

Instructions for document upload

1. All documents shall be uploaded in PDF format only.
2. Prepare single PDF file for every tab.
3. Mandatory documents have to be uploaded.
4. Documents uploaded on this portal will be used for Online PI and further admission process.
5. It will be responsibility of candidate to scan all relevant documents, in case any document is missing or not scanned properly, institution shall not be responsible. If the document is not clear, no marks will be given to that document. The candidate will not be able to add or replace the document.
6. It is advisable to use scanner to scan the document for ensuring the clarity.
7. Size of the pdf document uploaded to single tab shall not exceed to 2 MB.

List of documents to be uploaded:

- a) Admit Card (Mandatory)
- b) Brief CV (Mandatory) (You will be able to download template from the portal)
- c) Statement of Purpose (Mandatory)
- d) Mark Sheets of Degree Programme

Candidates from Five Year Degree Programme:

- i) Candidates from 5 Yr. Degree Programme appearing for final semester examination shall upload mark sheets from 1st to 9th Semesters.
- ii) Candidates who have completed 5 Yr. Degree Programme shall upload mark sheets from 1st to 10th Semesters.

Candidates from Four Year Degree Programme:

- i) Candidates from 4 Yr. Degree Programme appearing for final semester examination shall upload mark sheets from 1st to 7th Semesters.
- ii) Candidates who have completed 4 Yr. Degree Programme shall upload mark sheets from 1st to 8th Semesters.

Candidates from Three Year Degree Programme:

- i) Candidates from 3 Year Degree Programme appearing for final semester examination shall upload mark sheets from 1st to 5th Semesters.
- ii) Candidates who have completed 3 Year Degree Programme shall upload mark sheets from 1st to 6 Semesters.

- e) Co-curricular Activities (filename - cocurricular.pdf)
 - i) Additional Qualification (Diploma Certificate, Certificate Course including Summer Course Certificate) (filename - add qualification.pdf)
 - ii) Awards and Recognition
 - iii) Any other (If available)
- f) Extra-curricular activities (Cultural activities, Sports, Voluntary work etc.) (filename - extracurricular.pdf)
- g) Two LoR /Reference Letter (Minimum one in special scenario with justification)
- h) Experience Letter (If any)
- i) Caste / Category Certificate- **Mandatory** (Only in case of candidates from SC, ST, DA, KM, Defence)
- j) Nagpur Domicile (Nagpur Domicile Certificate- Only for Candidates applied for SLS Nagpur)
- k) Declaration cum Undertaking for Online Admission Process – **Mandatory** (You will be able to download template from the portal)
- l) Declaration cum Undertaking by Caste/Category Candidates- **Mandatory** (You will be able to download template from the portal)