

DOCUMENT VERIFICATION PROFORMA

(To be filled by the candidate)

NAME OF THE CANDIDATE :

FATHER'S / GUARDIAN'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 * (If admission based on JEE -2024)		
iii	JEE (Main) Score/Rank Card * (If admission based on JEE -2024)		
iv	10 th (High School) Marks sheet		
v	10 th (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	Category Certificate (SC/ST/OBC/EWS/PH/DEF/MINORITY) (if applicable)		
xii	Medical Fitness Certificate		
Xiii	Photo		

*** 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 xiii) 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: