

University of Mumbai

No. SW/17/of 2025

Dr. Sunil Patil
I/c Director



Department of Students' Development
Vidyapeeth Vidyarthi Bhavan,
'B' Road, Churchgate,
Mumbai - 400 020
Tel. No.- 8369753642

CIRCULAR:

Subject: Online Applications are Invited from the Affiliated Colleges / Recognized Institutes and University Academic Departments for the Financial Assistants to the Students under the Various Schemes Implemented by the Department of Students' Development, University of Mumbai for the Academic Year 2025-26

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 Academic Departments.

In this regard, **online Applications** are invited from the Principals/Directors of the Affiliated Colleges, Recognized Institutes and Heads of University Academic Departments for the Financial Assistance to the Students under the following schemes of the Department of Students' Development for the academic year 2025-26.

Schemes:

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

The Principals/Directors of the Colleges/Recognized Institutes affiliated to the University of Mumbai and Heads of University Academic Departments are requested to apply online on the portal **www.unimumbaidsd.com** and submit hard copies of documents (as given below) on or before **January 31, 2026** to the Director, Department of Students' Development, University of Mumbai, 1st Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai, PIN.-400 020.

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

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

The incomplete form(s) shall not be accepted under any circumstances.

For any technical problem occurred during online submission, communicate on email **support@unimumbaidsd.com** or on the mobile number **8369753642, 9326957756**.

Read the instructions given below carefully.

Place: Mumbai
Date: December 23, 2025

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 Academic Departments

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

Academic Year: 2025-26

INSTRUCTIONS

- The Book Bank Scheme is introduced for SC/ST/DT/NT students of Colleges/Recognized Institutes affiliated to the University of Mumbai and University Academic Departments.
- Any College/Recognized Institute affiliated to the University of Mumbai and University Academic Department is eligible to apply for the scheme.
- The interested College/Recognized Institute/University Academic Department shall 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 January 31, 2026.
- It is also the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Academic Department to submit the hardcopies of following documents before the last date. After the last date the documents shall 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 shall not be considered for the benefit of the scheme.**
- The Department of Students' Development shall scrutinize the applications (online and hardcopies) received from different Colleges/Recognized Institutes/University Academic 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 shall be utilized for the affiliated Colleges/Recognized Institutes and 20% amount of the available/budgeted fund shall be utilized for the University Academic Departments)
- The synopsis of the approved applications and sanction amount shall be sent to the Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer shall transfer the sanctioned amount to the Bank Account of the College/Recognized Institute and University Academic Department (If available).
- The list of approved applications and sanctioned amount shall be displayed on the portal, **www.unimumbaidsd.com**

- Every College/Recognized Institute/University Academic Department shall 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 the SC/ST/DT/NT Category)	Member
President of Students' Council OR Representative of Students	Member
General Secretary of Students' Council OR Representative of Students	Member
Librarian (for Colleges/Recognized Institutes) / Senior Faculty (for University Academic Departments)	Member Secretary

Note: The Principal/Director/Head shall nominate any one faculty mentioned above as the Convener of the Committee.

- It is the responsibility of the Librarian (for Colleges/Recognized Institutes) / Senior Faculty (for University Academic Departments) and the Principal/Director/Head to follow the suggestions and guidelines given by the Book Bank Scheme Committee time to time.
- The College/Recognized Institute/University Academic Department shall utilize the sanctioned amount for the Book Bank Scheme only.
- If the sanctioned amount is less than 10,000/- then College/Recognized Institute/University Academic Department shall utilize the total amount for the purchase of books only.
- If the sanctioned amount is more than 10,000/- the College/Recognized Institute/University Academic Department shall utilize the 60% amount for the 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 the Principal/Director/Head to give wide publicity to the Book Bank Scheme among the students of their College/Recognized Institute/University Academic 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 the Book Bank Scheme shall be stamped with '**Book Purchased under Book Bank Scheme of the Department of Students' Development, University of Mumbai for the Academic Year: 2025-26**'.
- The specific area or rack of the Library (for the Colleges/Recognized Institutes) or Departmental Library (for the University Academic Departments) shall be earmarked for the books purchased under the Book Bank Scheme of the Department of Students' Development, University of Mumbai.
- The College/Recognized Institute/University Academic Department shall make available all books purchased under the Book Bank Scheme for the SC/ST/DT/NT students at free of cost. The College/Recognized Institute/University Academic Department shall not take any amount from the students for utilization of the scheme. If any College/Recognized Institute/University Academic Department demands money from the students for the Book Bank Scheme then the strict action shall be taken against the College/Recognized Institute/University Academic Department.

