

**CHECKLIST FOR VERIFICATION OF DOCUMENTS FOR
MCA ADMISSION**

Name: _____

Reporting Date :

Time :

Sl. No.	Particulars	Original	Photocopies	Remarks
1	Final allotment letter	Retained	-	
2	Pay-in Slip (College copy)	Retained	-	
3	HSC Certificate and Mark Sheets	Verified	Retained (1 set)	
4	+2 Certificate and Mark Sheets	Verified	Retained (1 set)	
5	Graduation Certificate and Mark Sheets	Verified	Retained (1 set)	
6	College Leaving Certificate	Retained	Original	
7	Conduct Certificate	Retained	Original	
8	OJEE RANK CARD /SCORE CARD	Retained	Original	
9	Caste Certificate	Verified	Retained (1 set)	
10	Blood Group Report	Retained	Original	
11	Photographs: <ul style="list-style-type: none">• 2 colour passport sized photographs• 2 stamp sized photographs	Retained	-	
12	Adhar Card	Verified	Retained (1 set)	

Signature of the Verifying Officer

Signature of the Candidate