

COUNSELLING BROCHURE

AIEEE - 2010



Counselling Venue

**Conference Hall, Institute of Technical Education & Research (ITER)
SIKSHA O ANUSANDHAN UNIVERSITY**

(Declared U/S 3 of the UGC Act, 1956)

Jagamohan Nagar, Jagamara, Khandagiri, Bhubaneswar - 751030, Odisha.

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SIKSHA O ANUSANDHAN UNIVERSITY
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(Declared U/S 3 of the UGC Act, 1956)

SOA University is a Deemed University declared Under Section 3 of the UGC Act, 1956, has been accredited with 'A' grade by National Assessment and Accreditation Council (NAAC) of Unibversity Grants Commission, Govt. of India.

Located in the temple city of Bhubaneswar, the capital of Orissa, SOA University is founded with a mission to offer undergraduate, post graduate and Ph.D. Programmes in Engineering / Technology, Medicine, Dental, Nursing, Business Management, Hospitality & Tourism Management, Hospital Administration, Pharmacy, Humanities and other contemporary career courses. The programmes have a competitive edge in terms of course content and dissemination of knowledge that goes in tandem with India's globalization.

SOA University (SOAU) has evolved a dynamic approach to understand, and address the changing requirements of students, employees, and our society at large; and to maintain continuous learning, improvement, and a pragmatic transformation in professional education. SOA University is a process driven organization with supportive infrastructure that is committed to continual improvement with the following vision, mission, and goals.

Vision

To build a state-of-the-art educational system, facilitating the process of imparting quality Professional, and technical education in India and abroad.

Mission

- To promote learning by students and faculty.
- To promote quality teaching in global perspective.
- To acquire knowledge through updated training and research.
- To achieve transformation of knowledge.
- To establish an effective, efficient and transparent system of examination and evaluation.
- To promote the spirit of entrepreneurship amongst the students of the University.
- To foster close interaction with industries.
- To realize and adopt social responsibilities.

Goals

- To foster excellence in teaching and research.
- To prepare students with positive attitude, skills and moral values.
- To create leadership skill to be useful in global society.

CONSTITUENT INSTITUTES

| Sl.No. | Name of the Institute | Code | Course |
|--------|--|------|---|
| 1 | Institute of Technical Education & Research | ITER | B.Tech. / MCA/ M.Tech |
| 2 | Institute of Business & Computer Studies | IBCS | MBA / MHA |
| 3 | Institute of Medical Sciences & SUM Hospital | IMS | MBBS |
| 4 | School of Hotel Management | SHM | BHMCT / MHMCT |
| 5 | School of Pharmaceutical Sciences including Centre of Biotechnology | SPS | B.Pharm./ M.Pharm./ M.Sc.(Bio-tech) |
| 6 | Institute of Dental Sciences | IDS | BDS |
| 7 | SUM Nursing College | SNC | B.Sc. Nursing P.B. Nursing/M.Sc. Nursing |

FEE STRUCTURE

| Sl.No. | Course with duration | Fees |
|--------|----------------------|-------------------------|
| 1 | B.Tech. (4 yrs) | Rs.1,60,000/- per annum |

1. Hostel Charges:

| | |
|---|----------------------|
| Hostel Establishment Charges (Per year) | : Rs.26,000/- |
| Facilitation Charges (Per year) | : Rs. 6,000/- |
| Caution Money (Refundable one time) | : Rs. 3,000/- |
| Total Hostel Fees | : Rs.35,000/- |

The mess charges as per actuals shall be paid per month. It may be around Rs.1800/- per month.

- 2. Institute Caution Money:** Rs.5,000/- (one time and refundable) for all programmes.
- 3. Transportation Charges:** The transportation facility is available within the city for which the annual fee charged is Rs.10,000/- (Rupees Ten Thousand Only).
- 4. Registration Fees :** Rs.2,000/- per trimester / semester / annual towards examination, for all programmes.

- NB:** ■ The above fees have to be paid by the students by 15th of July every year, failing which penalty as to be notified from time to time will be imposed.
- The fee structure for 2010 batch will remain unchanged till the end of the programme.
 - Qualifying degrees should be recognised as per statutory council norms.

