RAMKRISHNA MAHATO GOVERNMENT ENGINEERING COLLEGE
Documents Required at the Time of Admission

For Admission in 1st Year of B.Tech / 3rd sem of B.Tech (Lateral entry), Candidates have to submit the following:

1. The **duly filled-in admission form** (downloadable from the website)
2. **Original & TWO self-attested photocopies** of (i) Class X Admit Card or Certificate ii) Class X Mark Sheet, (iii) Class XII or Equivalent Mark Sheet (iv) JEE Admit Card v) JEE Rank Card vi) Provisional Seat allotment letter (vii) Provisional Admission letter of WBJEEB (as issued from Reporting Centre) **(original** and photocopy) (viii) Caste Certificate (if applicable) and (ix) PWD (Persons with Disability) certificate (if applicable)
3. **Original & Self attested photocopy** of **Character certificate / School leaving certificate** from the Head of the institution last attended
4. IN CASE OF BREAK OF STUDIES, **two original self-declaration certificate** are to be submitted by the student and countersigned by the guardian.
5. **Original and one self-attested photocopy** of **Annual Income Certificate of Father/Guardian** (only for TFW Candidates) : should have been issued by an Officer of the State Government in the Rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate or District Magistrate / Group-A Gazetted Officer of State or Central Government of similar Rank or above

   OR

   Executive Officer of Municipality/ Assistant Commissioner or above in Municipal Commissioner.

6. **Original and one self-attested photocopy of Migration Certificate** - Students who have registered in any university need to submit Migration Certificate during admission
7. **Two (2) copies of stamp size color photograph** (without attestation) with full signature on the back side.
8. **Original and one self-attested photocopy of Domicile Certificate** : The Domicile Certificate as applicable should be obtained from any of the following competent authorities (i) District Magistrate, (ii) Additional District Magistrate, (iii) Deputy Magistrate and Deputy Collector, (iv) Sub-Divisional Officer, (v) Block Development Officer, (vi) Superintendent of Police , (vii) Additional Superintendent of Police, (viii) Sub-Divisional Police Officer or Deputy Superintendent of Police, (ix) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate , (x) Judicial Magistrate of any rank or position in the concerned district of Metropolitan locality or Judges/Judicial Officers of Hon'ble High Court at Kolkata or Hon'ble Supreme Court of India, (xi) Commissioner, Joint Commissioner, Additional Commissioner, Assistant Commissioner of Municipal Corporation, (xii) Executive Officer of Municipality, (xiii) Assistant Secretary /equivalent or above in the Secretariat to the Government. of West Bengal (including GTA) or Central Government , (xiv) Deputy Director or above in the Directorate to the Govt. of West Bengal or Central Government
9. **Medical Fitness Certificate** (in prescribed format downloadable from website) for General, Health & Eye to be produced from a Registered Medical Practitioner. The Certificate of Blood Group is to be obtained from a authorized laboratory and submitted during admission.

10. Students need to submit **Two anti-ragging affidavits** as per FORMAT-I and FORMAT-II (downloadable from the website) in a **non-judicial stamp paper of Rs. 10/-** before an Oath Commissioner

11. Requisite amount of **admission fee in Demand Draft**. No other mode of payment will be accepted.

12. * For admission in reserved seats for scheduled castes (SC), scheduled tribes (ST), Other Backward Classes (OBC), Physically Handicapped (PH), candidates will be entertained only on submission of a certificate in support of his/ her caste signed by appropriate authority as per rule.

Note: Admission will be refused if original Certificates/Documents, affidavits and corresponding attested photocopies of certificates/documents are not presented /submitted at the time of admission.