



FREQUENTLY ASKED QUESTIONS

Q. 1 I have passed XII standard exam from outside Maharashtra / CBSE Board. Will I require migration, nationality and eligibility certificates?

Ans. Yes.

Q. 2 Which original documents are required for submission to the college at the time of reporting for admission of First Year B.E.?

Ans. The following original documents are required to be submitted at the time of reporting to admission to First Year B.E.

- Entrance Examination Mark sheet JEE-(Main) CET-2016
- 10+2 XII Std. Mark sheet (HSSC)
- 10th Std. Mark sheet (SSC)
- Passport Size Photographs – 5 Nos.
- S.S.C. Passing Board Certificate
- HSSC Passing Board Certificate
- School/College Leaving Certificate
- Nationality Certificate
- Gap Certificate (if Gap after XII Std.)
- Migration Certificate (required for other than Maharashtra State Secondary Board)
- Eligibility Certificate (other than Maharashtra State Secondary Board)

Following certificates for BC category students-

- a. Caste Certificate - SC & ST Category
- b. Caste Validity Certificate - SC & ST Category
- c. Caste Certificate for all backward categories
- d. Caste Validity Certificate - NT1, NT2, NT3, SBC
- e. Non Creamy Layer Certificate - OBC Category, NT1, NT2, NT3, VJ, SBC.

Q. 3 Where do I have to apply for Eligibility Certificate?

Ans. In SGBAU, Amravati University. (Enrolment & Enquiry Section).

Q.4 Which is Main examination for Engineering admission in Maharashtra in 2016-17?

Ans. There are two entrance examinations for Maharashtra.



1) MHT-CET-2017

2) JEE(Main)-2017

85% admissions from MHT-CET and 15% from JEE (Main).

Q.5 I have passed XII from Maharashtra Board. Will I require nationality certificate?

Ans. Yes, if the transfer certificate from the school last attended does not contain nationality statement.

Q.6 Is the Institute recognized by the Government of India?

Ans. Yes. It is recognized by All India Council for Technical Education (AICTE), Accredited by National Assessment and Accreditation Council (NAAC).

Q.7 To which University is it affiliated?

Ans. It is affiliated to **Sant Gadge Baba Amravati University, Amravati** and governed by the Rules & Regulations of the Maharashtra State & Government of India.

Q. 8 When and from where will I get the railway concession form?

Ans. From college office student section. It is issued about 15 days prior to winter & summer vacations for visiting native place only (hometown).

Q. 9 Where should I inform the change in my residential address?

Ans. In the college office student section and to your class teacher through an application along with all details including contact telephone nos, e-mail ID and PIN Code.

Q. 10 Is there any kind of special preventive action against ragging?

Ans. Our campus is absolutely ragging free. We maintain high discipline to avoid such incidents. Security guards, hostel wardens staff members are always alert to prevent the same in the campus.

Q. 11 Where can I purchase college practical, journal and other stationary?

Ans. From College stationary store, first floor main building.

Q. 12 Is it compulsory for every parent to attend parent teacher meet?

Ans. No. However, attendance is highly desirable for effective interaction and better communication. Parents are considered as an important stake holder of the institute.

Q. 13 I wish to change my branch after first year. What is the procedure?

Ans. You need to apply in writing, for the branch you are interested in, to the college office student's section. Depending upon the number of vacancies, seats are filled on the basis of



G H RAISONI COLLEGE OF ENGINEERING & MANAGEMENT, AMRAVATI

marks secured in First Year B.E. The condition is student must have cleared all the subjects in B.E. First year. Students must have taken admission by paying complete fees.

Q. 14. Where do I have to deposit the original certificates, which were not submitted at the time of my admission?

Ans. In the student's section of college office.

Q. 15 When do I fill in the university exam form? Who can attest it?

Ans. At the time of first year admission university examination form must be filled by student only and it gets attested by your class teacher, also obtain stamp.

Q. 16 Where should I submit my medical certificate, say for consideration of attendance?

Ans. To your class teacher.

Q. 17 Can I ask my subject related difficulties to a teacher who is not teaching my class?

Ans. Definitely, yes.

Q. 18 Are Internet facilities at Computer lab available to students?

Ans. Yes, but only when you have free period or in recess hours or directed so by your teachers.

