

**DOCUMENTS REQUIRED AT THE TIME OF ADMISSION/COUNSELLING  
FOR  
BMS/BBA (FIA) COURSES 2015**

- **The candidate/representative should carry admit card (original and one self-attested photocopy) of Joint Admission Test (JAT) 2015 on the day of the counselling.**
- **The following documents should be submitted at the time of admission in the respective college:**
  1. The candidate/representative should carry admit card (Original and one self-attested photocopy) of Joint Admission Test (JAT) 2015 on the day of the admission.
  2. Proof of date of birth (Class X Board Certificate, original and one self-attested photocopy **OR** Class X Board Mark sheet, original and one self-attested photocopy).
  3. Mark Sheet of the qualifying examination of class XII/ Provisional Certificate of class XII or its equivalent issued by the Board/University (original and one self-attested photocopy).
  4. Three recent identical passport size photographs.
  5. OBC (non-creamy layer-Central list)/SC/ST/PwD/CW certificate (in the name of the candidate) whichever is applicable, on the basis of which reservation is claimed (original and one attested photocopy).
  6. Latest Income Certificate (Income Certificate from competent authority as given in Annexure-I) of the parents of the candidate, if the candidate belongs to OBC category and the OBC Caste Certificate of the candidate issued before 1<sup>st</sup> June, 2012.
  7. Conduct and Character Certificate (not older than 6 months) from the Head of the Institute where the qualifying examination has been passed or from a Gazetted Officer (original and one self-attested photocopy).
  8. Transfer Certificate from school/college as well as Migration Certificate from Board/University are required from those students who have passed senior secondary exam from outside Delhi.

**For fees details contact the respective colleges.**

**Refund of fees: As per University of Delhi guidelines.**

**Important:**

**The admission offered to candidates is provisional. It is subject to approval of University of Delhi and verification of documents submitted at the time of the admission to the respective college.**

**The University will accept self-attested copies of documents / papers provided by the students. It is made clear that if any false attestation / falsified records are detected, the student will be debarred from attending any course in the University / or its colleges for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) will be instituted against him/her.**

## ANNEXURE-I

## INCOME CERTIFICATE ISSUING AUTHORITY

## IN VARIOUS STATES/UNION TERRITORIES

S No.	State/Union Territory	Income Certificate Issuing Authority
1.	Andaman & Nicobar	Tahsildar
2.	Andhra Pradesh	Tahsildar
3.	Arunachal Pradesh	District Magistrate & Collector
4.	Assam	Revenue Circle Officers
5.	Bihar	Circle Officer of Circle Office
6.	Chandigarh	Sub Divisional Magistrates
7.	Chattisgarh	Naib Tahsildar
8.	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar, Daman and Mamlatdar, Diu
9.	Delhi	SDM of Govt. of NCT of Delhi
10.	Goa	Mamlatdar of all Talukas
11.	Gujarat	District Collector/Deputy Collector/Asst. Collector/Prant Officer/Mamlatdar
12.	Haryana	CRO (Tehsildar / Naib Tehsildar concerned)
13.	Himachal Pradesh	Tahsildar of Revenue Department
14.	Jammu & Kashmir	Sub-Divisional Magistrate (not below the rank of Tehsildar)
15.	Jharkhand	Sub-Divisional Officer in each District
16.	Karnataka	Tahsildar
17.	Kerala	Village Officer
18.	Lakshadweep	<b>Deputy Collectors in Agatti and Minicoy and</b> SDOs in the remaining Islands
19.	Madhya Pradesh	Tahsildars / Naib Tahsildars
20.	Maharashtra	Tahsildar
21.	Manipur	District Authorities i/c DC / ADC / SDO (not below the rank of SDO/SDM)
22.	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.
23.	Mizoram	District Magistrate or any other Officer authorized by District Magistrate
24.	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers ( C )
25.	Odisha	Revenue Officers
26.	Punjab	CRO (Tehsildar / Naib Tehsildar concerned)

