



Deccan Education Society's
FERGUSSON COLLEGE HOSTELS, PUNE - 411 004
ADMISSION PROCEDURE AND SCHEDULE
[2017-2018]

ERP Online Admissions System

1. The Fergusson College Hostel admissions are OPEN to the First Year Courses only.
2. There are NO ADMISSIONS to the student 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. The students from other than Fergusson College will first apply to The Principal of their respective Institutes and report to 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 hostels notice board. Accordingly students are supposed to report for their activation of admission process 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 field / documents.
11. **Mandatory documents for upload are as follows [Keep all download document ready in 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 transaction 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 in college premises while paying hostel fees and it 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.
 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, 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 the ward throughout whole academic year 2017-2018 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 THE MUST 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. **For the continuous students those are having adverse remarks in the hostel hand book during academic year 2016-2017 will not be admitted in the hostels for the academic year 2017-2018 and he/she will not be entertained in the Rectors' Office or any concern hostel authorities for the admission in the hostels.**
29. 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 **19.06.2017**. 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.
30. The student will activate their hostel admission through Rectors' office and complete our regular admission procedure of the hostels.
31. 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.
32. **The BACK-LOG students will not be admitted in the hostels and entertained by the Rectors' Office or any authorities concerned.**
33. **The continuous students those were not opened Saving Bank Account in Central Bank of India, FC Branch after repeated reminders which was mandatory for all hostelites, will not be entertained for the hostel admission for the year 2017-2018**

34. Continuation of the PG Part II hostelites will be temporarily admitted in the hostels by producing individual 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 till final result is declared by the SPPU.
35. **If student is failed or having ATKT, then guest charges Rs.250/300 per day will be charged from the date of temporary admission in the hostels and student should have to vacate hostel room within two days from the date of declaration of the result.**
36. The name/s for continuation in the hostels other than Fergusson College students will be recommended by their respective Principal's / Unit In-Charges of the College/Unit concerned.
37. **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 2017- 2018.**
38. Mess is compulsory for all the female hostelites in the hostels.
39. 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**
40. **ONLY MAHARASHTRIAN STYLE FOOD WILL BE SERVED IN THE HOSTEL MESS CLUBS.**
41. **DABBA or OUTSIDE MEAL is strictly not allowed in the room or hostel premises.**
42. Mobile, transistor, tape recorder, heating coil, tea maker, roti maker etc. are not strictly allowed in the hostels.
43. Hostelites are not allowed to keep valuables including gold/silver ornaments and big cash in hostel room. The hostel authority will not be responsible for any theft happened in the room / hostels and college premises.
44. **Hostel Fees for the Academic Year 2017-2018:**
- **Gents' HostelRs. 32550/- [Including refundable deposits Rs. 4500]**
 - **Ladies HostelRs. 47550/- [Including refundable deposits Rs. 4500]**
 - **Foreign/NRI StudentsRs. 89250/- [Including refundable deposits Rs.4500]**
45. **The students and parents should note that once the hostel fees is paid by the student, it is not refundable or transferable, if hostel admission is cancelled by any reason by the student / parents / local guardian for the academic year 2017-2018. Parents / local guardian / students will not be entertained by the Rectors' Office or any concern hostel authorities in this matter.**
46. Entry for the parents, relatives, friends strictly prohibited in the hostel room / hostel.

47. **Entry for ladies and girls are strictly prohibited in the Gents' Hostel Blocks.**
48. Our hostels are very old, parents and student's co-operation is highly expected during the stay in the hostels for whole academic year.
49. 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. You are requested to note that inquiry on mobile strictly during working hours only.
50. **Contact Authority:**
- ♠ **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: 07.06.2017

Prof. [Major] Shridhar M. Vhankate
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