

SVKM's Narsee Monjee College of Commerce and Economics (Empowered Autonomous)

14th September, 2025

NOTICE

FIRST YEAR B.M.S. ADMISSION A.Y. 2025-26

List of documents required to produce during admission process

Sr. No.	Type of Candidate	2 attested copies along with all originals are to be produced at the time of admission as given below:
1.	All Candidates	<ol style="list-style-type: none">1. College admission form2. University of Mumbai pre-enrolment form of the college.3. CET form4. Final CAP allotment letter (for students admitted through CAP).5. Report-cum-Acknowledgement of Seat Acceptance form (for students admitted through CAP).6. E-scrutiny/Physical scrutiny – Receipt – cum – Acknowledgement verified by the Facilitation Center.7. MH-CET / CUET Marksheet of 2025.8. HSC or Equivalent statement of Marks.9. SSC (Std. X) Mark Sheet.10. Leaving Certificate after completion of HSC/Equivalent.11. Certificate of the Indian Nationality of the candidate if it is not mentioned on the Leaving Certificate.12. Maharashtra State Domicile Certificate OR Birth Certificate indicating Birth Place in Maharashtra OR College Leaving Certificate indicating Birth Place in Maharashtra.13. Photocopy of Aadhar Card.14. Photocopy of Academic Bank Credit (ABC) Id.15. XII Passing Certificate of those students other than Maharashtra State Board.16. For CBSE students required to produce photocopy of admit card.

		<p>17. Migration Certificate of those students other than Maharashtra State Board.</p> <p>18. GAP Certificate, if applicable.</p>
	<p>Documents for Gujarati Category Linguistic Minority (GCLM) candidates</p>	<p>“Minority Quota” means seats earmarked for the Minority Community students within the State.</p> <p>The Maharashtra domiciled candidate belonging to a particular linguistic or religious minority community within the State and as notified by the Government are eligible under this Category.</p> <p>Students seeking admission under GUJARATI LINGUISTIC MINORITY category must submit the relevant documents satisfying one or more of the following norms: (Documents should be self-attested).</p> <p>I. If student is Gujarati by birth, following documents can be accepted as a proof (ANY one of the following)</p> <ol style="list-style-type: none"> Copy of the Vastipatrak (Cover page plus the relevant page where the name of the Applicant appears along with the names of his / her parents). 12th Std. (or equivalent) / 10th Std. (or equivalent) marksheet of either parent, showing Gujarati language being opted in either of the examinations. Certificate from the Head of the Community / Trust / institution (Government recognized- having Trust Registration Number) confirming the claim. 12th Std. (or equivalent) / 10th Std. (or equivalent) marksheet of the student, showing Gujarati language being opted in either of the examinations. <p>II. In case if the student is not GUJARATI by birth, but the mother of the applicant is Gujarati:</p> <ol style="list-style-type: none"> Marriage certificate of mother indicating mother’s name, along with marksheet of H.S.C (or equivalent) / S.S.C (or equivalent) showing that mother had opted for the Gujarati language as a subject in any of the aforesaid examinations. Certificate from the Head of the Community / Trust / institution (Government recognized- having Trust Registration Number) confirming the claim. Copy of the Vastipatrak (Cover page plus the relevant page where the name of the Mother appears along with the names of her parents).

In addition to the above documents candidates are required to produce the following additional documents depending upon the category to which they belong .		
2.	Type– A Candidates	Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
3.	Type– B Candidates	Domicile certificate of candidate/father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra.
4.	Type– C Candidates	Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government /Government of India undertaking employee is presently posted in Maharashtra.
5.	Type– D Candidates	Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. Or Undertaking along with documentary evidences from the retired employee stating the place of settlement.
6.	Type-E Candidates	1. Certificate stating that candidate belongs to the Maharashtra Karnataka disputed border area in proforma – G1. 2. Certificate stating that the mother tongue of the candidate is Marathi in proforma – G2 (List of the villages in Maharashtra Karnataka disputed border area is available on website of the Competent Authority).
7.	Backward Class Candidates belonging to S.C. /S.T.	1. Caste/Tribe certificate 2. Caste/Tribe validity certificate
8.	Backward class Candidates belonging to VJ/DT- NT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC/SEBC	1. Caste certificate 2. Caste validity certificate 3. Non creamy layer certificate @ valid upto 31st March 2026 . 4. Income certificate stating that candidate's parent's annual income for the F.Y.2024-25 is less than Rs. 8 Lakhs from all sources issued by the appropriate competent authority of the Maharashtra State. <i>(If income certificate is not in the name of the father, relevant documents like, father's death certificate / divorce paper are additionally required).</i>
9.	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section Proforma – V valid for 2025-26

		सामान्य प्रशासन विभाग शासन निर्णय क्र. राआधो / ४०१९ प्र.क्र. ३१/१६ अ. दिनांक ३१.०५.२०२१ - आर्थिक दृष्ट्या दुर्बल घटकांसाठी विहित केलेल्या आरक्षणाचा लाभ घेण्यासाठी पात्रतेसाठीचे प्रमाणपत्र (२०२१०५३११२५०५९९४०७)
10.	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate Proforma – U
11.	Ex- Servicemen (Def-1, Def-2, Def-3)	1. Defence Service Certificate Proforma – C/D/E (whichever is applicable). 2. Domicile certificate of father/mother, who is an active defence service person is domiciled in the State of Maharashtra.
12.	Persons with Disability Candidates	1. Certificate issued by the competent authority. 2. Domicile certificate of candidate.
13.	Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates	1. Certificate of posting in case of defence and Government servants in proforma – J 2. Certificate of stay in refugee camp for those staying in camp in proforma – K 3. Certificate stating that the candidate belongs to displaced family proforma – L/M
14.	EWS Candidates	1. Income certificate stating that candidate's parent's annual income for the F.Y. 2024-25 is less than Rs. 8 Lakh from all sources issued by the appropriate competent authority of the Maharashtra State. <i>(If income certificate is not in the name of the father, relevant documents like, father's death certificate / divorce paper are additionally required).</i> 2. Domicile Certificate of Maharashtra State. 3. Photocopy of Ration Card for identifying number of children in family. 4. Proforma V.



Dr. Parag Ajagaonkar
Principal