

SCTR's Pune Institute of Computer Technology (PICT)

Reporting Process (2026-27) for F.Y.M.Tech.

IMPORTANT:

- Please read carefully the following steps and strictly follow them to avoid any inconvenience / waste of time at the time of reporting.
- To avoid rush, only one parent / guardian along with the student is permitted within the campus.
- 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.

1. STEPWISE ACTIVITY CHART:

Step No.	Activity	Venue	Remarks
1	Verification of name in the allotment list.	Main Gate	--
2	Arranging the documents as per the checklist and getting documents verified.	Room No. A1- 101	Refer point 2 below
3	MIS Registration and Payment of Fee.	Room No. A1-102	Refer point 3, 4, and 5 below
4	Confirmation of Fee Payment	Room No. A1-014	
5	Collecting feedback form, Online confirmation of admission on CET Portal and Submission of Token Checklist and filled Feedback form.	Room No. A1-013	Refer point 6 below
6	Hostel Enquiry (If any) – After confirmation of admission only	Boys Hostel (D-BLDG.) & Girls Hostel (B-BLDG.)	Refer point 7 below

NOTE: After completion of each activity, it is mandatory to take the signature of the committee-in-charge on the token checklist form.

2. DOCUMENT VERIFICATION (Room No. A1- 101):

REQUIRED DOCUMENTS:

- The Candidates whose name appears in the provisional allotment list should report to the Institute in person along with **all the original documents** and **one set of photocopies**, as per the checklist: [For checklist – Click here](#)
- Candidates as per the allotment list should download and fill-in the following forms before coming to the institute and submit at the time of reporting.

Student Information Form – Click here
Undertaking regarding attendance – Click here
Eligibility Form – Click here

- **Procedure for students to file online Anti Ragging Affidavit:**
It is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at www.antiragging.in

Step 1: A student will submit his/her details on the web sites www.antiragging.in and www.amanmovement.org; read and confirm that he/she and his/her parents/Guardians have read and understood the AICTE regulations on curbing the menace of ragging. He / She will confirm & agree that he/she will not engage in ragging in any form.

Step 2: The student will receive an email with his/her registration number and a web link. The student will forward the link to the email of the Nodal officer of college Mr. E.M. Reddy at nodalofficer_ar@pict.edu. (Please note that the student will not receive pdf affidavits, and he/she is not required to print & sign it as used to be the case earlier)

Step 3: The Nodal Officer in the College can click on the link of any forwarded emails that he will receive from any student at college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings. The list will be updated every 24 hours.

College information for filling online Anti Ragging Undertaking

College name	Pune Institute of Computer Technology
AISHE Code of the college	C-42072
Name of the University	Savitribai Phule Pune University
Principal name	Dr. S. T. Gandhe
Gender	Male
College phone number 1	2024371101
College phone number 2	2024378063
Nearest police station name & address	Bharati Vidyapeeth Police Station Dhankawadi, Pune – 411043.
No. of students per class	12 / 6
National Anti-ragging helpline No.	1800-180-5522
Enrolment No.	CET Cell Application ID ME26_____

A mandatory field is provided “Anti Ragging Undertaking Reference No.” in Student Information Form, wherein Student must write the reference number.

3. MIS REGISTRATION (Room No. A1-102): After documents verification, candidates must register in MIS and fill the required data.

4. PAYMENT OF FEE (Room No. A1-102): Students can pay the fee through following modes

A. D.D./ Pay Order:

For ease of operation, students shall pay the college fee **preferably through D.D. / Pay order** in the name of **“Pune Institute of Computer Technology”** payable at **Pune** drawn on **Nationalize/Scheduled Bank**.

Student shall write his/her full name as per B.E./B.Tech. Marksheet and CET Cell application ID (i.e. ME26...) on **Backside** of the D.D./Pay Order.

Two Photocopies of the D.D./Pay Order & one photocopy of B.E./B.Tech. Marksheet shall be submitted along with original D.D./Pay Order.

B.

C. Swipe Machine Debit Card / Credit Card:

Additional charge will be applicable at actuals. Payment proof shall be submitted along with mobile number.

Fee Chart:

Fee Head	ME-OPEN-MS	ME-OPEN-OMS
Tuition Fee	95,652.00	95,652.00
Development Fee	14,348.00	14,348.00
Other Fee (SPPU)	2,486.00	2,486.00
Examination Fee (Both Semesters)	4,000.00	4,000.00
University Eligibility Fee & Eligibility Form Fee	650.00	1,150.00
Caution Money Deposit	5,000.00	5,000.00
Total Fee Rs.	1,22,136.00	1,22,636.00

Very important: No cash payment / Cheque will be accepted in any case.

5. FEE PAYMENT CONFIRMATION (Room No. A1-014):

After fee payment, the candidate shall get the confirmation of payment from the accounts department.

6. ADMISSION CONFIRMATION (Room No. A1-013):

After getting the confirmation of payment, admission is to be confirmed on CET cell portal. Feedback about the reporting process is to be submitted.

7. HOSTEL ADMISSION:

After getting the admission confirmed, candidates who are interested in hostel admission, can visit to the respective (Boy's and Girl's Hostel Warden) hostel.

Hostel room allotment will be done based on the first cum first serve. Out station students will be given preference.

For hostel fees and other information please [click here](#)

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.

Principal, PICT