



AISSMS

COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय

An Autonomous Institute Affiliated with Savitribai Phule Pune University

Accredited by NAAC with "A+" Grade | NBA - 7 UG Programmes



TEL.PH. 26057660 & 26058587 EXTN NO. 1106/1114 26058342, FAX 26058943

Admission Process :-

The admission procedure will be done as per the rules prescribed by the State Common Entrance Test Cell, Govt. of Maharashtra including the eligibility criteria. Please visit State Common Entrance Test Cell website <https://cetcell.mahacet.org/cap-2025-26> for details about admission procedure, Eligibility criteria for admission and other rules.

Steps For Seeking Admission In Engineering-2025

- Step-1 Apply For Engineering admission on CET-CELL Portal by uploading all relevant documents & Paying Applicable fees
- Step-2 Check Provisional Merit Number on CET-CELL Portal through candidate login
- Step-3 Register Grievances, If any on CET-CELL Portal
- Step-4 Check Final Merit Number on CET-CELL Portal through candidate login
- Step-5 Check College wise & Category Wise Seat Distribution on CET-CELL Portal
- Step-6 Check Final Merit Number on CET-CELL Portal through candidate login
- Step-7 Fill online Option/Preference Form for CAP Round-I through candidate login
- Step-8 Check Provisional Allotment of CAP-I through candidate login Make seat acceptance status as "Freeze", if satisfied or Betterment (For next round), If not satisfied by paying seat acceptance fees on CET Portal through candidate login one time only.
- Step-9 Report to Allotted Institute, if you "Freeze" the allotted Seat and confirm your admission through CAP
- Step-10 Fill online Option/Preference Form for CAP Round-II (Those who didn't fill option form for CAP-I but register on CET-CELL Portal and those who selected "Betterment" option for allotted seat in CAP-I)
- Step-11 Check Provisional Allotment of CAP-II through candidate login
Make seat acceptance status as "Freeze", if satisfied or Betterment (For next round) ,If not satisfied
- Step-12 Report to Allotted Institute, if you "Freeze" the allotted Seat and confirm your admission through CAP
- Step-13 Fill online Option/Preference Form for CAP Round-III (Those who didn't fill option form for CAP-I,CAP-II but register on CET-CELL Portal and those who select "Betterment" option for allotted seat in CAP-II)
- Step-14 Check Provisional Allotment of CAP-III through candidate login
Make seat acceptance status as "Freeze" ,if satisfied or Betterment (For next round) ,If not satisfied
- Step-15 Report to Allotted Institute, if you "Freeze" the allotted Seat and confirm your admission through CAP
- Step-16 Fill online Option/Preference Form for CAP Round-IV (Those who didn't fill option form for CAP-I, CAP-II, CAP-III but register on CET-CELL Portal and those who select "Betterment" option for allotted seat in CAP-III)
- Step-17 Check Provisional Allotment of CAP-IV through candidate login. Make seat acceptance status as "Freeze", if satisfied or want to take admission.
- Step-18 Report to Allotted Institute, if you satisfied with allotted Seat and confirm your admission through CAP
- Step-19 Filling of vacant seats against CAP, If any (Institute Level Round)

The candidate interested to secure the admission under Institute Level quota and vacant seats (if any), after CAP rounds, in AISSMS College of Engineering, should apply in the prescribed application form available in the College Office or on college website or can apply through CET CELL portal through his/her login as per the schedule notified by the CET CELL from time to time. **The admission process will be carried out as per the Govt. of Maharashtra State Common Entrance Test Cell information Brochure published every year.** Kindly visit College website www.aiissmscoe.com (Admission) for details.



