

योजना तथा वास्तुकला विधालय- नई दिल्ली-२
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI-2

Ref.No.F.100/24/SPA/AE

Dated _____

CHECKLIST FOR DOCUMENTS VERIFICATION FOR PG ADMN 2024-25

DEPARTMENT: _____

NAME OF CANDIDATE _____

APPLICATION NO. _____

Category	(i)	OG/SC/ST/OBC/EWS	
	(ii)	SPONSORED/NON SPONSORED/KASHMIRI MIGRANT/FOREIGN NATIONAL	
	(iii)	PWD	

TICK : <input checked="" type="checkbox"/> OR <input type="checkbox"/> X	
GATE	<input type="checkbox"/>
CEED	<input type="checkbox"/>

The candidate has to submit duly filled application form with two latest passport size photographs **along-with photocopies** of the documents **strictly in sequence of checklist given below** :

Sl.No	Documents	Mark	Remarks
1	Fee Receipt No. _____ dt. _____		Amount Paid _____
2	Aadhar Card No.		
3	Xth and XIIth certificates and mark-sheets showing the Date of Birth		
4	Mark-sheets of the qualifying examination (B.Arch/ B.E./ B.Plan/A.M.I.E./M.S./M.Sc./A.I.I.A.)		
5	Scheduled Caste/Scheduled Tribe Certificate		
6	Latest O.B.C. Certificate (Non-creamy layer)(Issued within 6 months of date of physical documents verification date) (Annexure 1)		
7	Latest EWS Certificate(Issued within 6 months of date of physical documents verification date) (Annexure 2)		
8	Physically Handicapped Certificate(Issued by Competent Authority)		
9	Character Certificate (Issued within 6 months of date of physical documents verification date)		
10	Degree Certificate(s) of last education completed		
11	Gate Score Card (Issued within 2 years of documents verification date)		
12	CEED Score Card(with proper validity)		
13	Medical Certificate/Physical Fitness Certificate from MBBS Doctor (Annexure 3)		
14	Anti-Ragging Affidavit by the Student* (filled by student before documents verification date)		
15	Anti-Ragging Affidavit by the Parents/Guardians*(filled before documents verification date) (Link mentioned below)		
16	Undertaking and Anti-Drug (Annexure 4 & 5)		

*As per UGC Regulations on curbing the menace of ragging in Higher Educational Institutions.

Anti-ragging to be filled by the mention link: https://www.antiragging.in/affidavit_affiliated_form.php

NOTE: Bring softcopy of latest formal passport size photograph along with the application from.

Prepared By: _____

Checked By: _____

AR(A&E)

1. Received back the original certificate etc. submitted to the School for verification.
2. Gate Score Card (original) retained in the Office (strike-out, if not applicable)

Signature of Candidate