

**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 Photo 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 portal	Will be retained by the Institution	
3.	Proof of Application and payment of Fee (Rs. 1,500/-) at GGSIPU portal	Print Out from portal	Will be retained by the Institution	
4.	10 <sup>th</sup> Marksheet	Original	Will be returned after verification	
5.	10 <sup>th</sup> Passing Certificate	Original	Will be returned after verification	
6.	Certificate in support of Date of Birth	Original	Will be returned after verification	
7.	12 <sup>th</sup> Marksheet	Original	Will be returned after verification	
8.	12 <sup>th</sup> Passing Certificate	Original	Will be returned after verification	
9.	Certificate in support of having passed English and Mathematics at +2 Level (Not Applicable for BCA/B.Sc.)	Original	Will be returned after verification	
10.	Qualifying Examination Marksheet (Graduation) – All the semesters	Original	Will be returned after verification	
11.	Passing Certificate for Qualifying Examination (Graduation)	Original	Will be returned after verification	
12.	Character Certificate, from the College last attended	Original	Will be retained by the Institution	
13.	College Leaving / Transfer Certificate, from the College last attended	Original	Will be retained by the Institution	
14.	Migration Certificate from the University, if Graduation is not obtained from GGSIPU	Original	Will be retained by the Institution	
15.	Medical Certificate (As per Appendix-5 of GGSIPU Admission Brochure)	Original	Will be retained by the Institution	
16.	Certificate in support of Category, if any benefit is availed.	Original	Will be retained by the Institution	
17.	Certificate in support of having passed Qualifying Examination from Delhi to establish Category like Delhi/Outside Delhi	Original	Will be returned after verification	
18.	Proof of registration at GGSIPU Portal for MQ with Rs. 25,000/-	Original	Will be returned after verification	Not mandatory
19.	Any Valid ID Proof (Aadhar Card)	Original	Will be returned after verification	
20.	Copy of Aadhar Card of Father / Mother	Copy	Will be retained by the Institution	
21.	Affidavit for Gap period, if any on Rs. 100/- Stamp Paper	Original	Will be retained by the Institution	
22.	06 Colour Passport Size Photographs - Latest, not older than 06 months.	Original Print	Will be retained by the Institution	
23.	Proof of Registration for Counselling and Payment of Fee (Rs. 1,000/-)	Print Out	Will be retained by the Institution	NA for MQ
24.	Provisional Allotment Letter	Print Out	Will be retained by the Institution	NA for MQ
25.	Part Academic Fee of Rs. 60,000/- Payment Receipt	Print Out	Will be retained by the Institution	NA for MQ