

**University of Mumbai**  
No. SW/21/of 2022

**Dr. Sunil Patil**  
I/c Director



**Department of Students' Development**  
Vidyapeeth Vidyarthi Bhavan,  
'B' Road, Churchgate,  
**Mumbai - 400 020**  
Tel. No.- 2204 28 59

**CIRCULAR:**

**Subject: Online Applications are Invited from the Affiliated Colleges / Recognized Institutes and University Departments for the Financial Assistants to the Students under the Various Schemes Run by the Department of Students' Development, University of Mumbai for the Academic Year 2021-22.**

Sir/Madam,

I am directed to inform your goodself that the Department of Students' Development implements the various financial assistance schemes for the benefit of the students studying in the Affiliated Colleges/Recognized Institutes and University Departments.

In this regard, **online Applications** are invited from Principals/Directors of the Affiliated Colleges/Recognized Institutes and Heads of University Departments for the Financial Assistance to the Students under the following schemes of the Department of Students' Development for the academic year 2021-22.

Schemes:

<b>Schemes for Students of Affiliated Colleges and Recognized Institutes</b>		<b>Schemes for Students of University Departments</b>	
1.	Book Bank Scheme for SC/ST/DT/NT Students of Colleges/Recognized Institutes affiliated to University of Mumbai	1.	Book Bank Scheme for SC/ST/DT/NT Students of University Departments
2.	Financial Assistance to Needy and Financially Backward Class Students of Colleges/Recognized Institutes affiliated to University of Mumbai	2.	Financial Assistance to Needy and Financially Backward Class Students of University Departments
3.	Financial Assistance to ST Students of Colleges/Recognized Institutes affiliated to University of Mumbai	3.	Financial Assistance to SC/ST/DT/NT Students of University Departments

The Principals/Directors of Colleges/Recognized Institutes affiliated to University of Mumbai and Heads of University Departments are requested to apply online on the portal [www.unimumbaidsd.com](http://www.unimumbaidsd.com) and submit hard copies of documents (as given below) on or before **March 15, 2022** to the Director, Department of Students' Development, University of Mumbai, 1<sup>st</sup> Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai, PIN.-400 020.

**Though the process of application is online, it is mandatory to submit hardcopies of required documents for every scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies will not be considered for benefit of the scheme.**

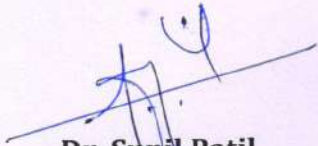
The Principals/Directors of Colleges/Recognized Institutions affiliated to the University of Mumbai and Heads of University Departments are also requested to give wide publicity to this circular among their students.

The incomplete form/s will not be accepted under any circumstances.

For any technical problem occurred during online submission, communicate on email [support@unimumbaidsd.com](mailto:support@unimumbaidsd.com) or on the mobile number **8369753642/9326957756**.

**Read the instructions given below carefully.**

Place: Mumbai  
Date: February 11, 2022

  
**Dr. Sunil Patil**  
I/c Director, DSD

*Copy for information and necessary action to:*

The Principals/Directors of Colleges/Recognized Institutions affiliated to the University of Mumbai and Heads of University Departments

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**Book Bank Scheme**  
**for SC/ST/DT/NT Students of**  
**1) Affiliated Colleges/Recognized Institutes**  
**2) University Departments**

