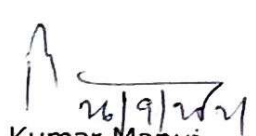


**Standard Operating Procedure (SOP) for Physical Verification of documents uploaded by students at the time of their admission for the Academic year 2020-21**

*(Only for those students who are permitted to enter/visit University Campus as per reopening schedule of the University in phased manner notified by the university from time to time).*

Students who were admitted provisionally for the Academic Year 2020-21 are required to get their original documents verified physically at their respective School/Special Centre/Centre in the manner detailed below:

1. Such students should report at their respective School/Special Centre/Centre with Four (04) sets of printed pre-enrolment form.
2. Students should bring all original documents uploaded by them at the time of online admission/registration. These original documents are to be verified physically in respective School/Special Centre/Centre.
3. Students are required to submit Migration Certificate, Character Certificate, and Anti-ragging Affidavit (Self & Parents) in original at respective School/Spl Centre/Centre.
4. Students will collect all original documents after physical verification except the documents required to be retained in the School/Special Centre/Centre as mentioned at Sl. No. 3. above.
5. Students will be issued Identity Cards by the respective School/Spl Centre/Centre.
6. After physical verification of documents by the School/Special Centre/Center all such students will report to the Dean of Students Office with verified pre-enrolment form and other documents (vide Annexure-I) required for Hostel formalities etc.
7. Such Foreign National students admitted in the Academic Year 2020-21 visiting campus should report to Admission Branch-II before proceeding for verification of documents in the above manner.
8. All such students reporting for physical verification of documents shall strictly follow the COVID-19 protocols/guidelines issued by the university from time to time in this regard.

  
Manoj Kumar Manuj  
D.R.(Admissions & Evaluation)



Documents, to be uploaded in addition to the checklist informed vide Offer of admission required for Hostel/Dormitory purpose:

- a. Photocopy of the Admission Folio. Generated after online registration in university.
- b. Copy of the Subject Folio from the school/center.
- c. (a) Photocopy of Passport (b) Voter ID (c) Aadhar Card (d) Domicile Certificate (issued by the SDM/Teshsildar & less than six months old) - any of the **TWO** showing permanent address. The original document should be produced at the time of hostel allotment. **No other address proof will be entertained in this regard.**
- d. Copy of current Electricity Bill/Water Bill/House Tax Receipt/PG Receipt (any of one) is mandatory for outstation students who were living or lived in private accommodation in Delhi during their studies.
- e. Outstation Students whose parents are working in Delhi should submit a certificate from their employer mentioning that they haven't been allotted any residential accommodation in Delhi by the employer.
- f. Those students who have more than one year gap period after qualifying examination, have to submit the copy of the migration certificate and work experience certificate from the employer, if any.
- g. Outstation students who were staying in Delhi with parents but are transferred/retired should submit Transfer/Retirement order of parents with official residence vacating certificate from the employer.
- h. Hostel residence certificate for those who are staying/stayed in college & other recognised hostels/PG including JNU.
- i. Copies of Admission offer letter, Medical insurance certificate, anti ragging affidavits, Passport and Visa [Only for Foreign Nationals]
- j. One recent colour passport size photograph.

