

# DOCUMENT VERIFICATION PROFORMA

(To be filled by the candidate)

NAME OF THE CANDIDATE : .....

FATHER'S / GUARDIAN'S NAME : .....

MOTHER'S NAME : .....

PROGRAMME & BRANCH : .....

ADMISSION BASED ON JEE -2024 OR 10+2 MARKS : .....

ROLL NO. OF JEE -2024 OR ROLL NO. 10+2 EXAMINATION & YEAR : .....

JEE (MAIN) SCORE/RANK -2024 OR PERCENTAGE OF 10+2 EXAMINATION & YEAR : .....

**Arrange following documents in the sequence given below in two sets i.e. 01 set of Original & 01 set of Photocopy**

Sequence No.	Documents	Check by Verification Team (tick $\checkmark$ or X)	
		Original	Photocopy
i	Copy of Provisional Admission Letter		
ii	JEE (Main) Admit Card * <b>(If admission based on JEE -2024)</b>		
iii	JEE (Main) Score/Rank Card * <b>(If admission based on JEE -2024)</b>		
iv	10 <sup>th</sup> (High School) Marks sheet		
v	10 <sup>th</sup> (High School) Passing Certificate		
vi	10+2 (Intermediate) Marks sheet		
vii	10+2 (Intermediate) Passing Certificate		
viii	School Leaving Certificate/Transfer Certificate from the School/College/Board last attended		
ix	Migration Certificate from the School/College/Board last attended		
x	Character Certificate from the School/College/Board last attended		
xi	Copy of Academic Bank of Credits (ABC) ID Card		
xii	Copy of Identity Proof of Parents with photo (Mother and Father)		
xiii	Medical Fitness Certificate		
xiv	Photo		
xv	Category Certificate (SC/ST/OBC/EWS/PH/DEF/MINORITY) (if applicable)		

\* It is essential to have one of the above documents amongst the Admit Card, Score/ Rank Card with Photo as issued by CBSE for JEE- 2024 OR 10+2 Examination Marks sheet.

**Note: - Original documents will not be retained by the University except TC/Migration & Character Certificate.**

Date: .....

Signature of the Candidate

(To be filled / checked by the Verifying Officer)

**Please Tick below as applicable:**

- Important Checks carried out (Tick)
  - Identity of candidate
  - Year of qualifying exam (2022 and later)
  - Qualifying in Mathematics, Physics & Chemistry/Computer Science in 10+2 examination.
- Candidates identity has been verified from Photo's JEE Admit Card or Score/Rank Card or Admission Letter.
- Original Documents as the above checked and returned after verification. **OR**
- Original Documents not shown. Undertaking form received for documents which have not been produced.
- Self attested photocopy of the above documents (i to xv) as applicable received with admission form, (Mandatory to deposit in Registry office by the verifying officer – **must be attached with the admission document**).
- Any others (Please specify): .....

**Signature:** .....

**Name of Verifying Officer:** .....