



DEPARTMENT OF COMMERCE
MAHATMA GANDHI CENTRAL UNIVERSITY
MOTIHARI, BIHAR -845401

Date: 14. Jul. 2025

DOCUMENT VERIFICATION NOTICE
FOR PROVISIONAL ADMISSION TO

M.Com. Programme

Academic Session 2025-27

Candidates provisionally admitted (who have deposited the required admission fee from First to Second Round of Online Admission through the Samarth Portal) into the M.Com. programme for the academic session 2025-27 are required to report for document verification as per the details below:

The candidates are required to report as per the following details:

COUNSELING DETAILS	
Date of Verification	15th July 2025
Reporting / Entry Time at Venue	10:00 AM (IST) onwards
Venue of Document Verification	Department of Commerce, Pt. Deen Dayal Upadhyay Parisar, Balua Taal, Motihari, Bihar – 845401

Please bring all the necessary documents (as listed in the document required at the time of reporting) in the original, along with a set of self-attested photocopies for verification. Please note that the classes for Semester I will commence from **15th July 2025**. For any queries, kindly contact the Department Office.

Dr. Subrata Roy
Head, Department of Commerce

List of Documents Required for Admission into M.Com. Programme

Sl. No.	Documents
1.	Printout of CUET(PG) Online Application Form 2025
2.	Printout of CUET(PG)-NTA Score Card 2025
3.	Printout of MGCU (PG) Online Application Form 2025
4.	Class 10 th Marks Sheet & Passing Certificate
5.	Class 12 th Marks Sheet & Passing Certificate
6.	Graduation Marks Sheet & Passing Certificate
7.	SC/ST/OBC/Physically Handicapped Certificate as per GOI rules, if applicable.
8.	*Transfer/Migration/College Leaving Certificate
9.	*Certificate of Conduct from Head of the Institution (last attended) / Character Certificate
10.	*Anti-ragging affidavit duly signed by the Student on Non-Judicial Stamp Paper
11.	*Anti-ragging affidavit duly signed by the Parents/Guardian on Non-Judicial Stamp Paper
12.	*Affidavit for intervening period/gap of three years or more, if applicable on Non-Judicial Stamp Paper
13.	Economically Weaker Section (EWS) certificate
14.	Self-attested copy of Aadhar Card/ Self-attested copy of the Proof of Permanent Address
15.	Bank Account detail of student i.e. Account No., IFSC code, Name of account holder & address of Bank.
16.	Undertaking as per enclosed format.
17.	Any other document, if needed.

- Original of the * indicated Documents will be retained permanently by the University.
- Candidates must bring **five passport size photos** and all **original documents** for verification along with **one set of self-attested photocopy** at the time of **Counseling-cum-admission**.
- **EWS/SC/ST/OBC/PWD category candidates must bring the required category certificates in proper format for admission, otherwise they would be treated as General category candidates. Non-creamy layer certificate issued within last 6 months is essential for OBC category candidates.**
- Formats of selected documents required at the time of admission are annexed hereafter.

ANNEXURE - I

AFFIDAVIT BY THE STUDENT

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

I,(full name of student with University Roll Number) S/o D/o Mr, 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 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.

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 _____ (full name of the student with admission/registration/ enrolment number), 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.

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.

UNDERTAKING

I.....(DOB).....
S/D/W/o.....R/o.....

do state on solemn affirmation the following –

- 1) That my above name and address is correct.
- 2) That I have applied for admission toProgramme for Academic Year 2025-26.
- 3) That I am not able to submit my following mandatory certificates, excluding category certificate (SC/ST/OBC-NCL/EWS/PWD) at the time of admission, but will submit it positively on or before.....
 - a)
 - b)
 - c)
 - d)
 - e)
- 4) That I may be allowed to attend the 1st Semester classes provisionally on the condition that in case of non-submission of requisite documents latest by, Mahatma Gandhi Central University, Bihar reserves the right to cancel my admission and enrolment in the said programme without any further correspondence in this regard and disallow me from continuing in the programme.
- 5) That decision of Mahatma Gandhi Central University, Bihar in this regard will be final and binding upon me.

Signature of the Deponent

UNDERTAKING

[As per the Statute 28(7) of Central Universities Act 2009]

1. I, _____, hereby declare that the above particulars given by me are correct to the best of my knowledge and I may be held solely responsible for any discrepancy whatsoever. If any information provided is found to be incorrect at any time, even after admission, my candidature is liable to be cancelled with immediate effect without any liability for compensation and/or damages of any nature whatsoever.
2. I also hereby commit to shift to any other campus within the State of Bihar whenever the University decides to do so.
3. I also hereby submit myself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University. To this extent, I shall unconditionally abide by all prevailing terms and conditions and applicable rules and regulations of the University.
4. I also hereby undertake to deposit all the University dues, including fees, in time, and in case of default, and also agree to pay the late fee/fine as per the University rules. I am fully aware that in case of non-compliance, the admission would be liable for cancellation at any stage with or without prior intimation.
5. I also hereby commit not to indulge in using unfair means in examinations and or any act of vandalism and or damage to University property. In case of such an act(s), I am liable to be punished/expelled from the University as per the University rules.

(Signature)

Name of the Applicant: _____

Date: _____

Place: _____