INSTRUCTIONS/GUIDELINES REGARDING COMPETENT AUTHORITY TO ISSUE CERTIFICATES

1. **SCHEDULED CASTE CATEGORY**
   The format for SC Certificate is given as Annexure-II and the competent authorities to issue the certificate are as under.
   i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class stipendary Magistrate/City Magistrate/Sub-Divisional Magistrate/Talika Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class stipendary Magistrate).
   ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
   iii. Revenue Officer not below the rank of Tehsildar.
   iv. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
   v. Administrator/Secretary to Administrator/Development officer Lakshadweep Islands (Circulated vide No. 2/223/79-SWT/4387 dated 8.6.96).
   vi. MLAs of the concerned constituency (Circulated vide No. 1/19/94-RCI/6045 dated 15.7.94)

2. **SCHEDULED TRIBE CATEGORY**
   The competent authority to issue Scheduled Tribe certificate is same as given for Scheduled Caste category.

3. **BACKWARD CLASS CATEGORY**
   Competent authority to issue Backward Class Certificate:
   i. Sub-Divisional Magistrate
   ii. Executive Magistrate
   iii. Tehsildar
   iv. Naib Tehsildar
   v. Block Officer
   vi. District Revenue Officer

4. **PHYSICALLY HANDICAPPED**
   The admission of candidates in this category will be made on the Submission of certificate to be issued by Chief Medical Officer of the District concerned, which should indicate the extent of disability. Minimum 40% disability is required to be eligible under this category.
   However, this provision will be subject to the decision of the Admission Committee of the Institute whether such a candidate would be able to pursue the studies at the Institute with his specific disability. The decision of the Admission Committee in this regard shall be final.
FORMAT OF CERTIFICATE OF SCHEDULED CASTE

Despatch No.......................... Date..........................

1. It is certified that Mr./Ms. .......................................................... son/daughter of Sh.......................................................... of village/town ...................................... district/division .................. State of Punjab belongs to .............................................. Caste which has been recognised as Scheduled Caste as per “The Constitution (Scheduled Castes) Order, 1950”.

2. Mr./Ms. .......................................................... and his/her family lives in village/town .................................................. district/division of Punjab State.

Place .......................... Signature ..........................

Date .......................... Designation ..........................

(with official seal of the officer concerned)

State ..........................

SCHEDULED TRIBE CERTIFICATE

Same as for Scheduled Castes Candidates.
FORM OF CERTIFICATE OF BACKWARD CLASS

1. This is to certify that Shri/Shrimati/Kumari ____________________________ son/daughter of Shri ______________ of village/town ____________________ in District/Division ___________________________ of the State of Punjab belongs to the Caste, which is recognised as a Backward Class in terms of Punjab Government Letter No. ____________________________ dated ____________.


3. Shri/Shrimati/Kumari ____________________________ and or his/her family ordinarily reside(s) in village/town________________________ of ______________________ District/Division of the State of Punjab.

   Signature ______________________________

   Designation ______________________________

   (Seal of the officer concerned)

Place: ____________________________

State: ____________________________

Date: ____________________________

*This Certificate must not be dated one year before the first day of counselling for admission. A certificate issued more than one year before counselling date shall not be valid.
FORMAT OF MEDICAL CERTIFICATE

I certify that I have carefully examined Mr./Ms. ………………………………………………………………… son/daughter of Sh. ……………………………………………………………………………… His/her age is about …………………………………………

His/her Chest Measurement is

Unexpanded …………………. Cm

Expanded ……………………. Cm

His/her eyesight is upto the prescribed standards.

Details of glasses, if worn …………………………………………………………………

He/she has no disease or mental or bodily infirmity unfitting or likely to unfit him/her in the future for active outdoor service.