Q. 19 From where can we get bonafide and other type of certificates?

Ans. Only regular students can get bonafide certificate, vacation certificate, fee estimate certificate etc. on submission of application in Students' Section of college office.

Q. 20 What are the consequences if I miss my class tests or sessional?

Ans. You will not get credit in that particular examination. Your HOD/ Class teacher may consider re-test in genuine cases, if pre informed and applied in writing with supporting documents.

Q.21 When G H Raisoni College of Engineering and Management, Amravati was established?

Ans: It was established in 2008.

STUDENT SECTION- REGARDING SCHOLARSHIP & FREESHIP etc

Q.22 Can I get the Govt. scholarship?

Ans. You are eligible for various scholarships only if admitted through CAP



under reserved category. Students admitted under management quota, college level quota are not eligible for Government scholarship /freeship, EBC, minority, etc..

Q.23 Can I fill all the free ship / scholarship forms?

Ans. No. You can avail only one kind of concession or scholarship at a time. For this, you have to fill in the Online form within the stipulated period as per notices circulated by Scholarship Section of college Office time to time.

Q.24 What type of monetary benefits can I get during the course of study?

Ans. Out of those available under Government of Maharashtra scholarship and fee concession for individual categories.

Q.25 May I know the types of concessions available?

Ans.

- Scholarship- for SC/OBC/NT/VJ category students as per notification of Govt. of Maharashtra.
- Freeship- For category students
- E.B.C – For open category students only prescribed application forms must be used and necessary certificates enclosed.

Q.26 What is the upper limit on Income for availing the above benefit?

Ans. The monetary limit for availing the scholarship and free ship is as under:

Category Annual Income

Amount (Rs)

FOR SCHOLARSHIP

S. C. Below 2,00,000/-

N.T. Below 1,00,000/-

S.B.C. Below 1,00,000/-

O.B.C. Below 1,00,000/-

S.T. Below 2,00,000/-

FOR FREESHIP

S. C. No income limit

N.T. Below 4,50,000/-

S.B.C. Below 4,50,000/-

O.B.C. Below 4,50,000/-

S.T. No income limit

Note: - This limit is as per Social Welfare Department, GoM letter No. 3343 dt 01.09.2014 and may change from time to time, as per GoM rule.



Q.26 Is there any concession available to students belonging to open category?

Ans. Yes. Following concessions are available for open category student:

1. E.B.C. - Economically backward class: Under this scheme those student's whose parent's have income is below between Rs. 1,00,000/- can avail this benefit. For this you have to produce income certificate duly certified by the Tahsildar which also shows that the student does not belongs to economically backward class.

Q.27 From where can I get the concession form?

Ans. Scholarship forms are filled Online. Notice to this effect is published by Scholarship Section, well in advance.

Q.28 Where shall I have to submit these forms? What documents do I have to attach?

Ans. Print out of uploaded (on scholarship portal) application form is required to be submitted along with necessary documents the scholarship counter in the students section of Administrative Office as per the schedule mentioned in the notice displayed by the office.

Following documents must be enclosed with scholarship form:

- X and XII Mark sheet
- Income Certificate
- Caste Certificate
- Caste Validity
- Last year concession a ward letter, if any
- Non creamy layer certificate
- If there is gap in study- then Gap Certificate
- Last year's sanction order no. along with the date
- College admission reporting letter (CAP round letter)
- Adhar card
- Bank passbook Xerox

Q.29 Application for submitting freship, which documents do, I have to attach?

Ans. All the documents mentioned above except District Change Certificate will be required to be attached.

Q.30 For submitting EBC application which documents are required?

Ans. The following documents need to be attached

For EBC

- X and XII mark sheet
- XII Transfer Certificate
- Other backward class certificate
- Income Certificate.
- College admission reporting letter.



Q.31 What next after submitting the form?

Ans. After the application forms are scrutinized by concerned authorities Discrepancies are informed to the students for necessary compliance. If there is no communication from SWD it is implied that submitted form is correct in all respects and shall be processed further. In case a student fails to comply with the discrepancies within stipulated time given by office, his/her claim for the said scholarship stands rejected student must check that the filled and submitted information is correct in all respect like branch , Year of academics etc.

Q.32 When shall I receive the scholarship amount?

Ans. The scholarship amount is directly paid to the institute because it is for payment of fees .However the maintenance allowance is paid to the student's account. It is mandatory to open a Bank account in nationalized bank and to submit the proof.

