

**List of documents to be Submitted for MCA-1<sup>st</sup> Year Admission  
at the time of in-person reporting**

(Along with Two sets of Self Attested Good Quality Xerox Copies)

Sr. No.	Name of the documents	Type	Remarks	Submission Status
1.	Admit Card of NIMCET/GGSIPU CET (as applicable)	Original	Will be retained by the Institution	
2.	NIMCET/GGSIPU CET Score Card (Rank Card)	Print Out from Web-portal	Will be retained by the Institution	
3.	10 <sup>th</sup> Marksheet	Original	Will be returned after verification	
4.	10 <sup>th</sup> Passing Certificate	Original	Will be returned after verification	
5.	Certificate in support of Date of Birth	Original	Will be returned after verification	
6.	12 <sup>th</sup> Marksheet	Original	Will be returned after verification	
7.	12 <sup>th</sup> Passing Certificate	Original	Will be returned after verification	
8.	Certificate in support of having passed English and Mathematics at +2 Level (Not Applicable for BCA/B.Sc.)	Original	Will be returned after verification	
9.	Qualifying Examination Marksheet (Graduation) – All the semesters	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 not obtained from GGSIPU	Original	Will be retained by the Institution	
14.	Medical Certificate	Original	Will be retained by the Institution	
15.	Certificate in support of Category, if any benefit is availed.	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 on Rs. 100/- Stamp Paper	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.	Registration Slip	Print Out	Will be retained by the Institution	
20.	Allotment Letter	Print Out	Will be retained by the Institution	
21.	Part Academic Fee Payment Receipt	Print Out	Will be retained by the Institution	
22.	Certificate in support of having passed Qualifying Examination from Delhi to establish Category like Delhi/Outside Delhi	Original	Will be returned after verification	