**Academic Year: 2021-22**

**INSTRUCTIONS**

- The Book Bank Scheme is introduced for SC/ST/DT/NT students of Colleges/Recognized Institutes affiliated to University of Mumbai and University Departments.
- Any College/Recognized Institute affiliated to University of Mumbai and University Department is eligible to apply for the scheme.
- The interested College/Recognized Institute/University Department can apply online to the Director, Department of Students' Development, University of Mumbai and submit hardcopies of following documents to the office of Director, Department of Students' Development, University of Mumbai, 1st Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai on or before March 15, 2022.
- It is also the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Department to submit the hardcopies of following documents before the last date. The late submission of documents will not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit hardcopies of required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies will not be considered for benefit of the scheme.
- The Department of Students' Development will scrutinize the applications (online and hardcopies) received from different Colleges/Recognized Institutes/University Departments and place before the Advisory Committee constituted by the Hon'ble Vice-Chancellor for various Student Welfare Schemes. The Advisory Committee has right to approve or disapprove the scrutinized applications.  
(Note: It has been resolved that 80% amount of the available/budgeted fund will be utilized for affiliated Colleges/Recognized Institutes and 20% amount of the available/budgeted fund will be utilized for University Departments)
- The synopsis of approved applications and sanction amount will be sent to Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer will transfer the sanctioned amount to the Bank Account of the College/Recognized Institute/University Department.
- The list of approved applications and sanctioned amount will be displayed on the portal, **[www.unimumbaidsd.com](http://www.unimumbaidsd.com)**

- Every College/Recognized Institute/University Department should constitute the **Book Bank Scheme Committee** to monitor the process of Application and Utilization of the Book Bank Scheme. The constitution of Book Bank Scheme Committee is as follows-

Principal/Director/ Head	Chairman
Senior Faculty (SC/ST Category)	Member
Senior Faculty (DT/NT Category)	Member
Senior Faculty (Female preferably from SC/ST/DT/NT Category)	Member
President of Students' Council <b>OR</b> Representative of Students	Member
General Secretary of Students' Council <b>OR</b> Representative of Students	Member
Librarian (for Colleges/Recognized Institutes)/ Senior Faculty (for University Departments)	Member Secretary

*Note: Principal/Director/Head should nominate any one faculty mentioned above as Convener of the Committee*

- It is the responsibility of Librarian (for Colleges/Recognized Institutes) / Senior Faculty (for University Departments) and Principal/Director/Head to follow the suggestions and guidelines given by the Book Bank Scheme Committee time to time.
- The College/Recognized Institute/University Department should utilize the sanctioned amount only for Book Bank Scheme.
- If the sanctioned amount is less than 10,000/- then College/Recognized Institute/University Department should utilize the total amount for purchase of books only.
- If the sanctioned amount is more than 10,000/- the College/Recognized Institute/University Department should utilize the 60% amount for purchase of books, 20% amount for counselling sessions and honorarium, 10% for purchase of specific reference books and 10% for purchase of bookshelves.
- It is the responsibility of Principal/Director/Head to give wide publicity to the Book Bank Scheme among the students of their College/Recognized Institute/University Department through the use of various medium such as Prospectus, Website, Notices, Banners, Screen Display, Announcement, Counselling, Orientation, Social Media, etc.
- The books purchased from the grant received under Book Bank Scheme should be stamped with '**Book Purchased under Book Bank Scheme of Department of Students' Development, University of Mumbai for the Academic Year: 2021-22**'.
- The specific area or rack of the Library (for Colleges/Recognized Institutes) or Departmental Library (for University Department) should be earmarked for the books purchased under the Book Bank Scheme of Department of Students' Development, University of Mumbai.
- College/Recognized Institute/University Department should make available all books purchased under Book Bank Scheme for SC/ST/DT/NT students at free of cost. College/Recognized Institute/University Department should not take any amount from the students for utilization of the scheme. If any College/Recognized Institute/University/Department demands money from students for Book Bank Scheme then strict action will be taken against the College/Recognized Institute/University Department.
- The Books and Materials purchased under Book Bank Scheme will be considered as the property of University and Principal/Director/Head and Director, Department of Students' Development, University of Mumbai will be the trustee of this property.