BRANCHES IN U.G. PROGRAMMES : B.TECH.

| Sl.No. | Name of the Branch | Branch Code |
|---------------|---|--------------------|
| 1 | Applied Electronics & Instrumentation Engg. | AEI |
| 2 | Computer Science & Engineering | CSE |
| 3 | Civil Engineering | CE |
| 4 | Electronics & Communication Engineering | ECE |
| 5 | Electrical Engineering | EE |
| 6 | Electronics & Electrical Engineering | EEE |
| 7 | Information Technology | IT |
| 8 | Mechanical Engineering | ME |

SIKSHA O ANUSANDHAN UNIVERSITY
ADMISSION RULES FOR AIEEE-2010

1. A Candidate can seek admission at the counselling only against a valid AIEEE-2010 Rank Card (AIR overall rank) and SOAU call letter.
2. The original certificates will be verified at the time of counselling. Two sets of attested photocopies of all certificates are to be deposited at the time of counselling.
3. A candidate selected through the counselling for a course in an institute automatically is admitted as a registered student of Siksha O Anusandhan University. The student receives a University Registration Card and a registration number.
4. A candidate has to pay **Rs.40,000/- (Non-refundable)** at the time of Registration through an A/C Payee Demand Draft / Pay Order in favour of **SIKSHA O ANUSANDHAN UNIVERSITY, Bhubaneswar** drawn on any Nationalized Bank payable at **Bhubaneswar** which will be adjusted towards admission fee subsequently.
5. A candidate who accepts a registration card for admission into the allotted institute, forfeits the fee paid by him / her at the time of counselling, if he / she decides not to join the Institute and the course.
6. The AIEEE-2010 Rank Card and SOAU call letter of the admitted candidate shall be **surrendered** during counselling.
7. Selection would be strictly according to the all India overall rank. If a candidate is found to have submitted wrong information, his / her candidature will be cancelled.
8. A candidate has to satisfy the eligibility criteria as mentioned in our website of SAAT-2010 for admission to different programmes of the University.

COUNSELLING PROCEDURE : GUIDELINES FOR CANDIDATES

1. Counselling for successful candidates of AIEEE-2010 for admission to ITER will be held as per the programme given in the Counselling Schedule.
2. Please bring your AIEEE-2010 Rank Card, AIEEE-2010 Admit Card and SOAU call letter along with other documents. You will be required to produce the AIEEE-2010 Rank Card and SOAU call letter at the time of entry to Counselling Hall.
3. **Please bring your AIEEE-2010 Rank Card, AIEEE-2010 Admit Card , SOAU call letter, all original Certificates, two sets of attested photocopies of all certificates arranged in order as advised in the Check List for verification and two numbers of recent colour passport size photograph during Counselling.**
4. Please note that **only one person (Parent / Guardian)** will be permitted to accompany the candidate to the counselling venue.
5. You are to report at least **15 minutes before your scheduled time on the date of the counselling.** Late comers, reporting after the scheduled time for counselling will not be allowed.
6. You are advised to take your seat at the Counselling Hall and wait till your name or rank number is announced.

7. On announcement of your Name & Rank, please **follow the steps as described below** :
- I. After signing the attendance register the candidate is required to move to the Verification Counter for his / her document verification. Please arrange your original documents (certificates / mark sheets / other documents in support of the reservation, if any, you are claiming) serially as per the **LIST OF DOCUMENTS REQUIRED FOR VERIFICATION** (See the Check list) before coming to the verification counter.
 - II. Thereafter the candidate is required to fill-in the **Seat Choice Form** (See Appendix-III) after verifying the availability of seats on the screen displayed constantly and sign the same before proceeding to Seat Allocation Counter.

NOTE :

- a) **You are advised to fill in the seat choice form using the correct name of the institute and its LETTER CODE along with name of the discipline and its LETTER CODE. The institute and discipline codes are supplied with this booklet to help you fill-in the Seat choice form correctly.**
- b) **Seat allotment will be made on the basis of the choices filled in by you in the Seat Choice Form based on the seats available. No change will be allowed in the choice form after seat allotment is made. SOAU is not responsible if a candidate does not get a seat of his / her choice because of wrong choice.**
- III. **After allotment the candidate is required to deposit the Demand Draft of Rs.40,000/- in the draft collection counter.**
- IV. Then the candidate is required to move to the **Registration Counter** to collect his / her seat allotment letter stating the Institute and Branch / Discipline to which the candidate will be admitted. The University Registration Card shall be handed over to the candidate after he / she puts his / her signature.

GENERAL INSTRUCTION

- ❖ If any candidate does not report at his / her scheduled time of the counselling, he / she will be marked absent and will not be allowed for counselling for the same session. However, he / she may avail a chance for counselling at the end of the day subject to availability of seats.
- ❖ **Once the Seat choice form is submitted and a seat is allotted to the candidate from among his / her choices exercised in the choice form, no refund of Rs.40,000 will be made under any circumstances. Therefore, the candidate has to be careful**

in filling the choice form. He / she should fill in the choices that are available at that point of time, which is constantly displayed on the screen.