Q.33 Is there renewal procedure for scholarship and freship?

Ans. Yes. The renewal procedure is applicable to scholarship holders. For this it is necessary that the student is promoted to higher class without any break. DC students are not eligible. However, on attaining eligibility for regular admission a student can apply again for scholarship that academic year.

Q.34 Which documents are required for renewal?

Ans. (i) Application Form
(ii) Current years examination result
(iii) Current years income certificate.

Q.35 Will I get benefit in attendance for the period of my absence on medical ground?

Ans. As required under SGBAU, Amravati University rules 75% attendance is a must. However, a maximum of 15% relaxation may be granted by the Principal for medical reasons or under exceptional circumstances on the basis of recommendation of HOD/First Year Cooordinators/ Departmental Co-coordinator. The permission for absence must be taken from Head Of Department and class teacher.

Q.36 When will I get BT card (Borrower's Ticket) from library?



Ans. Normally within a week from the date of admission.

Q.37 What I have to do to borrow books from the library?

Ans. You have to first make the library card and then visit library to borrow books.

Q.38 May I know how to obtain my Library Card?

Ans. After display of notice for library membership, you have to apply to Librarian in prescribed application form. Your photograph will be taken in Library as per given schedule to facilitate preparing of the card in house. Your library card will be issued as soon as it gets ready.

Q.39 Which books do I have to refer for first year?

Ans. All necessary information will be given to you in regular theory classes. Details of syllabi & prescribed textbooks are also given in the freshers guidance kit issued to all students admitted to first year.

Q.40 How many books will be issued to me? What is the procedure and rule for issuance of book?

Ans. In the 1st year you are entitled to borrow three books for 15 days at a time. After that you have to return the books, failing which a fine of Rs.2.00/- per day per book will be charged as a late fee as per the rules of the library.

Q.42

How can I utilize services of E-resources section and reference section?

Ans. In this section you can get V.O.D./D.V.D./C.D. and online e-journal. You can also get C.D., which are received with the books purchased. You may refer to book related to competitive exams such as GATE etc In library. The reference books are also available in our library.

Q.43 How can I get the books issued?

Ans. All the books are arranged subject wise. We practice open book system. You can personally select the book and hand over it on desk for issue along with your BT. You should collect books from outside at the issue counter. You are not permitted to carry any book into or take one out of library without proper procedure.

Q.44 Whether issue period is extended at the time of examination?

Ans. The issue period can be extended to 2 months considering the examination



with special permission.

Q.45 What is the opening and closing time of library?

Ans. The library remains open from 10.00 A.M. to 5.30 P.M. The issue counter remains open from 10.30 A.M. to 5.30 P.M. The hours are suitably extended during exam times.

Q.47 How can we use the OPAC system?

Ans. Under the OPAC system you can search and locate the books according to their name, author, title, subject, keywords. Under this system you would get full information on all books available in the library.

Q.48 Can we give requisition for extra copies or new books in the library?

Ans. Yes for procurement of new books you have to fill the recommendation form. On approval of competent authorities the same can be procured. Your needs and requirements be forwarded by subject teacher/HOD with recommendation.

Q.49 What type of facility can we avail from the Library?

Ans. You can borrow bound volumes, question paper sets and syllabus etc from the library.

Q. 50 what will be CET/AIEEE cut off so that I can get admission?

Ans. CET/AIEEE marks cut off varies from year to year and every year. However the institute wise cut off is available on the DTE website (www.dtemaharashtra.gov.in).

Q. 51 Will I get a job-placement in the Industry through college assistance??

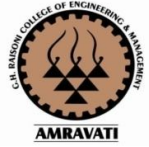
Ans. Our Institute has centralized Training & Placement Cell that takes care of Job-placement. Eligible students get good offers from reputed Industries in India and Overseas. We also assist students for internship in industry for the non eligible students. It is as per the norms but institute level quota is available.

Q. 52 what are the office working hours?

Ans: 09.30 am to 05.30 pm

Q. 53. What is the admission procedure?

Ans: Please refer the following DTE website for the detailed admission procedure. It is as per the norms but institute level quota is available.



Q. 54. What is the availability of Hostels?

Ans. There are sufficient numbers of hostel rooms for boys and girls. Two separate hostels for boys and girls are available in the campus. with attached mess and health club.