

REPORTING INSTRUCTIONS

All candidates should bring following **original documents** along with **five sets of self-attested photocopies**. **Also, scanned copy of all the original documents has to be bought on a Pen Drive.**

Sr. No.	DOCUMENT LIST
<u>Students have to bring scanned copy of below mentioned applicable documents on PEN DRIVE. The soft copy of the documents are required to be kept with students till the completion of the course (till Passing the course).</u>	
1.	Final Allotment letter print out from student Login / State – CET Web Portal
2.	CAP Round Allotment Letter with original seal and sign of Admission Reporting Centre authority
3.	Original Stamped Receipt from Facilitation Center received after document verification
4.	MHT – CET 2019 Score Card print out from the website of competent authority
5.	JEE (Main) 2019 Score Card print out from the website of competent authority
6.	X th Grade Mark sheet / Passing Certificate
7.	XII th Grade / Diploma Mark sheet / Passing Certificate
8.	Equivalence Letter of Grade conversion in case of X th & XII th Marksheets shows grades or CGPA Score
9.	Migration Certificate (For other than Maharashtra Board)
10.	XII th / Diploma Leaving / Transfer Certificate (As Applicable)
11.	Caste Certificate – For all Reserved category students
12.	Caste Validity Certificate – For all Reserved category students
13.	Non Creamy layer Certificate valid till 31.03.2020 (For DT / VJ / NT / OBC / SBC / SEBC Category)
14.	Gap Certificate (For students who have passed XII th Examination before 2018)
15.	<p>Nationality* Certificate (Any of the below):</p> <ul style="list-style-type: none"> ⇒ Indian Nationality Certificate issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides ⇒ The School Leaving Certificate indicating the Nationality of the candidate as 'Indian' ⇒ Original Birth Certificate clearly indicating Nationality as 'Indian' ⇒ Original Passport (with Attested photocopy of Passport) <p>*Required only if Leaving Certificate does not specify the Nationality</p>
16.	<p>Domicile** Certificate (Any of the below):</p> <ul style="list-style-type: none"> ⇒ Domicile Certificate of Candidate / Parent issued by the Maharashtra State's appropriate authorities will be considered valid ⇒ The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother <p>**Required only if Leaving Certificate does not specify the place of birth in Maharashtra</p>
17.	<p>If the student is allotted seat through the Central Admission process of DTE then:</p> <ul style="list-style-type: none"> ⇒ For Type "C" Candidates – Proforma A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in/outside Maharashtra ⇒ For Type "D" Candidates – Proforma B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee or undertaking along with documentary evidences from the retired employee stating place of settlement <p>Note : Both these proforma have to be accompanied by attested copy of: 1. Transfer order 2. Joining report</p>
18.	TFWS SEAT – Income Certificate stating that his/her parent's annual income from all source is less than Rs. 8.0 lakhs issued by appropriate competent authority of the Maharashtra State

19.	EWS SEAT - Eligibility certificate (Proforma V) for Economically Weaker Section (EWS) Candidate issued by Tahsildar
20.	Orphan SEAT - Orphan Certificate (Proforma U) for students claiming seat under Orphan category
21.	Ex - Servicemen (Defense - 1) - Defence Service Certificate Pro forma - C. Domicile certificate of father/mother who is an Ex - service personnel is domiciled in the State of Maharashtra Note : This pro forma is to be accompanied by attested copy of : 1. Transfer order 2. Joining report
22.	Active Domicile Defense (Defense - 2) - Defence Service Certificate Pro forma - C and Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra
23.	Active Non Domicile (Defense - 3) - Defence Service Certificate Pro forma - C and D/E. Certificate from the employer in the pro forma - D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra OR Certificate from the employer in the pro forma - E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra Note : Both these proforma have to be accompanied by attested copy of: 1. Transfer order 2. Joining report
24.	Jammu & Kashmir Allotment - Proforma J - For sons and daughters of Defence / Paramilitary force / IAS / IPS / IFS / JK Police posted in JK to combat terrorist activities Proforma K - Migrants staying in Refugee Camps Proforma L - Displaced JK candidates staying with relatives / friends in India other than Migrant Refugee camps
25.	Persons with Disability - Certificate as per standard proforma - Domicile Certificate of the Candidate
26.	Minority Candidates - Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue - Domicile Certificate of candidate
27.	Latest Passport Size and Stamp Size color photographs (Passport Size - 10 Nos. and Stamp Size - 10 Nos.) - <u>Along with Soft copy on the Pen Drive.</u>
28.	UID / Aadhar Card self-attested Photocopy Only
29.	Character Certificate (For OMS Candidates)

For any assistance in locating the Institute Campus, kindly call on 22933441/ 2/ 3. Following are the transportation options available:

- Direct PMPL, PCMC buses are available from Pune Station, Pune Corporation, Nigdi Depot; Bhosari Depot, kindly get down at Phase I, Infosys Circle and then walk down the lane between Tata Technologies and Lemon Tree
- You can hire a Cab through OLA / UBER
- Normally the travel journey by auto is 1.5 hours from Pune Station and 1 hour from Nigdi, Bhosari.

Road Map to reach the Institute

