

# 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