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Procedure for Reporting to AISSMS COE if allotted in CAP Round, Submission of Documents & Payment of Fees:-

The Candidate admitted to this College through Centralised Admission Process (CAP) carried out by the Govt. of Maharashtra State Common Entrance Test Cell as per the schedule notified by them from time to time on their website: - <https://cetcell.mahacet.org/cap-2025-26> will have to follow the following procedure for Reporting to College, filling of Admission Form, Submission of documents & Payment of Fees :

(A) Filling of Admission Form & Payment of Fees :-

The students should follow the following procedure to fill the admission form & pay their fees through online mode only :-

- Step I- Go to ERP Link: <https://admission.aissms.org/Login.aspx> , click to Sign Up button for Student Self Registration.
- Step II- Fill the Registration form with all necessary fields.
- Step III- Click on "Create" you will get self-registration user id and password on screen, note it down and Click on "Yes" to proceed. (Self registration User id is your **email** and password is **P**)
- Step IV- Fill the Admission Form with all details in all respective fields by selecting each option. In Education Details fill Qualification Information by clicking on applicable option as per requirement. Upload Photo and Sign (**png, jpg, jpeg format upto 30kb size**) and necessary documents in **pdf** format (Below 1MB size)
- Step V - After filling all Mandatory Details student will send the Admission Form for approval Click on "**Submit for approval**" button.
- Step VI- After approval of the admission form student's need to collect print of it from the approver desk. ERP **User Id and Password** will send to the student via **Email or SMS**. (Student can change the Password when they login with valid credential).
- Step VII- Login to ERP portal <https://erp.aissms.org> using ERP user-id and password to make online payment through Payment Gateway. You can pay the fees through Debit Card, Credit Card, Net banking, UPI & QR etc. The transaction Fees as applicable as per rule and billing gateway charges will be applicable as per payment mode. **No Fees to be paid through CASH/DD/NEFT/RTGS transfer, Fees to be paid only through payment Gateway.**
- Step VIII- After payment of fees; take two printouts of fees receipt. Attached all document and fee receipt to admission form and submit it to student section. **It is compulsory to take Account Section Stamp & Signature on Fees receipt generated online.**
- Step IX- After submission of admission form, fees payment and all required document to student section your admission status will be updated on State Admission Cell Portal.
- Step X- The candidate should collect following documents before leaving student section.
- 1) Fees Payment Receipt. (With college seal/stamp)
 - 2) Original documents submission receipt.
 - 3) Online Admission Confirmation letter.

(Note: Candidate needs to carry two sets of Photocopy of original documents and all original documents with him/her at the time of admission)

After online transfer it is necessary to submit print of bank generated UTR No. / Ref. No. along with fees challan to the college.



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(B) Documents to be submitted by candidate with the admission Form along with 2 sets of photocopy & Soft copy of same to be uploaded at the time of filling of online Admission Form :-

(I) For First Year Admission :- (Candidate to arrange the documents as given below).

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|--|---|
| 1) Receipt cum Acknowledgement from E- Scrutiny Centre | 8) 12 th Passing Certificate (if Applicable) |
| 2) JEE / MHT-CET Score Card | 9) Migration Certificate (If Applicable) |
| 3) HSC (12th Std) Mark Sheet | 10) Caste Certificate (If Applicable) |
| 4) SSC (10th Std) Mark Sheet | 11) Caste Validity (If Applicable) |
| 5) School / College Leaving Certificate | 12) Non Creamy Layer Certificate (If Applicable) |
| 6) Nationality Certificate | 13) GAP Certificate (If Applicable) |
| 7) Domicile Certificate / Birth Certificate | 14) Adhar Card (photo copy) |

(II) For Direct Second Year Admission :- (Candidate to arrange the documents as given below).

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| 1) Receipt cum Acknowledgement from E- Scrutiny Centre | 8) Equivalence Certificate (if Applicable) |
| 2) Final Year Diploma Mark sheet | 9) Migration Certificate (if Applicable) |
| 3) SSC Mark Sheet | 10) Caste Certificate (If Applicable) |
| 4) School / College Leaving Certificate | 11) Caste Validity Certificate (If Applicable) |
| 5) Nationality Certificate | 12) Non Creamy Layer Certificate (if Applicable) |
| 6) Domicile Certificate / Birth Certificate | 13) GAP Certificate (If Applicable) |
| 7) Diploma Passing Certificate | 14) Adhar Card (Photo copy). |

(III) For Master of Engineering :- (Candidate to arrange the documents as given below).

