



PG Programme

ADMISSION CHECK LIST -(2018-19)

Candidate Name: _____ **Course:** _____

Sections	Original Document Verifications /Proceedings	Status (√)	Signature of officer
Section: 1 Reception Desk/ Information Desk	Issue of Application, forms & Affidavits a) Admission Form b) Hostel Request Form c) Hostel Record Form d) Hostel Undertaking I & II e) Anti – Ragging Affidavits I & II f) Hostel Rules and Regulations g) Scholarship Form (if eligible)		
Section: 2 Documents Verification	Original Provisional Allotment & Admission Letter from Reporting Center		
	Choice filling /locking, Seat Allotment Copy duly signed by candidate		
	Fee receipt (both CCMT & SPAV)		
	GATE Score Card		
	Pass port (For Foreign students only)		
	Class X (High School) Board Certificate as proof of date of birth		
	Marks memos of all Semester including consolidation of Qualifying Examination		
	Certificate of category (OBC-NCL/ SC/ST/ /PWD) In the prescribed format of CCMT - 2018.		
	Certificate for Persons with Disabilities (PWD)		
Medical Certificate from MBBS Doctor			
Section: 3 Fee deposit Counter	Payment of Fees (Hostel, Mess and Transport) etc.		
Section: 4 Admission Confirmation	Submission of all Documents above along with 10 Passport size photos, Xerox copy of Bank Pass Book first page & Aadhaar Card Overall checking and Confirmation of Admission.		
Section: 5 Hostel Allotment	Verification of Hostel Forms, Affidavits, Fee Receipts and allotment of Hostel & Room No.		