

# ATME College of Engineering, Mysore

## Admission policy

ATME College of Engineering is approved by All India Council of Technical Education (AICTE), New Delhi and Directorate of Technical Education (Karnataka State). It is affiliated to Visvesvaraya Technological University Belagavi. Entire admission process for First Year Engineering, direct second year Engineering is managed by **Karnataka Examination Authority (KEA)** and Directorate of Technical Education and institute strictly follows rules laid by AICTE/DTE/ KEA/VTU.

### **1.1 Admission Notification:**

- Every year, the KEA publishes the information regarding admission process on its website (<http://kea.kar.nic.in>) and in admission brochure.

### **1.2 Seat Allotment:**

- The merit list in all categories is prepared by KEA on the basis of applications received and scores secured by candidate in the qualifying examination (CET/JEE). Allotment of seats is based on State and Category merit number generated by KEA and preference is given by the candidate.
- First Year Engineering 45% of total seats are filled through centralized admission process controlled by the KEA.
- 30% Seats are filled through COMED-K, which is a government approved unit of private engineering colleges.
- 25% seats are filled at institute level, as per the guideline given by the DTE, Karnataka.
- Reservations applicable for various categories belonging to Karnataka State are considered while allotting the seats through online system of **Centralized Admission Process (CAP)**.
- One seat in each course over and above the sanctioned intake is made available in the Non-Autonomous institutes only for Jammu and Kashmir migrant candidates.
- Provision for specified number of seats is made for the nominees from State and Union Territories which lack facilities in Technical Education.
- The admission to the candidates as per Prime Minister's Special Scholarship Scheme (PMSSS) for the students belonging to Jammu and Kashmir and the scheme of Government of India of allocation of Supernumerary seats in AICTE approved

colleges to North Eastern States and UT's which lack in such facilities of Technical Education shall be done by the competent authorities appointed by the Central Government as per their eligibility criteria.

### **Direct Admission to Second Year Engineering (Lateral Entry).**

- All seats are filled through KEA controlled by the DTE, Karnataka
- Reservations applicable for various categories belonging to Karnataka State are considered while allotting the seats through online system of KEA
- Lateral Entry Seats: 10% of Sanctioned Intake, which will be over and above, Supernumerary to the approved Intake. (ii) Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year.
- The final fee approved and published by fee regulating authority for that year shall be the fee payable by the candidate for that course for that academic year.

### **1.3 Stepwise procedure for admission through centralized admission process (CAP) for UG courses:**

1. Notification of admission by the KEA.
2. Filling online application form by candidate for participation in KEA.
3. KEA will conduct the common entrance test for applied students across the state.
4. Based on the marks scored in 2<sup>nd</sup> PUC (Board Examination) & CET Exam KEA will announce the merit rank list
5. Confirmation of online Application Form and Document Verification at facilitation centre (approved by KEA, Karnataka) by the candidate.
6. Display of Provisional Merit list.
7. Submission of grievances at facilitation centre if any.
8. Display of final merit list.
9. Display of available category wise seats for KEA round 1
10. Filling up and confirmation of online option form having preferences of courses and institutions before KEA round I
11. Reporting and accepting the offered seat as per the allotment of the KEA Round 1 by the candidate at allotted college within stipulated time.
12. Display of available category wise seats for CAP round 2.
13. Repeat step 8 to 11 for KEA round 2 and 3.
14. Reporting and confirmation of by candidate at Institute in respective branch after 1, 2 and 3 (if allotted seat is freeze).
15. Commencement of courses as per VTU academic calendar schedule

#### **1.4 Stepwise procedure of Institute Level Admission for UG courses:**

1. Information brochure or prospectus of the Institute is published well before the commencement of process of admission.
2. Notification of admission process by Institute in local and National Newspapers/ website inviting applications from aspiring candidates
3. Filling of institute applications forms by eligible candidates.
4. Verifying all required documents.
5. Preparing merit list of candidates to be filled in the Institute level.
6. Display of branch wise merit list of eligible candidates.
7. Reporting and confirmation of admission by eligible candidates in respective branch.
8. If any KEA seat remains or becomes vacant after the KEA round, then the same is filled on the basis of inter-sc-merit of the candidates.
9. Commencement of course as per the VTU Academic Calendar schedule.

#### **1.5 Documents required for admission under KEA / COMED-K / Institute level quota.**

1. SSLC Marks Card - Original
2. PUC Marks Card - Original
3. CET / Comed-K Admission Order - Original
4. Transfer Certificate - Original
5. Caste and Income Certificate - Original
6. Other related Certificates - Original  
(Rural Study, Kannada Medium, etc.)
7. 3 Set photo copies of the above documents - Attested (CET) /Mgt
8. Character / Conduct Certificate - Attested photo Copy
9. CET Fees paid Challan Copy - Photo copy
10. Address Proof
11. Passport Size photo 5 and Stamp size photo -3Nos
12. Self – Addressed Postal Envelop - 3Nos (RS.5/-)
13. Blood Group
14. Email ID
15. Anti-Ragging affidavits-on Non Judicial Stamp Paper -2  
(Available at College Office on Payment of Rs. 200/- (Student & Parent))

#### **1.6 Cancellation of admission.**

1. The candidate should have taken admission by paying necessary Tution fee and should have submitted original certificates before he/she applies for the cancellation. In case the candidate fails to submit any original documents, within the allotted time limit, the admission shall be treated as cancelled.

2. The candidate shall apply online for cancellation and submit duly signed copy of the system generated application for cancellation of admission to the Institution. Once the candidate submits the online request for cancellation of admission, his/her admission shall be treated as cancelled.
3. Candidate admitted through institute level quota can cancel their admission by applying in prescribed format to the principal of the Institute.
4. Candidate shall not be entitled for any refund of fees except the security deposit and caution money deposit if the online cancellation is effected by the candidate after 5p.m. of the cutoff date prescribed by the competent authority.

#### **1.7 Uploading of list of candidates on KEA website:**

The candidate shall report to the institution finally allotted to him and confirmed his admission in institution as per the schedule. The institute shall verify the required documents and upload the admission of the candidates in the online system through institute login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.

The principal of the institute is required to update the list of all admitted candidates of CAP and against KEA vacancy seats immediately as per the schedule of admission on KEA website through their Institute login.