

Government Engineering College, Bartonhill, Thiruvananthapuram

INSTRUCTIONS AND GUIDELINES FOR B. TECH / M. TECH ADMISSION PROCESS - 2020

1. Candidates who are allotted through CEE for joining engineering courses in this institution are advised to strictly follow these instructions / guidelines.
2. The date and time for joining engineering courses are scheduled as below:

<i>Date</i>	<i>Branch</i>	<i>Time</i>
27/10/2020	Civil Engineering (CE)	9.30 am – 12.30 pm
27/10/2020	Electronics & Communication (EC)	1.30 pm – 4.30 pm
28/10/2020	Mechanical Engineering (ME)	9.30 am – 12.30 pm
30/10/2020	Electrical & Electronics Engineering (EEE)	9.30 am – 12.30 pm
31/10/2020	Information Technology (IT)	9.30 am – 12.00 pm

3. Covid-19 Protocol will have to be strictly followed. Strictly wear a face mask inside the campus. Frequently sanitize your hands. Keep social distance throughout the admission process.
4. Persons (either candidate or accompanying person) with Covid-19 positive cases / from hotspots or containment zones / those who are advised to be under home quarantine must avoid physically appearing at the institution for admission. Authorization of suitable persons for the admission process is permitted.
5. Candidate along with one parent member or authorized person only will be allowed inside the campus for the admission process.
6. You are requested to bring all relevant documents and original of all certificates that are uploaded to CEE.
7. Fees to be paid to University, PTA, College Bus Facility etc. at the time of admission is listed below.

	Item	Amount	Moe of Payment	Remark
1	KTU Administration Fee, Exam Fee, Sports & Arts Fee and Caution Deposit	4200/-	Credit/ Debit Card (Preferred) or Cash	Mandatory, (Exempted for SC/ST and OEC)
2	PTA, College Bus Fund, College Union Fund , etc.	10500/-	Cash	Approximate

8. Report at the institution entrance on the time and date specified as per the schedule above. Park the vehicle, if any, at the space as directed by the security at the gate. Report at the help desk / front office (near car porch, main building).
9. You have to register at the help desk; provide name, phone number, email ID, etc.

10. You have to sign & submit a Covid-19 declaration kept at the help desk.
11. A token will be given and further necessary instruction / details of admission procedure will be given to you at the help desk and then you will be directed to a waiting room.
12. You may have to fill certain forms which will be distributed in the room.
13. You will be directed for academic and other certificate verifications in a different room.
14. After the certificate verification, you will be directed to the main admission procedure carried out in the conference hall, like payment of tuition fee, bus fee, hostel fee, other fees and payments, etc.
15. Finally you will visit the principal and get admitted to the course.