

# CHECK LIST FOR DIPLOMA/UG/IG STUDENTS

SMS : Hindi  English 

PCM/PCB % = .....

Total %age of 10+2 = .....

Name of Candidate: .....

Course &amp; Branch: .....Category: .....

<u>S. No.</u>	<u>Particulars</u>	<u>Received</u>	<u>Not Applicable</u>
1	<b>Original High School Certificate</b> with <b>02</b> attested photocopy.	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>02</b> Attested photocopies of High School <b>Mark-sheet</b> .	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Original Intermediate Mark-sheet</b> with <b>02</b> attested photocopies.	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Original Diploma/B. Tech./UG Mark-sheet</b> with <b>02</b> attested photocopies. (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Original Transfer/Migration/Centre Certificate</b> (for private candidates) with <b>02</b> attested photocopy. (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Original Character Certificate</b> of the Institute last attended or issued by Gazetted Officer.	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>06 Photographs of the Candidate</b> - Passports Size (Coloured).	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>15 Self-Addressed Envelopes</b> (each carrying postal stamp worth ₹ 5/-).	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>01</b> attested photocopy of Caste Certificate. <b>(Applicable for SC/ST/OBC only)</b> .	<input type="checkbox"/>	<input type="checkbox"/>
10	Medical Certificate issued by CMO/Govt. Doctor <b>(for the hostler inmates only)</b> .	<input type="checkbox"/>	<input type="checkbox"/>
11	A Notarized Affidavit on ₹ 10/- Non-judicial stamp paper explaining discontinuity, if any, in educational carrier after passing 12 <sup>th</sup> /Diploma/UG Examination with 01 attested photocopy.	<input type="checkbox"/>	<input type="checkbox"/>
12	<b>01</b> Photocopy of <b>Rank Letter/Score Card</b> of any entrance examination.	<input type="checkbox"/>	<input type="checkbox"/>
13	In case of awaited result, submission of <b>Admit Card</b> as a proof of having appeared in qualifying examination alongwith <b>Undertaking of Provisional Admission</b> .	<input type="checkbox"/>	<input type="checkbox"/>
14	A Notarized Affidavit on ₹ 10/- Non-judicial stamp paper submitted by student regarding <b>Anti-Ragging</b> .	<input type="checkbox"/>	<input type="checkbox"/>
15	A Notarized Affidavit on ₹ 10/- Non-judicial stamp paper submitted by Parents/Guardian regarding <b>Anti-Ragging</b> .	<input type="checkbox"/>	<input type="checkbox"/>
16	<b>01</b> Photocopy of <b>Aadhar Card</b> as Student ID Proof.	<input type="checkbox"/>	<input type="checkbox"/>
17	<b>01</b> Photocopy of <b>Aadhar Card</b> of Parents/Guardian.	<input type="checkbox"/>	<input type="checkbox"/>

Documents Checked / Received by: -

Name: -

### DECLARATION

- [1] I hereby declare that all the documents produced by me are true and original to the best of my knowledge and belief. If at any stage any information furnished by me is found incorrect, my candidature is liable to be rejected.
- [2] I will submit all documents before .....2018, which are not available at the time of admission. If I don't submit the documents, I am aware that my admission shall stand cancelled.
- [3] I have received the office receipt of documents.
- [4] I have been apprised to report in the Placement Cell for Training Need Identification through Language Skills Development Test.

**(Signature of Candidate)**

### Office Receipt

Received following original documents from Mr./Ms. .... student of course.....  
Branch ..... for session 2018-19.

- a) High School Pass Certificate  
b) Intermediate Mark-sheet  
c) Diploma/B.Tech. Marksheets

Received by: -

Name:-

ERP ID:-

#### List of Pending Documents

- |                               |                          |                                     |                          |
|-------------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. 10 <sup>th</sup> Cert./M/s | <input type="checkbox"/> | 10. Caste Cert.                     | <input type="checkbox"/> |
| 2. 12 <sup>th</sup> M/s       | <input type="checkbox"/> | 11. Medical Cert.                   | <input type="checkbox"/> |
| 3. Diploma M/s                | <input type="checkbox"/> | 12. Gap Affidavit                   | <input type="checkbox"/> |
| 4. B.Tech M/s                 | <input type="checkbox"/> | 13. Anti-Ragg. Affidavit (Student)  | <input type="checkbox"/> |
| 5. Mig./TC Cert.              | <input type="checkbox"/> | 14. Anti-Ragg. Affidavit (Guardian) | <input type="checkbox"/> |
| 6. Character Cert.            | <input type="checkbox"/> | 15. Aadhar Card (Student)           | <input type="checkbox"/> |
| 7. Photos (6)                 | <input type="checkbox"/> | 16. Aadhar Card (Guardian)          | <input type="checkbox"/> |
| 8. Envelopes (15)             | <input type="checkbox"/> | 17. Score Card/Rank Letter          | <input type="checkbox"/> |
| 9. Admit Card                 | <input type="checkbox"/> |                                     |                          |