



MAHATMA GANDHI CENTRAL UNIVERSITY

महात्मा गाँधी केन्द्रीय विश्वविद्यालय

[Established by an Act of Parliament]

Pt. Deen Dayal Upadhyay Parisar, Balua Tal, Motihari-845 401

Email: headmanagementsciences@mgcu.ac.in

Date: 11-07-2025

NOTICE FOR DOCUMENTS VERIFICATION

Department of Management Sciences

MBA

Academic Session 2025-26

Dear Candidates,

This is in reference to your provisional admission into the MBA Programme for the Academic Session 2025-26 in the Department of Management Sciences, all provisionally selected candidates who have deposited the required admission fees and Candidates whose names appear in the fourth round of counselling and will pay the fees online through the Samarth Portal by 13th July, 2025 are required to bring the documents listed below for verification on **July 14, 2025, at 10:00 AM** in Department of Management Sciences, Pt. DDU Parisar, MGCU, Motihari, Bihar.

Head,

Department of Management Sciences

Mahatma Gandhi Central University, Motihari



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LIST OF DOCUMENTS REQUIRED FOR ADMISSION

The candidates are required to be present in person and bring the following documents in original as well as one set of self-attested photocopies at the time of reporting for documents verification.

CHECK LIST

Sl. No.	List of Documents	Self-Attested Photocopy	Original
1	CUET(PG)-2025 Online Application Form	Self-Attested Photocopy	Original
2	CUET(PG)-2025 NTA Score Card	Self-Attested Photocopy	Original
3	MGCUB (PG) -2025 Online Application Form	Self-Attested Photocopy	Original
4	Five recent passport size photographs		
5	Mark sheets and certificates of 10th and 12th.	Self-Attested Photocopy	Original
6	Marks sheet and Certificate of Graduation.	Self-Attested Photocopy	Original
7	Other Marks Sheet/Transcript, if any other than above mentioned	Self-Attested Photocopy	Original
8	Self-attested copy of AADHAR Card.	Self-Attested Photocopy	Original
9	Original Extra Co-Curricular Activities Certificates.	Self-Attested Photocopy	Original
10	Bank Account detail of student i.e. Account No., IFSC- Code, and Name of account holder & address of Bank.	Self-Attested Photocopy	Original
11	A Character certificate from the Head of the Institution last attended.	-	Original*
12	Transfer/Migration Certificate (in original) from the Head of the Institution/University last attended.	-	Original*
13	Affidavit for intervening period/gap of over three years, if applicable on Non-Judicial stamp paper.	-	Original*
14	SC/ST/OBC/PwD/EWS latest Certificate as per GOI rules, wherever applicable. OBC Non-creamy layer certificate (Govt. of India) and EWS certificate which should have been issued on or after 01.04.2025.	Self-Attested Photocopy	Original
15	No Objection Certificate (NOC) from Employers, wherever applicable.	Self-Attested Photocopy	Original
16	Undertakings, wherever applicable on Non-Judicial Stamp paper of Rs. 100/-.	-	Original*
17	Anti-ragging form duly signed by the Student on Non-Judicial Stamp paper of Rs. 100/-.	-	Original*
18	Anti-Ragging form duly signed by the Parents/Guardian on Non-Judicial Stamp paper of Rs. 100/-.	-	Original*
19	Any other document, if needed (Please specify)	Self-Attested Photocopy	Original

***Original Documents will be retained permanently by the University.**



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ANNEXURE - I

AFFIDAVIT BY THE STUDENT

(to be submitted by the student at the time of admission)

I,(full name of student)
.....(University Candidate I.D.) S/o or D/o Mr
..... having been admitted to Mahatma Gandhi Central University, Bihar
have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,
(hereinafter called the "Regulations") and have carefully read 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 submit to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.
5) 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.
6) 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.
7) 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 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

NOTE: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.



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ANNEXURE - II

AFFIDAVIT BY THE PARENT/GUARDIAN

(To be submitted by the parent/guardian at the time of admission)

I, Mr/Mrs/Ms.....(full name of parent/guardian) father/mother/ guardian of Mr./Ms.....(full name of the student)(University Candidate I.D.), having been admitted to Mahatma Gandhi Central University, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and have carefully read 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 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 a 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. VERIFICATION

Signature of Deponent
Name:

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

NOTE: It is mandatory to submit this affidavit in the above format if you desire to register for the forthcoming academic session.