Blood Group __________________

Marks of identification

Thumb impression

HEPATITIS “B” IMMUNISATION? Yes No

Dated ……………………

Signature of Gazetted Medical Officer
(with official Seal)

Signature of Candidate
FORMAT OF SPONSORSHIP AFFIDAVIT FOR ADMISSION TO
BE/BTech/MCA/MSc/ME/MTech/MPhil/PhD PROGRAMME
(To be submitted by NRI, FN Candidates)

I .................................................................................. son/daughter of Sh. .............................................................. resident of .................................................................................., am NRI being Permanent Immigrant*/ on H-1 Visa*/ /Citizen* (Other than Indian Citizenship) in........................................................... (Country) since........................................... and I, hereby sponsor my ward

Mr./Ms .............................................................................. who is seeking admission to BE/BTech/MCA/MSc/ME/MTech/MPhil Programme under Non-Resident Indian/ Foreign National Category at Thapar Institute of Engineering & Technology, Patiala. My ward has passed his/her 10+2 /equivalent examination from ........................................................... (Name of the Country).

I further declare and affirm that I shall be responsible for timely payment of prescribed tuition fee in US$ and all other dues and charges to the Thapar Institute of Engineering & Technology, Patiala, immediately after the admission is granted to the above candidate and also during subsequent years of studies.

Tuition fee shall be paid by me in the form of bank draft in US$ payable to the Registrar, Thapar Institute of Engineering & Technology, Patiala, along with a bank certificate for encashment of foreign currency of the like amount.

In addition to tuition fee, I shall pay all other dues and charges to the Thapar Institute of Engineering & Technology, Patiala, as payable by other students of the same class belonging to same category in foreign currency or in Indian Rupees, as per Institute Rules and Regulations.

Date.........................

DEPONENT

VERIFICATION

I solemnly state and affirm that the contents of my above affidavit are true to the best of my knowledge and belief.

DEPONENT

Note: The above affidavit should be attested by a Notary Public or First Class Magistrate.

* Strike out whichever is not applicable.
FORMAT OF CERTIFICATE FOR SPONSORED CANDIDATES

(for candidates applying for ME/MTech Programmes)

I certify that Mr./Ms. ................................................................. son/daughter of Sh. .............................................................. is currently employed in our organisation as ........................................... from ................................. He/She will be granted study leave for pursuing the programme ........................................ at Thapar Institute of Engineering & Technology, Patiala. All the expenses till the completion of the programme will be borne by us. Further certified that the candidate will not be withdrawn before the completion of the programme.

Place ..........................  Signature
Date .......................... (with official seal)
CERTIFICATE BY PRINCIPAL OF THE INSTITUTION LAST ATTENDED

Certified that Mr./Ms. ........................................................................... son/daughter of Sh. ......................................................................................................................................................... bears a good moral character and according to the School/College record, his/her date of birth is (in words) ........................................................................................................................................................................ and his/her Institute/Board Registration No. is .................

Place ...................... Signature
Date ...................... (with official seal)
Format of Income Certificate
(Not required for Candidates applying for PhD Programme)

CERTIFICATE FROM THE HEAD OF THE OFFICE WHERE
FATHER/GUARDIAN OF THE STUDENT IS EMPLOYED

Certified that Sh………………………………………….. S/o Sh…………………………………….. and father of Mr./Ms.
………………………………………………………… is employed in this office as …………………………………… and the
details of his monthly salary are given below:

<table>
<thead>
<tr>
<th>Basic Pay (Rs.)</th>
<th>Grade pay</th>
<th>DA</th>
<th>CCA</th>
<th>Any other Allowance</th>
<th>Total</th>
</tr>
</thead>
</table>

Place ..................          Signature of Head of Office
Date ..................            (with official seal)

OR

Declaration (duly attested by Notary Public) to be deposed by father/guardian
who is not employed but is running his own business

I …………………………….. S/o Shri ………………………………………. and Father/Guardian of Mr./Ms.
…………………………………………………………. and resident of ……………………………………………………………………….. do
hereby solemnly declare that I am not employed anywhere and I am carrying on my own business
(name of business) …………………………………………………. at …………………………………… (Place). My
average gross monthly income is Rs. …………………

Place: ..................          Signature of Father/Guardian
Date: ..................

