



SHREE L. R. TIWARI COLLEGE OF ENGINEERING

An Autonomous Institute Affiliated to University of Mumbai
Approved by AICTE & DTE, Maharashtra State | NAAC Accredited, NBA Programs | ISO 9001:2015 Certified |
DTE Code No: 3423 | Recognized under Section 2(f) of the UGC Act 1956 | Minority Status (Hindi Linguistic)

FIRST YEAR ENGINEERING ADMISSION PROCESS

Guidelines for CAP Allotted Candidates

Candidates allotted a seat through the **Centralized Admission Process (CAP)** are required to report to the institute within the stipulated schedule and complete the following admission formalities.

COUNTER 1 – CAP & ORIGINAL DOCUMENT VERIFICATION

Candidates must report to the Document Verification Counter with all required **original documents along with the prescribed photocopies**.

CAP Details Verification

The following details/documents will be verified:

- Provisional Seat Allotment Letter
- CAP Application Form / Application Details
- Seat Acceptance Receipt
- Allotted Course / Branch
- Allotted Category / Seat Type
- Candidate's Name and Personal Details

Original Document Verification

Candidates must arrange all documents in the **prescribed order** before approaching the verification counter.

Original documents will be verified against the documents/details submitted or uploaded during the CAP process.

COUNTER 2 – ADMISSION FORM

After successful document verification:

- Purchase the **Institute Admission Form** from the designated counter.
- Fill in all the required details carefully and completely.
- Submit the duly filled admission form along with the required documents as instructed by the admission team.

COUNTER 3 – FEE PAYMENT

Candidates shall pay the **applicable institute fee of ₹1,34,023/-** as per the approved fee structure and applicable admission category.

Fee Amount: ₹1,34,023/-

Mode of Payment – ONLINE ONLY

Payment can be made through:

- **Debit Card**



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- Credit Card
- UPI
- Net Banking
- NEFT / RTGS / IMPS

Cash payment will NOT be accepted.

Institute Fee Account Details

Account Name: Shree L. R. Tiwari College of Engineering

Bank Name: HDFC Bank

Account No.: 50100348152976

IFSC Code: HDFC0001077

Candidates must retain the **payment receipt / transaction acknowledgement** and submit it at the Fee Payment Counter for verification.

Important: Candidates are advised to verify the account details and applicable fee amount carefully before initiating the payment.

COUNTER 4 – ADMISSION CONFIRMATION & RECEIPT

After successful document verification, submission of the admission form and payment of the applicable fees:

- The candidate's admission will be processed through the **Institute Login**.
- Admission will be confirmed as per the applicable admission procedure.
- The candidate will be issued a **system-generated Confirmation of Admission Receipt**.

Candidates must retain the Admission Confirmation Receipt for future reference.

DOCUMENTS REQUIRED FOR VERIFICATION

Candidates seeking admission to **First Year Engineering & Technology** should carry the following documents in **original along with the required photocopies**.

General Documents

1. Provisional Seat Allotment Letter
2. CAP Application Form
3. Seat Acceptance Receipt
4. MHT-CET / JEE Main Score Card, as applicable
5. SSC / Class 10 Mark Sheet
6. HSC / Class 12 Mark Sheet
7. HSC / Class 12 Passing Certificate
8. School / College Leaving Certificate
9. Domicile Certificate, wherever applicable
10. Nationality Certificate, wherever applicable
11. Migration Certificate, wherever applicable



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12. Gap Certificate / Affidavit, wherever applicable

13. Two recent Passport-size Photographs

Category-Specific Documents

Wherever applicable, candidates must also carry the relevant supporting documents for the category/claim mentioned in their CAP application:

- Caste Certificate , Caste Validity Certificate
- Non-Creamy Layer Certificate
- PwD Certificate
- Defence Certificate / Applicable Proforma
- Orphan Certificate
- Minority-related Documents, wherever applicable
- TFWS / Income Certificate, wherever applicable
- Any other certificate, undertaking or prescribed proforma supporting the claim made in the CAP Application Form

IMPORTANT INSTRUCTIONS

- Candidates must bring **all original documents** for verification at the time of admission.
- Candidates should arrange the documents in the **prescribed sequence** before reporting to the verification counter.
- Details in the admission form must match the candidate's **CAP Application and supporting documents**.
- Category and other claim-related documents must be valid and applicable as per the prevailing admission rules.
- Admission shall be considered complete only after **document verification, submission of the admission form, payment of applicable fees and generation of the Admission Confirmation Receipt**.
- Candidates are advised to retain copies of all submitted documents and admission/payment receipts for future reference.
- The final requirement of documents shall be subject to the **prevailing rules, notifications and instructions of the competent admission authority**.

 3/9/26

Prof. Dr. Umesh S. Bhadade
Principal

