**OP/ADMIS/1**

**CHECK LIST OF DOCUMENTS TO BE ATTACHED TO ADMISSION LISTS**

**Academic Year: Quarter:**

**Department: Programme:**

CHECK LIST of Documents to be attached [Please tick (🗸) mark] to each set of admission lists sent to SOPC Office.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Attachment** | **Check** |
| 1. | Admission lists (Form OP/ADMIS/2 or OP/ADMIS/3) separately for GEN/EWS/OBC, SC/ST/DAP |  |
| 2. | Report of the Admissions Committee signed by all its members (only in the first round, not for activating the waiting list). There should be two separate merit lists – GEN/EWS/OBC and SC/ST/DAP. |  |
| 3. | Admissions Committee (duly approved by Chairperson, SOPC) |  |
| 4. | Certificates by DOPC Convener (Form OP/ADMIS/4) |  |
| 5. | Statement regarding the number of applicants, called/appeared for interview, and recommended for admissions vis-à-vis slots available  (Form OP/ADMIS/5) |  |

Certify that the above documents are attached with this report.

**Date: , 20…….. Convener, DOPC**

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**Space for use in SOPC Office**