

Physical Reporting of Students/ Document Verification

(Academic Session: 2022-2023)

STUDENT GUIDELINES FOR DOCUMENT VERIFICATION

1. For reporting to institute and related information regarding admission, students are advised to visit Institute's website (www.jimskalkaji.com) and University website (<https://ipu.admissions.nic.in>) regularly.
2. Reporting of Student For:
 - BBA- Room S2 (Second Floor)
 - B Com(H) – Room S1 (Second Floor)
 - Verification of Documents- S3(BBA and B Com)
3. Checklist of documents to be submitted at the time of verification (**pl note: 2 set of photocopy is required for each document mentioned in the checklist below**).

1. 4 passport sized photographs of the Applicant
2. 1 passport sized photograph of each of the Parent.
3. Admit Card of CET – 2022(original copy, In case if original is lost then copy of FIR also)
4. Provisional Allotment Letter (original)
5. Receipt of Registration to participate in Online counseling of Rs. 1000
6. Receipt of Part Academic Fee of Rs. 40000
7. Registration Form
8. 10th Mark sheet (Photocopy)
9. 10th Passing Certificate (Photocopy)
10. 12th Mark sheet (Photocopy)
11. 12th Passing Certificate (Photocopy)
12. Character Certificate in Original not more than 6 (six) months old.
13. Medical Certificate not more than 6 (six) months old in Original as per as per format uploaded on website. [Download](#)
14. Undertaking by the student with respect to Anti-Ragging as per per format uploaded on website. [Download](#)
15. Reserved Category Certificate (if applicable)
16. Gap Year Affidavit on stamp paper of Rs. 10 (if applicable).



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Approved by All India Council for Technical Education (AICTE) and Accredited by NBA and NAAC)
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



4. Students are requested to download below mentioned form. Please note 2 copies of form a,b,c,d,e is required at the time of physical reporting. Form f and g are needed as per applicable case.
 - a) Parents information form. [Download](#)
 - b) Fee Undertaking for academic session 2022-23. [Download](#)
 - c) Student Undertaking with respect to Anti ragging [Download](#)
 - d) Medical Certificate [Download](#)
 - e) Parent/guardian Undertaking with respect to anti ragging [Download](#)
 - f) Undertaking in case of reserved category [Download](#)
 - g) Undertaking for result awaited candidates. [Download](#)
5. After submission of requisite documentation in room number S1 (For B.Com) and room number S2 (For BBA) Student need to go for verification of their document in room number S3 (BBA & BCOM).
6. After first round of verification, slip will be issued to candidates. Candidate need to submit fees to account department.
7. Fee will be strictly taken via DD or Credit and debit card. In case of payment by card, extra charges would apply.
8. After payment of fee the candidate will again report to the Verification team for updating the fee paid status.
9. The student file will be sent to the BBA/B. Com (H) office for second round of verification and updating on portal.
10. Once updated on admission portal, an admission slip would be generated. A copy of which will be given to the student and another will be kept in the file.
11. Result awaited undertaking along with the copy of admit card for the compartment exam in applicable cases to be taken.
- 12. Kindly note the student will be considered as reported only if the fee and complete documentation is done. No part payment should be considered**