- ❖ **The candidate is required to submit his / her school / college leaving certificate, in original, along with other certificates / documents in order (both original certificates and two sets of photocopies of all certificates) as per LIST OF DOCUMENTS REQUIRED FOR VERIFICATION (Check list) at the time of counselling.** No one will be considered for admission without School / College leaving Certificate.
- ❖ The candidate is also required to get the certificate from the Educational Institute / School / College last attended in the proforma enclosed (See Appendix - II). The photograph which is to be pasted at the space provided should be same as the one pasted in his / her Application Form (Admit Card). The photograph is to be attested by the Head of the Institute / School / College last attended affixing the official seal covering a part of the photograph.
- ❖ Each admitted candidate has to sign a declaration and countersigned by his / her parent / guardian in the proforma given (See Appendix - IV).
- ❖ The candidate is advised to bring duly filled-in Certificate (Appendix - I supplied with this booklet) in support of any category / reservation claimed. The required documents are to be filled in properly and signed by appropriate authority with his / her Official seal. These certificates are essential for those who claim a seat under any reserved category, without which a candidate will not be considered for any reservation.
- ❖ The choice of Institute and Discipline rests solely on the candidate. He / she may seek assistance / guidance from officials associated with the counselling.
- ❖ **The seat strength / availability under AIEEE - 2010 counselling in all disciplines and categories shall be displayed on the screen in the counselling hall .**
- ❖ **Appendix-III & IV are to be filled up in the Counselling Hall. Appendix-V should be filled up neatly in block letters (except item 1, 2 & 3) in advance. Enter your AIEEE-2010 all India overall rank in appropriate box for the category in which admission is provided.**

Necessary documents / Record Form (duly filled by the candidate in block capital letters) / Certificates alongwith Marksheets / Check list to be brought for Counselling.

CHECK LIST
LIST OF DOCUMENTS REQUIRED FOR VERIFICATION

(Please arrange the documents in this order)

| Sl. No. | Programme | Documents Required | Remarks |
|---------|-----------|---|---------|
| 1. | B.Tech. | AIEEE-2010 Rank Card <input type="checkbox"/> | |
| 2. | B.Tech. | AIEEE-2010 Admit Card <input type="checkbox"/> | |
| 3. | B.Tech. | SOAU Call Letter <input type="checkbox"/> | |
| 4. | B.Tech. | 10th Pass Certificate <input type="checkbox"/> | |
| 5. | B.Tech. | 10th Mark Sheet <input type="checkbox"/> | |
| 6. | B.Tech. | +2 (Sc.) Pass Certificate <input type="checkbox"/> +2 (Sc.) Mark Sheet <input type="checkbox"/> | |
| 7. | B.Tech. | School / College leaving Certificate <input type="checkbox"/> | |
| 8. | B.Tech. | Certificate from the Head of the Institution last attended (Appendix - II) <input type="checkbox"/> | |
| 9. | B.Tech. | SC / ST Certificate by birth (Appendix - I) <input type="checkbox"/> | |
| 10. | B.Tech. | Migration Certificate <input type="checkbox"/> | |
| 11. | B.Tech. | Two colour passport photo <input type="checkbox"/> | |
| 12. | B.Tech. | Demand Draft of Rs. 40,000/- <input type="checkbox"/> | |
| 13. | B.Tech. | Any other documents <input type="checkbox"/> | |

Signature of the Verifying Officer

Signature of the Candidate

NOTE :

1. A candidate has to secure pass mark in the qualifying examination in individual appropriate subjects as mentioned for different programmes in the eligibility criteria as given in our website of SAAT-2010.
2. Two sets of attested photocopies of all certificates arranged in the same order as in the check list.

APPENDIX - I

SC / ST CERTIFICATE BY BIRTH (FOR AIEEE - 2010)

This is to that Sri / Smt / Miss
Son / daughter / wife of Shri of
village/ Town P.S. Tahasil
.....in the district of of the State of
belongs to the Caste / Tribe which is recognized as Scheduled Caste /
Tribe under Constitution (Schedule Castes) order 1950 / the Constitution (Scheduled Tribes)
Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes (Amendment)
Orders Act. 1976.

The Place of birth of Sri / Smt./ Miss
is village / town P.S. Tahasil
..... in the district of
of the State of

Full Signature of the Applicant

Signature with Date

Round Seal of Office

Designation with Seal of Office

Note : This certificate should be issued by the Tahasildar of the place of residence of parent.
No part of the form should be mutilated in any manner.

APPENDIX - II
CERTIFICATE FROM THE HEAD OF THE INSTITUTION LAST ATTENDED

- (a) Certified that _____
(Name of the candidate in full) Son / Daughter of _____
(Name of the Father in full) Born on _____ has passed _____
_____ in the year _____ as per the record
of this institute.
- (b) Certified that the recent passport size photograph pasted on this page is attested by me.

