

**Checklist for submission of documents for admission to MBBS course at
Institute of Postgraduate Medical Education & Research (IPGME&R), Kolkata,
in 2025-30 academic session**

Name of the candidate: _____

NEET-UG Roll Number: _____ **All-India rank:** _____

Admission category: ☐ All-India ☐ State | ☐ SC ☐ ST ☐ OBC ☐ OBC-A ☐ OBC-B ☐ PwD ☐ EWS

Own Mobile: _____ **E-mail:** _____

AADHAAR No: _____

Checklist

1	This checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	College Admission Form duly filled in and signed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Four copies of recent color passport size photograph, labelled on the back with name, and date of birth, and placed in an envelope stapled to admission form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Photo ID proof (Voter Card / AADHAAR Card / Passport / Driving Licence)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Date of birth proof (Birth Certificate or Secondary or Higher Secondary examination admit card / marksheet issued by a recognized Board or Council stating date of birth)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Seat allotment letter.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	NEET-UG 2025 Admit card.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	NEET-UG 2025 Rank /Score card.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Certificate of passing 10+2 Board Examination. Provisional certificate acceptable if original not yet in possession of student passing 10+2 Board Examination in 2025. ORIGINAL WILL BE RETAINED BY COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Marksheet of 10+2 Board Examination. Provisional marksheet acceptable if original not yet in possession of student passing 10+2 Board Examination in 2025. ORIGINAL WILL BE RETAINED BY COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No
11*	Caste certificate as proof of SC / ST status	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
12*	OBC-NCL Certificate (sub-caste must tally with central list and in the format mentioned in the certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
13*	Disability (PwD) Certificate (issued by one of the recognized disabilities certifying centres as notified by MCC, Government of India)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
14*	EWS Certificate in appropriate format. ORIGINAL WILL BE RETAINED BY COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
15	Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in and notarized. ORIGINAL WILL BE RETAINED BY COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Undertaking regarding responsible conduct. ORIGINAL WILL BE RETAINED BY COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Medical fitness certificate. ORIGINAL WILL BE RETAINED BY COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Proof of (online) fee payment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Enrolment form for online Tuition Fee payment in the college.	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Formats provided by Medical Counselling Committee. Old / outdated certificates will not be accepted.

☐ I have retained good quality hardcopies and softcopies of all original certificates that will be kept in the custody of the College Office since it is difficult for the latter to supply such documents every now and then for copy purpose.

Date of submission of documents

Signature of candidate