Guidelines for uploading documents in eMIS:

Common instructions:

- It is mandatory to upload documents (soft copy/scanned copy) in MIS as per checklist table, even you have original copy. ***Also same details will be used during campus after successful completion course***.

Table 1Checklist

DOCUMENT NAME
Eligibility Declaration & Undertaking for C-DAC PG-Diploma Course
ID Proof. It can be any one of the following: • Voter ID **OR**   • Driving License **OR**   • Aadhaar Card
Payment Proof of Balance Course Fee (2nd installment). It can be any one of the following: • NEFT/RTGS Bank Receipt **OR**   • Bank Mini Statement **OR**   • CDAC Payment Confirmation mail
SSC Mark sheet (10th)
HSC Mark sheet (12th) (if applicable)
Diploma Mark sheet 1st SEM. (if applicable)
Diploma Mark sheet 2nd SEM. (if applicable)
Diploma Mark sheet 3rd SEM. (if applicable)
Diploma Mark sheet 4th SEM. (if applicable)
Diploma Mark sheet 5th SEM. (if applicable)
Diploma Mark sheet 6th SEM. (if applicable)
Engineering/ Graduate Mark sheet 1st SEM
Engineering/ Graduate Mark sheet 2nd SEM
Engineering/ Graduate Mark sheet 3rd SEM

Engineering/ Graduate Mark sheet 4th SEM
Engineering/ Graduate Mark sheet 5th SEM
Engineering/ Graduate Mark sheet 6th SEM
Engineering/ Graduate Mark sheet 7th SEM
Engineering/ Graduate Mark sheet 8th SEM
Post Graduate Mark sheet 1st SEM. (if applicable)
Post Graduate Mark sheet 2nd SEM. (if applicable)
Post Graduate Mark sheet 3rd SEM. (if applicable)
Post Graduate Mark sheet 4th SEM. (if applicable)
Post Graduate Mark sheet 5th SEM. (if applicable)
Post Graduate Mark sheet 6th SEM. (if applicable)
Qualifying degree certificate (e.g. BE/B.Tech/ MSc/MCA/MCS etc.). It can be any one of the following: • Passing Certificate **OR**   • Provisional Certificate **OR**   • Original Degree Certificate
Experience Certificate. (if applicable)
PAN Card (if applicable)
Valid Passport (if applicable)

- While scanning document set page orientation to Portrait/Landscape as per original document.
- Use Adobe Scan app or any appropriate app for scanning document.
- Scan document in original color.
- Your scan copy should contain all data of original copy (including borders if any) & readable.
- Each document should be PDF format only and file size should not be more than 1024 kilobytes (1MB).
- PDF document containing blur images will not be accepted
- Password protected document (PDF file) will not be accepted.

- **STEPS FOR UPLOADING DOCUMENTS**
    - Prepare/Scan all documents as per check list & guidelines given above
    - After Login → Personal Information → Upload Documents
    - Select Document Type and Upload the PDF File

- **IMPORTANT NOTE**
    - If you already uploaded any document, no need to re-upload such document
    - Don't set a Password to Open the Document (PDF file)
    - You have to upload **only passing mark sheet**.
    - If you have a combined mark sheet for two or more semesters, then upload the same document against those semesters.
    - For 3 year(s) graduation upload Graduate Mark sheet 1st SEM – 6th SEM
    - Incase Engineering admission after Diploma, upload Graduate Mark sheet 3rd SEM – 8th SEM
    - For 2 years PG, upload Post Graduate Mark sheet 1st SEM – 4th SEM
    - If you have multiple passing mark sheets for particular semester due to backlog, then scan all mark sheets & merge into the single PDF file.
    - Join Zoom Meeting on 30th, 31st May & 1st June 2022 June 2022 in case any difficulties
        - **Meeting ID:** 985 002 1565, **Passcode:** sunbeam
        - **Timing:** 7:30 PM – 8:30 PM
    - Deadline till – Monday, June 06, 2022