



Vivekanand Education Society's

COLLEGE OF ARCHITECTURE

Hashu Advani Memorial Complex, R.C. Marg, Collector Colony, Chembur, Mumbai – 4000 74.

Tel: 022 62913333; Email - principal.vescoa@ves.ac.in; Website - www.ves.ac.in/architecture

Instructions for Admission First Year Bachelor of Architecture (Academic Year 2019-20)

- Students who are allotted V.E.S. College Of Architecture in D.T.E. CAP I/II/III rounds OR Students applying for Vacant seat (if any) Post CAP Round admissions are required to register personally at the college premises between 09:00 AM to 3:00 PM as per the schedule given on DTE website and VESCOA website. **Candidate's physical presence is MANDATORY at the time of confirmation of admission.**
- Students should carry Four Passport Size Photographs, all relevant Original documents, three self-attested copies of the same documents, FC and ARC confirmation document, original affidavits (as applicable) etc. at the time of verification. Additionally, physical fitness certificate form doctor, community certificate (if Sindhi minority), and affidavits (Each notarized on Rs. 100/- stamp paper) for 1) Fees, 2) Anti-ragging 3) Attendance 4) Sindhi minority (if applicable) are required to be submitted. (Refer List of Documents required)
- If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate/Retention certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.
- Fees to be paid at the time of admission will be total amount (as mentioned in the fee structure). SC/ST candidates will pay the amount as mentioned in the Fee Structure. **Mode of Payment is DD Only** in favour of **"Vivekanand Education Society's College of Architecture"**.

➤ **STEP - 1: APPLICATION FORM AND OTHER DOCUMENTS**

- Download and print (in A4 paper) 1) Admission form, 2) Undertaking, 3) Proforma (s), fill all the details required carefully. All fields marked with * in the form are compulsory. (contact admission in-charge in case of any query in admission form)
- Prepare affidavits and fees DD as mentioned in "List of Documents" and "Fees structure" respectively.
- Prepare 3 sets of self-attested photocopy of all original documents including FC document, ARC document and excluding Affidavits. Also carry Four Passport size photograph for Admission form, College ID Card, Library card and College database.
- Arrange all original documents in the sequence as mentioned in "List of documents"

➤ **STEP - 2 : ADMISSION CONFIRMATION (AT COLLEGE PREMISES)**

- Verification: Present the Filled form, original documents, photographs, Fees DD and self-attested copies for verification.
- Fees Payment: After successful completion of document verification, submit the fees DD (only) in the account section and Collect the fees receipt.
- DTE Confirmation: After paying fees, contact admission in-charge for Online DTE confirmation, for final DTE confirmation. Collect the DTE confirmation copy for your reference.
- Document Submission: Submit all required original and self-attested documents.

End