

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

LIST OF DOCUMENTS FOR 2022 ADMISSION

MBA (1st year) / MCA (1st year)

CHECKLIST

**Applicable documents should be self-attested & attached in the order given below
(Tick for appropriate document)**

- 1. D.M.C. of 10th
- 2. D.M.C. of 10+2
- 3. D.M.Cs. of Diploma
- 4. Degree & D.M.Cs. Graduation
- 5. Migration Certificate (related to last attended Institute)
- 6. Category Certificate issued by competent authority (if any)
- 7. Residence Proof (Education Certificate from Head of last passed Institute as per specimen attached on Institute letter head containing issuing date and number) **(Annexure-I)**
- 8. Aadhar Card (Candidate, Father & Mother)
- 9. Character Certificate (related to last attended Institute)
- 10. Gap Certificate duly signed by Notary Public or Executive Magistrate (if any) **(Annexure-II)**
- 11. Income Tax Returns for the Assessment Year 2022-23 - of earning Parents/Guardians. **(For PMS-SC eligible Punjab resident candidates only)**
- 12. Parents/Guardians total income (from all sources) certificate issued by revenue office not below the rank of Tehsildar. Employed Parents/Guardians are required to obtain Income Certificate from their employer and also obtain consolidated certificate from Revenue Officer for any additional source of income. – for Assessment year 2022-23. **(For PMS-SC eligible Punjab resident candidates only)**
- 13. Affidavit stating Parents/Guardians total income (from all sources) duly attested by Executive Magistrate. – for Assessment year 2022-23. **(For TFW Scheme/PMS-SC eligible Punjab resident candidates only) (Two copies in original as per prescribed format)**
- 14. Income certificate from the Head of Department / Employer in case of serving Parent's/Income Tax Return in case of Businessman / DC's Certificate based on Income from Landed Property. – for Assessment year 2022-23. **(For TFW Scheme eligible Punjab resident candidates only)**
- 15. Proof of previous admission at Guru Nanak Dev Engineering College, Ludhiana
- 16. Latest passport size colour photographs[Candidate-(03), Father/Guardian-(02), Mother/ Guardian-(02)]

Note: * TFW stands for Tuition Fee Waiver Scheme, **PMS-SC stands for Post Matric Scholarship – Scheduled Castes

Signature of Candidate

(Annexure-I)

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL OF COLLEGE
(On Institute Letter Head)**

Sr. No. _____

Date: _____

It is certified that Miss / Mr. D/o, S/o Sh..... has been a student of this College (which is located in the State of Punjab) for a period of years, fromto He/She left the College on.....

Signature of Principal
of the College (with seal)

(Annexure-II)

SPECIMEN OF GAP CERTIFICATE

(Attested by a Notary Public or Executive Magistrate)

UNDERTAKING

I, _____ S/D/o Sh. _____ R/o _____ do hereby solemnly affirm and declare as under:-

- 1. That I discontinued my study from _____ to _____
- 2. That during the above period I was not involved in any offence or in any illegal activity and
- 3. That no criminal case is pending against me in any court.

Deponent

Verification

Verified that the above said contents are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Deponent