



Deccan Education Society's
FERGUSSON COLLEGE HOSTELS, PUNE - 411 004
ADMISSION PROCEDURE AND SCHEDULE
[2018-2019]

ERP Online Admissions System

1. The Fergusson College Hostel admissions are OPEN to the First Year Courses [Junior, Senior and Postgraduate] only.
2. There are NO ADMISSIONS to the students of the SYJC, SY, TY B. A. / B. Sc. and PG Part II Classes in the hostels.
3. The students will apply for hostel admission after confirmation of First Year Admission for Junior College, UG and PG Courses in the Fergusson College or Institutes run by Deccan Education Society.
4. Some seats are reserved for the institutes / colleges run by Deccan Education Society. The students from other than Fergusson College will first apply to The Principal of their respective Institutes and report in the Rectors' Office along with recommendation letter for the admission in the Fergusson College Hostels. The student / parents should not be entertained without recommendation for the admission in the hostels by the Rectors' Office.
5. The students will log on www.deccansociety.com using ERP ID and password for applying for the admission to the hostels. Pay the fees online through Net Banking; Debit Card or Credit Card. As per rule of banking, bank charges are applicable for the transaction. Please check charges before transaction. Take printout of receipt of fees paid and preserve it for future communication regarding hostels admission and submit application online.
6. **The merit list of the students will be prepared as per merit, guidelines of SPPU & Government of Maharashtra and seats available in the hostels.**
7. First Merit list of the students for hostels admission will be declared around 10 - 15 days from **FIRST DAY** of admission of the **First Year Junior College / Undergraduate / Postgraduate Classes only**.
8. Schedule of hostel admission as per merit will be displayed on the hostel notice board in Rector's Office. Accordingly students are supposed to report for their activation and confirmation of admission in the hostels along with their parents and local guardian in the Rector's Office.
9. Rector Office will verify your original documents in all respect. Then after verification of documents your admission in the hostel will be activated by the Rectors' Office.
10. After activation of admission in the hostels, students will log on www.deccansociety.com using their ERP ID and password and go to hostel admission. Fill all the entries and verify entries in the form. Upload all mandatory fields / documents.

11. **Mandatory documents for upload are as follows [Keep all download pdf document ready in your pen drive],**
1. Marks sheet
 2. Photos [Student, parents and local guardian]
 3. Signatures of student, parents and local guardian.
 4. College admission fees challan.
 5. Hostels admission fees challan.
 6. Students' adhar card and ration card.
 7. Caste certificate [if any]
 8. Physically challenged certificate [if any]
 9. State and national sports certificate/s [if any]
 10. Local guardian's address proof documents [Ration card, electricity bill, current PMC tax receipt, leave and license agreement etc.]
 11. Local guardian's photo identity, adhar card, marriage certificate
 12. Parents adhar card, ration card & photo identity
 13. Pass port and visa [in case of foreign student].
 14. Student Saving Bank Account opened at CBI, Fergusson College Branch located on the college premises.
12. Pay the hostels fees online through Net Banking, Debit Card or Credit Card. Bank charges are applicable for these transactions as per banking rule. Please check charges before transaction. Submit hostel admission application online.
13. Take printouts of admission form [two copies], student and parents/guardian's Anti Ragging affidavits, Fees Challan [Four copies] on the A4 size white paper only
14. **The student will have to open SAVING BANK account in the Central Bank of India, Fergusson College Branch which is located on college premises while paying hostel fees and saving bank account is mandatory for all the hostelites.**
15. There will be **NO CASH TRANSATION** between students / parents/ local guardian and Rectors' Office.
16. After paying the fees online through ERP system, student will report along with their parents and local guardian with all printouts for completion of admission procedure and allotment of room in the hostels..
17. **Students and parents should note that only married local guardian will be accepted for the hostel admission and local guardian should not be the staff member of the Fergusson College or Institutes run by the Deccan Education Society, Pune.**
18. Attach the following attested photo copies of the documents to the hostel admission form.
1. Marks sheet
 2. College admission fees challan
 3. Hostel admission fess challan
 4. Students' adhar card and ration card
 5. Caste certificate [if any]
 6. Physically challenged certificate [if any]
 7. State and national sports certificate/s [if any]

