

### Important Notice

Dear Students, Rai University is pleased to welcome you all in University. In order to make your registration process smooth, please find below the details regarding registration process during the week – 31<sup>st</sup> July to 5<sup>th</sup> August, 2017.

**Notice: Please find below the places and information regarding registration process.**

Process	Contact Person	Time	Location – Room
Academic Registration – Desk 1 (B.Sc. Agriculture)	Prof. (Dr.) Jitendra Sharma	9:30 AM Onwards	A1, First Floor Registration Office
Academic Registration – Desk 2 (B.Sc. Microbiology/Biotechnology, M.Sc. Microbiology/Biotechnology)	Prof. (Dr.) Kaustsv Chakraborty		
Academic Registration – Desk 3 (BBA, MBA, LLB)	Prof. (Dr.) Anshul Rajawat		
Academic Registration – Desk 4 (B.Sc. IT/Fashion Technology/Interior Design/Envi. Sci/Mathematics/Physics/ Chemistry, M.Sc. Mathematics/Physics/ Chemistry/IT)	Prof. Poonam Chakravarty		
Academic Registration – Desk 5 (Engineering First Year – M.Tech, B.Tech, Diploma)	Prof. Sohel Chaudhari Prof. Shahid Qurayshi		
Academic Registration – Desk 5 (Engineering – B.Tech D2D)	Prof. Pinang Bhavsar		
Transport Registration	Prof. Rahul Rana	9:30 AM Onwards	Reception Area
Hostel Registration - C Block (Boys Hostel)	Prof. Shivkumar Panjabi Prof. Pradeep Chak	9:00 AM Onwards	Hostel Entrance
Hostel Registration - B Block (Girls Hostel)	Prof. Esha Gupta Ms. Drishti Hindocha	9:00 AM Onwards	Hostel Entrance
Notary facility for students		As per Availability	Reception

**Important Note: Please carry all the documents as notified over website for hassle free registration. For further details, please visit University Help Desks to see the details of documents required.**

Prof. Veerendra Singh

**Deputy Registrar - Academics, , Rai University, Ahmedabad.**

ANNEXURE I  
AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or mission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II  
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. \_\_\_\_\_  
(full name of parent/guardian) father/mother/guardian of , (full name of student with admission/registration/enrolment number) , having been admitted to \_\_\_\_\_(name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_day of \_\_\_\_\_ month of \_\_\_\_\_year.

\_\_\_\_\_  
Signature of deponent

Name:  
Address:  
Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place)on this the (day)of (month) , (year) .

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day)of (month) , (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE III  
AFFIDAVIT BY STUDENT  
(For GAP period in education)

I, Mr./Mrs./Ms. \_\_\_\_\_  
S/o, D/o \_\_\_\_\_ do hereby solemnly  
declare as under:

1. That I have passed my 10+2 examination during the season \_\_\_\_\_  
from \_\_\_\_\_ board.
2. That I am seeking admission in Rai University Ahmedabad in \_\_\_\_\_  
duing the session \_\_\_\_\_.
3. That during the gap period, I was neither employed nor sought admission in any  
academic/professional/government/private institution.
4. That I was not involved in any kind of illegal or unlawful activity during the period  
\_\_\_\_\_ (mention the period of gap)
5. That total period of GAP is \_\_\_\_\_ months. (Mention number of months)

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:  
Address:  
Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no  
part of the affidavit is false and nothing has been concealed or misstated therein.  
Verified at (place) on this the (day) of (month) , (year) .

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) , (year) after  
reading the contents of this affidavit.

OATH COMMISSIONER

**Checklist for documents**  
**(For Admission to PG Courses)**

Provisional Admission Letter (Original)	Yes/No
10 <sup>th</sup> Class Mark sheet (Original and 1 Notarized copy)	Yes/No
10 <sup>th</sup> Class Passing Certificate (Original and 1 Notarized copy) (If Applicable)	Yes/No/NA
12 <sup>th</sup> Class Mark sheet (Original and 1 Notarized copy)	Yes/No
12 <sup>th</sup> Passing Certificate (Original and 1 Notarized copy)	Yes/No
Mark sheet for all the years/semester of all degree examination (graduation) (Original and 1 Notarized copy)	Yes/No
Degree certificate/Provisional Degree certificate of degree (graduation) (Original and 1 Notarized copy)	Yes/No
Migration Certificate/Transfer Certificate (Original and 1 Notarized copy)	Yes/No
Experience certificate towards proof of work experience. (If Applicable)	Yes/No/NA
Fee Receipt of Rai University (Original and 1 photocopy)	Yes/No
Passport size photograph (Color, Printed on matte or glossy photo quality paper, and Taken in front of a plain white or off-white background, Taken within the last 3 months to reflect your current appearance). <b>Total photographs required – 8</b>	Yes/No
Character certificate (Issued from the institution last attended) (Original and 1 Notarized copy)	Yes/No
Anti ragging declaration Annexure I (on Rs. 10 stamp paper) (Original)	Yes/No
Anti ragging declaration Annexure II (on Rs. 10 stamp paper)(Original)	Yes/No
Undertaking of gap period Annexure III (on Rs. 10 stamp paper) (If applicable) (Original)	Yes/No/NA
Relevant documents for admission under TFWS (Original and 1 Notarized copy) (If applicable)	Yes/No/NA
Proof of Address (Parents I Card/Electricity bill/Voter ID, Aadhaar card etc) (Original and 1 Notarized copy)	Yes/No
Medical insurance	Yes/No
If No, would you like to avail medical insurance facility (Please provide documents in support of medical insurance)	Yes/No
Caste certificate (student) (Original and 1 Notarized copy) (if applicable)	Yes/No/NA
Income certificate (Parent) (If applying for SC/ST/SEBC/Other Scholarship) (Original and 1 Notarized copy) a. Income certificate from the Head of the Department / Employer in case of serving parents / Income Tax Return in case of businessman / DC's certificate based on income from landed property b. Affidavit stating total family income attested by Executive Magistrate.	Yes/No/NA
Any other documents like Certificates for short-term course, marriage certificate / Gazette notification for correct name purpose, equivalence certificate if degree diploma is not from University / State Board, etc. (If applicable) (Original and 1 Notarized copy) Specify _____	Yes/No/NA

