

# Form: A7

INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND  
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना  
एव विनिर्माण संस्थान, कांचीपुरम

(An Institute of National Importance, under MoE)  
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127  
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## OFFICE OF ADMISSION AFFAIRS

### Checklist for Document Verification – PG Admission – M Des – CEED & Self- Sponsored/Industry Sponsored Professional/QIP

Name : \_\_\_\_\_  
Application No : \_\_\_\_\_  
CEED Reg No : \_\_\_\_\_  
Programme : \_\_\_\_\_

Note: Please bring the original certificates and one self-attested copy at the time of admission.

#### 1. Educational Documents:

- Marksheet of all Semesters – UG.
- Consolidated Marksheet – UG.
- 12<sup>th</sup> Standard Marksheet or Diploma.
- 10<sup>th</sup> Standard Marksheet.
- Transfer Certificate (Original to be Submitted).
- Conduct Certificate (Original to be Submitted).
- Migration Certificate (Original to be Submitted).
- Provisional certificate/ Degree. (If the result of qualifying degree is awaited, certificate of course completion from the institute/university last studied must be provided.)

#### 2. Personal Documents :

- Document for Proof of Date of Birth: Birth Certificate/Class X Marksheet/ Aadhar Card/ Government ID Proof.
- Certificate of category (SC/ST/OBC-NCL/EWS), if applicable, as per Government of India format, issued by the competent authority. In case of OBC-NCL/ EWS category, the certificate must be issued on or after April 01, 2022.

Please note that :

- If the candidate is unable to get the OBC-NCL/EWS certificate issued on or after April 1, 2022, his/her category will be changed on the portal by the Verifying Officer. In this case the seat of the candidate may be cancelled.
- ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.

- If any change in name, a name change Affidavit is to be submitted. (Original to be Submitted).
- Medical Certificate as per Form A20.

3. Admission Documents:

- M Des Offer Letter.
- M Des Acceptance Form.
- Certificate for Persons with Disabilities (PwD), if applicable, issued by the competent authority.
- CEED scorecard (2020 or 2021 or 2022) if available.
- Sponsorship Letter in a prescribed format from the employer along with the application Form.
- Declaration by Parent/Guardian & Local Guardian in Chennai/Tamil Nadu as per Form A9.
- Experience Certificate if available.
- Online fees payment receipt.
- Anti-Ragging Affidavit
- Affidavit Cum Indemnity Bond available on the website Form A12.
- Late Submission of Educational documents undertaking available on the website Form A10.
- Course Completion Certificate for result awaiting candidates.

DECLARATION

I hereby declare that I have carefully read the instructions and particulars relevant to this admission and that the entries made in application form are correct to the best of my knowledge and belief. If selected for admission, I promise to abide by the rules and regulations of the Institute. I note that the decision of the Institute is final in regard to selection for admission and assignment to a particular field of study. The Institute shall have the right to expel me from the Institute at any time after my admission, provided it is satisfied that I was admitted on false particulars furnished by me or my antecedents prove that my continuance in the Institute is not desirable. I agree that I shall abide by the decision of the Institute, which shall be final.

Signature of the Candidate with a date

Remarks:

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Signature of verifying official with a date

*(For Office use)*

HOS, SIDI

Joint Registrar(Academics)