## **Guidelines for Hostel Admission Process**

1. <u>Step 1</u>: Go to <u>www.spce.ac.in</u> and click on ERP intranet(for campus use) or ERP internet(for Home use)

After clicking on this link you will get the **Login page**.

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## 1. <u>Step 2</u>: Enter your Username & Password.

**[NOTE:** You will get your **Username & Password** through **Text Message** and **Email** on your registered mobile number and email id respectively.

If there is any **Login** issue please contact **System Analyst** (email id: <u>system\_analyst@spce.ac.in</u>)]

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2. <u>Step 3 :</u> After entering your Username & Password you will get Home page.

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	Designed and Developed By: MasterS	off Copyright © 2016. All rights reserved.	

**3.** <u>Step 4</u> : If you want to change your password, click on Profile image and then change your password.

HANGE PASSWORD			
Email Id	Mobile Number	Old Password	
New Password	Confirm Password		
	Submit Cancel		
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## 4. <u>Step 5 :</u> For Online Payment of fees click on

Host	el→Transac	ctions→Onlin	e Apply	Hoste	el
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5. <u>Step 6</u>: After clicking on the online apply hostel, you can see application form for hostel.

FORM OF UNDERTAKING FOR GIRLS HOSTEL		iL	LICATION FORM FOR HOSTE
	Student Information		CET / GATE Score :
11	Current Sem :	M1610020	Roll No.:
III	Apply Sem :	NARNAWARE TANISHA DEEPAK	Student's Name :
GENERAL	Alloted Category :	FFMALE	Gender :
SC	Student Category :	B.TECH.	Degree :
2017-2018 💌	For Session :	MECHANICAL ENGINEERING	Branch :
	Photo:	2016-17	Batch:
		01/08/2016	Date of Admission :
		1	Year:

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6. <u>Step 7 :</u> Please enter the bank details

Incase of Refund/Cancellation. The refundable/cancellation fees will be credited to the mentioned account.

Bank	Account No	Bank Branch
Please Select		

7. <u>Step 8 :</u> After entering the bank details. Click on Apply for Hostel. You can see Rules & Regulations. Please adhere to the conditions .so that you can proceed further.

I give undertaking that I will follow all rules and regulations mentioned above and which may be framed from time to time by the authorities. I understand that in case of my involvement in any kind of ragging which is a punishable office under law, I shall be debarred from the Hostel permanently and strict action shall be taken against me as per the law.

	A	pply Close	
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- 8. <u>Step 9 :</u> To download the application form. Click on application form and submit in hardcopy to hostel rector.
- 9. <u>Step 10 :</u> The merit list will be generated on 22<sup>nd</sup> july.
- 10. <u>Step 11 :</u> The instructions of online payment will be displayed on the website. After the room allotment is done, Please download the undertaking form of respective gender from the website –Hostel Section and get it signed by Parents/Guardians and submit it to the Hostel Rector.