

**Verification of original documents** of 1<sup>st</sup> year B.A / B.Sc. (Honours / Major) students admitted online (provisionally) from 04.08.2018 – 06.08.2018 for the session 2018-19, will be done on **Thursday, 09.08.2018 (R-9A)** from **11am onwards**.  
**FOLLOW THE VERIFICATION NOTE & CHECK LISTS.....**

**The following **Original documents** should be brought without fail during admission for verification purposes:**

1. Original Mark Sheet of the Class–XII Examination (Returnable).  
Laminated mark sheets will not be accepted.
2. Original document proving Date of Birth (Returnable).
3. Original Character Certificate (Returnable).
4. Original SC/ST/OBC certificate in the name of the candidate for admission to the reserved category (Certificate in the name of a parent(s)/relative will NOT be accepted).
5. Medical Certificate of Fitness for compulsory field trips (for Honours & General candidates of Geography Department only)
6. For PH Candidates–Original medical certificate certifying the candidate's disability and degree of difficulty.
7. Annual Family income certificate. (IT Returns Form is acceptable)

**DOCUMENTS REQUIRED TO BE SUBMITTED DURING VERIFICATION:**

1. Online Application Form (Printed Form)
2. The Applicant's Copy (Original & Xerox) of the Pay-in-slip of Rs. 200/-.  
For any online transaction if payment slip does not show details, please also bring a print out of the slip showing payment status along with the payment slip.
3. The online admission fees payment slip.
4. One attested Photo-copy of the Class-XII Marks Sheet.
5. One attested Photo-copy of the age proof certificate (For Example, Admit card of Secondary Examination).
6. One attested Photo-copy of the Character Certificate from the Head of the Institution last attended.
7. In case of SC/ST/OBC candidates seeking admission from the reserved quota, one attested Photo-copy of the document certifying SC/ST /OBC category in the candidate's own name.

8. In case of PH candidates – Photocopy of medical certificate certifying the candidate's disability and degree of difficulty.
9. Annual Family income certificate. Original document.

### **VERIFICATION NOTE:**

- **Any candidate taking admission from 4th to 6th August, 2018 will not be given Sociology as Generic Subject.**
- All documents given in the **check lists** above are to be verified by the respective department in **Room 9A** (ground floor) and the required self-attested photocopies are to be attached with the application form.
- After verification, the candidates have to report to the **college office** (ground floor), where **challan** will be generated and **roll number** will be assigned to the student.
- The **balance amount** of the 1<sup>st</sup> semester fees which is due for the respective subjects is to be paid on the same day (9.8.18), as directed by the office. The students are requested to come prepared with the due fee balance. FEES for the 1<sup>st</sup> year and 1<sup>st</sup> semester are given subject wise in the prospectus uploaded in the website.
- After payment of the fee balance, the **roll number is to be reported** to the respective departments, where verification was done.
- The **admission is then complete** and the student can **attend classes** from **10.8.18** onwards.