

# CHECK LIST FOR PG STUDENTS

UG % = .....

Name of Candidate: .....

PG % = .....

Course: .....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 photocopy.	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Original U.G. Mark-sheet</b> with <b>02</b> attested photocopy. (As applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Original P.G. Mark-sheet</b> with <b>02</b> attested photocopy. (As applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Original Migration Certificate</b> with <b>02</b> attested photocopy.	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Original Character Certificate</b> of the Institute last attended.	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>02 Photographs of the Candidate</b> - Passports Size (Coloured).	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>10 Self-Addressed Envelopes</b> (each carrying postal stamp worth ₹ 5/-).	<input type="checkbox"/>	<input type="checkbox"/>
10	01 attested photocopy of Caste Certificate. <b>(Applicable for SC/ST/OBC 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 UG/PG Examination with 01 attested photocopy.	<input type="checkbox"/>	<input type="checkbox"/>
12	In case of awaited result, submission of <b>Admit Card</b> as a proof of having appeared in qualifying examination alongwith Undertaking of Provisional Admission.	<input type="checkbox"/>	<input type="checkbox"/>
13	A Notarized Affidavit on ₹ 10/- Non-judicial stamp paper submitted by student regarding <b>Anti-Ragging</b> .	<input type="checkbox"/>	<input type="checkbox"/>
14	A Notarized Affidavit on ₹ 10/- Non-judicial stamp paper submitted by Parents/Guardian regarding <b>Anti-Ragging</b> .	<input type="checkbox"/>	<input type="checkbox"/>
15	A Notarized Affidavit on ₹ 10/- Non-judicial stamp paper submitted by Student regarding <b>75% Attendance (applicable for LL.M. students)</b> .	<input type="checkbox"/>	<input type="checkbox"/>
16	Experience Certificate <b>(in case of M. Tech. Part-Time students)</b>	<input type="checkbox"/>	<input type="checkbox"/>
17	01 Photocopy of Aadhar Card as Student ID Proof.	<input type="checkbox"/>	<input type="checkbox"/>
18	01 Photocopy of Aadhar Card of Parents/Guardian.	<input type="checkbox"/>	<input type="checkbox"/>

Documents Checked/Received by (with date): -

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 **15<sup>th</sup> September, 2019**, 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 2019-20.

- a) High School Pass Certificate  
b) Intermediate Mark-sheet  
c) U.G./P.G. /Both Mark-sheet

Received by:-

Name:-

ERP Id:-

<u>List of Pending Documents</u>	
1. 10 <sup>th</sup> Cert./M/s	<input type="checkbox"/>
2. 12 <sup>th</sup> M/s	<input type="checkbox"/>
3. UG M/s	<input type="checkbox"/>
4. PG M/s	<input type="checkbox"/>
5. Mig. Cert.	<input type="checkbox"/>
6. Character Cert.	<input type="checkbox"/>
7. Photos (06)	<input type="checkbox"/>
8. Envelopes (10)	<input type="checkbox"/>
9. Admit Card	<input type="checkbox"/>
10. Caste Cert.	<input type="checkbox"/>
11. Medical Cert.	<input type="checkbox"/>
12. Gap Affidavit	<input type="checkbox"/>
13. Anti-Ragg. Affidavit (Student)	<input type="checkbox"/>
14. Anti-Ragg. Affidavit (Guardian)	<input type="checkbox"/>
15. Aadhar Card (Student)	<input type="checkbox"/>
16. Aadhar Card (Guardian)	<input type="checkbox"/>
17. Experience Certificate	<input type="checkbox"/>