

DOCUMENTS CHECKLIST

S. No.	Particulars	Received	Not Applicable
1.	Aadhar Card – 02 Photocopies	☐	☐
2.	College Allotment Letter – 02 Photocopies (For the Students allotted through counselling)	☐	☐
3.	All Fee Receipts, including Fee deposited during counselling. – 01 Photocopy	☐	☐
4.	Original High School Marksheet – with 03 Photocopies	☐	☐
5.	Original Intermediate Marksheet – with 03 Photocopies	☐	☐
6.	Original Diploma/B.Sc. Marksheet – with 03 Photocopies (Applicable for Lateral Entry Students Only)	☐	☐
7.	Original UG/PG or Both Marksheets – with 03 Photocopies (Applicable for MBA course admission Only)	☐	☐
8.	Original Transfer Certificate. – with 01 Photocopy	☐	☐
9.	Original Migration Certificate. – with 01 Photocopy (Applicable for MBA course admission Only)	☐	☐
10.	Original Character Certificate of the Institute last attended.	☐	☐
11.	Original Cast Certificate – with 02 Photocopies (Applicable for SC/ST/OBC only)	☐	☐
12.	A Notarized Affidavit on Non-judicial Stamp paper explaining discontinuation, if any in educational career after passing XII Examination	☐	☐
13.	Income Certificate of Parents – with 02 Photocopies	☐	☐
14.	Domicile Certificate (if candidate has passed qualifying examination from outside of UP. – with 02 Photocopies	☐	☐
15.	Passport Size Photographs of the candidate. – 05 Nos coloured (Photo of Mother & One Photo of Father also)	☐	☐
16.	Affidavit of RS. 10/- Non-judicial Stamp paper submitted by student regarding Anti-Ragging. (Annexure-I)	☐	☐
17.	Affidavit of RS. 10/- Non-judicial Stamp paper submitted by Parents/Guardian regarding Anti-Ragging. (Annexure-II)	☐	☐
18.	Affidavit of RS. 10/- Non-judicial Stamp paper submitted by student & Parents. (Undertaking-I)	☐	☐
19.	Affidavit of RS. 10/- Non-judicial Stamp paper submitted by student & Parents regarding Attendance.	☐	☐
20.	Affidavit of RS. 10/- Non-judicial Stamp paper submitted by student & Parents regarding admission cancellation & Fee Refund (Undertaking-II)	☐	☐

Documents Checked / Received By: -

Name: -

DECLARATION

[1] I HEREBY DECLARED THAT ALL THE DOCUMENTS PRODUCED BY ME ARE TRUE AND ORIGINAL TO THE BEST OF MY KNOWLEDGE AND BELIEF. IF AT ANY STAGE ANY INFORMATION FURNISHED BY ME IS FOUND INCORRECT, MY CANDIDATURE SHALL LIABLE TO BE REJECTED.

[2] I WILL SUBMIT ALL DOCUMENTS BEFORE2024, WHICH ARE NOT AVAILABLE AT THE TIME OF ADMISSION, IF I DON'T SUBMIT THE DOCUMENTS, I AM AWARE THAT MY ADMISSION SHALL STAND CANCELLED.

(Signature of Candidate)

Note

Please keep with you, one set of photocopies of educational testimonials before submitting them to the Institute.
कृपया संस्थान में जमा करने से पहले शैक्षिक प्रशंसापत्रों की प्रतिलिपि का एक सेट अपने पास रखें।

ATTENDANCE UNDERTAKING
(on Rs. 10/- stamp paper duly notarized)

I, _____ S/o/D/o. Shri. _____

Student of _____ (course, branch, year) at Ashoka Institute

of Technology & Management, do solemnly undertake, for the session _____ that

1]. I have understood that as per the Board/University norms, I am required to attain 100% attendance in each semester. However, in order to meet some contingencies which are unavoidable, 25% relaxation is given and I have to attain minimum 75% attendance to be eligible to take up all Internal examinations & Quizes/ Viva-voce etc. and end semester examinations conducted by University.

