

## Documents required at the time of Reporting of candidates at the allotted Institute are mentioned below:-

### *(For First year Students)*

1. College Form and undertaking regarding correct particulars filled by the student (available at the reception)
2. Provisional Allotment/offer letter (3 Copies)
3. Receipt /Proof of remaining fees of Rs 89,100/- in Guru Tegh Bahadur Institute of Technology
4. Part Academic Fee Receipt (Compulsory) (3 Copies).
5. JEE score Card with one photocopy.
6. All candidates shall bring all mark sheets and certificate in original from 10<sup>th</sup> (or equivalent) onwards for verification. **Two sets** of photocopies of certificates, attested by gazetted officer or self attested is to be submitted and shall be retained by the university and the Institute. **In the absence of mandatory documents of proof of eligibility for admission in programme, the candidature shall be cancelled.**
7. In case of students who have passed the qualifying examination through distance/open education system of any recognized University/board/ institution, the necessary documentary evidence related to location of his/her study centre i.e. study centre proof, certificate from the University imparting open/distance education certifying the location of the study centre with two photocopies.
8. Conduct and Character Certificate in original from the Head of institution from where the qualifying examination has been passed or from Gazetted Officer (Original) not more than 6((six) months old) with two photocopies.
9. In case, the result of qualifying examination awaited, the candidates needs to submit the undertaking with two photocopies.
10. Medical Certificate in original with one photocopy.
11. Students admitted through Minority Quota are required to deposit Original **Minority** Certificate along with one photocopy.
12. Reserved Category Certificate with two photocopies (if applicable).
13. Undertaking by the student with respect to Antiragging & Undertaking by parent/ guardian with respect of anti ragging as per Appendix 7 & 8(**2 Copies**)
14. Annexure 6 (2 Copies)
15. 3 passport size recent photographs.
16. Photocopy of Residence proof (2 Copies)

**Students are required to carry all the original certificates along with for verification**