- The Director, Department of Students' Development reserves the right to nominate the committee to check the utilization of the Book Bank Scheme by visiting the College/Recognized Institute/University Department without prior intimation. He/She also has right to visit personally to College/Recognized Institute/University Department to check the utilization of Book Bank Scheme at any time without prior intimation.
- The Principal/Director/Head should submit Utilization Report (As per given format), Utilization Certificate (As per given format) and Audited Statement to the Office of Director, Department of Students' Development, University of Mumbai (Address: Department of Students' Development, 1<sup>st</sup> Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020 on or before **August 31, 2022**).
- The Librarian (for Colleges/Recognized Institutes) / Senior Faculty (for University Departments) of College/Recognized Institute/University Department is allowed to dispose/discard the outdated books/materials from Dead Stock with prior permission of Principal/Director/Head, Book Bank Scheme Committee and Director, Department of Students' Development, University of Mumbai. In such case College/Recognized Institute/University Department should keep two specimen copies of the concerned book/s in the Archive of the Library (for Colleges/Recognized Institutes) / Departmental Library (for University Departments).

**Book Bank Scheme**  
**for SC/ST/DT/NT Students of**  
**1) Affiliated Colleges/Recognized Institutes**  
**2) University Departments**

**Academic Year: 2021-22**

**Documents Required**

1. Printout of Online Application Form with Signature of Principal /Director/Head of College/Recognized Institute/University Department
2. Printout of Online Mandate Form with Signature of Principal /Director/Head of College/Recognized Institute/University Department
3. Utilization Report of Academic Year 2020-21  
(for the college/institute/department received the assistance in the academic year 2020-21)
4. Utilization Certificate of Academic Year 2020-21  
(for the college/institute/department received the assistance in the academic year 2020-21)
5. Audited Statement of Academic Year 2020-21  
(for the college/institute/department received the assistance in the academic year 2020-21)

**Book Bank Scheme**  
**for SC/ST/DT/NT Students of**  
**1) Affiliated Colleges/Recognized Institutes**  
**2) University Departments**

Academic Year: 20 -20

**UTILISATION REPORT**

**A) Details of College/Recognized Institute/University Department, Principal/Director/Head and Librarian/Senior Faculty**

Name of the College/Recognized Institute/University Department	
Address of the College/Recognized Institute/University Department	
Phone Number of the Administrative Office of the College/Recognized Institute/University Department	
Email of the Administrative Office of the College/Recognized Institute/University Department	
District (Mumbai City / Mumbai Suburban / Thane / Palghar / Raigad / Ratnagiri / Sindhudurg)	
Name of the Principal/Director/Head	
Office Number of the Principal/Director/Head	
Mobile Number of the Principal/Director/Head	
Residential Number of the Principal/Director/Head	
WhatsApp Number of the Principal/Director/Head	
Email of the Principal/Director/Head	
Name of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Office Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Mobile Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	

Residential Number of the Librarian (For Colleges/ Recognized Institutes) / Senior Faculty (For University Departments)	
WhatsApp Number of the Librarian (For Colleges/ Recognized Institutes) / Senior Faculty (For University Departments)	
Email of the Librarian (For Colleges Recognized Institutes) / Senior Faculty (For University Departments)	

**B) Details of Grant Received under Book Bank Scheme**

Number of Students	
Amount in Rupees	

**C) Details of Books Purchased**

Sr. No.	Title of the Book	Subject Area of the Book	Name of the Publisher	Year of the Publication	Amount in Rupees
1					
2					
3					
4					
...					
...					

**D) Details of Reference Books Purchased (If Any)**

Sr. No.	Title of the Reference Book	Subject Area of the Book	Name of the Publisher	Year of the Publication	Amount in Rupees
1					
2					
3					
4					
...					
...					



**E) Details of Other Material Purchased (If Any)**

Sr. No.	Title of the Material	Quantity	Amount in Rupees
1			
2			
3			
4			
...			
...			

**F) No. of SC/ST/DT/NT Students Availed Facility of Book Bank Scheme**

Sr. No.	Faculty (Arts / Commerce / Science / Technology / Management / Pharmacy / Law / Fine Art / Architecture, etc.)	Class (FY/SY/TY/ PG Part I/ PG Part II)	No. of SC Students (A)	No. of ST Students (A)	No. of DT/NT Students (C)	Total No. of Students (A+B+C)
1						
2						
3						
4						
...						
...						

