



First Year B.Tech Centralized Admission Process (A.Y.: 2024-25) Category Wise Required Documents

| Sr. No | Name of Document | Open | TFWS/ EBC | SC/ST | VJ-NT/ OBC/ SBC/SEBC | EWS |
|--------|---|------|--------------|-------|-------------------------|-----|
| 1. | Seat Acceptance Letter | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2. | FC Acknowledgement | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3. | Nationality Certificate/ LC / Pass port | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4. | Domicile / Birth Certificate | ✓ | ✓ | ✓ | ✓ | ✓ |
| 5. | Caste Certificate | NA | NA | ✓ | ✓ | ✓ |
| 6. | Cast Validity | NA | NA | ✓ | ✓ | ✓ |
| 7. | Non-Creamy Layer | NA | NA | NA | ✓ | ✓ |
| 8. | Income Certificate | NA | ✓ | NA | ✓ | ✓ |
| 9. | SSC Marksheet | ✓ | ✓ | ✓ | ✓ | ✓ |
| 10. | HSC/ Diploma Marksheet | ✓ | ✓ | ✓ | ✓ | ✓ |
| 11. | JEE-Main Score Card (If Applicable) | ✓ | ✓ | ✓ | ✓ | ✓ |
| 12. | MHT-CET Score Card | ✓ | ✓ | ✓ | ✓ | ✓ |
| 13. | HSC Leaving Certificate | ✓ | ✓ | ✓ | ✓ | ✓ |
| 14. | Gap Certificate(If Applicable) | ✓ | ✓ | ✓ | ✓ | ✓ |

Important Notes:

- For CBSE / Kendriya Vidyalaya students, a conversion certificate along with the original mark sheet is needed.
- Gap Certificate, if applicable
- Migration Certificate, if applicable
- For minority candidates: Proforma-O OR Affidavit on 100 Rs. Stamp Paper
- Gazetted copy if there is a change in name
- SEBC caste validity receipt, if applicable
- If an income certificate of mother is produced, a death certificate of father is needed.

Steps for CAP Admission Confirmation

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|--------|--------|---|
| Step-1 | Desk-1 | Verification of Seat Acceptance Letter |
| Step-2 | Desk-2 | Form Filling (Green Colour Form) |
| Step-3 | Desk-3 | Scrutiny (Original Documents Submission) |
| Step-4 | Desk-4 | ERP Entry (Mandatory Data Entry) |
| Step-5 | Desk-5 | Admission Fees Payment |
| Step-6 | Desk-6 | Confirmation of Admission (FC Xerox Set Submission) |
| Step-7 | Desk-1 | Division wise WhatsApp group QR code Scanning (Students and Parents) |