Guidelines for first year MCA students reporting to the Institute after getting admission through CAP

All candidates reporting for admission should submit the following:

1. **Admission Form [to be filled on link given below]**
   https://docs.google.com/forms/d/e/1FAIpQLSccUDpPAfPVNacy1yrTN8QO4Tg6nIePjRRtdIM0L4hL2R0w9Q/viewform?vc=0&c=0&w=1&flr=0

2. **UOM Enrollment Form [to be filled on link given below]**
   mum.digitaluniversity.ac

3. **Anti Ragging Form [to be filled on link given below]**
   www.antiragging.in

4. **Demand draft of fees payable (click link below to know fees payable)**
   https://www.spit.ac.in/wp-content/uploads/2022/10/FE.MCA-Fee-Structure-2022-23.pdf

5. **Original Documents [As below]**

   i. Statement of Marks of SSC
   ii. Statement of Marks of HSC
   iii. Statement of Marks for Bachelor's Degree Examination (All Sem Marksheets,Pass as well as Fail Marksheets)
   iv. Bachelor's Degree Passing Certificate
   v. Bachelor's Degree Transfer Certificate
   vi. MAH-MCA-CET Score Card
   vii. CET CELL Application Acknowledgement Receipt
   viii. CAP(ARC) Allotment Letter
   ix. Certificate of Indian Nationality in the name of candidate.
   x. Domicile Certificate of Candidate / Father /Mother for Type A/ B
   xi. Certificate in Pro-forma A for Type C Candidate
   xii. Certificate in Pro-forma A for Type D Candidate
   xiii. Certificate in Pro-forma G1 or G2 for Type E Candidate
   xiv. Caste Certificate (if applicable)
   xv. Caste Validity Certificate (if applicable)
   xvi. Non-Creamy Layer Certificate (if applicable)
   xvii. Income Certificate (Applicable to EWS/TFWS/EBC candidates)

xviii.   Gap certificate (if applicable)

xix.   Photocopy of Aadhar card of candidate

xx.   Migration Certificate (if qualifying Examination is not from Maharashtra)

6. **Photocopies (3 sets) of the original documents to be submitted along with the Original documents.**

7. **Scanned copies of all above documents along with scanned copy of photograph and signature should be mailed from candidate mail id to** mca2223_documents@spit.ac.in
Please forward all documents in a zip folder. The folder should be saved as "students name _ surname".

Important Notes:

- **Candidates should fill and submit the google form online on sr. no. 1 above. Do not take printout of the form.On submission of anti-ragging form, candidates will receive a mail on their mail id. This mail must be forwarded to antiragging@spit.ac.in**
- **Candidates should maintain enough photocopies of documents submitted to Institute for any future use as the original documents will be returned only on completion of the course.**
- **Reporting Timing: Between 10.00 a.m. to 5 p.m. on scheduled days as per CET CELL.**
- **Please follow instructions and maintain social distance and decorum while in the Institute.**