC	404
24-06-2009	Wednesday	2.00 pm	BE	IT	410

C. Check list for Students - (PLEASE DO NOT FOLD ANY DOCUMENT)

1. Completed admission form
2. Completed Bank challan
3. Undertaking form signed by parents
4. DD payable at Pune for the amount shown in letter
5. Photocopy of Mark list for last result of University of Pune.
6. Identity card
7. Completed Scholarship Form (if applicable)
8. Attested true copies of- Cast certificate and Cast validity certificate (if applicable)
9. Non-creamy Layer Certificate (if applicable)
10. Attested photocopy of Ration Card