

**1. Income Certificate**

- Open, EWS, ST** - Income Certificate of Financial Year 2023-24 (valid till 31<sup>st</sup> March 2025) is required.
- OBC, VJDT, NT, SBC, SC** - Income Certificate submitted at First Year or Direct Second Year level is applicable. (There is no need of new Income Certificate)
- Father Income Certificate is necessary. In case of death, divorce or major disease, mothers' income certificate is allowed.
- Income Certificate and Ration Card should be from same Tehsildar office.

**2. Bank Account**

- Students' saving bank account with Post Office IPPB account is good for receiving Direct Benefits Transfer from government.
- Aadhar Number seeded/linked with bank account is mandatory.  
Here is step to check whether your Aadhar has been linked with your bank account.
  - Visit Aadhar website- [www.uidai.gov.in](http://www.uidai.gov.in)
  - Click on My Aadhar -> Bank Seeding status
  - Login by entering OTP sent to mobile number linked to your aadhar.
  - Click on Bank Seeding status

**3. Freeship Scheme:**

The students who have 2 times failed/drops in his/her GIT curriculum are not eligible for getting benefits of Freeship Scheme (reimbursement of fees).

**MahaDBT : Registration, Profile updating, Application filling and submitting****Registration:**

- If students already have login details (used at 12<sup>th</sup> or Diploma) then go through these login details, do not create duplicate login details of same applicant(your).
- New user registers themselves through entering Aadhar number in MahaDBT portal. The system validates the aadhar number and sends OTP to the registered mobile number.

**Profile Updation:**

After Successful login to the MahaDBT portal, the portal displays welcome page by default.

Now applicants have to click on Profile shown on Left Panel to view profile completeness status and add or update accordingly.

The Profile is divided into following categories-

**1. Personal Information:**

- Applicants have to fill/update Personal Information details relating to Personal Details, Domicile Details, Income Details, Personal Eligibility Details, and Caste Details.
- Upload Father Income Certificate. In case of death, divorce or major disease, mothers' income certificate is allowed.
- For EWS admitted student, upload EWS Certificate(submitted at FE/DSE) along with Father Income Certificate.
- Caste Certificate : Upload Caste Validity Certificate along with Caste Certificate(1 pdf file having 2 pages)

**2. Address Information:**

Applicants have to fill/update address information details.

**3. Other Information:**

Applicants have to fill/update Father and Mother details.

**4. Current Course:**

Applicants have to fill/update Current Course details information.

- Admission in current course: Select admission year in GIT (First Year or Direct Second Year)
- Institute State: Maharashtra
- Institute District: Ratnagiri
- Institute Taluka : Khed
- Qualification Level: Under Graduate Course
- Stream: Engineering
- College Name: Gharda Institute of Technology
- Course Name: Select Branch/course
- Admission Type: Through CAP/Govt. Quota
- CET/Merit Percentage/CLAT Score: Fill/update MHT-CET score or Diploma Final Year aggregate percentage.
- Application ID: Fill/update engineering admission application ID starting with EN..... or DSE....

**And upload CAP admission confirmation letter of having sign Registrar/Principal**

- Year of Study: Select studying year (FirstYear/SecondYear/ThirdYear/FinalYear) from dropdown.



- m. Completed or Pursuing: Click Delete button to delete the entirely filled pursuing course information and again fill all details of last year course and select as Completed. Then, now fill current year pursuing course details accordingly.
- n. Percentage: Fill last year percentage
- o. Upload Marksheet: Upload both Semester Marksheet or Gazette copies in single pdf file. Donot crop with showing your name only on Result Gazette, upload full page(pdf) of original Result Gazette.
- p. Admission Date: Fill admission date for the academic year 2024-25.
- q. Fees Paid : Fill fees paid as 0(Zero).
- r. Upload Fees Receipt/Bonafide Certificate: Upload current year-2024-25 Fees Receipt or Bonafide Certificate
- s. Is Admission Through Open or Reserved Category: Select Category
- t. GAP : In case of GAP/Drop then upload GAP affidavit on Rs.100/- bond paper which registered through Tahsildar Office.
- u. Mode: Select Regular

**5. Past Qualification:**

Fill up SSC and HSC or/and Diploma details compulsorily.

**6. Hostel Details:**

Select Hostel Details as Hosteller or Day Scholar. If Hosteller, upload Hostel Rector Certificate or Outside campus Hostel Agreement (for Open, EWS, SEBC - campus outside hosteller)


**Now, here your profile completed 100%.**

**Application to Scheme:**

1. System will suggest schemes to applicant only after filling up the profile to 100% completeness.
2. Student should click on All Schemes button and the system will display all schemes on portal.
3. Further on the basis of Category and Income, student should select Department and Scheme Name and then click on Apply to apply for eligible scheme.
4. Is this renewal application: Fill Yes, in case of renewal (compulsory for SE, TE, BE) and enter previous year Application ID (means through which benefits received). No, in case of Fresh (compulsory for FE and DSE)
5. Upload Leaving Certificate, Caste Validity Certificate, Ration Card, Child Beneficiary Undertaking(Pratidnyapatra)

**The student should upload all the documents compulsorily else your application will be reverted back to you from authority. After Application is submitted successfully by applicant, it will be displayed under My Applied Scheme->Scrutiny Application section. It is possible, Application is sent successfully but during the scrutiny major/minor issue is found. At such case, institute should send application back to correct it. Reasons for sent back will also available MyApplied Scheme-> Under Scrutiny Application-> Application ID. Here student should make the necessary changes as per given reason for sent back and click on Re-apply button.**

**The submission of print of online filled application form at academic section within given schedule is compulsory, failing which student will have to pay entire fee applicable for general category.**

  
Dr. Pramod B. Patil  
Principal  
Gharda Institute of Technology



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