8. Local guardian's address proof documents [Ration card, electricity bill, current PMC tax receipt, leave and license agreement etc.]
 9. Local guardian's photo identity, adhar card, marriage certificate
 10. Parents adhar card, ration card & photo identity
 11. Pass port and visa [in case of foreign student].
 12. Photocopy of saving bank account of the student opened in the CBI, Fergusson College Branch.
19. **Only stamp size photographs will be accepted by the Rectors' Office.**
20. After completion of all the documents, Rector Office will allot the Room in the hostels.
21. The local guardian will have to take responsibilities of their ward throughout whole academic year 2018-2019 and suppose to report, whenever his/her presence is required and to sanction all types of leaves of his/her ward in the Rector's Office.
22. **In case of FEMALE students, parents are supposed to see the Chief Rector / Rector, Ladies Hostels personally along with their daughter and local guardian in the Rectors' Office before uploading /submitting admission form online through ERP System.**
23. **In case of MALE students, parents are supposed to see the Rector, Gents' Hostels personally along with their son and local guardian in the Rectors' Office before uploading /submitting admission form online through ERP System**
24. **Student and parents / guardian's ANTI-RAGGING affidavits are mandatory for the hostel admission as per the guidelines given by the UGC.**
25. Parents and local guardian's photo identity, adhar card and residential proof are must for the hostel admission.
26. Hostel identity card, hand book and other related documents should be completed and signature of the Chief Rector be obtained through issuing clerk on the same day.
27. Rectors' Office will allot the room in hostel and charge of the said room will be given to the student by the hostel peon on production of duly completed identity card, hostel hand book and students fees challan.
28. Continuation students of the XII [Science/Art] and S. Y. and T. Y. B. Sc. / B.A. will be directly admitted in the hostels from **18 June 2018**. The students will have to apply for hostels online. Pay the fees online through Net Banking, Debit Card or Credit Card. As per banking rules, bank charges may be applicable for the transaction. Please check charges before transaction. Take printout of fees paid and preserve it. Submit application online.
29. The student will activate their hostel admission through Rectors' Office and complete our regular admission procedure of the hostels.
30. If hostel admission is not taken / confirmed within seven day from the date of admission in the college, his/her claim of admission in the hostels automatically stands cancel.
31. **The BACK-LOG students will not be admitted in the hostels and not entertained by the Rectors' Office or any authorities concerned.**

32. **The continuous students those were not opened Saving Bank Account in Central Bank of India, FC Branch 2017-2018 after repeated reminders which was mandatory for all hostelites, will not be admitted in the hostel for the academic year 2018-2019 and not entertained by the Rector's Office.**
33. **For the continuous students those are having adverse remarks in the hostel hand book during academic year 2017-2018 will not be admitted in the hostels for the academic year 2018-2019.**
34. Continuation of the PG Part II hostelites will be admitted in the hostels as soon as admission are confirmed in the college w.e.f. 18 June 2018 OR temporarily admitted in the hostels by producing recommendation letter and dates of commencement of lectures and practicals of the respective Heads of the Departments. The students will be admitted in the hostel on temporary basis and guest charges per day will be applicable.
35. The name/s for continuation in the hostels other than Fergusson College students should be recommended by their respective Principal's / Unit In-Charges of the College / Unit concerned.
36. **The continuation FEMALE students will not be admitted directly to the hostels. Parents and local guardian of girl students will see the Chief Rector / Rector Ladies Hostel personally along with daughter. Also, note that local guardian should not be changed throughout the academic year 2018-2019.**
37. Mess is compulsory for all the female hostelites in the hostels.
38. Mess charges will be as follows and be paid by the hostelite to the respective Mess Contractor in advance before 10th of every month [Mess charges may be revised by The Secretary, DES as per requirement at any time during the academic year]:
 - **Gents' Mess = Rs. 2500/- per month**
 - **Ladies' Mess = Rs. 2500/- per month**
39. **ONLY MAHARASHTRIAN STYLE FOOD WILL BE SERVED IN THE HOSTEL MESS CLUBS.**
40. **DABBA or OUTSIDE MEAL is strictly not allowed in the room or hostel premises.**
41. Mobile, transistor, tape recorder, heating coil, tea maker, roti maker etc. are not strictly allowed in the hostels.
42. Hostelites are not allowed to keep valuables including gold/silver ornaments and big cash in the hostel room. The hostel authority will not be responsible for any theft happened in the room / hostels and college premises.
43. **Hostel Fees for the Academic Year 2017-2018:**
 - **Gents' Hostel Rs. 32550/- [Including refundable deposits Rs. 4500]**
 - **Ladies Hostel Rs. 47550/- [Including refundable deposits Rs. 4500]**
 - **Foreign / NRI Students Rs. 89250/- [Including refundable deposits Rs.4500]**

44. **Once the hostel fees is paid by the student, it is not refundable / transferable, if hostel admission is cancelled by any reason by the student / parents / local guardian for the academic year 2018-2019. Parents / local guardian / students will not be entertained by the Rectors' Office or any concern hostel authorities in this matter.**
45. Entry for the parents, relatives, and friends strictly prohibited in the hostel room / hostel premises.
46. **Entry for ladies and girls are strictly prohibited in the Gents' Hostel Blocks.**
47. Our hostels are very old, parents and student's co-operation is highly expected during the stay in the hostels for whole academic year.
48. If you are not satisfied, please contact / see personally to the Chief Rector / Rector, Gents / Ladies Hostels in the Rectors' Office or their respective Departments during working hours.
49. **You are requested to note that inquiry regarding hostel admissions on mobile strictly during working hours and working days only.**
50. **Contact Authority:**
- ♠ Mr. Sathe Pandurang : **Rectors' Office [O]: 020 30866040**
Ms. Khutwad Poonam
Mr. Wagh Jitendra
 - ♠ **Rector, Gents' Hostel : Dr. Kishor Sonawane : Mobile : 9822779799**
Dept. of Physics
 - ♠ **Rector, Ladies' Hostel : Prof. Swati Joglekar : Mobile : 9225340929**
Dept. of Computer Science
51. *Follow the rules and regulation of the Deccan Education Society's Fergusson College Hostels and enjoys hostelite life.*

Date: 23.05.2018

Prof. [Major] Shridhar M. Vhankate
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