

Engineering Admissions 2025–2026

Document Checklist

For CET / DCET Candidates

At the time of verification in the college, the following **original documents** must be submitted along with **two self-attested photocopy sets**:

- 1. KEA Verification Slip**
- 2. SSLC / 10th Standard Marks Card** – Proof of date of birth
- 3. II PUC / 12th Standard / Diploma Marks Card (for DCET students)**
- 4. Study Certificate** from previous institution(s) – total of **7 years**
 - Students under **Rural / Kannada Medium Quota** must produce **10-year certificates**.
- 5. Transfer Certificate (TC)** from the last attended institution
- 6. Caste Certificate** (for SC / ST / OBC / SNQ category students)
 - SNQ quota students must also submit **Income Certificate**.
- 7. Migration Certificate** – for non-Karnataka students or those from boards other than PU Board
- 8. Special Category Certificate**, if applicable
 - For NCC, Sports, PH, Defence, or Hyderabad-Karnataka (371J) categories
 - Must include:
 - *Annexure-A – Eligibility Certificate*
 - *Annexure-B – Residence Certificate*
- 9. Two recent passport-size photographs**
- 10. Copy of Aadhaar Card** and any other documents as required

For Management / COMED-K Candidates

Candidates selected under Management or COMED-K quota must submit **original documents** and **two sets of self-attested copies** as follows:

- 1. Seat Allotment Letter (COMED-K) / Original Fee Receipt (Management)** – 4 copies
 - Candidate and parent names must exactly match SSLC / 10th marks card.

- 2. SSLC / 10th Standard Marks Card** – Proof of date of birth
- 3. II PUC / 12th Standard Marks Card**
- 4. Study Certificate** from the previous institution
 - **Caste Certificate** is required for candidates with <45% in qualifying exam.
- 5. Transfer Certificate (TC)**
- 6. Migration Certificate** – for non-Karnataka students or other boards
- 7. Hyderabad-Karnataka Quota Candidates** must submit relevant documents:
 - *Annexure-A – Eligibility Certificate*
 - *Annexure-B – Residence Certificate*
- 8. Rank Card** of any one examination – CET / COMED-K / JEE (for Management Quota)
- 9. Two passport-size photographs**
- 10. Copy of Aadhaar Card** and other required documents

Important Notes

- **Originals of all documents** must be submitted for verification.
- **Colour photocopies are not allowed** inside the verification center.
- Keep **sufficient photocopies** before submission — originals will be sent to VTU for approval of admission.
- Original marks cards will be returned **only after VTU approval and USN generation.**

General Instructions to Candidates

Venue: CCP Laboratory – 4th Floor, PG Block

Step-by-Step Process:

- 1. Online Entry of Application** – CCP Lab (4th Floor)
- 2. Fee Payment** – Online or at **Indian Bank, BMSCE Campus**
- 3. Document Upload** –
 - Submit all original documents and a **scanned file (JPEG, 200 DPI, <2 MB)**.
 - Scanned copies must be **from a scanner**, not a mobile device.
- 4. Verification** – Submit originals and:

- **Three sets of attested copies** for COMED-K / Management candidates
- **Two sets of attested copies** for KEA candidates
- (Colour Xerox not allowed)

Administrative Contacts

- **Overall In-Charge:**
Dr. Bheemsha Arya, Principal
- **Supervision:**
Prof. K. Girish – Faculty, MCA Department
- **Contacts:**
 1. *Dr. Srinidhi Raghavan M.* – Assistant Professor, Chemistry (Document issues)
 2. *Dr. H. S. Gururaja* – Faculty, CSBS (Software issues)

Working Hours

- **Monday – Friday:** 9:30 AM – 4:30 PM
- **Saturday:** 9:30 AM – 1:30 PM
- **Lunch Break:** 1:00 PM – 2:00 PM
- **Holidays:** Closed on Sundays and government holidays