

DOCUMENTS CHECK LIST

DOCUMENT STATUS AT THE TIME OF ADMISSION/CLASS START

S.No	Types of Documents	At the time of admission Page No.	At the time of Class Start Page No.
COMPULSORY DOCUMENTS			
1.	Admission Form		
2.	General Information Form		
3.	10 th Certificate		
4.	10 th Mark-sheet		
5.	12 th Certificate		
6.	12 th Mark-sheet		
7.	Aadhar Card(Mandatory)		
8.	Address proof		
9.	Character/Medical Certificate		
10.	Parents ID proof & authorization form		
11.	Ten recent passport size color photos of Student		
12.	Two recent passport size color photos of Father & Mother		
13.	Affidavit (from parents & student regarding approval of course)		
14.	Exam Application form		
15.	Fee Schedule (Signed Copy of Student/ Parent/ Guardian)		
16.	Student & Parent Signature.		
CONDITIONAL DOCS (IF APPLICABLE)			
17.	Undertaking for Provisional Admission		
18.	PAF(Parent Authorization Form)		
19.	Guardians Photo (2) and ID Proof (Authorized by parents)		
20.			
21.			

PENDING DOCUMENTS/ SIGNATURES

S.No	At the time of Admission	At the time of class start
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Sign of Admission Officer:
Date & Seal

Admissions In charge Remarks:

File Completion Date:

Total No. of pages after verification:

Sign. & Date & Seal

STATUS UPDATE AFTER CLASS START

1 Sign. & Date:

2. Sign. & Date:

Name & Sign of O/I admission with Seal _____