- The Books and Materials purchased under the Book Bank Scheme shall be considered as the property of University and Principal/Director/Head and Director, Department of Students' Development, University of Mumbai shall 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 Academic Department without prior intimation. He/She also has right to visit personally to the College/Recognized Institute/University Academic Department to check the utilization of the Book Bank Scheme at any time without prior intimation.
- The Principal/Director/Head shall submit the Utilization Report (As per the given format), Utilization Certificate (As per the given format) and the Audited Statement to the Office of Director, Department of Students' Development, University of Mumbai (Address: Department of Students' Development, 1st Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020 on or before **July 31, 2026**).
- The Librarian (for the Colleges/Recognized Institutes) / Senior Faculty (for the University Academic Departments) shall be allowed to dispose/discard the outdated books/materials from Dead Stock with prior permission of the Principal/Director/Head, Book Bank Scheme Committee and Director, Department of Students' Development, University of Mumbai. In such case the College/Recognized Institute/University Academic Department shall keep two specimen copies of the concerned book/s in the Archive of the Library (for the Colleges/Recognized Institutes) / Departmental Library (for the University Departments).

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

Academic Year: 2025-26

Documents Required

1. Printout of Online Application Form with the Signature of the Principal /Director/Head of the College/Recognized Institute/University Academic Department
2. Printout of the Online Mandate Form with the Signature of the Principal /Director/Head of the College/Recognized Institute/University Academic Department
3. Utilization Report of the Academic Year 2024-25
(for the College/Institute/Department received the assistance in the academic year 2024-25)
4. Utilization Certificate of the Academic Year 2024-25
(for the College/Institute/Department received the assistance in the academic year 2024-25)
5. Audited Statement of the Academic Year 2024-25
(for the College/Institute/Department received the assistance in the academic year 2024-25)

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

Academic Year: 20 - 20

UTILISATION REPORT

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

Name of the College/Recognized Institute/University Academic Department	
Address of the College/Recognized Institute/University Academic Department	
Phone Number of the Administrative Office of the College/Recognized Institute/University Academic Department	
Email of the Administrative Office of the College/Recognized Institute/University Academic 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 the Colleges/Recognized Institutes) / Senior Faculty (For the University Academic Departments)	
Office Number of the Librarian (For the Colleges/Recognized Institutes) / Senior Faculty (For the University Academic Departments)	

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

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

Number of the Students	
Amount in Rupees	

C) Details of the 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 the 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 the Facility of the 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 the Facility of the 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 the Counselling Sessions taken (If Any):

Place

Date

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

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

Signature of the
Convener of the
Book Bank Scheme
Committee

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

Book Bank Scheme
for SC/ST/DT/NT Students of
1) Affiliated Colleges/Recognized Institutes
2) University Academic 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 Academic Department against the amount of Rs. _____ (in
figure) _____
_____ (in words) sanctioned
under the 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 the College/Recognized Institute/University Academic Department for
the purpose of which it was sanctioned.

Place

Date

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

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

Signature of the
Convener of the
Book Bank Scheme
Committee

Signature of the Chartered Accountant
with Seal and Registration Number

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

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

Academic Year: 2025-26

INSTRUCTIONS

- The scheme is introduced for the needy and financially backward class students of the Colleges/Recognized Institutes affiliated to the University of Mumbai and Academic Departments of the University of Mumbai.
- Each College/Recognized Institute affiliated to the University of Mumbai and University Academic Department shall recommend **eligible 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, 2026) to the Director, Department of Students' Development, University of Mumbai through online process and submit the hardcopies of the 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 **January 31, 2026**.
- It is also the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Academic Department to submit the hardcopies of following documents before the last date. After the last date the documents shall not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit the hardcopies of the required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of the hardcopies shall not be considered for the benefit of the scheme.
- It is the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Academic Department to shortlist 5 eligible students and submits their applications online before the last date.
- The Department of Students' Development shall scrutinize the applications received from the different Colleges/Recognized Institutes/University Academic 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 shall be sent to the Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer shall transfer the sanctioned amount to the Bank Account of the students.
- The list of the approved applications and sanctioned amount shall be displayed on the portal, **www.unimumbaidsd.com**
- It is the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Academic 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 shall use the financial assistance for the payment of his/her Admission Fees.

