

**National Institute of Food Technology Entrepreneurship and Management****Kundli, Haryana****(An Institute of National Importance)****Reporting on ( ) for documents verification of MBA/ E- MBA/ Ph.D. ( )****Candidates****TO BE FILLED BY THE CANDIDATES**Name in **CAPITAL** (as per 10<sup>th</sup> certificate): \_\_\_\_\_

Category: ): \_\_\_\_\_

Seat allotment Category: ): \_\_\_\_\_

**Signature of candidate****I. FOR VERIFICATION DESK – (FOR OFFICE PURPOSE )**

Sl. No.	Certificates/Documents			Yes/ No	Remarks
1.	10 <sup>th</sup> Mark sheet & Certificate				
2.	12 <sup>th</sup> Mark sheet & Certificate				
3.	UG Certificate (PDC/ODC)				
4.	UG Mark sheet /Transcript all Semester				
5.	Latest Original Category certificate, if any (OBC-NCL/EWS) <b>(ON OR AFTER 01.04.2025 as per GoI norms)</b>				
6.	Category certificate if any (SC-ST/PWD)				
7.	Valid GATE Score card				
8.	AADHAR Card Copy				
9.	Transfer Certificate/ College Leaving Certificate/ Migration certificate of UG				
10.	Conduct Certificate of UG				
11.	Original Medical fitness certificate of any govt. hospital				
12.	Anti-ragging Affidavit (Notarized)				
13.	Self-Declaration Affidavit				
14.	Extracurricular undertaking				
15.	Experience Certificate (if any)				
16.	Latest Colored Passport size Photograph- 4				
17.	Proof of NIFTEM Fee Payment (Fee Receipt/Fee Transaction Slip)				
18.	Income Category (Choose only one)				
	1.Less than 1 Lakh	2.Between 1 Lakh to 5 Lakhs	3.More than 5 Lakhs		

Checked by

Name:

Signature:

Verified by

Name:

Signature:

Any other comments:

II. FOR ACCOUNT SECTION			
Sl. No.	Particulars	Yes / No	Remarks
1.	Fee payment confirmation		Amount : Rs
2.	Fee payment receipt (paid by student to NIFTEM)		
3.	Copy of Fee payment receipt is placed in file		
Checked by Name: Signature:		Verified by Name: Signature:	

III. For IT Section			
Sl. No.	Particulars	Yes / No	Remarks
1.	Biometric completed		
2.	Photo for ID card		
3.	Scanning of documents		
4.	Any other IT related matter like Router Configuration/Room etc.		
Checked by Name: Signature:		Verified by Name: Signature:	

IV. For the Office of the Dean (Student Welfare)			
Sl. No.	Particulars	Yes/No	Remarks
1.	Mess fee payment via Bankreceipt		Amount: Rs
2.	Ant-ragging affidavit		
3.	Hostel form submitted		
Checked by Name: Signature:		Verified by Name: Signature:	

**Head, Admission Cell (2025-26)**