



Maharashtra Education Society's

# MES GARWARE COLLEGE OF COMMERCE (AUTONOMOUS)

Karve Road, Pune - 411 004.

Tele-fax Nos : (020) 41038345, 8180939393 E-mail : [admission.gcc@mespune.in](mailto:admission.gcc@mespune.in)

## Admission A.Y. 2024-25 (BBA/BBA IB/BBA CA/ BBA DI) Reporting & Admission Process for CAP Rounds

### IMPORTANT:

- Please read carefully the following steps and strictly follow them to avoid any inconvenience / waste of time at the time of reporting.
- If any student provides wrong information or submits fake documents, his / her admission will be cancelled at any stage.
- It is mandatory to fill the documents and arrange in the order as mentioned in the checklist before coming for admission reporting.
- College Reporting and Admission Confirmation timing 10.00 a.m. to 5.00 p.m.

### 1. STEPWISE ACTIVITY CHART:

Step No.	Activity	Venue
1	Verification of name in the allotment list and collecting the token.	Class Room No 102
2	Arranging the documents as per the Checklist and getting documents verified by student	(Class Room -102) 1 <sup>st</sup> Floor
3	Registration on Master Soft ERP for filling up Application Form for admission <a href="https://cimsstudent.mastersofterp.in/">https://cimsstudent.mastersofterp.in/</a>	(Computer Lab-703) 7 <sup>th</sup> Floor
4	Form Verification and Payment/ Demand of College Fee as per allotted category	(office No -103) 1 <sup>st</sup> Floor
5	Online Confirmation of Admission through College login of State CET Cell & Deposit of Original Documents and Photocopy set along with this token form	(office No -103) 1 <sup>st</sup> Floor
6	To visit the following website for registration and filing of Anti ragging Undertaking / Affidavit. <a href="https://antiragging.in/affidavit_registration_disclaimer.html">https://antiragging.in/affidavit_registration_disclaimer.html</a> Also Need to Create ABC ID/ APAR ID before filling Admission Form <a href="https://www.digilocker.gov.in/">https://www.digilocker.gov.in/</a>	(Computer Lab-703) 7 <sup>th</sup> Floor

**NOTE:** After completion of admission activity, it is mandatory to take the signature of the coordinator on the checklist form.

**NOTE:** All students are advised to keep additional photocopies / scanned copies of all original documents with them for their future need, since the original documents will be returned only after the scrutiny by the Competent Authority.





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## 2. REQUIRED DOCUMENTS:

The Candidates whose name appears in the provisional allotment list should report to the College in person along with **all the original documents** and **one set of photocopies**, as per the checklist, (List of document has been attached herewith)

## 3. Admission Schedule :

**Display of Merit List:**

**9<sup>th</sup> October 2024**

**Date and Time of Admission: CAP Round – II 10<sup>th</sup> October 2024 to 14<sup>th</sup> October 2024 till 5pm**

**Venue of admission: BBA Building, Frist Floor, office No 103**

## 1. MASTERSOFT ERP (COLLEGE ADMISSION FORM) :

**Procedure for students to fill College Admission form on Master Soft ERP**

<https://cimsstudent.mastersofterp.in/>

## 2. PAYMENT OF FEES:

Candidates shall pay the college full fees through online mode only Mastersoft ERP only after the documents' verification and Mastersoft ERP Registration as per the fee chart shown below.

### Fee Chart:

Particular	OPEN		OBC/SEBC/ /EWS		SC/ST	TFWS
	Maharashtra Students	OMS Students	Male Students	Female Students		
BBA	73232	97542	73232	54632	51632	54632
BBA –IB	73232	97542	73232	54632	51632	54632
BBA-CA	78512	111422	78512	61612	49112	61612
BBA-DI	150000	208370	150000	107750	150000	107750

**Very important: No cash payment**

### As per Admission Notice dated 19.09.2024:

- The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during registration, everification or physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at Physical Scrutiny Center or E-Scrutiny Center and submit original certificate to the admitted institute on or before 21-10- 2024 upto 3.00 PM, otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category.

The SEBC and OBC Candidates who submitted receipt of Non Creamy Layer Certificate during registration, e-verification or physical document verification and confirmation period should upload and verify original Non Creamy Layer Certificate at E-Scrutiny Center and submit original certificate to the admitted institute on or before 21-10-2024 upto 3.00 PM, otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category.

- In case of SEBC Candidates, duration for submitting Caste Validity certificate will be as per the Maharashtra State Government Resolution No - संकिर्ण-2024/प्र.क्र.75/ आरक्षर्-5 dated 22 July 2024.
- In case of OBC Candidates, duration for submitting Caste Validity certificate will be as per the Maharashtra State Government Resolution No - संकिर्ण-2024/प्र.क्र.75/ आरक्षर्-5 dated 05 September, 2024.

**B.B.A./B.B.A. (IB)  
Co-ordinator**

**Principal**  
MES Garware College of Commerce  
Karve Road, Pune



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## Checklist of documents required for confirmation of BBA/BBA(IB)/BBA(CA)/ BBA(DI)/ Admission A.Y. 2024-25.

Sr.	Name of Document
1	Receipt-cum-Acknowledgement of Seat Acceptance (through candidate's login on CET Cell website)
2	Provisional Allotment letter
3	Receipt-cum-Acknowledgement from E-Scrutiny Centre
4	Score Card of valid CET Examination 2024
5	SSC (10 <sup>th</sup> Std.) Mark Statement
6	HSC (12th Std.) Mark-Statement
7	College Leaving Certificate (HSC)
8	Migration Certificate (If HSC from other than Maharashtra Board)
9	GAP Affidavit, if applicable
10	Maharashtra State students:- Domicile Certificate /Birth Certificate/ School Leaving mentioning Birth Place in Maharashtra
11	Nationality Certificate ( <b>Alternative:</b> School Leaving Certificate / valid Indian Passport / Birth Certificate)
12	AADHAR CARD / Enrollment Receipt (Xerox Copy)
<b>Additional Original Documents required from Reserved Category Students for claiming reservation</b>	
13	Caste Validity Certificate (SC, ST, SBC, VJ/DT, NT, OBC, SEBC)
14	NON Creamy-Layer Certificate <b>valid till 31/03/2025</b> ( SBC, VJ/DT, NT, OBC, SEBC)
15	Caste Certificate (SC, ST, SBC, VJ/DT, NT, OBC, SEBC)
16	EWS Certificate for EWS student only - as per prescribed format ( <b>Proforma V</b> ) (Refer Information Brochure)
17	Income Certificate of parents ( <b>Valid upto 31/03/2025</b> ) (Mandatory for EWS, TFWS and reserved category students)
<b>Additional Document required for claiming seats under below category</b>	
18	Orphan Certificate Proforma – U – For Orphan Students only
19	Defence Service Certificate – Proforma C and D/E (If applicable)
20	Physically Handicapped (Disability) Certificate- issued by competent authority (if applicable)
<b>To be filled after Confirmation of Admission</b> Online Anti-Ragging Undertaking from <a href="http://www.antiragging.in">www.antiragging.in</a>	

### IMP Note:

1. All above documents shall be arranged in a sequence as shown above.
2. Candidate should keep a softcopy of latest I-card size colored photograph & Signature (Size 50 kb in jpeg format)
3. All above Original documents (as applicable) in scanned (below 100 kb in pdf format)

