



## **INSTRUCTIONS FOR REPORTING AT THE INSTITUTE**

### **For Direct Second Year**

### **(Academic Year 2019 – 20)**

The students have to report to the academic building for Document verification and completion of Admission Process. 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. The original documents hard copies would be retained by the college for the purpose of DTE / ARA Verification. The soft copy of the documents are required to be kept with students till the completion of the course (till Passing the course).**

Students are also hereby informed that Academic Session has already started. You are required to start attending classes immediately after confirmation of admission.

| Sr. No.                                                                                                                                                                                                                                   | DOCUMENT LIST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b><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></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1.                                                                                                                                                                                                                                        | Final Allotment letter print out from student Login / State – CET Web Portal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.                                                                                                                                                                                                                                        | Original stamped receipt of Admission Reporting Centre Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.                                                                                                                                                                                                                                        | Original Stamped Receipt of Facilitation Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.                                                                                                                                                                                                                                        | X <sup>th</sup> Grade Mark sheet / Passing Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.                                                                                                                                                                                                                                        | XII <sup>th</sup> Grade Mark sheet / Certificate (If Applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6.                                                                                                                                                                                                                                        | Diploma Final Year Mark sheets (All Mark sheets of Final Year including multiple attempts if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.                                                                                                                                                                                                                                        | Provisional / Final Degree Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 8.                                                                                                                                                                                                                                        | Diploma Leaving / Transfer Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9.                                                                                                                                                                                                                                        | Equivalence Certificate from DTE (For Other than MSBTE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10.                                                                                                                                                                                                                                       | <b>Nationality Certificate (Any of the below):</b> <ul style="list-style-type: none"><li>⇒ Indian Nationality Certificate issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides</li><li>⇒ The School leaving Certificate indicating the Nationality of the candidate as 'Indian'</li><li>⇒ Original Birth Certificate clearly indicating Nationality as 'Indian'</li><li>⇒ Original Passport (with Attested photocopy of Passport)</li><li>⇒ Attested photocopy of Passport</li></ul> <b>*Required only if Leaving Certificate does not specify the Nationality</b> |



| Sr. No. | DOCUMENT LIST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.     | <p><b>Domicile Certificate (Any of the below):</b></p> <ul style="list-style-type: none"><li>⇒ Domicile Certificate of Candidate / Parent issued by the Maharashtra State's appropriate authorities will be considered valid</li><li>⇒ 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</li></ul> <p><b>**Required only if Leaving Certificate does not specify the place of birth in Maharashtra</b></p>                                                                                                                         |
| 12.     | <p><b>If the student is allotted seat through the Central Admission process of DTE then:</b></p> <ul style="list-style-type: none"><li>⇒ For Type "C" Candidates – <b>Proforma A</b> stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in/outside Maharashtra</li><li>⇒ For Type "D" Candidates – <b>Proforma B</b> stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee</li></ul> <p>Note : Both these proforma have to be accompanied by attested copy of:</p> <ol style="list-style-type: none"><li>1. Transfer order</li><li>2. Joining report</li></ol> |
| 13.     | <p><b>Ex – Servicemen (Defense – 1)</b> - Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex - service personnel is domiciled in the State of Maharashtra</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 14.     | <p><b>Active Domicile Defense (Defense – 2)</b> - 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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 15.     | <p><b>Active Non Domicile (Defense - 3)</b> - 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</p> <p style="text-align: center;">OR</p> <p>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</p> <p>Note : Both these proforma have to be accompanied by attested copy of:</p> <ol style="list-style-type: none"><li>1. Transfer order</li><li>2. Joining report</li></ol>              |
| 16.     | <p>Caste Certificate – For all Reserved category students</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17.     | <p>Caste Validity Certificate – For all Reserved category students [Incase Caste Validity is unavailable, Proforma – H Affidavit on ₹100/- Stamp paper duly Notarized is Mandatory]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 18.     | <p>Non Creamy layer Certificate <b>valid till 31.03.2020 (For DT / VJ / NT / OBC / SBC / SEBC Category)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 19.     | <p>Gap Certificate (For students who have passed Diploma Examination before Oct 2016)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 20.     | <p>Provisional Eligibility Certificate (if applicable)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 21.     | <p>Latest Passport Size and Stamp Size color photographs (<b>Passport Size – 10 Nos. and Stamp Size – 10 Nos.</b>) – <b>Along with Soft copy on the Pen Drive.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 22.     | <p>UID / Aadhar Card Photocopy Only (Self Attested)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



## HOSTEL ACCOMMODATION DETAILS

Kindly carry the following things while checking-in:

| Sr. No.                                                                                                                          | Basic Essentials Check List                                            | Qty. (Nos.) |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|
| <b>THE BELOW MENTIONED ITEMS ARE JUST A CHECKLIST – THE SAME COULD BE BROUGHT AS PER INDIVIDUAL PREFERENCES AND REQUIREMENTS</b> |                                                                        |             |
| 1.                                                                                                                               | Mattress                                                               | 01 No.      |
| 2.                                                                                                                               | Bedsheet                                                               | 02 Nos.     |
| 3.                                                                                                                               | Pillow and Pillow Cover                                                | 02 Nos.     |
| 4.                                                                                                                               | Blanket / Chadar / Rajai / Quilt                                       | 01 No.      |
| 5.                                                                                                                               | Toiletries (Toothpaste, Toothbrush, Bathing Soap, Detergent Soap etc.) |             |
| 6.                                                                                                                               | Bath Towel                                                             | 01 No.      |
| 7.                                                                                                                               | Hand Towel                                                             | 02 Nos.     |
| 8.                                                                                                                               | Formals / Casuals as per requirement                                   | As required |
| 9.                                                                                                                               | Shoes / Sandals / Slippers / Socks                                     | As required |
| 10.                                                                                                                              | Woolen Wear                                                            | 02 Nos.     |
| 11.                                                                                                                              | Prescribed medicines (If any)                                          | As required |

At the gate, all students will have to fill in the necessary **Declaration Form** for personal electronic items like – Laptop, CDs, Camera etc.

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