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| 1) Receipt cum Acknowledgement from E- Scrutiny Centre | 9) Domicile / Birth Certificate |
| 2) Gate Score Card | 10) Migration Certificate (If Applicable) |
| 3) B.E./B.Tech Marksheet | 11) GAP Certificate (If Applicable) |
| 4) B.E./B.Tech Passing Certificate | 12) Sponsorship / No Objection Certificate |
| 5) HSC / Diploma Marksheet | 13) Caste Certificate (If Applicable) |
| 6) SSC Marksheet | 14) Caste Validity Certificate (If Applicable) |
| 7) Leaving Certificate | 15) Non Creamy Layer Certificate (if Applicable) |
| 8) Nationality Certificate | 16) Adhar Card (Photo copy). |

Note:- All students are instructed to keep handy scan copy of all the original documents. As once submitted, documents will not be provided for scanning & photocopy.

(C) College Fees :-

For details of Fees to be paid at the time of admission, please refer "Fees Structure" under <Admission> tab available on College website <http://aissmscoe.com/admission>.



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(D) Hostel Accommodation:-

Hostel accommodation is available for boys and girls on First cum first serve basis. For information regarding Hostel accommodation visit College website <https://aissmscoe.com/wp-content/uploads/2024/09/Girls-Boys-Hostel-Notice.pdf>

Important Note:-

All candidates admitted to this College should note that before leaving the College premises / campus, they should ensure that they have collected following documents from Office:

- (A) Online Admission Confirmation Letter.
- (B) Fees Payment Receipt.
- (C) Document Submission Receipt.

All candidates should note that College will not be responsible if they fail to follow the Admission Procedure and if they fail to confirm their admission online.



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Anti Ragging Rules & Procedures

(As per AICTE regulation on curbing the menace of Ragging in Higher Educational institutions 2009, hereinafter called the "Regulations")

What is Ragging?

"Any Conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student."

Ragging is a Social Crime. As per above referred AICTE "Regulations", Ragging is strictly prohibited in the College Campus as well as outside the College Campus. All students are hereby informed not to indulge in any kind of Ragging activity either directly or indirectly. A strict action as per AICTE "Regulations" will be taken.

(A) For Senior Student:

The senior student should note that they should not engage themselves in any kind of Ragging activity inside as well as outside of College Campus. Strict action as per above" AICTE "Regulations" will be taken against them if anybody is found indulging in Ragging activity.

(B) For all Students & Parents / Guardians:

All the students and their Parents/Guardians should carefully read and fully understand the provisions contained in the said AICTE "Regulations" (Copy of the said "Regulations" is available in student section office). All the students and their Parents/Guardian should submit the Affidavits along with the Admission form at the time of Payment of fees. The student who fails to submit the Affidavit will not be granted admission in the College.

AISSMS'S COE ensures Zero Tolerance towards Sexual Harassment

Zero Tolerance towards sexual Harassment is a violation of women's right to equality, life and liberty. It creates an insecure and hostile work environment. College has Internal complaints committee for creating awareness on this topic and on receipt of a written complaint it will initiate proceedings as per the guideline.

Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013 defines sexual harassment as-

1. Unwanted physical contact and advances
2. Uninvited demand or request for sexual favors.
3. Unwanted sexually coloured remarks.
4. Unwelcome display of pornography.
5. Any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.

On receipt of written complaint further actions in the matter will be taken by College as per procedure given in Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Campus Rules and Code of Conduct For Students

Every student of the College shall conduct himself/herself in a disciplined manner both inside and outside the campus. He/She is expected to strictly adhere to the rules and regulations of the college.

General Rules

- Ragging/harassment in any form is banned in the campus.
- Student must be regular in attendance for theory and practical classes, In case the attendance falling short of 75% for theory and 100% for practical, term will not be granted.
- Students must put-on college I-Card every day, failing to do so will invite disciplinary action / fine.
- Student must attend the College in uniform on the specified days (Monday and Thursday). Apart from the two week days, the Dress Code has to be following on all official occasions including annual function,



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placement related programmes, special lectures, industrial visit, exam period etc. Students should come to the class room in a decent and presentable attire.

- Mobile phones should be switched off during lecture hour and on 'Silent mode' in the Institute premises.
- Student should park their vehicles in the student parking space only.
- Use of Internet for the purpose other than academic related activities is banned.
- Students should read the notice board every day.
- Smoking and use of alcohol/drugs strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college. In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- Students should use Dustbins to throw any kind of wastage, papers etc. and help the College in keeping the campus neat & clean.
- Students should strictly follow the Social Media guidelines before posting any news, article, write-up etc. about College.

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