



Checklist for Document Verification – PhD Admission

Name : _____
Application No : _____
Category of PhD Admission : _____
Department : _____

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

1. Educational Documents:

- Mark sheets of all Semesters – PG
- Mark sheets of all Semesters – UG
- Consolidated Grade sheet – PG
- Consolidated Grade sheet – UG
- PG Degree Certificate
- UG Degree Certificate
- 12th Standard Mark sheet or Diploma
- 10th Standard Mark sheet
- Transfer Certificate (Original to be Submitted)
- Migration Certificate (Original to be Submitted)

2. Personal Documents:

- Any Government ID Proof.
- Certificate of category (SC/ST/OBC-NCL/EWS), if applicable, as per Government of Indiaformat, issued by the competent authority. Please note that:
 - If the candidate is unable to get the OBC-NCL/EWS certificate issued on or after April 1, 2023 his/her offer of admission may be canceled.
 - Caste certificate (OBC-NCL/ SC/ST) issued by Maharashtra State must be validated by Social Welfare Department (in case of SC and OBC-NCL category) and Tribal Welfare Department (in case of ST category) of the Maharashtra Government. The SC/ST/OBC-NCL candidates of Maharashtra State have to produce their caste validity certificate.
 - ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.
- Medical Certificate as per Form A20

3. Admission Documents:

- PhD Offer Letter.
- PhD Acceptance Letter.
- Institute Fee Paid receipt.

Form A13

- Fellowship Document (NBHM/DST/NDF/CSIR) wherever required.
- GATE/NET Score Card if applicable.
- Declaration by Parent & Local Guardian as per Form A15.
- Affidavit Cum Indemnity Bond as per Form A17 in Rs.100/- stamp paper with notary public affirmation - Original to be Submitted.
(Applicable for HTRA / Project / Fellowship Category)
- Anti-Ragging Affidavit – Details are given below.
- If any change of Name, an Affidavit is to be submitted (Original to be Submitted).
- Undertaking for Late Submission of Educational documents if any, as per Form A16.
- The form of certificate to be produced by PwD candidates applying for appointment to posts under the Government of India, the prescribed format available - Annexure D of Information Brochure.
- Format for submission of Course Completion Certificate - Annexure B of Information Brochure.
- Certificate from the reputed University / Institution/ Organization sponsoring their employees for PhD of IITDM Kancheepuram – External / PEE scheme - Annexure G of Information Brochure.
- Particulars of the Co-guide for the External scheme are available - Annexure H of Information Brochure

Remarks:

Signature of verifying official with a date

DECLARATION

I hereby declare that I have carefully read the instructions and particulars relevant to this admission and that the entries made in the 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

(For Office use)

Joint Registrar(Academics)

Form A13

Anti-Ragging Affidavit Reference No. Proof (to be obtained) by following Steps:

- a) Refer to the document below and follow the procedure:
https://www.ugc.ac.in/pdfnews/5178676_Anti-Ragging-English.pdf
- b) Step 1: Student should submit details at
https://www.antiragging.in/affidavit_university_form.php
Read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging & agree that he/she will not engage in ragging in any form.
- c) Step 2: The student will forward the E-mail received with his/her registration number and web link to the E-mail of the Nodal officer to
phdadmission@iiitdm.ac.in
- d) Students should enter the Anti-Ragging Undertaking Reference No. during the Online Registration at the Institute Portal
- e) The following Table will give you the details required for the Institute and Course while filling up the form:

College Details	
State in which the college is based	Tamil Nadu
College Name	Indian Institute of Information Technology, Design and Manufacturing (IIITDM) Kancheepuram.
Director's Name	Prof. M V Karthikeyan
College Landline Number	044 2747 6323
Nearest Police station	Thalambur Police Station, Chennai
Course Details	
Under Graduate or Post Graduate	PhD
Name of the Course	PhD
Number of students in your class	8
Current year of study	1