

DOCUMENTS REQUIRED FOR CONFIRMATION OF PROVISIONAL ADMISSION AND ELIGIBILITY OF NATIONAL STUDENTS ENROLLED TO UNDERGRADUATE PROGRAMMES AT SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(A) PRIMARY DOCUMENTS:

1. Statement of Marks of Last Qualifying Examination

Self-attested photocopies of statement of marks of last qualifying examination issued by recognized Board.

2. Provisional / Passing Certificate

Self-attested photocopy of provisional/ passing certificate of last qualifying examination awarded by the recognized Board.

3. Transfer Certificate

Original transfer certificate issued by the College/ School/ Institute last attended.

4. Migration Certificate

Original Migration certificate issued by the last Board / University attended

5. Caste Certificate

Self-attested caste certificate issued by Tehsildar/ Deputy Collector/ Sub Divisional Magistrate or by the Competent Authority

6. Certificate of Disability issued by Competent Govt. Medical Authority

The candidate applying for admission to any constituent Institute/ Department of Symbiosis International (Deemed University) under the Differently Abled (DA) category should produce a certificate fulfilling the requirement of admission under differently abled category (DAC), issued by the competent medical authority at the time of reporting. The candidate will have to get the disability authenticated from Symbiosis Centre of Health Care (SCHC). The provisional admission may be considered as regularized only after due authentication by Symbiosis Centre of Health Care (SCHC).

7. Jammu & Kashmir Migrant Certificate

A candidate seeking admission under the category of Jammu & Kashmir Migrant in type J1, J2, J3 shall submit the Migrant certificate in original issued by the Government of Jammu & Kashmir.

8. Dependent of Defence personnel Certificate (If applicable)

A candidate seeking admission under Defence Category shall submit the authenticated photocopy of Identity Card as a proof of dependent of Defence Personnel along-with Appendix A/B/C.

9. Change of Name Certificate (Govt. Gazette)

A candidate shall submit the self-attested photocopy of change of name certificate, if his/ her name has been changed due to any reason and is not the same as mentioned in the certificates of qualifying examination. A self-attested photocopy of Government Gazette in proof of change of name should be submitted.

10. Equivalence Certificate (If applicable)

Candidate who have been awarded diploma by All India Council of Technical Education (AICTE) approved autonomous polytechnic in Maharashtra state or its equivalent and taking admission to 2nd year of B.Tech Programme of Symbiosis International (Deemed University) shall submit equivalence certificate issued by Maharashtra State Board of Technical Education (MSBTE). The candidates who have been awarded diploma by Government Polytechnic need not submit equivalence certificate. Equivalence Certificate in case candidate has completed qualifying qualification from foreign Board issued by Association of Indian Universities (wherever applicable).

11. Experience certificate (If applicable)

Self-attested experience certificate

12. Certificate of Registration (If applicable)

Self-attested Certificate of Registration issued by respective council (e.g. Nursing Council etc.)

13. Domicile Certificate (if applicable)

Self-attested Domicile certificate issued by Competent Authority.

(B) SECONDARY DOCUMENTS:

1. Application for confirmation of Eligibility and provisional admission (Affidavit to be notarized on Rs. 100/- non-judicial stamp green legal paper by the candidate)
2. Medical Undertaking
3. Indemnification Undertaking by Student
4. Indemnification Undertaking by Parent
5. Anti-Ragging Affidavit by Student
6. Anti-Ragging Affidavit by Parent
7. Aadhar Card
8. Photo Identity Proof
 - a. Driving License/ /PAN Card/ Passport or any other such document as proof of Identity issued by Govt. authority
9. Entrance Test Admit Card (If applicable)
10. PIWAT Admit Card (If applicable)

NOTE:

1. Candidates are advised to submit all the above-mentioned documents for confirmation of provisional admission and eligibility on the date of reporting to the respective institute. Candidates should also carry all their original documents. These would be required at the time of document verification by University Eligibility team.
2. The last date for submission of eligibility documents is **within 30 days from commencement of programme**

