

ANNEXURE-I

Documents required at the time of document verification

- (a) A Original copy of the filled Registration Form (Attached at Annexure-II)
- (b) All required original certificates and one set of photocopy duly attested (Marks sheet and Degree of 10th, 12th, Graduation, Post-Graduation or equivalent showing date of birth/age).
- (c) Bring original mark-sheets, certificates, UGC-NET certificate (in case of NET qualified candidates) and other testimonials for eligibility.
- (d) Self-attested copy of AADHAR Card, bank account detail of student i.e. (photocopy of first page of the passbook)
- (e) Original Character Certificate from the head of the institution last attended
- (f) Original Transfer Certificate and Migration Certificate from the head of the institution last attended
- (g) Original Medical Fitness Certificate from Govt. Hospital
- (h) Gap Affidavit Certificate, if applicable
- (i) A self-attested copy of admission fee receipt
- (j) 04 sets of recent passport size photographs.
- (k) The candidates under reserved category, i.e. OBC (Now Creamy Layer), SC, ST and Divyang shall produce the certificate in the prescribed format issued by a competent authority in support of their claim without which their claim will not be considered.
- (l) **For SC/ST Candidates** : Attested copy of SC/ST Certificate in the prescribed format of the Govt. of India / State Govt. issued by an officer not below the rank of Magistrate /Tehsildar in support of their claim for admission against the reserved quota.
- (m) **For OBC (Non Creamy Layer) Candidates:** OBC Certificate issued by District Magistrate/Deputy Commissioner in the Government of India prescribed format. Also, bring along income certificate. OBC candidates are required to submit the latest OBC certificate in the format prescribed by the Govt. of India.
- (n) **For EWS Candidates** - The income and assets certificate in the prescribed format issued by
 - i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner /first class Stipendary Magistrate/Sub Divisional Magistrate /Taluka Magistrate Executive Magistrate /Extra Assistant Commissioner.
 - ii. Chief Presidency Magistrate/Additional Presidency Magistrate/Presidency Magistrate.
 - iii. Revenue Officer not below the rank of Tehsildar and
 - iv. Sub Divisional Officer or the area where the candidate and/or his family normally resides.

- (o) **For PWD/Divyang Candidates:** Medical Certificate issued by the Competent Medical Authority indicating the nature and extent (including percentage) of Physical Disability in support of their claim for admission against reserved quota.
 - (p) The candidates enjoying employed status and selected for admission to any programme of study in the University, are required to produce LEAVE SANCTION /RELIEVING ORDER AT THE TIME OF ADMISSION/REGISTRATION from their employer for the duration of the programme permitting them to pursue their studies at the University, failing which the offer of admission shall stand withdrawn. In case of any dispute the decision of the admission committee shall be final.
2. The admission of candidate who has passed his/her qualifying examination from a Foreign University will be subject to his/her qualification being found equivalent to the qualifications prescribed by the University.