2]. Since I shall be into the final year/semester of my course, I am required to take up or attend other career enhancement programs/ exams/projects/placement interviews along with regular classes. I have understood that to facilitate this, institute may relax my attendance requirement upto 60%. I have also clearly understood that to avail this relaxation, I need to obtain a written approval from the competent authority of Ashoka Institute for attending any event outside the class room.

3]. In case I fail to comply with the norms as mentioned above, I will be fully responsible for any kind of penalty or loss resulting due to my non-compliance/debarred from sessional Test/University examination or any other.

4]. I have read and understood the contents of undertaking and I am bind to abide by the same.

Date:

(Signature of student)

Mob. No _____

I have read and understood the contents of undertaking signed by my ward as above.
Date:

(Signature of Parents/Guardian)

Name:

Mobile No.

Address:

UNDERTAKING
(on Rs. 10/- stamp paper duly notarized)
REGARDING CANCELLATION OF ADMISSION AND REFUND OF FEES

Name of Student:-
Father's Name:-
Permanent Address:-
Date:-

To,
Director/Registrar,
Ashoka Institute of Technology & Management,
Ashoka Engineering Chauraha, Paharia,
Varanasi – 221007

Subject:- Cancellation of admission and refund of fees

Respected Sir,

With reference to the above subject, I have been admitted to this Institute in First / Direct Second year Engineering/Pharmacy/MBA [Branch: _____]. Regarding cancellation of admission and refund of fee I give following undertaking;

1] I am aware that in any case of cancellation of admission as per Institute's Rule & Regulation, Application for refund of fee shall not be considered and I am bind to abide by the same.

2] I am aware that cancellation of admission and refund of admission shall be as per Institute's Rule & Regulation. And I am bind to abide by the same.

3] I am aware that if by any reason I cancel my admission any time during the course I will have to pay full course fee (i.e up to current year)

4] Those who are given provisional admission due to non-declaration of their qualifying examination result are required to submit the marks sheet before appearing in the University examination or by _____, whichever is earlier. Such students will only be admitted after submitting an affidavit to prove their eligibility prior to exam. Refund of fees any case shall not be permissible.

5] The Institute reserves the right to modify and amend refund policies.

In Presence of

Signature of Student	Signature of Parents
Name of Student	Name of Parents / Guardian

AFFIDAVIT FOR GAP PERIOD

I,

_____ S/o _____,

and resident of

_____ do hereby solemnly state & affirm as under:-

(1) That I am a resident of above said address.

(2) That I have passed _____ class in the year _____ from
_____ School/College / Institute/ University.

(3) That I have not joined/admitted in any School/College/Institution due to

_____. (Reason)

(4) That there is a GAP in my studies from _____ to _____.

(5) That during this period I was not involved in any offence or in an illegal activity
and that no Criminal case is pending against me in any court of law.

Deponent (Student)

Verification:-

Verified that the contents of my above said affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed or misrepresented therein. In case the above facts are found in correct at any stage then my admission can be cancelled by the University.

Date: _____

Place: _____

Deponent (Student)

ANNEXURE I
AFFIDAVIT BY THE STUDENT
(on Rs. 10/- stamp paper duly notarized)

- 1) I, _____ (Full name of student with roll no.)
s/o d/o Mr./Mrs./Ms. _____, having been
admitted to **Ashoka Institute of Technology and Management**, have read * the AICTE/UGC
Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,
(hereinafter called the "Regulations") and fully understood the provisions contained in the said
Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes
ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware
of the penal and administrative action that is liable to be taken against me in case I am found
guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote
ragging.
- 4) I hereby solemnly aver and undertake that
(a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of
the Regulations.
(b) I will not participate in or abet or propagate through any act of commission or omission that
may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of
the Regulations, without prejudice to any other criminal action that may be taken against me
under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the
country on account of being found guilty of, abetting or being part of a conspiracy to promote,
ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my
admission is liable to be cancelled.
- Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the content of this affidavit are true to the best of my knowledge and no part of the
affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day)
of _____ (month), _____ (year) after reading the content of this affidavit.

