Date: -11-2026

REPORTING MEMO

I, Dr …….. (Name of student) s/o, d/o, w/o …… R/o …… reported for admission on …….. & submitted the allotment letter issued by Nodal Officer & DGME, U.P. I have received the following documents from the College Office:

1. A copy of the important terms & conditions for admission in MD/MS course of Subharti Medical College, Meerut in academic session 2026-27. **(Annexure No. 1)**.
2. 02 Formats of Affidavit to be typed on Non-Judicial stamp paper of Rs. 100/- and & to be notarized by the Government approved Notary at Meerut. **(Annexure No. 2 & 3).**
3. Format of agreement to be entered with the Subharti Medical College regarding the fee Structure (only for the students of the clinical subjects.) **(Annexure No. 4).**
4. List of self-attested photocopy of documents to be submitted at the time of admission i.e. Letter from Nodal Officer authorized by DGME UP, Mark sheet & Certificate 10^{th} & 12^{th} Examination, Mark sheet of MBBS (All Prof. Exam), Internship Completion Certificate, State/MCI Permanent Registration, Migration Certificate, MBBS Degree, Passing out Certificate, Good conduct certificate issued by Principal of last Medical College, Aadhar Card, Voter Card, PAN Card, Caste Certificate for SC/ST/OBC candidates etc.)
5. A copy of the letter of Minority status and stipend of the residents **(Annexure No. 5, 6)**.

I have been told to bring original documents along with relevant phone numbers for completing the process of admission. I have also been told that I will have to submit the above documents as per the requirements mentioned in clause 1, 2, 3 & 4 hereinabove, before the last date declared by the DGME, U.P. In case I fail to submit the above-mentioned documents in-time, it will be presumed that I am not interested in taking the admission and my admission shall stand automatically cancelled.

Counter Sign by Parents _____
Name _____
S/o, d/o, w/o _____
R/o _____
_____
Mobile No. _____
E-mail _____

Signature _____
Name of the student _____
S/o, d/o, w/o _____
R/o _____
_____
Mobile No. _____
E-mail _____