

BHARATI VIDYAPEETH COLLEGE OF ENGINEERING NAVI MUMBAI

ADMISSION REPORTING PROCESS

ACTIVITY TYPE OF ADMISSION REPORTING	VENUE	COUNTER NO.	NAME OF THE STAFF
ENQUIRY / GUIDANCE	Main Entrance	1
ISSUE OF APPLICATION FORM	Reception	2	Mr. Vaibhav Dhane
FILLING OF APPLICATION FORM	ROOM NO 104 & 105	3
DOCUMENTS VERIFICATION	ROOM NO 131	4	Mr. Sushant Sawant
CREATE ERP UNIQUE ID	ROOM NO 131	5	Mr. Nitin Patil
ADMISSION FEES	Office	6	Mr. Aba Pol
ONLINE REPORTING	Office	7	Mr. Santosh Pawar
ANTI RAGGING AFFDAVIT	Office	8	Mr . D. S. Kadam
COLLEGE ID & LIBRARY CARD	Office	9	Mrs. S. A. Atar
ENROLMENT REGISTRATION OF MUMBAI UNIVERSITY	ROOM NO 131	10	Mr. Prashant Patil

Candidates Are Required To Carry All Original Certificates / Documents To Be Arranged In The Following Sequence And Four Set of Photo Copies To Be Submitted

Open Caste	SC/ ST Caste	OBC/ NT/ SBC/Other Caste
Leaving Certificate/ Transfer Certificate	Leaving Certificate/ Transfer Certificate	Leaving Certificate/ Transfer Certificate
Allotment Letter	Allotment Letter	Allotment Letter
MHT-CET & JEE Main Score Card	MHT-CET & JEE Main Score Card	MHT-CET & JEE Main Score Card
S.S.C. Mark sheet	S.S.C. Mark sheet	S.S.C. Mark sheet
H.S.C. Mark sheet / Passing Certificate	H.S.C. Mark sheet / Passing Certificate	H.S.C. Mark sheet / Passing Certificate
Domicile Certificate / Nationality Certificate	Domicile Certificate / Nationality	Domicile Certificate / Nationality Certificate
Birth Certificate	Birth Certificate	Birth Certificate
Diploma All Mark sheet & Provisional Certificate	Caste Certificate	Caste Certificate
Migration Certificate	Caste Validity	Caste Validity
Any other	Diploma All Mark sheet & Provisional	Non- Cremlayer
	Migration Certificate	Diploma All Mark sheet & Provisional Certificate
	Any other	Migration Certificate
		Any other

