



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(UGC Autonomous, Accredited with NACC A⁺ Grade) KANDLAKOYA,

MEDCHAL ROAD, HYDERABAD -501 401.

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION (MBA)

Instructions to the Students/ Parents during MBA 1st Year Admissions

1. The admission will not be confirmed until the student does the self-report in the counseling portal before due date and ***also print the joining report & allotment order.***
2. The student has to fulfill all the instructions given by the TSICET convener in the allotment order. Even though there is no change in the college in final phase allotment, the student need to check the instructions by downloading allotment order **after final phase and need to fulfill all the instructions.**
3. Student need to produce all the original certificates while reporting in the college before the last date mentioned in the allotment order otherwise the seat will get automatically cancelled. The list of certificates to be produced / submitted is attached. **Please get all the original documents scanned (please get them scanned in the scanning machine instead of mobile)** and keep the softcopies with you before producing in the college. (The best way is to E-mail them self, to parents and siblings).
4. Student & Parent presence is mandatory during the admission. Parent mobile number is mandatory. Parent has to inform to class coordinator in case of change in the mobile number.
5. The last date for reporting and producing the documents is 29.09.2023, 4.00 PM
6. The admission counselling will be done only from 9.30 AM to 4.00 PM till 29.09.2023

TS TSICET ADMISSIONS-2023-24(CHECK LIST OF THE DOCUMENTS) Please

Keep the Documents set wise in the same order

S.No	Certificate	REQUIRED		Remarks
		Original Set	Photo copies	
1	TS TSICET Allotment Order (Mandatory)	-	4	
2	TS TSICET Joining Report copy (Mandatory)	-	4	
3	Transfer Certificate (T.C)(Mandatory) (The admission will not be confirmed unless you submit the TC)	√	4	
4	TS TSICET Certificate Verification Acknowledgement (ROC form mandatory)	√	4	
5	S.S.C or its equivalent marks memo (long memo)	√	4	
6	Intermediate or its equivalent memo cum pass certificate	√	4	
7	Degree Memo & Provisional certificate	√	4	
8	VI to Intermediate (Degree) Study Certificates	√	2	
9	Photos – 5 (Passport Size)	√	-	
10	Aadhar Card	-	4	
11	Caste Certificate (If seat allotted in caste category)	-	4	
12	EWS Certificate (If seat allotted in EWS)	-	4	
13	Income Certificate (For Fee reimbursement candidate)	-	4	
14	Photo Copy of Residence Certificate (If applicable)	-	4	
15	TS TSICET Hall Ticket	-	4	
16	TS TSICET Rank card	-	4	
17	Student Bank Account passbook copy (For those who are applicable for Fee Reimbursement)	-	4	
18	Sports / NCC / CAP / PH certificate (If seat allotted in special category)	-	4	
Scanned all the above documents and available in your E-Mail (write Yes / No)				

Note:

1. The students are requested to take the **scanned copies of all their original certificates** before producing them in the college and **keep them in their mail along with Allotment order & self-reporting form downloaded after final phase allotment**. This is very important for their future requirements.
2. Please keep checking our college website www.cmrcet.ac.in
3. GIRLS HOTEL PREETHI – 9642222671 BOYS HOSTEL: SRIHARI – 7036302991