**G) Details of SC/ST/DT/NT Students Availed Facility of Book Bank Scheme (Category-wise)****Category:**

Sr. No.	Name of the Student	Class	Roll No.	PRN No. / PG Registration No.	Date of Birth	Mobile No.
1						
2						
3						
4						
...						
...						

**H) Number of Counselling Sessions taken (If Any):**

Place

Date

(Seal of the College/  
Recognized Institute/  
University Department)

Signature of the  
Librarian (For Colleges/  
Recognized Institutes)/  
Senior Faculty (For University  
Departments)

Signature of the  
Convener of  
Book Bank Scheme  
Committee

Principal/Director/Head  
of the College/  
Recognized Institute/  
University Department  
with Seal

**Book Bank Scheme**  
**for SC/ST/DT/NT Students of**  
**1) Affiliated Colleges/Recognized Institutes**  
**2) University Departments**

Academic Year: 20 -20

**UTILISATION CERTIFICATE**

I hereby certify that the expenditure of Rs. \_\_\_\_\_(in figure)  
\_\_\_\_\_ (in words) was actually incurred by the College /  
Recognized Institute / University Department against the amount of  
Rs. \_\_\_\_\_(in figure) \_\_\_\_\_(in words) sanctioned  
under Book Bank Scheme of Department of Students' Development, University of  
Mumbai.

I have checked the accompanying statement of accounts and I further certify that  
the amount of Rs. \_\_\_\_\_(in figure) \_\_\_\_\_(in words) was  
actually utilized by College/Recognized Institute/University Department for the purpose  
of which it was sanctioned.

Place

Date

(Seal of the College/  
Recognized Institute/  
University Department)

Signature of the  
Librarian (For Colleges/  
Recognized Institutes)/  
Senior Faculty (For University  
Departments)

Signature of the  
Convener of  
Book Bank Scheme  
Committee

Principal/Director/Head  
of the College/  
Recognized Institute/  
University Department  
with Seal

# **Book Bank Scheme**

**for SC/ST/DT/NT Students of**

- 1) Affiliated Colleges/Recognized Institutes**
- 2) University Departments**

**Academic Year: 20 -20**

## **Audited Statement**

Submit the audited statement of Total Expenditure along with all photocopies of Bills and Vouchers.

# Financial Assistance to Needy and Financially Backward Class Students of

## 1) Affiliated Colleges/Recognized Institutes

## 2) University Departments

Academic Year: 2021-22

### INSTRUCTIONS

- The scheme is introduced only for needy and financially backward class students of Colleges/Recognized Institutes affiliated to University of Mumbai and Departments of University of Mumbai.
- Each College/Recognized Institute affiliated to University of Mumbai and University Department has to recommend **only 5 Students having good academic record, annual income not more than Rs. 1,00,000/- and age not more than 25 years** (As on March 31, 2022) to the Director, Department of Students' Development, University of Mumbai through online process and submit hardcopies of following documents to the office of Director, Department of Students' Development, University of Mumbai, 1st Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai on or before March 15, 2022.
- It is also the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Department to submit the hardcopies of following documents before the last date. The late submission of documents will not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit hardcopies of required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies will not be considered for benefit of the scheme.
- It is the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Department to shortlist 5 eligible students and submit their application online before the last date.
- The Department of Students' Development will scrutinize the applications received from different Colleges/Recognized Institutes/University Departments and place before the Advisory Committee constituted by the Hon'ble Vice-Chancellor for various Student Welfare Schemes. The Advisory Committee has right to approve or disapprove the scrutinized applications.
- The synopsis of approved applications and sanction amount will be sent to Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer will transfer the sanctioned amount to the Bank Account of the student.
- The list of approved applications and sanctioned amount will be displayed on the portal, **[www.unimumbaidsd.com](http://www.unimumbaidsd.com)**
- It is the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Department to give wide publicity to the scheme among their students through use of various medium such as Prospectus, Website, Notices, Banners, Screen Display, Announcement, Counselling, Orientation, Social Media, etc.
- The student must use the financial assistance for payment of his/her Admission.

