Institute of Information Technology & Management

Check List of Documents for BBA/BCA/B.Com(H) & BA(JMC)

Course: _____

Batch: _____

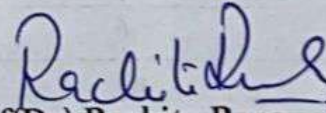CET/CUET Roll No. _____

Category: _____

CET/CUET Rank: _____

Name: _____

Enrollment No. _____

10th CGPA _____ 12th % age _____

Documents Details (Please tick (√))	
IITM Registration Form	
Five Photos	
CET/CUET Admit Card (Original / Photocopy) [in case of Lost - FIR Copy]	
Online Generated GGSIPU Academic Fee. Receipt	
Online Generated Preference Sheet	
Online Generated GGSIPU Provisional Offer Letter / Admission Slip	
10th Mark Sheet (Photocopy)	
12th Mark Sheet (Photocopy)	
12th Passed Provisional Certificate/ Certificate (Photocopy)	
Character Certificate (Original)	
Medical Certificate- IPU Appendix - 5 (Original)	
Category Reservation Verification Slip (Original, if any)	
Category Reservation Certificate (Photocopy, if any)	
Undertaking for Anti Ragging by the student & parents - Appendix 7 & 8	
Self declaration for Gap Year (if any)	
Self declaration for Result Awaited - Appendix - 4 (if any)	
IITM Fee Receipt	
Other documents (if any)	

Prof(Dr) Rachita Rana
Director

Institute of Information Technology & Management

Check List of Documents for MCA programme

Course: _____
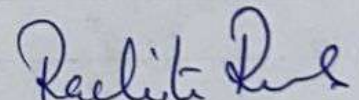
Batch: _____

NIMCET/CET Roll No. _____

Category: _____

NIMCET/CET Rank: _____

Name: _____

Enrollment No. _____

10th CGPA _____ 12th % age _____ Graduation % age_____

Documents Details (Please tick (√))	
IITM Registration Form	
Five Photos	
NIMCET/CET Admit Card (Original / Photocopy) [in case of Lost - FIR Copy]	
Online Generated GGSIPU Academic Fee. Receipt	
Online Generated Preference Sheet	
Online Generated GGSIPU Provisional Offer Letter / Admission Slip	
10th Mark Sheet (Photocopy)	
12th Mark Sheet (Photocopy)	
12th Passing Certificate (Photocopy)	
Graduation Mark Sheet (Photocopy)	
Graduation Provisional / Passing Certificate (Photocopy)	
Character Certificate (Original)	
Medical Certificate- IPU Appendix - 5 (Original)	
Category Reservation Verification Slip (Original, if any)	
Category Reservation Certificate (Photocopy, if any)	
Undertaking for Anti Ragging by the student & parents - Appendix 7 & 8	
Self declaration for Gap Year (if any)	
Self declaration for Result Awaited - Appendix - 4 (if any)	
IITM Fee Receipt	
Other documents (if any)	

Prof(Dr) Rachita Rana
Director