Note: Candidates whose father/guardian has retired from Govt. service should produce pension
certificate in support of their income at the time of counselling.
CERTIFICATE FROM THE HEAD OF THE OFFICE WHERE
FATHER/MOTHER OF THE CANDIDATE IS EMPLOYED

Certified that Sh./Smt ................................................................. S/D/o Sh. ................................................................. and
father/mother of Mr./Ms. ................................................................. is a Punjab Government
employee and is posted/deputed in this office as ................................................................. and the details of
his/her services are given below:

Place of working (present): ____________________________
___________________________ (State)
Date of joining the Present Job ____________________________

Place: ......................
Date: ......................

Signature of Head of Office
(with official seal)

FORMAT OF GAP PERIOD AFFIDAVIT

I ________________________________ (Name) S/D/o Shri ________________________________ and
resident of ________________________________ (address) do hereby declare
that I was not involved in any kind of illegal or unlawful activity during the
period ________________________________ (mention the period of GAP).

(Signature)
Annexure-X

FORMAT OF UNDERTAKING TO BE GIVEN BY CANDIDATES OF LEET/MCA/MSc/ME/MTech/MA/MBA/PhD PROGRAMS IF THEIR FINAL RESULT OF QUALIFYING EXAM IS NOT DECLARED

Such candidates have to furnish following undertaking at the time of document checking/'In Person' counselling.

“I ____________________________s/d/o Sh ___________________________
_________________________ ___________________________ am applying on my own risk and responsibility as my final result of the Qualifying exam has not been declared.

I do hereby declare that I do not have any backlog paper in any of the previous semesters (Years) of study of the qualifying exam and also I do not expect any backlog in my final exam.

I assure you that I will produce the proof of passing of my Qualifying examination with the minimum percentage of marks required on or before December 31, 2020, failing which my admission shall stand cancelled and I shall not claim any right on any count whatsoever.”

Dated: _________________

Signature of Candidate

Signature of Father/Mother
FORMAT OF ANTI RAGGING AFFIDAVIT BY PARENT/ GUARDIAN

I, Mr. /Mrs./Ms. _____________________________________________________ (full name of parent /
guardian) father/mother/guardian of ________________________ (full name of student with admission/
registration/ enrolment number), having been admitted to _________________________ (name of the
institution) have received a copy of the UGC Regulations* on Curbing the Menace of ragging in Higher
Educational Institutions, 2009, (hereinafter called the “Regulation”), carefully read and fully understood the
provisions contained in the said Regulations.

(* The copy is also available on www.thapar.edu)

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 administration 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:

   1. My ward will not indulge in any behaviour or act that
      may be constituted as ragging under clause 3 of the Regulations.

   2. 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 ___________ 
   __________________
   ______________
   __________________
   ______________
   __________________
   ______________
   ______________

Signature of Deponent

Name: ____________________________

Address: __________________________

________________________

Telephone / Mobile No.: _____________

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 ______ of month,
_________________ year.

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ____________ day of ______ month of
___________________ year after reading the contents of this affidavit.

OATH COMMISSIONER
FORMAT OF ANTI RAGGING AFFIDAVIT BY THE STUDENT

I, _____________________________________________________ (full name of student with admission/registration/ enrolment number), S/o D/o Mr. / Mrs./ Ms. _____________ (full name of parent /guardian) having been admitted to _________________________ (name of the institution) have received a copy of the UGC Regulations* on Curbing the Menace of ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulation”), carefully read and fully understood the provisions contained in the said Regulations.

(* The copy is also available on www.thapar.edu)

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 administration 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 hereby solemnly aver and undertake that:
   1. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   2. 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.

5. 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.

6. 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 ______ of month, _____________ year.

________________________
Signature of Deponent

Solemnly affirmed and signed in my presence on this the ____________ day of ______ month of ________________ year after reading the contents of this affidavit.

