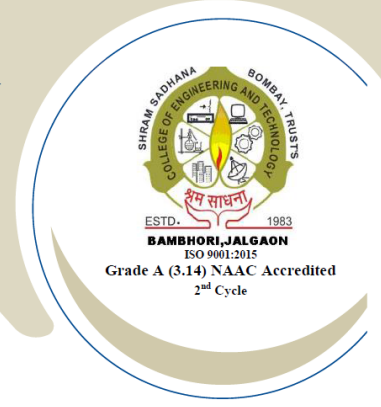


Shram Sadhana Bombay Trust's
COLLEGE OF ENGINEERING AND TECHNOLOGY

Principal: Dr. G. K. Patnaik
M.E.(CSE), Ph.D. (CSE)



Ref. No _____ Date: _____

Documents Checklist

Documents required at the time of Admission for M.B.A / M.C.A. for A.Y. 2024-25

The following documents are required at the time of admission –

1. All Original Certificates
2. Three Sets of all documents Xerox copies
3. Five Passport Size Photographs

Sr. No.	Documents
Common Documents for All Students	
1	Receipt Cum Acknowledgment from Scrutiny Centre(SC)
2	Seat Freeze/Acceptance Letter
3	MH-CET for M.B.A. / M.C.A. 2024- Score card
4	S.S.C. (10 th) Mark sheet
5	H.S.C. (12 th) Mark sheet
6	Graduation Mark sheet of all year
7	Leaving /Transfer Certificate /Migration(if applicable)
8	Nationality/Birth Certificate/LC indicating Nationality as "Indian"
9	Domicile/Birth Certificate/LC Indicating Place of Birth in State of Maharashtra (For MH state Student)
10	Aadhar Card (Xerox Copy)
11	Gap Certificate-Original (if applicable)
Extra Documents For Reserve Category Students	
TFWS	
11	Income certificate for financial year 2023-24 (Original)
EBC/EWS	
11	Income certificate for financial year 2023-24 (Xerox)
12	Economically Weaker Section Certificate from State of Maharashtra Government (Proforma – V)
O.B.C./VJ/DT-NT(A/B/C/D)/SBC	
11	Caste Certificate
12	Caste Validity Certificate
13	Non creamy layer certificate valid upto 31 st March 2025
14	Income certificate for financial year 2023-24 (Xerox)

SC/ST	
11	Caste Certificate
12	Caste/Tribe Validity Certificate
13	Income Certificate for financial Year 2023-24 (Xerox)
Orphan Candidate	
11	Orphan Certificate Proforma – U
Ex-Servicemen (Def-1)	
11	Defence Service Certificate Proforma – C.
12	Domicile certificate of father/mother who is an Ex-Service personnel is domiciled in the State of Maharashtra
Active Domicile Defence Candidates. (Def-2)	
11	Defence Service Certificate Proforma – C
12	Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra.
Active Non Domicile Defence Candidates. (Def-3)	
11	Defence Service Certificate Proforma – C and D/E.
12	Certificate from the employer in the proforma – 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 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.
Persons with Disability Candidates	
11	Certificate in the Proforma for disability is not less than 40%
12	Domicile certificate of candidate.
Note:-	
<ol style="list-style-type: none"> 1. Students must carry all required documents softcopy (Image or PDF File) (size less than 500kb, pdf format) with them. 2. As once submitted documents will not be provided for scanning & photocopy. Also, students are requested to keep additional photocopy sets of all original documents for future need, as college will not provide photocopies or allow student to “borrow” original documents for photocopies, until the Government scrutiny process is completed. 	

Principal