Seal of the Institution

Signature of the Head
of the Institution with seal

Issue / Reference No. _____

Name _____

Date : _____

Designation _____

Affix one photograph
same as that you have
pasted on the
application form and
get it attested by the
head of the Institution
last attended, affixing
official seal covering a
part of the photograph.

APPENDIX - III

SEAT CHOICE FORM

Name :

AIEEE Roll No. :

Category :

AIEEE all India overall Rank :

| Name of the Institute with code | Name of the Course with code | Name of Branches in order of Preference(write codes only) | | | | | | | |
|------------------------------------|---------------------------------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| ITER | B.Tech. | | | | | | | | |

DECLARATION BY THE CANDIDATE

I will abide by the rules and regulations of the University and the Institute to which I get admitted. Further, my behaviour and conduct will be at par with what is expected from a disciplined student. I will not tarnish the image of my University and Institute by my conduct. I understand, my admission is provisional and may be cancelled any time if the information that I have provided are found to be wrong.

Place :

Date :

Full Signature of the Candidate

DECLARATION BY THE FATHER / MOTHER / GUARDIAN OF THE CANDIDATE

I the father / mother / guardian of hereby declare that I will meet the expenses towards the study of my son / daughter / ward in the institute where he / she is being admitted. Further I shall be keeping track of the conduct and performance of my son / daughter / ward during the period of his / her study and shall abide by the decision of the University / Institute authority taken in case his / her performance and conduct are not satisfactory.

Place :

Date :

Full Signature of the Parent / Guardian

DECLARATION

Name of the Candidate

All India overall Rank No. Category Programme - **B.Tech.**

1. This is to undertake that I have taken admission in the **Institute of Technical Education & Research** in B.Tech. (name of the branch) out of my own accord. This allotment is based on the choice exercised by me during counselling.
2. I have surrendered my AIEEE-2010 Rank Card & SOAU call letter. I also understand that the Rank Card & SOAU call letter is no more valid and against the same, I can not claim to take admission in any other discipline in the same institute.
3. I understand that no change of branch or institute is permitted in the first year. Subject to regulation of the University and performance in first year, branch change may be permitted in second year only.
4. I also understand that the fee that I am paying during admission is provisional. I have to pay the balance amount duly.
5. I undertake that I shall not indulge in any act of indiscipline or misconduct, either inside or outside the college during my tenure as a student in the College. In case I am found indulging in such activities, disciplinary action may be taken against me.
6. I undertake that I shall not indulge in any kind of ragging inside / outside of the campus. I understand that if I am found guilty of ragging I may be expelled from the institute.
7. I undertake that I shall not claim refund of any fee paid by me during counselling in case I fail to join the afore mentioned programme and institute by due date.

Further, this is to certify that, I have received the University Registration Card bearing the Registration No.

Date :

Full Signature of the Parent

Full Signature of the Candidate

RECORD FORM 2010-11

(APPENDIX - V)

(FILL THE FORM IN BLOCK CAPITAL LETTERS ONLY)

| | | | | |
|-----|---|---------------|------------------|--|
| 1. | University Regd. No. (To be filled by Office) | | | |
| 2. | Course (To be filled by Office) | | | |
| 3. | Programme (To be filled by Office) | | | |
| 4. | Rank - SAAT <input type="text"/> AIEEE <input type="text"/> AIPMT <input type="text"/> JEE <input type="text"/> Others <input type="text"/> | | | |
| 5. | Category (under which admission is granted) | Nationality | | |
| 6. | Name of the Candidate (in full) | | | |
| 7. | Date of Birth | GATE SCORE | | |
| 8. | Father's Name (in full) | | | |
| 9. | Mother's Name (in full) | | | |
| 10. | Guardian's Name (in full) (Incase father is not alive) | | | |
| 11. | Sex | Blood Group | | |
| 12. | State | Mother Tongue | | |
| 13. | Permanent Address | C/o: | | |
| | | Plot No. | PO: | |
| | | At: | Vill/City : | |
| | | PS: | Dist : | |
| | | State: | Pin: | |
| | | Tel. (Res.) | Mob. (Parent's): | |
| 14. | Present Address | C/o: | | |
| | | Plot No. | PO: | |
| | | At: | Vill/City : | |
| | | PS: | Dist: | |
| | | State: | Pin: | |
| | | Tel. (Res.) | Mob. : | |

ACADEMIC RECORD

| Examination Passed | Name & Address of Institution | Name of Board / University & State | Year of Passing | % of marks |
|--------------------------------------|-------------------------------|------------------------------------|-----------------|------------|
| 10th / H.S.C or Equivalent | | | | |
| +2Sc. / Diploma or Equivalent | | | | |
| B.Tech./B.E/ +3 Sc. or Equivalent | | | | |
| Any other | | | | |

