

## REPORTING MEMO

I, ..... (Name of student) s/o, d/o, w/o ..... R/o ..... is reporting for admission on ..... for MBBS Course (2024-25 Batch) & submitting the allotment letter issued by DGME, U.P. I have received the following documents from the College Office:

1. A copy of the fee structure (notification dated 11.07.2024 issued by the State Government having the fee structure of Non–Minority and Minority Medical Colleges) and other important terms & conditions for admission in MBBS course of Subharti Medical College, Meerut in academic session 2024-25. **(Annexure 1 and 2).**
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 3 & 4).**
3. Format of registered agreement to be entered with Subharti Medical College regarding the fee Structure **(Annexure 5).**
4. List of self attested photocopy of documents required to be submitted at the time of admission i.e. Mark sheet & Certificate 10<sup>th</sup> & 12<sup>th</sup> Examination, NEET score card, Religion certificate (only for Buddhist students), School leaving Certificate, Aadhar Card, Voter Card, PAN Card, Caste Certificate for SC/ST/OBC candidates etc.
5. I (candidate), have to bring original documents along with relevant phone numbers for completing the process of admission.

I have been told that I will have to submit the above documents as mentioned in clause 1, 2, and 4; and will also have to enter into a registered agreement with the college as mentioned in point no. 3 herein above, 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 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 \_\_\_\_\_