



**BHARATI VIDYAPEETH'S
INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT**

(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)

A-4, Paschim Vihar, Rohtak Road, New Delhi-110063

Tel.: 011- 25275055 Tel. / Fax: 011- 25255056 E-Mail: mca@bvicam.ac.in

Visit us at: www.bvicam.ac.in

Ref. No.: BV / ICAM / ND /0313/ 2016 – 2017

18.07.2016

**List of Documents and Fee Required for MCA-1st Year at the
time of Reporting**

MCA-1st Year students, admitted by the GGSIP University, New Delhi, during 2016-2017, are hereby informed to report in the Institute with following documents, along with Two sets of Self Attested Good Quality Xerox Copies and DD for the Fee, during **23rd – 25th July, 2016 (Saturday, Sunday & Monday) from 09:30 a.m. to 05:00 p.m.**, failing which, the claim to the seat, allotted by the University, shall stand canceled:-

Sr. No.	Name of the documents	Type	Remarks
1.	Admit Card of GGSIPU CET - 2016	Original	Will be retained by the Institution
2.	CET Score Result	Print Out from Web-portal	Will be retained by the Institution
3.	10 th Marksheet	Original	Will be returned after verification
4.	10 th Passing Certificate	Original	Will be returned after verification
5.	Certificate in support of Date of Birth	Original	Will be returned after verification
6.	12 th Marksheet	Original	Will be returned after verification
7.	12 th Passing Certificate	Original	Will be returned after verification
8.	Certificate in support of having passed English and Mathematics at +2 Level.	Original	Will be returned after verification
9.	Qualifying Examination Marksheet (Graduation)	Original	Will be returned after verification
10.	Passing Certificate for Qualifying Examination (Graduation)	Original	Will be returned after verification
11.	Character Certificate, from the College last attended	Original	Will be retained by the Institution
12.	College Leaving / Transfer Certificate, from the College last attended	Original	Will be retained by the Institution
13.	Migration Certificate from the University, if Graduation is	Original	Will be retained by the Institution



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	not obtained from GGSIPU		
14.	Medical Certificate	Original	Will be retained by the Institution
15.	Undertaking, if final result is awaited	Original	Will be retained by the Institution
16.	Any Valid ID Proof	Original	Will be returned after verification
17.	Affidavit for Gap period, if any	Original	Will be retained by the Institution
18.	05 Colour Passport Size Photographs - Latest, not older than 06 months.	Original Print	Will be retained by the Institution
19.	Certificate in support of Category (SC/ST/PH/Def./KM. etc.), if any benefit is availed.	Original	Will be returned after verification
20.	Registration Slip	Print Out	Will be retained by the Institution
21.	Allotment Letter	Print Out	Will be retained by the Institution
22.	Part Academic Fee (Rs. 40,000.00) Payment Receipt	Print Out	Will be retained by the Institution
23.	Certificate in support of having passed Qualifying Examination from Delhi to establish Category like Delhi/Outside Delhi	Original	Will be returned after verification
24.	DD of Rs. 98,000.00 (Rs. Ninety Eight Thousands Only) after adjusting the part fee of Rs. 40,000.00 already paid to the University (i.e. Rs. 1,38,000.00 – Rs. 40,000.00 = Rs. 98,000.00) in favour of Director, BVICAM, New Delhi, against the balance fee of the Institute for the year 2016-2017. Cheque or Cash shall not be accepted.		

All the students are informed to take note of this and plan accordingly.

(Prof. M. N. Hoda)
DIRECTOR

Copy to:

1. Notice Board
2. Institute's Website
3. All the faculty members
4. Guard File