Financial Assistance to Needy and Financially Backward Class Students of

1) Affiliated Colleges/Recognized Institutes

2) University Academic Departments

Academic Year: 2025-26

Documents Required

- Printout of Online Application Form with the Signature of the Principal/Director/Head of the College/Recognized Institute/University Academic Department
- Identity Card of the Student Issued by College/Recognized Institute/University Academic 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 Programme/Course (One Attested Photocopy)

Note: Submit above documents of all students

Financial Assistance to the ST Students of the Affiliated Colleges/Recognized Institutes

Academic Year: 2025-26

INSTRUCTIONS

- The scheme is introduced only for ST students of the Colleges/Recognized Institutes affiliated to the University of Mumbai.
- Any ST student studying in the Colleges/Recognized Institutes affiliated to the University of Mumbai having **annual income not more than Rs. 1,00,000/-** and **age not more than 25 years** (As on March 31, 2026) is eligible for the scheme.
- Each College/Recognized Institute affiliated to the 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, 2026) to the Director, Department of Students' Development, University of Mumbai through online process and submit hardcopies of the 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 **January 31, 2026**.
- It is also the responsibility of the Principal/Director of the College/Recognized Institute to submit the hardcopies of the following documents before the last date. After the last date the documents shall not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit the hardcopies of the required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies shall not be considered for benefit of the scheme.
- The Department of Students' Development shall scrutinize the applications received from the 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 the approved applications and sanction amount shall be sent to the Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer shall transfer the sanctioned amount to the Bank Account of the student.
- The list of the approved applications and sanctioned amount will be displayed on the portal, **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 shall use the financial assistance for payment of his/her Admission and Hostel Fees.

Financial Assistance to the ST Students of the Affiliated Colleges/Recognized Institutes

Academic Year: 2025-26

Documents Required

- Printout of the Online Application Form with the Signature of the Principal/Director of the College/Recognized Institute
- Identity Card of the Student Issued by the 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/Programme (One Attested Photocopy)
- Fees Receipt of the Hostel Accommodation (If Any) (One Attested Photocopy)

Note: Submit above documents of all students

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

Academic Year: 2025-26

INSTRUCTIONS

- The scheme is introduced only for the SC/ST/DT/NT students of all academic departments of the University of Mumbai.
- Any **SC/ST/DT/NT student studying in the Academic Department of the University of Mumbai having annual income not more than Rs. 4,00,000/- and the age not more than 25 years** (As on March 31, 2026) is eligible to apply for the scheme.
- The Head of the University Academic Department shall recommend the **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, 2026) to the Director, Department of Students' Development, University of Mumbai through online process and submit hardcopies of the 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 **January 31, 2026**.
- It is also the responsibility of the Head of University Academic Department to submit the hardcopies of the following documents before the last date. After the last date the documents shall not be accepted under any circumstances.
- Though the process of application is online, it is mandatory to submit the hardcopies of the required documents of the scheme to the office of Director, Department of Students' Development. The online application without submission of hardcopies shall not be considered for the benefit of the scheme.
- The Department of Students' Development shall scrutinize the applications received from the different academic 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 the approved applications and sanction amount shall be sent to the Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer shall transfer the sanctioned amount to the Bank Account of the student.
- The list of approved applications and sanctioned amount shall be displayed on the portal, **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 academic department may use this financial assistance for fees of submission of dissertation/thesis/synopsis and registration fees for the participation in the seminars/conferences. But it shall be verified by the Head of the University Academic Department.

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

Academic Year: 2025-26

Documents Required

- Printout of Online Application Form with Signature of the Head of the University Academic Department
- Identity Card of the Student Issued by University Academic 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/Programme (One Attested Photocopy)
- Fees Receipt of the Hostel Accommodation (One Attested Photocopy)
- Fees Receipt of the Submission of Dissertation/Thesis/Synopsis (If any) (One Attested Photocopy) (Only for the Research Scholars)
- Fees Receipt of the Registration Fees of the Seminar/Conference (If any) (One Attested Photocopy) (Only for the Research Scholars)

Note: Submit above documents of all students