

## INSTRUCTIONS FOR REPORTING AT THE INSTITUTE For First Year (Academic Year 2025 – 26)

### \*\*\*\* IMPORTANT NOTE \*\*\*\*

- The students are required to **physically report on the Institute's Campus for Document verification and completion of Admission Process.**
- All candidates should bring the applicable **original documents** as per the below table along with **TWO set of self-attested photocopies.**
- Students have to **SAVE scanned copy of all original documents – on Google Drive of Student's and Parent's personal Gmail Account.**
- The original documents **hard copies would be retained by the college for the purpose of DTE / ARA Verification** (Approximate duration – 1.5 - 2 Years).
- All documents **soft copy is required to be kept with students till Course Completion.**
- # **All formats and proforma should be as per the Information Brochure for Admission to Under Graduate and Post Graduate Technical Courses - published by the State CET Cell, Govt. of Maharashtra for AY 2025-26**

Sr. No.	DOCUMENT LIST
<b>List of MANDATORY DOCUMENTS</b>	
1.	Final Allotment letter print out from student Login / State – CET Web Portal Login
2.	Seat acceptance printed from student login on State CET Cell Portal <b>(The student is required to pay Rs. 1000/- through the student login towards seat confirmation)</b>
3.	Duly stamped Original Acknowledgement Receipt given by Scrutiny Center / E-Scrutiny Receipt received after document verification
4.	MHT – CET 2025 Score Card print out from the website of competent authority
5.	JEE (Main) 2025 Score Card print out from the website of competent authority
6.	X <sup>th</sup> Grade Mark sheet / Passing Certificate
7.	XII <sup>th</sup> Grade Mark sheet / Passing Certificate
8.	Migration Certificate
9.	XII <sup>th</sup> - Leaving / Transfer Certificate (As Applicable)

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10.	<b>Age, 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> </ul>
11.	<b>Age, Domicile Certificate (Any of the below):</b> <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>
12.	Latest Passport Size and Stamp Size color photographs ( <b>Passport Size – 10 Nos. and Stamp Size – 10 Nos.</b> ) – <b><u>Along with Soft copy of photo.</u></b>
13.	UID / Aadhar Card self-attested Photocopy Only
14.	Character Certificate (For OMS Candidates)
<b>List of ADDITIONAL DOCUMENTS – as applicable</b>	
15.	Caste Certificate – For all Reserved category students
16.	Caste Validity Certificate – For all Reserved category students
17.	Non Creamy layer Certificate <b>valid till 31.03.2026 (For DT / VJ / NT / OBC / SBC / SEBC Category)</b>
18.	<b>Income Certificate</b> – For all Reserved Category students 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 <b>All OPEN Category students wanting to avail EBC Scholarship should also avail the Income Certificate</b>
19.	Gap Certificate (For students who have passed XII <sup>th</sup> Examination before May 2025)
20.	<b>Type "C" Candidates</b> <b>Proforma A#</b> Certificate from the employer stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra
21.	<b>Type "D" Candidates</b> <b>Proforma B1 / B2#</b> Certificate from the employer 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. Note : Both these proforma have to be accompanied by attested copy (as applicable): 1. Transfer order      2. Joining report <b>OR</b> 1. Pension Pay Order      2. Proof of Settlement (Ration Card / Electricity Bill / Aadhar Card etc.

Sr. No.	DOCUMENT LIST
<b>List of ADDITIONAL DOCUMENTS – as applicable</b>	
22.	<b>Type “E” Candidates</b> <ol style="list-style-type: none"> <li>1. Certificate stating that candidate belongs to the Maharashtra Karnataka border in proforma – G1#.</li> <li>2. Certificate stating that the mother tongue of the candidate is Marathi in proforma – G2# (List of the villages in Maharashtra Karnataka border area is available on website)</li> </ol>
23.	<b>TFWS SEAT</b> – 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
24.	<b>EWS SEAT</b> - Eligibility certificate (Proforma V#) for Economically Weaker Section (EWS) Candidate valid for 2024 - 25
25.	<b>Orphan SEAT</b> - Orphan Certificate (Proforma U#) for students claiming seat under Orphan category
26.	<b>Ex – Servicemen (Defence – 1)</b> <ul style="list-style-type: none"> <li>• Defence Service Certificate Pro forma – C#.</li> <li>• Attested copy of Domicile certificate of father/mother who is an Ex - service personnel and is domiciled in the State of Maharashtra</li> </ul>
27.	<b>Active Domicile Defense (Defence – 2)</b> <ul style="list-style-type: none"> <li>• Defence Service Certificate Pro forma – C#</li> <li>• Attested copy of Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra</li> </ul>
28.	<b>Active Non Domicile (Defence - 3)</b> <ul style="list-style-type: none"> <li>• Pro forma – C#</li> <li>• Pro forma – D# stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra</li> </ul> OR <ul style="list-style-type: none"> <li>• Proforma – 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</li> </ul> <p>Note : Both these proforma have to be accompanied by attested copy of: 1. Transfer order 2. Joining report</p>
29.	<b>Union territory of Jammu &amp; Kashmir and Union Territory of Ladakh Migrant candidates</b> <p><b>Proforma J#</b> – Certificate of posting in case of defence and Government servant</p> <p><b>Proforma K#</b> – Certificate of stay in refugee camp for those staying in camp</p> <p><b>Proforma L#</b> – Certificate stating that the candidate belongs to displaced family</p> <p><b>Proforma M#</b> – Certificate stating that the candidate belongs to displaced family</p>

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<b>List of ADDITIONAL DOCUMENTS – as applicable</b>	
30.	<b>Persons with Disability</b> <ul style="list-style-type: none"> <li>Certificate as per standard proforma</li> <li>Domicile Certificate of the Candidate</li> </ul>
31.	<b>Minority Candidates</b> Leaving Certificate having information pertaining to Religion / Mother tongue Domicile Certificate of candidate OR Proforma O#

**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 / Any Other
- 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

