

**GURU TEGH BAHADUR 4<sup>TH</sup> CENTENARY ENGINEERING COLLEGE**

**G-8, AREA, RAJOURI GARDEN, NEW DELHI-110064**

**REPORTING TIME :- 11 AM TO 4 PM**

**The following documents are required at the time of reporting of candidates in the Institute. ( From 01<sup>st</sup> November 2022- 04<sup>th</sup> November 2022 ) .**

- (a) Students are required to carry all the original certificates during physical verification in the Institute.
  - (b) All necessary annexures , appendix ( mandatory & if applicable if any ) as per Admission brochure of GGSIPU 2022-23. Appendix 5,6,7, and 8 are required to be duly filled by all candidates
  - (c) Bring Two set of documents ( self-attested/ attested by Gazetted officer ) which is required.
1. College Form (available at the reception)
  2. Balance fees in the form of demand draft in favour of Guru Tegh Bahadur 4<sup>th</sup> Centenary Engineering College or Online Bank Transfer through NEFT/RTGS ( bank details attached ) (\*\*\*) details of balance fee will be updated soon on website)
  3. Provisional Allotment/Offer letter.
  4. Registration Slip (Compulsory) with one photocopy.
  5. Part Academic Fee Receipt (Compulsory) with one photocopy.
  6. JEE Score Card with one photocopy.
  7. All Candidates shall bring all mark sheets and certificates in original from 10<sup>th</sup> (or equivalent) onwards for verification. Two sets of photocopies of certificates attested by gazetted officer or self attested is to be submitted and shall be retained by the university and the Institute.  
**In the absence of mandatory documents as proof of eligibility for admission in B.Tech (CSE), the candidature shall be cancelled.**
  8. In case of students who have passed the qualifying examination through distance/open education system of any recognized University/Board/Institution, the necessary documentary evidence related to location of his/her study centre i.e. study centre proof, certificate from the University imparting open/distance education certifying the location of the study centre with two photocopies.
  9. Conduct and Character Certificate in original from the Head of Institution from where the qualifying examination has been passed or from Gazetted Officer (Original) not more than 6 (Six months old) with two photocopies.
  10. In case, the result of qualifying examination awaited, the candidate needs to submit the undertaking with two photocopies.
  11. Medical Certificate in original with one photocopy.
  12. Reserved Category Certificate with two photocopies (if applicable)
  13. Undertaking by the student with respect to Anti-ragging & Undertaking by Parent/guardian with respect of anti ragging as per Appendix 7 & 8.
  14. Annexure 4 (Undertaking for result awaited candidates)  
Three recent passport size photographs.
  15. Photocopy of Residence proof along with Copy of Aadhar card.

## BANK DETAILS

PARTICULARS	BANK DETAILS
BENEFICIARY ACCOUNT HOLDER NAME	GURU TEGH BAHADUR 4 <sup>TH</sup> CENTENARY ENGINEERING COLLEGE
BANK NAME	PUNJAB NATIONAL BANK
ACCOUNT TYPE	CURRENT ACCOUNT
CURRENT ACCOUNT NO	5952002100003993
IFSC CODE	PUNB0595200
BRANCH ADDRESS	AJAY ENCLAVE, SUBHASH NAGAR, NEW DELHI-110018