

**LIST OF THE CERTIFICATES AND DOCUMENTS
TO BE SUBMITTED BY THE CANDIDATES ADMITTED TO THE
F.Y. MMS program A.Y. 2026-2027 (Batch 2026-2028)**

The students are required to submit the following documents to this Institute in **Original and 5 sets of self-attested photocopies**.

The Blood group must be mentioned in the form positively at the time of admission.

Please Note: Keep extra set of Photocopies of all the required documents with you for your record purpose.

Sr. No.	Name of the document
1.	Seat Acceptance letter /Allotment Letter (ARC/Self Verified) issued by State CET Cell, Maharashtra State.
2.	Score Card or Internet copy – MBA/MMS CET 2026/ CAT / CMAT / GMAT / MAT / XAT / ATMA
3.	Receipt-cum-Acknowledgement of document verification of Facilitation Center (FC) / E-Scrutiny.
4.	S.S.C. (10 th)-Marksheet and Passing Certificate
5.	H.S.C. (12 th)- / Diploma Marksheet and Passing Certificate
6.	Bachelor of degree - Marksheets of all Years /all semesters
7.	Bachelor of degree - Conversion Certificate of previous College / Institute
8.	Provisional Passing Certificate OR Convocation Certificate issued by the University/College
9.	Gap certificate (Affidavit on stamp paper of Rs.100/-) (For the student who has passed the bachelor's degree before the year 2026).
10.	Transfer Certificate /Leaving Certificate from last attended College
11.	Migration Certificate (For the student who are graduated from the Other than Mumbai University students only)
12.	Proof of indicating place of birth in Maharashtra State (<u>Any one</u> of the following): (Whichever uploaded on State CET Portal while Documents Verification): - a. Domicile Certificate b. Birth Certificate, c. School / Jr. College Leaving Certificate
13.	Proof of indicating Indian Nationality- (<u>Any one</u> of the following) (Whichever uploaded on State CET Portal while Documents Verification): - a. Domicile Certificate, b. The School /Jr College leaving Certificate, c. Birth Certificate, d. Indian Passport in the name of the candidate issued by appropriate authorities.
14.	Address Proof: Address Proof (<u>Any one</u> of the following) a. Rationing card b. Voters ID c. Telephone Bill d. Electricity Bill e. Aadhar Card f. Any other
15.	Aadhar card
16.	Voter's Id. /Election Card
17.	2 Recent photographs
18.	EWS Certificate (for the student who belongs to EWS Category)
19.	Income Certificate of Income below 8.0 Lakh (For the student who belongs to EBC, EWS & TFWS Category)
20.	Caste certificate (For the student who belongs to SC, ST, SBC, OBC VJ, NT, DT, SEBC Category)
21.	Caste Validity Certificate (For the student who belongs to SC, ST, SBC, OBC VJ, NT, DT, SEBC Category)
22.	Non-creamy layer certificate (For the student who belongs to OBC & SBC NT, VJ, DT, SEBC Category) valid up to 31st March 2027.
23.	APAAR Id /ABC Id. proof
24.	Any other Proforma or Certificate may please attach:

Note: Fees for the First-Year MMS A.Y. 2026-2027 to be paid as prescribed by the Fees Regulating Authority Kindly contact, the admin office of the Institute between 10 am to 06 pm for more details.

This is only a sample format, please prepare the Gap Certificate as per your requirement

On Stamp paper of Rs. 100/- to be notarized

Draft of Gap Certificate

AFFIDAVIT

I, Mr. /Ms. _____, aged _____ years, Indian Inhabitant, residing at _____ (residential address), do hereby state and declare on solemn affirmation as under: -

I say that I have passed my _____ (bachelor's degree) exam in _____ (month & year of passing) through _____ (name of the Institute with address).

I further say that since _____ (year of passing of bachelor's degree) till date I did not join any educational Institution either in Mumbai or elsewhere in India. I say that from _____ to 2026 was my Gap Period.

OR

I have completed _____ (post-graduation) in _____ (month/year).

OR

I was working with _____ (name of the organization) as _____ (Design). from _____ to _____ (period).

I am making this Affidavit to produce the same before the concerned college authorities to indicate my Gap period from 20____ - 2026 and pursue my studies for the M.M.S. program 2026 of the University of Mumbai conducted by PTVA's Institute of Management, Mumbai.

Whatever stated hereinabove is true and correct.

Solemnly affirmed at Mumbai on

This _____ day of _____ 20____

Identified by me

DEPONENT

Advocate

BEFORE ME