



**Bharatiya Vidya Bhavan's**  
**SARDAR PATEL INSTITUTE OF TECHNOLOGY**  
**(Autonomous Institute)**

Munshi Nagar, Andheri(W), Mumbai – 400 058.

**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. Demand draft of fees payable.**

<https://www.spit.ac.in/wp-content/uploads/2024/08/FIRST-YEAR-MCA-Fee-Structure-2024-25.pdf>

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

- i. State CET CELL Allotment Letter
- i. State CET CELL Application Acknowledgement Receipt
- ii. State CET Cell Receipt cum acknowledgement of seat acceptance
- iii. Statement of Marks of SSC
- iv. Statement of Marks of HSC
- v. Statement of Marks for Bachelor's Degree Examination (All Sem Marksheets, Pass as well as Fail Marksheets)
- vi. Bachelor's Degree Passing Certificate
- vii. Bachelor's Degree Transfer Certificate
- viii. MAH-MCA-CET Score Card
- 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 B 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 valid upto 31.03.2024 (if applicable)
- xvii. Income Certificate (Applicable to EWS/TFWS/EBC/OBC/VJNT/SBC candidates)
- xviii. Gap certificate (if applicable)
- xix. Photocopy of Aadhar card of candidate
- xx. Migration Certificate (if qualifying Examination is not from Maharashtra)
- xxi. Aadhar Card Photocopy

**3 Photocopies (2 sets) of the original documents to be submitted alongwith the original documents.**



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**Important Notes:**

- **Candidates are required to maintain scanned copies of all original documents before reporting for admissions. After completing the admission process students will be required to fill an online form , upload scanned copies of all original documents along with candidate photograph (Photograph should be in JPEG format only). The link for the same will be provided later.**
- **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 report at the earliest as process might take a few hours for completion.**
- **Please follow instructions and maintain decorum while in the Institute.**
- **Before leaving the institute on completion of the admission process, please verify if you have received Fee Receipt and Receipt cum Acknowledgement of Confirmation of Admission (printed from State CET CELL portal).**