



ADMISSION CHECK LIST -(2016-17)

Candidate Name: _____ **Course:** _____

Sections	Original Document Verifications /Proceedings	Status (√)	Signature of officer
<u>Section: 1</u> 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)		
<u>Section: 2</u> 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 - 2016. Certificate for Persons with Disabilities (PWD) Medical Certificate from MBBS Doctor		
<u>Section: 3</u> Fee deposit Counter	Payment of Fees (Hostel, Mess and Transport) etc.		
<u>Section: 4</u> 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.		
<u>Section: 5</u> Hostel Allotment	Verification of Hostel Forms, Affidavits, Fee Receipts and allotment of Hostel & Room No.		