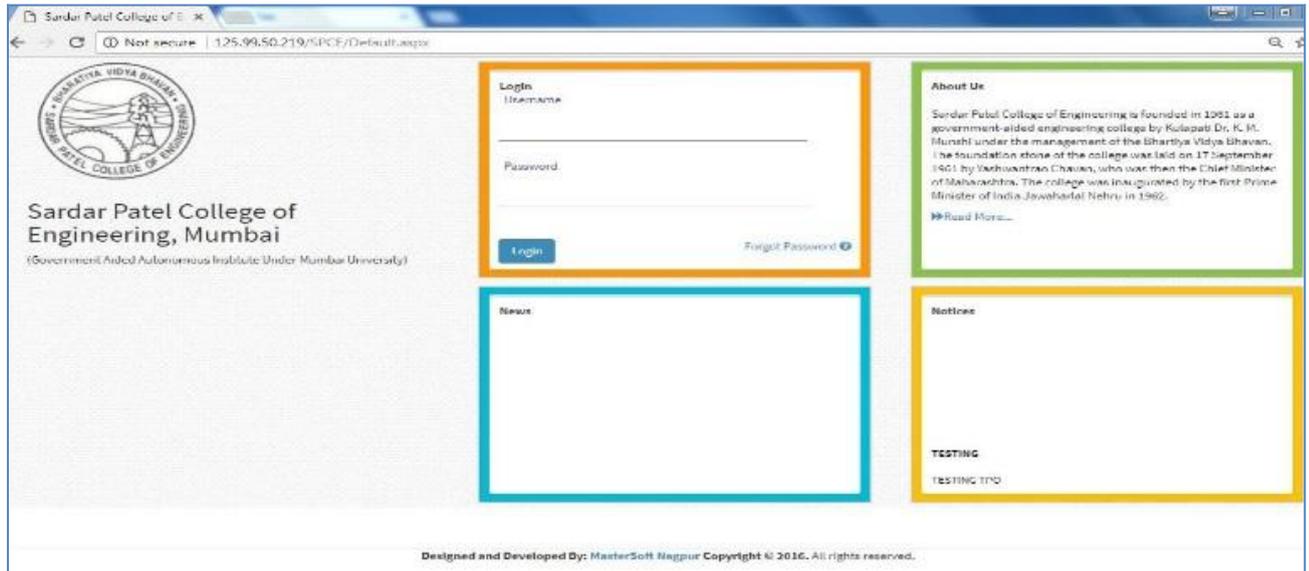


# Guidelines for Hostel Admission Process

- Step 1:** Go to [www.spce.ac.in](http://www.spce.ac.in) and click on ERP intranet(for campus use) or ERP internet(for Home use)

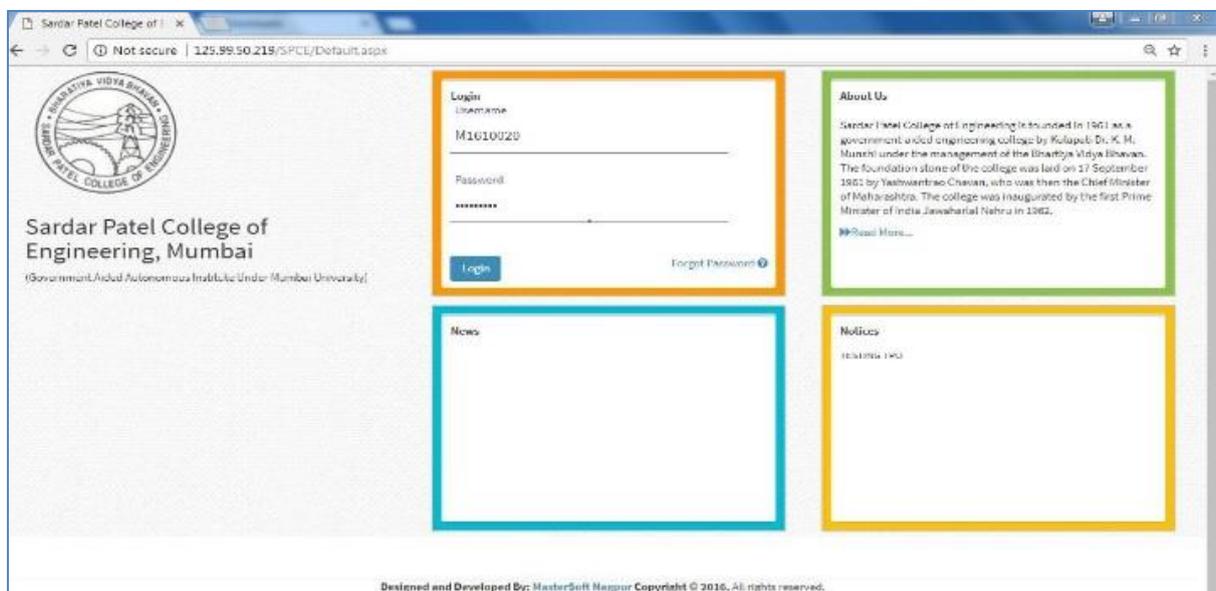
After clicking on this link you will get the **Login** page.



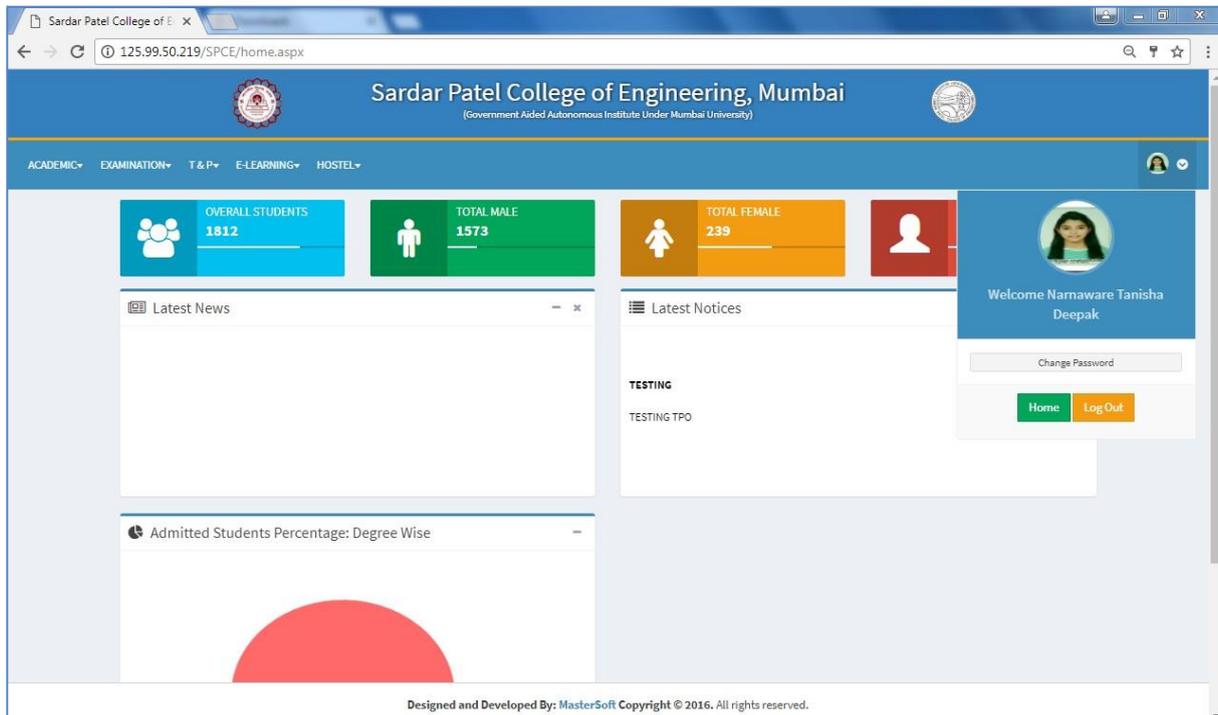
- Step 2:** Enter your **Username & Password**.

