

# How to Apply

All eligible candidates interested in seeking admission to their desired branches at TSEC need to follow the below mentioned process in an unfeigned manner:

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## Obtaining the admission kit.

Every eligible candidate must obtain the Admission kit from TSEC Office after payment of the application processing fees. The Admission Kit includes the following:

- A data sheet for filing preliminary admission details.
- An Admission form for filing complete candidate details at the time of admission.
- A brochure detailing the information about college and other relevant details required for seeking admission in TSEC.

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## Submission of Data Sheet.

After obtaining the admission kit, the candidate needs to submit the completely filled datasheet along with a set of self-attested photocopy of all relevant documents and a photocopy of the duly filled data sheet to the college on or before the date of final submission as mentioned in the schedule in the advertisement and college website.

3

## Verifying Institute Merit Number.

As per the details given in the schedule from time to time. Merit list of all eligible candidates will be displayed on the College website as well as notice board. The candidate should confirm their merit number and other relevant details. In case of any discrepancy, candidate should report to the college through written application on or before the date of grievance.

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## Attending Admission Rounds.

As per the details given in the schedule, Admission rounds will be organised for finalizing the admissions. All candidates having appropriate merit numbers need to attend the admission round and complete the admission process stated during the round.

Candidate should produce the following during the time of admission round

- Duly filled admission form
- DD / PO of the required College fees as mentioned in the prospectus
- Originals of all relevant documents.
- Three sets of un-attested photocopy of all relevant documents (delayed submissions shall be allowed sparingly on prior approval by college authority)
- A passport-size recent photograph.