Programme Flow for Orientation on 7th September 2022

Sr. No	Time	Programme	Briefing by
1	9:00 a.m. – 9.30 a.m.	Reporting of Students and attendance	Academic Coordinators
2	9:30 a.m. – 9:45 a.m.	SCMC & Campus Film Screening	Student MC
3	10:00 a.m.- 10.15 a.m.	Introduction	Student MC
4	10:15 a.m. – 10.30 a.m.	Welcome Address	Dr. Sunil Belladi
5	10:30 a.m. – 10.45 a.m.	Address by Director	Dr. Sreeram Gopalkrishnan
6	10:45 a.m.	Briefing by HoDs – What to look for in the programme Specialisation	
	10:45 a.m. – 11.00 a.m.	Journalism	Mr. Amitabh Dasgupta
	11.00 a.m. – 11.15 a.m.	Advertising	Ms. Kavitha Iyer
	11.15 a.m. – 11.30 a.m.	Public Relations	Dr. Aviini Ashikho
	11.30 a.m. – 11.45 a.m.	Audio Visual	Dr. Baidurya Chakrabarti
7	11.45 a.m. – 12.00	Briefing about Administration (Depts. and Procedures)	Ms. Megha Mhaske
8	12:00 p.m. – 12.15.p.m.	Briefing by Campus Incharge	Col. G. S. Radkar
9	12:15 p.m. – 12.45 p.m.	Interaction / Q & A	Respective HODs of specialization and dept. in-charge
10	12:45 p.m. – 1.00 p.m.	Vote of Thanks	Ms. Juhi Rajwani
11	1:00 p.m.	Lunch in Canteen - Basent	

SCMC Reporting schedule for 5th & 6th September 2022

Sr. No	Time	Programme & Venue	Location	Briefing by
1	9.00 a.m	Reporting & Collecting Checklist	5th floor - Room 501	SCMC Coordinators
2	9.00 a.m - 9.30 a.m	Attendance		SCMC Coordinators
3	9.30 a.m - 9.45 a.m	Student Handbook briefing		Mr. Amitabh Dasgupta
4	9.45 a.m - 10.00 a.m	Projects briefing		Mr. Kabir Upamanyu
5	10.00 a.m -10.45 a.m	Internship & Placement briefing - Specialisation wise		Introduction by Kavitha Iyer
6	10.00 a.m - 10.10 a.m	Advertising		Ms. Kavitha Iyer
7	10.10 a.m - 10.20 a.m	Journalism		Mr. Amitabh Dasgupta
8	10.20 a.m - 10.30 a.m	Public Relations		Dr. Aviini Ashikho
9	10.30 a.m -10.40 a.m	Audio-Visual		Dr. Baidurya Chakrabarti
	10.40 a.m. - 10.50 a.m.	Academics		Dr. Sunil Belladi
10	10.50 a.m - 11.05 a.m	Examination briefing		Mr. Dipak Korade & Mr. Vijay Jadhav
11	11.05 a.m - 11.15 a.m	Break		
12	11.15 a.m - 11.30 a.m	Student Affairs, Eligibility & Admin related briefing	5th floor - Room 501	Ms. Megha Mhaske & Mr. Vishal Jokare
13	11.30 a.m - 11.45 a.m	IT and Lab access & procedures briefing		Mr. Hemant Ubale, Mr. Kalyan Shitre & Mr. Ganesh Bhegade
14	11.45 a.m - 12.00 p.m	Library briefing		Mr. Gangaram Mate / Mr. Bharat
15	12.00 p.m - 12.15 p.m	Student Council/ Clubs/ Cells & Events briefing		Ms. Juhi Rajwani
16	1.00 p.m - 2.00 p.m	Lunch		
17	2.00 p.m - 2.30 p.m	Document Verification -	5th floor - Room 502 and 503	Eligibility Coordinators
18	2.30 pm - 3.00 p.m	Distribution of Centre Bags, Temporary ID card and Student Handbook -	Ground Floor - Library	Library - Mr. Gangaram Mate, Mr. Bharat Jadhav & Mr. Sham Thopte
19	3.00 p.m - 3.30 p.m	Campus Tour		Student Council Members
20	3.30 p.m - 4.30 p.m	Attendance & Submission of Checklist	Ground Floor - Library	Mr. Naresh Singh, Mr. Ganesh Bhegade & Mr. Machindra Bahirat