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

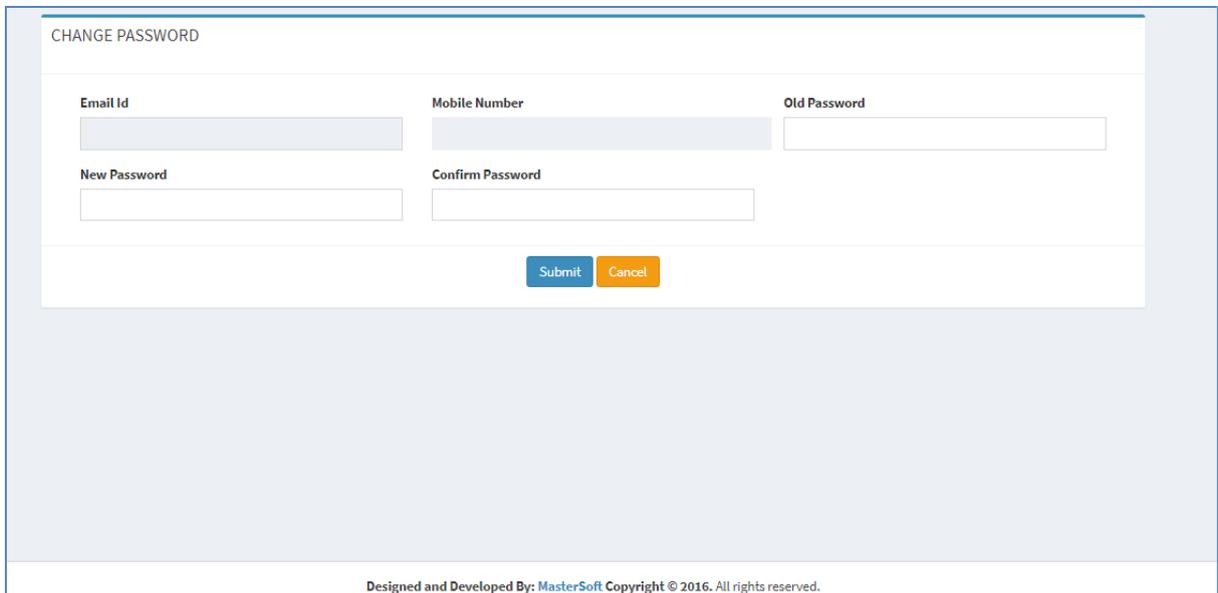
If there is any **Login** issue please contact **System Analyst** (email id: [system\\_analyst@spce.ac.in](mailto:system_analyst@spce.ac.in))]



2. **Step 3 :** After entering your Username & Password you will get Home page.



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



4. **Step 5 :** For Online Payment of fees click on

## Hostel → Transactions → Online Apply Hostel

15.99.50.219/SPCE/home.aspx

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5. **Step 6 :** After clicking on the online apply hostel, you can see application form for hostel.

APPLICATION FORM FOR HOSTEL

FORM OF UNDERTAKING FOR GIRLS HOSTEL  
 FORM OF UNDERTAKING FOR BOYS HOSTEL

|                     |                          |                     |           |
|---------------------|--------------------------|---------------------|-----------|
| CET / GATE Score :  |                          | Student Information |           |
| Roll No. :          | M1610020                 | Current Sem :       | II        |
| Student's Name :    | NARNAWARE TANISHA DEEPAK | Apply Sem :         | III       |
| Gender :            | FEMALE                   | Alloted Category :  | GENERAL   |
| Degree :            | B.TECH.                  | Student Category :  | SC        |
| Branch :            | MECHANICAL ENGINEERING   | For Session :       | 2017-2018 |
| Batch :             | 2016-17                  | Photo:              |           |
| Date of Admission : | 01/08/2016               |                     |           |
| Year :              | 1                        |                     |           |

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6. **Step 7 :** Please enter the bank details

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

Bank Details

|   |   |  |
|---|---|--|
| <b>Bank</b><br><input type="text" value="Please Select"/>   | <b>Account No</b><br><input type="text"/> | <b>Bank Branch</b><br><input type="text"/> |
| <input type="button" value="Apply for Hostel"/> <input type="button" value="Application Form"/> <input type="button" value="Cancel"/> |   |  |

7. **Step 8 :** 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 offence under law, I shall be debarred from the Hostel permanently and strict action shall be taken against me as per the law.

8. **Step 9** : To download the application form. Click on application form and submit in hardcopy to hostel rector.

9. **Step 10** : The merit list will be generated on 22<sup>nd</sup> july.

10. **Step 11** : 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.

