

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION FOR SESSION 2015-16

S. No	Course	Admission Mode Counseling (C) / Direct(D)	Name of Document	I Set of Enrolment for University purpose	II Set for Institution	Scanned copy in pen drive in pdf format	REMARKS
1	All Courses	C	Allotment Letter	1 Photocopy	Original	jpg	Compulsory for admissions under UPSEE-2015 counseling
2	All Courses	C & D	UPSEE/ JEE / MAT /CAT Admit Card / Rank Letter	1 Photocopy	2 Photocopy	-	For admissions under Management Quota to submit admit card / Rank Letter UPSEE-2015 /JEE 2015 /MAT/CAT/GATE (In case of appeared in the exam)
3	All Courses	C	Receipt of Counseling fee	-	2 Photocopy	-	Deposited at Document verification / Counseling centre
4	All Courses	C & D	X Mark sheet	1 Photocopy	Original + 2 Photocopy	jpg	Separate / Combined document can be submitted
5	All Courses	C & D	X Passing Certificate	1 Photocopy	Original + 2 Photocopy	jpg	
6	All Courses	C & D	XII Mark sheet	1 Photocopy	Original + 2 Photocopy	jpg	
7	All Courses	C & D	XII Passing Certificate	1 Photocopy	Original + 2 Photocopy	jpg	
8	B.Tech. Lateral	C & D	Diploma Marksheet / Graduation Marksheet (B.Sc. Graduates) of All Semesters / Years. & Degree / PDC .	1 Photocopy	Original + 2 Photocopy	jpg	Applicable for admission under Lateral Entry to B.Tech.
9	MBA / MCA I Yr / MCA LE / M.Tech.	C & D	Marksheets of All Semesters of Graduation Course & Degree / PDC	1 Photocopy	Original + 2 Photocopy	jpg	Applicable for admission MBA / MCA I Yr / MCA LE/ M.Tech.
10	B.Tech. I Yr / B.Tech. LE	C & D	Transfer Certificate (T.C.) (for UP Board / UP Technical Board students)	Original	2 Photocopy	jpg	-
11	All Courses	C & D	Migration Certificate (for all students other than UP Board / Other Technical Board/ Universities)	Original	2 Photocopy	jpg	-
12	All Courses	C & D	Character Certificate	Original	2 Photocopy	jpg	-
13	All Courses	C & D	Caste Certificate	1 Photocopy	2 Photocopy	jpg	Mandatory for all students applying for UP Govt.Scholarship for SC/ST/OBC students
14	All Courses	C & D	Income certificate & Net Verified Copy of Income Certificate	1 Photocopy compulsory for TFW student	2 Photocopy	jpg	Original Income Certificate to be produced at the time of applying for UP Govt.Scholarship for SC/ST/OBC/ Minority/ General students
15	All Courses	C & D	Gap Affidavit (if any)	Original	2 Photocopy	jpg	Applicable in case the student has passed his qualifying examination prior to 2015
16	All Courses	C & D	Domicile certificate	1 photocopy	2 Photocopy	jpg	Students who have passed the qualifying examination outside UP, but parents are resident of UP have to submit the certificate.
						jpg	For availing scholarship the eligible student of all category (Gen/OBC/SC/ST/Minority) to submit this certificate
17	All Courses	C & D	Medical Fitness Certificate	-	1 Photocopy	-	Issued by CMO/Registered Doctor in prescribed format as available at UPSEE Brochure 2015 at page 61 http://www.upseeuptu2015.in/uptu_exam/pdf/Brochure_UPSEE_2015_New.pdf
18	All Courses	C & D	Anti-Ragging affidavit from Student	-	1 Photocopy	-	Fill your antiragging Affidavit online at https://www.antiragging.in/Site/Affidavits_Registratio.n.aspx for Student & Parents. The duly filled ANTIRAGGING AFFIDAVIT will be received at your email id . Take out the Print and submit the same at the time of Admission.
			Anti-Ragging affidavit from Parent	-			
19	All Courses	C & D	Blood Group	-	Original	-	Certificate issued by Registered Doctor, RMP / any authorized person
20	All Courses	C & D	Recent Photo of Student - 4Nos. Photo of Father & Mother - 1 each	-	-	jpg	Write Name of Student & Branch on the backside of all photos
21	All Courses	C & D	Photo copy of Bank Pass Book(only PNB Navyug Market)	-	-	jpg	Mandatory for all students to have saving account with PNB Navyug Market Branch only & specifically for SC / ST/ OBC/ General Students applying for UP Govt Scholarship. Bank Account form is available at Bank Counter within Campus.
22	All Courses	C & D	Address Proof	-	1 Photocopy	jpg	Copy of Ration Card/Adhar Card/Electricity Bill.etc
23	All Courses	C & D	Aadhaar Card	-	1 Photocopy	jpg	As per Govt.Policy

Note :

- Documents to be arranged in the same order as mentioned above
- In addition to original documents **sets of Photocopy of the documents** as mentioned (self attested) to be submitted along with original sets.
- Soft copy (in Pen drive) as mentioned against documents to be required at the time of admission and maximum size of each jpg can be upto 100KB
- Documents mentioned in Column required for **Enrolment purpose** are mandatory to be submitted at time of admission along with Enrollment form
- Students are advised to keep one set of photocopies of documents with them for their personal use/ scholarship forms.
- Original documents would be returned after verification by the University.