

## Checklist for documents

### (For Admission to Diploma Courses )

Provisional Admission Letter (Original)	Yes/No
10 <sup>th</sup> Class Mark sheet (Original and 1 Self Attested copy)	Yes/No
10 <sup>th</sup> Class Passing Certificate (Original and 1 Self attested copy) (If Applicable)	Yes/No/NA
Migration Certificate/Transfer Certificate (Original and 1 Self attested copy)	Yes/No
Fee Receipt of Rai University (Original and 1 Self attested 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 Self attested 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 Self attested copy) (If applicable)	Yes/No/NA
Proof of Address (Parents I Card/Electricity bill/Voter ID, Aadhaar card etc) (Original and 1 Self attested 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 Self attested copy) (if applicable)	Yes/No/NA
Income certificate (Parent) (If applying for SC/ST/SEBC/Other Scholarship) (Original and 1 Self attested 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 is not from University / State Board, etc. (If applicable) 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 Self Attested copy)	Yes/No
10 <sup>th</sup> Class Passing Certificate (Original and 1 Self Attested copy) (If Applicable)	Yes/No/NA
12 <sup>th</sup> Class Mark sheet (Original and 1 Self Attested copy)	Yes/No
12 <sup>th</sup> Passing Certificate (Original and 1 Self Attested copy)	Yes/No
School Leaving Certificate (Original and 1 Self Attested copy)	Yes/No
Transfer Certificate (Original and 1 Self Attested copy)	Yes/No
Fee Receipt of Rai University (Original and 1 Self Attested 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 Self Attested 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 Self Attested copy) (If applicable)	Yes/No/NA
Proof of Address (Parents I Card/Electricity bill/Voter ID, Aadhaar card etc) (Original and 1 Self Attested 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 Self Attested copy) (if applicable)	Yes/No/NA
Income certificate (Parent) (If applying for SC/ST/SEBC/Other Scholarship) (Original and 1 Self Attested 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 Self Attested copy). Specify _____	Yes/No/NA

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

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

Provisional Admission Letter (Original)	Yes/No
10 <sup>th</sup> Class Mark sheet (Original and 1 Self Attested copy)	Yes/No
10 <sup>th</sup> Class Passing Certificate (Original and 1 Self Attested copy) (If Applicable)	Yes/No/NA
12 <sup>th</sup> Class Mark sheet (Original and 1 Self Attested copy)	Yes/No
12 <sup>th</sup> Passing Certificate (Original and 1 Self Attested copy)	Yes/No
Mark sheet for all the years/semester of all degree examination (graduation) (Original and 1 Self Attested copy)	Yes/No
Degree certificate/Provisional Degree certificate of degree (graduation) (Original and 1 Self Attested copy)	Yes/No
Migration Certificate/Transfer Certificate (Original and 1 Self Attested copy)	Yes/No
Experience certificate towards proof of work experience. (If Applicable)	Yes/No/NA
Fee Receipt of Rai University (Original and 1 Self Attested copy)	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 Self Attested 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 Self Attested copy) (If applicable)	Yes/No/NA
Proof of Address (Parents I Card/Electricity bill/Voter ID, Aadhaar card etc) (Original and 1 Self Attested 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 Self Attested copy) (if applicable)	Yes/No/NA
Income certificate (Parent) (If applying for SC/ST/SEBC/Other Scholarship) (Original and 1 Self Attested 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 Self Attested copy) Specify _____	Yes/No/NA

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

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