OATH COMMISSIONER
AFFIDAVIT BY PARENT/GUARDIAN

I, _______________________________________________ Mr./Mrs./Ms. (full name of parent/guardian) father / mother/guardian of ______________________ (full name of student with admission /registration/enrolment number) having been admitted to THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA have received a copy of the ANTI-ALCOHOL/DRUG ABUSE Policy (hereinafter called the “Policy”) carefully read and fully understood the provisions contained in the said Policy.

1) I have, in particular, perused and fully understood the clause 5 of the Policy 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 the purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance, smoking or illegal drug on Institute campus, training sites and at all INSTITUTE sponsored student events, conferences and activities actively or passively, or being part of a conspiracy to promote such activities on the Institute campus.

2) I hereby affirm that, if my ward is found guilty as mentioned in clause 2 above, he/she is liable for punishment according to clause 5 of the Policy, 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.

Declared this ___________ day of __________ month of ________ year ______________

Deponent
Address:
Telephone/Mobile No:

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.

Place:
Deponent
Date:

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER
AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o - d/o Mr./Mrs./Ms______________________________________________________ having been admitted to THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA have received a copy of the ANTI-ALCOHOL/DRUG ABUSE Policy (hereinafter called the “Policy”) carefully read and fully understood the provisions contained in the said Policy.

1) I have, in particular, perused and fully understood clause 5 of the Policy 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 the purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance, smoking or illegal drug on Institute campus, training sites and at all INSTITUTE sponsored student events, conferences and activities actively or passively, or being part of a conspiracy to promote such activities on the Institute campus.

2) I hereby affirm that, if found guilty as mentioned in clause 2 above, I am liable for punishment according to clause 5 of the Policy, 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.

Declared this ___________day of____________ month of ________ year____________

Deponent

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.

Place: Deponent
Date:

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER
FORMAT OF AFFIDAVIT FOR CANDIDATES SEEKING ADMISSION UNDER PUNJAB STATE QUOTA ON THE BASIS OF PUNJAB RESIDENCY CERTIFICATE (WHO HAVE DONE 10+2 FROM OUTSIDE PUNJAB)

I ____________________________(Name) S/D/o Shri ____________________________ and resident of _____________________________________________ (address as per Punjab Residency Certificate) have done 10+2 from ____________________ (State). I hereby declare that I have not claimed / will not claim State quota benefit from any other State/UT.

(Candidate Signature) 

(Parent’s Signature)
Undertaking from the Student and Guardian

I, Mr./Ms.........................................................., Date of Birth.................................................. , Roll No: / TIET application number........................................., seeking admission in Programme:.................................................. at TIET, Patiala do hereby declare, affirm and undertake on this day..............month......................year.................. the following:

1. That the information provided by me in the application form is true, correct and nothing has been concealed therein. The documents appended with the check list/ application form is/are genuine. I have gone through the eligibility criteria laid down by the TIET, Patiala for the Admission to the above mentioned programme and I hereby confirm that I fulfill the same.

2. That I have not used any incorrect, manipulative, forged, illegal, misrepresentation or other inappropriate means/informations/documents/details to secure the admission in the above said mentioned programme. The University shall have the right of cancellation/termination of my admission in case it is found that I have used any of the above mentioned means/informations/documents(s) to secure the admission or given wrong information or facts.

3. I shall abide by the admissible rules and regulations of TIET University, Patiala. I acknowledge that the University has the authority of taking disciplinary action on me for non-compliance of the same.

4. I understand that as per rules and regulations of the University, I will not be permitted to possess or use any motorised vehicle inside the Institute campus, unless I am permitted to do so by a written prior authorization from the Dean (Students’ Affairs).

5. In the event of my involvement in any activity outside the campus which is punishable by the law of the land, the Institute shall in no way provide any support to me and will be not be responsible either for my action.

6. I also declare that I am not suffering from any serious/contagious ailment including psychology related symptoms.

Signature of Student

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother/ Father and or Guardian