# ORIGINAL DOCUMENTS SUBMISSION
## For IKG PTU Verification (ADMISSION-2017)

Following are the steps to submit coloured copy of original documents in pdf format for final seat confirmation by the University:-

1. **Scan your all the original documents as per list given below vide notice No.SS/24/472 Dated: 30.08.2017**

   1. PTU Allotment Letter (if admitted through IKG PTU)
   2. PTU Counseling Fee Slip of Rs. 2000/- (if admitted through IKG PTU)
   3. JEE(Main) Roll No. & Result Card (if admitted on JEE Main Basis)
   4. SRE Roll No. & SRE Rank (for Sikh Quota Candidate only)
   5. Detailed Marks Card of Matriculation
   6. Detailed Marks Card of 12th
   7. Residence Certificate
   8. Rural Area Certificate & Rural Education ( for Rural Candidate only)
   9. Reserve Category (if any)
   10. Character Certificate
   11. Migration Certificate
   12. Gap Affidavit (if applicable)
   13. Fee Wavier Scheme Documents ( for Fee Wavier Candidate only)
   14. All DMCs of Diploma (for LEET Candidates only)
   15. All DMCs of Graduation (for MBA/MCA Candidate only)

2. **Convert all the scanned documents into pdf format (if scanned in jpeg or other format) and combine all these docs as per serial order given above. Following is the link for pdf conversion https://en.pdf24.org/pdf-creator-download.html and the software to combine is http://www.pdfcombine.net/ (ctrl+left click on link)**

3. **Rename the this single pdf file (containing all the above documents) with your college Roll No.**

4. **Email all the above mentioned docs in coloured, pdf format at ptudocschecking@gmail.com and the subject will be "Original Docs of CRN" e.g. Original docs of 1711306**

Note: If any of the above documents is already submitted to the college in original the student have to place a slip containing the word "This document is already submitted to the college with Name of Document" then our officials will manage that.

**AR(UG)**