

**15 June 2024**

## **Document Verification Process**

### **MBA 2024-26**

The document verification will be conducted in the campus after the registration process is completed. The following documents are **MANDATORY** to ensure smooth conduct of the document verification process. We will require the supporting documents for all the information mentioned in the application form at the time of submission. Please bring with you the original documents and also one set of photocopies. Make sure that all the documents listed below are in the same sequence in a single folder to ensure easy access during verification.

*Please note that at any stage, in the event of any information being found false or incorrect or do not meet required eligibility criteria, your admission is liable to be cancelled.*

*Please bring a printed copy of your fee receipts. The printed copy of the living fee receipt must be submitted to the University upon your arrival on campus, for the allocation of hostel rooms.*

### **List of Documents required for verification**

Proof of Identification: Aadhar Card/ Driving License /Voter ID
Academic Certificates – Class X, Class XII, Graduation, Post Graduate Degree/Diploma if any, Professional Qualifications, if any.
<b>(a) Class X:</b>
(i) Marksheet
(ii) Pass Certificate
(iii) Conversion formula document
<b>(b) Class XII:</b>
(i) Marksheet
(ii) Pass Certificate
(iii) Conversion formula document (as available)
<b>(c) Under Graduation (UG)</b>
(i) Semester-wise/ Year-wise/ Trimester-wise marksheet
(ii) Consolidated marksheet. (if you are pursuing UG, then, marksheets upto which results are declared)
(iii) Degree Certificate/Provisional Certificate (as available)
(iv) Final exam Completion date (If graduation results not available)
(v) Conversion Formula Document (any relevant document from the university website or concerned college authorities)
(vi) Document for Academic Excellence. Proof of being a rank holder in the University (as applicable)

<b>(d) Post Graduation (PG)</b>
(i) Semester-wise/ Year-wise
(ii) Consolidated marksheet
(iii) Provisional Certificate
(iv) Degree Certificate
(v) Final exam Completion date (If PG results not available)
<b>3. Proof of Employment</b> – any of the following types as applicable to you.
<b>3.1 Formal employment:</b> Appointment Letter, First and Last Salary Slips, Service Certificate and/or Relieving letter.
<b>3.2 Informal employment:</b> either one of these two documents
3.2.a. Bank statement highlighting credit entries of salary for the employment period
<b>OR</b>
Income Tax returns filed in your name (even if you have paid NIL tax)
3.2.b. Entrepreneur / Employed in family business
(i) Either partnership deed showing your name
<b>OR</b>
(ii) the following two documents
3.2.c. Document filed with bank or Government department /agency that you are the authorized signatory of your firm
<b>AND</b>
3.2.d. Returns submitted by you to that department or agency, or statements issued by bank bearing your name in relation to your firm or a cheque book printed by the bank for your business, showing your name as a signatory
3.2.e. Articleship under Chartered Accountant: following three documents
(i) Deed of Articles Form 102
(ii) Form of Particulars for Registration
(iii) Proof of payment of article registration fees
<b>4. Competitive Exams: Score card</b>
<b>5. 6 Passport size photos</b>
a. Passport size photo in <b>FORMAL WEAR</b>
b. The photo must be taken against a plain white or light-coloured background with enough contrast between the background, facial features and clothing
c. The photo must be clear, sharp and in focus and must show a full front view of the face
d. Eyes must be open and clearly visible. Photos with the red eye effect, red eye alterations, Sunglasses, tinted eyeglasses. photos with glare and shadows are unacceptable.
e. Please keep a scanned copy of passport size photo in a pen drive/CD. On the day of document verification, the same <b>MUST</b> be uploaded <b>ONLY in JPEG format</b> with file name as: "IFMRGSBMBA24xxx_first name"