# **Financial Assistance to Needy and Financially Backward Class Students of**

**1) Affiliated Colleges/Recognized Institutes**

**2) University Departments**

**Academic Year: 2021-22**

## **Documents Required**

- Printout of Online Application Form with Signature of Principal/Director/Head of College/Recognized Institute/University Department
- Identity Card of the Student Issued by College/Recognized Institute/University Department (One Attested Photocopy)
- Income Certificate of the Student (One Attested Photocopy)
- Leaving Certificate of the Student (One Attested Photocopy)
- SSC Passing Certificate of the Student (One Attested Photocopy)
- SSC Marksheet (One Attested Photocopy)
- HSC Marksheet (One Attested Photocopy)
- UG Semester-I Marksheet (One Attested Photocopy)
- UG Semester-II Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-III Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-IV Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-V Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-VI Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-VII Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-VIII Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-IX Marksheet (One Attested Photocopy) (If Applicable)
- UG Semester-X Marksheet (One Attested Photocopy) (If Applicable)
- PG Semester-I Marksheet (One Attested Photocopy) (If Applicable)
- PG Semester-II Marksheet (One Attested Photocopy) (If Applicable)
- PG Semester-III Marksheet (One Attested Photocopy) (If Applicable)
- PG Semester-IV Marksheet (One Attested Photocopy) (If Applicable)
- M.Phil. Marksheet (One Attested Photocopy) (If Applicable)
- AADHAR Card of the Student (One Attested Photocopy)
- PAN Card of the Student (One Attested Photocopy)
- Fees Receipt of the Course (One Attested Photocopy)

***Note: Submit above documents of all students***

# **Financial Assistance to ST Students of Affiliated Colleges/Recognized Institutes**

**Academic Year: 2021-22**

## **INSTRUCTIONS**

- The scheme is introduced only for ST students of Colleges/Recognized Institutes affiliated to University of Mumbai.
- Any ST student studying at Colleges/Recognized Institutes affiliated to University of Mumbai having **annual income not more than Rs. 1,00,000/-** and **age not more than 25 years** (As on March 31, 2022) is eligible for the scheme.
- Each College/Recognized Institute affiliated to University of Mumbai has to recommend **all eligible ST students having annual income not more than Rs. 1,00,000/- and age not more than 25 years** (As on March 31, 2022) to the Director, Department of Students' Development, University of Mumbai through online process and submit hardcopies of following documents to the office of Director, Department of Students' Development, University of Mumbai, 1st Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai on or before March 15, 2022.
- It is also the responsibility of the Principal/Director of the College/Recognized Institute to submit the hardcopies of following documents before the last date. The late submission of documents will not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit hardcopies of required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies will not be considered for benefit of the scheme.
- The Department of Students' Development will scrutinize the applications received from different Colleges/ Recognized Institutes and place before the Advisory Committee constituted by the Hon'ble Vice-Chancellor for various Student Welfare Schemes. The Advisory Committee has right to approve or disapprove the scrutinized applications.
- The synopsis of approved applications and sanction amount will be sent to Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer will transfer the sanctioned amount to the Bank Account of the student.
- The list of approved applications and sanctioned amount will be displayed on the portal, **[www.unimumbaidsd.com](http://www.unimumbaidsd.com)**
- It is the responsibility of the Principal/Director of the College/Recognized Institute to give wide publicity to the scheme among their students through the use of various medium such as Prospectus, Website, Notices, Banners, Screen Display, Announcement, Counselling, Orientation, Social Media, etc.
- The student must use the financial assistance for payment of his/her Admission and Hostel Fees.

