

## CHECK LIST

### Checklist for submission of documents for admission to MBBS courses in Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia, Howrah, in the academic session 2024 - 25

Name of the candidate: \_\_\_\_\_

NEET-UG Roll Number: \_\_\_\_\_

All-India rank: \_\_\_\_\_

Admission category:

All-India Quota  State Quota |  SC  ST  OBC  PWD  EWS

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

AADHAAR No: \_\_\_\_\_

1	This checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	College Admission Form duly filled in and signed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	(8) Eight copies of recent color passport size photographs labeled with name, NEET roll number and date of birth on their back side and placed in an envelope stapled to admission form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Photo ID proof (PAN Card / AADHAAR Card / Passport / Driving License) (Original)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Proof of date of birth (Birth Certificate/Class 10 Admit Card) (Original)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	Seat allotment letter issued by MCC/WBMCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7	NEET-UG 2024 Admit card issued by NTA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8	NEET-UG 2024 Result/Rank letter issued by NTA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9	Class 10 Pass Certificate (Original)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10	Certificate of passing 10+2 Board Examination. (Original) <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11	Mark sheet of 10+2 Board Examination. (Original) <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12	Migration certificate/ School Leaving Certificate. (As applicable) <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13*	Caste certificate as proof of SC / ST status	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
14*	OBC-NCL Certificate (Sub-caste must tally with central list and in the format mentioned in the certificate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
15*	Disability (PwD) Certificate (issued by one of the recognized disabilities certifying centers as notified by MCC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
16*	EWS Certificate in appropriate format (as specified in the information bulletin) <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
17	Domicile Certificate for state Quota Candidates. (A1 / A2 / B)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
18	Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in and notarized. <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
19	Gap Certificate if applicable. (Statement of gap year after passing 10+2) <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
20	Anti ragging undertaking. <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
21	Medical fitness certificate by registered medical practitioner. <b>ORIGINAL WILL BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
22	Proof of online fee payment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
23	Undertaking regarding non-admission in other institute.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
24	Undertaking regarding non-submission of any document.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

\* Formats provided by Medical Counseling Committee. Old/Outdated certificates will not be accepted.

**UNDER NO CIRCUMSTANCES, original documents, once submitted and a receipt issued, can be handed back, before completion of the course or premature discontinuation / resignation and completion of formalities for release of documents. Students are strongly advised to retain hardcopies and softcopies of all original documents being submitted. It is not feasible for the college office to periodically give access to originals for photographing or photocopying.**

I have retained good quality hardcopies and softcopies of all original certificates that will be kept in the custody of the College Office since it is difficult for the latter to supply such documents every time for copy purpose.

\_\_\_\_\_  
Date of submission of documents

\_\_\_\_\_  
Signature of candidate