**(Name and Signature of the candidate)**

**Checklist for documents**  
**(For Admission to UG Courses)**

Provisional Admission Letter (Original)	Yes/No
10 <sup>th</sup> Class Mark sheet (Original and 1 Notarized copy)	Yes/No
10 <sup>th</sup> Class Passing Certificate (Original and 1 Notarized copy) (If Applicable)	Yes/No/NA
12 <sup>th</sup> Class Mark sheet (Original and 1 Notarized copy)	Yes/No
12 <sup>th</sup> Passing Certificate (Original and 1 Notarized copy)	Yes/No
School Leaving Certificate (Original and 1 Notarized copy)	Yes/No
Transfer Certificate (Original and 1 Notarized copy)	Yes/No
Fee Receipt of Rai University (Original and 1 Notarized copy)	Yes/No
Passport size photograph (Color, Printed on matte or glossy photo quality paper, Taken in front of a plain white or off-white background, Taken within the last 3 months to reflect your current appearance). <b>Total photographs required – 8</b>	Yes/No
Character certificate (Issued from the institution last attended) (Original and 1 Notarized copy)	Yes/No
Anti ragging declaration Annexure I (on Rs. 10 stamp paper) (Original)	Yes/No
Anti ragging declaration Annexure II (on Rs. 10 stamp paper)(Original)	Yes/No
Undertaking of gap period Annexure III (on Rs. 10 stamp paper) (If applicable) (Original)	Yes/No/NA
Relevant documents for admission under TFWS (Original and 1 Notarized copy) (If applicable)	Yes/No/NA
Proof of Address (Parents I Card/Electricity bill/Voter ID, Aadhaar card etc) (Original and 1 Notarized copy)	Yes/No
Medical insurance	Yes/No
If No, would you like to avail medical insurance facility (Please provide documents in support of medical insurance)	Yes/No
Caste certificate (student) (Original and 1 Notarized copy) (if applicable)	Yes/No/NA
Income certificate (Parent) (If applying for SC/ST/SEBC/Other Scholarship) (Original and 1 Notarized copy) a. Income certificate from the Head of the Department / Employer in case of serving parents / Income Tax Return in case of businessman / DC's certificate based on income from landed property b. Affidavit stating total family income attested by Executive Magistrate.	Yes/No/NA
Any other documents like Certificates for short-term course, marriage certificate / Gazette notification for correct name purpose, equivalence certificate if degree diploma is not from University / State Board, etc. (If applicable) (Original and 1 Notarized copy). Specify _____	Yes/No/NA

**(Name and Signature of the candidate)**

## Checklist for documents

### (For Admission to UG Courses – Lateral Entry)

Provisional Admission Letter (Original)	Yes/No
10 <sup>th</sup> Class Mark sheet (Original and 1 Notarized copy)	Yes/No
10 <sup>th</sup> Class Passing Certificate (Original and 1 Notarized copy) (If Applicable)	Yes/No/NA
12 <sup>th</sup> Class Mark sheet (Original and 1 Notarized copy)	Yes/No
12 <sup>th</sup> Passing Certificate (Original and 1 Notarized copy)	Yes/No
Mark sheet for all the years/semester of all diploma examination (Original and 1 Notarized copy)	
Degree certificate/Provisional Degree certificate of diploma (Original and 1 Notarized copy)	Yes/No
Migration Certificate/Transfer Certificate (Original and 1 Notarized copy)	Yes/No
Experience certificate towards proof of work experience. (If Applicable)	Yes/No/NA
Fee Receipt of Rai University (Original and 1 Notarized copy)	Yes/No
Passport size photograph (Color, Printed on matte or glossy photo quality paper, Taken in front of a plain white or off-white background, Taken within the last 3 months to reflect your current appearance). <b>Total photographs required – 8</b>	Yes/No
Character certificate (Issued from the institution last attended) (Original and 1 Notarized copy)	Yes/No
Anti ragging declaration Annexure I (on Rs. 10 stamp paper) (Original)	Yes/No
Anti ragging declaration Annexure II (on Rs. 10 stamp paper)(Original)	Yes/No
Undertaking of gap period Annexure III (on Rs. 10 stamp paper) (If applicable) (Original)	Yes/No/NA
Relevant documents for admission under TFWS (Original and 1 Notarized copy) (If applicable)	Yes/No/NA
Proof of Address (Parents I Card/Electricity bill/Voter ID, Aadhaar card etc) (Original and 1 Notarized copy)	Yes/No
Medical insurance If No, would you like to avail medical insurance facility (Please provide documents in support of medical insurance)	Yes/No Yes/No
Caste certificate (student) (Original and 1 Notarized copy) (if applicable)	Yes/No/NA
Income certificate (Parent) (If applying for SC/ST/SEBC/Other Scholarship) (Original and 1 Notarized copy) a. Income certificate from the Head of the Department / Employer in case of serving parents / Income Tax Return in case of businessman / DC's certificate based on income from landed property b. Affidavit stating total family income attested by Executive Magistrate.	Yes/No/NA
Any other documents like Certificates for short-term course, marriage certificate / Gazette notification for correct name purpose, equivalence certificate if degree diploma is not from University / State Board, etc. (If applicable) Specify _____	Yes/No/NA

(Name and Signature of the candidate)