# **Financial Assistance to ST Students of Affiliated Colleges/Recognized Institutes**

**Academic Year: 2021-22**

## **Documents Required**

- Printout of Online Application Form with Signature of Principal/Director/Head of College/Recognized Institute/University Department
- Identity Card of the Student Issued by College/Institute (One Attested Photocopy)
- Caste Certificate of the Student (One Attested Photocopy)
- Caste Validity Certificate of the Student (One Attested Photocopy)
- Income Certificate of the Student (One Attested Photocopy)
- Leaving Certificate of the Student (One Attested Photocopy)
- SSC Passing Certificate of the Student (One Attested Photocopy)
- AADHAR Card of the Student (One Attested Photocopy)
- PAN Card of the Student (One Attested Photocopy)
- Fees Receipt of the Course (One Attested Photocopy)
- Fees Receipt of the Hostel Accommodation (If Any) (One Attested Photocopy)

***Note: Submit above documents of all students***



**Financial Assistance to  
SC/ST/DT/NT Students of  
Departments of University of Mumbai**

**Academic Year: 2021-22**

**INSTRUCTIONS**

- The scheme is introduced only for SC/ST/DT/NT students of all departments of University of Mumbai.
- Any **SC/ST/DT/NT student studying at Department of University of Mumbai having annual income not more than Rs. 4,00,000/- and age not more than 25 years** (As on March 31, 2022) is eligible to apply for the scheme.
- The Head of the University Department has to recommend **all eligible SC/ST/DT/NT students having annual income not more than Rs. 4,00,000/- and age not more than 25 years** (As on March 31, 2022) to the Director, Department of Students' Development, University of Mumbai through online process and submit hardcopies of following documents to the office of Director, Department of Students' Development, University of Mumbai, 1st Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai on or before March 15, 2022.
- It is also the responsibility of the Head of University Department to submit the hardcopies of following documents before the last date. The late submission of documents will not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit hardcopies of required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies will not be considered for benefit of the scheme.
- The Department of Students' Development will scrutinize the applications received from different departments and place before the Advisory Committee constituted by the Hon'ble Vice-Chancellor for various Student Welfare Schemes. The Advisory Committee has right to approve or disapprove the scrutinized applications.
- The synopsis of approved applications and sanction amount will be sent to Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer will transfer the sanctioned amount to the Bank Account of the student.
- The list of approved applications and sanctioned amount will be displayed on the portal, **[www.unimumbaidsd.com](http://www.unimumbaidsd.com)**
- It is the responsibility of the Head of the Department to give wide publicity to the scheme among their students through the use of various medium such as Prospectus, Website, Notices, Banners, Screen Display, Announcement, Counselling, Orientation, Social Media, etc.
- The student must use the financial assistance for payment of his/her Admission and Hostel Fees.
- The eligible research scholars of the department may use this financial assistance for fees of submission of dissertation/thesis/synopsis and registration fees for participation in the seminars/conferences. But it should be verified by the Head of the University Department.

# **Financial Assistance to SC/ST/DT/NT Students of Departments of University of Mumbai**

**Academic Year: 2021-22**

## **Documents Required**

- Printout of Online Application Form with Signature of Principal/Director/Head of College/Recognized Institute/University Department
- Identity Card of the Student Issued by University Department (One Attested Photocopy)
- Caste Certificate of the Student (One Attested Photocopy)
- Caste Validity Certificate of the Student (One Attested Photocopy)
- Income Certificate of the Student (One Attested Photocopy)
- Leaving Certificate of the Student (One Attested Photocopy)
- SSC Passing Certificate of the Student (One Attested Photocopy)
- AADHAR Card of the Student (One Attested Photocopy)
- PAN Card of the Student (One Attested Photocopy)
- Fees Receipt of the Course (One Attested Photocopy)
- Fees Receipt of the Hostel Accommodation (One Attested Photocopy)
- Fees Receipt of Dissertation/Thesis/Synopsis Submission (If any) (One Attested Photocopy) (Only for Research Scholars)
- Fees Receipt of Registration Fees of Seminar/Conference (If any) (One Attested Photocopy) (Only for Research Scholars)

***Note: Submit above documents of all students***