OATH COMMISSIONER

* AICTE/UGC Regulations are available at AITM website www.ashokainstitute.com

ANNEXURE II
AFFIDAVIT BY PARENT/ GUARDIAN
(on Rs. 10/- stamp paper duly notarized)

- 1) I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, _____, (full name of student with roll no.) having been admitted to **Ashoka Institute of technology and management**, have read * the AICTE/UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the panel and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____(place) on this the _____(day) of _____(month), _____(year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____(day) of _____(month), _____(year) after reading the content of this affidavit.

OATH COMMISSIONER

* AICTE/UGC Regulations are available at AIM website www.ashokainstitute.com

UNDERTAKING

(On Rs. 10/- Stamp Paper duly notarised)

I.....D/oS/o.....R/o.....
..... I do hereby solemnly affirm and state
that I have fully understood the under given declarations and shall abide by them:

1. That my admission in is purely provisional, which is subject to approval by the AKTU/BTE and also that the admission shall be confirmed only after I pay all the fees prescribed by the Institute at the time of admission.
2. That particulars/ information furnished by me in the application form for admission are true and correct to the best of my knowledge and belief and if any information found to be incorrect at the later date, I am liable to be expelled from the Institute.
3. That I have read and understood the AKTU/BTE ordinance as approved by the Academic Council in its meeting dated 20th September 2006 from para 1 to para 23 and shall abide by them.
4. That I have read and understood the disciplinary norms of the Institute and shall abide by it.
5. That I shall not indulge in any form of ragging in the Institute premises, Institute hostel or outside the Institute and I fully understand that if I do so, I may be expelled from the Institute.
6. That I have read and understood the Institute, Hostel Rules and shall abide by them in letter and spirit. I also undertake that (a) I can be removed from Institute hostel on disciplinary grounds and (b) I may not be permitted hostel accommodation if I have more than Two Carry over papers in previous year (s).
7. That I shall not associate myself directly or indirectly with any unlawful organizations, shall not consume alcohol, drugs or any other intoxicants within the Institute premises/hostel nor come to the Institute/hostel having consumed the same outside.
8. That if any time during my stay in hostel, the fee and other charges are revised by the Institute Authorities I shall pay the same within notified and stipulated period.
9. That I give a categorical undertaking that I shall attend all the classes regularly and shall ensure that my attendance does not fall short of 75% as per AKTU/BTE rules and regulations on it. Further I shall make up my attendance to 75% before exam. Form is sent to AKTU/BTE by the Institute & any fine by AKTU/BTE for delay the submission of exam form on this account will be borne by me. I also understand that the Institute can deny issue of Admit Card to me if my attendance is less than 75% in a semester.
10. That I shall not indulge in any kind of violence, assault, affray, arson, loots, theft or quarrel in the Institute premises, Institute hostel or outside the Institute premises.
11. That I fully understand and agree that in the event of any breach of the aforesaid undertaking, my admission to the Institute or Institute hostel may be withdrawn or cancelled without assigning any reason or without any obligation on the part of the Institute to issue any advance notice and in such an event, all the fees deposited and paid by me in the Institute except refundable charges, shall stand forfeited.
12. That I fully understand and agree that Fees once deposited is not refundable in case of admission cancellation or any other reason.
13. That I am aware that all disputes are subject to Varanasi Jurisdiction only.

Place:

Date:

(Signature of Student)

I certify that I have read and understood the foregoing undertaking. I submit that the conditions listed above shall be met in letter and spirit. I also undertake that I will carry out periodical check on the performance, activities and progress of my ward with the Institute authorities and will also not approach or put any type of influence on the Institute / hostel authorities seeking any favour or pardon for any type of deviation or violence of the aforesaid undertakings.

(Signature of Parents)