

Instructions for PG Admission Students

- Step 1:** Collect the Scrutiny Form and other required forms from the PG Nodal Officer.
- Step 2:** Submit soft copies of all your **original scanned documents (in separate PDF files, not merged)** to **Shri Sunil Pawar in the office.**
- Step 3:** Fill in the Scrutiny Form completely and accurately, ensuring all required details are entered.
- Step 4:** Arrange all original documents in the exact sequence/order specified in the form and place them in **File-1**. Write your full name and admission details on the file.
- Step 5:** Prepare **two sets of Xerox/self-attested photocopies of each document.** Arrange them in the same sequence as the originals and place them in **File-2**. Write your full name and admission details on the file.
- Step 6:** Bring 8 **passport-size photographs** (identical to the photograph uploaded for AIAPGET 2025).
- Step 7:** Write your full name and mobile number on the back of each photograph.
- Step 8:** Verify the **Demand Draft (DD)** — Ensure that both the amount and payee's name are correct. Write your full name and Mobile Number on back of DD
- Step 9:** Submit your files and forms to the **First Scrutiny Officer for Scrutiny-1.**
- Step 10:** After Scrutiny-1, proceed to the **Second Scrutiny Officer for Scrutiny-2.** The officer will confirm your eligibility status (Eligible / Not Eligible).
- Step 11:** Present your documents to the Chairperson/Co-Chairperson of PG Admissions for verification.
- Step 12:** After verification by the Chairperson/Co-Chairperson, return to the PG Nodal Officer for final admission processing.
- Step 13:** Hand over both files (**File-1 and File-2**) to the Nodal Officers.
- Step 14:** Collect your **Admission Letter** and **Receipt of Documents** from the Chairperson/ Co-Chairperson. You may then leave the hall.