



# GOVERNMENT MEDICAL COLLEGE SATNA (M.P.)



**Step by Step guide for State / All India Quota Candidates regarding  
Scrutiny & Admission process to MBBS Course in AY 20\_\_ - \_\_**

Steps	Activity	Requirements	Venue
1.	Generation of Online attendance (For State Quota) and Entry in Reporting Register.	1. Provisional Allotment Letter. 2. ID proof (Aadhar Card)	Reporting Station
2.	Collection of:- a) Scrutiny proforma along with affidavit formats, b) Admission form, c) Finger impression form and d) Medical Examination form.	-	Reporting Station
3.	Document Verification process.	All Original Documents and their self-attested 01 photocopy set, as per scrutiny proforma check list.	Scrutiny Committee
4.	Generation of Online Document Verification Slip (For State Quota)	Scrutiny File.	Scrutiny Computer Station.
5.	Entry in Scrutiny Register	Online Document Verification Slip (For State Quota)	Scrutiny Work Station.
6.	Medical Examination	Medical Examination Proforma.	Medical Board
7.	Online fee payment by the candidate via MPONLINE candidate profile (For State Quota)	-	-
8.	Admission Process	1. All Original Documents and their self-attested 01 photocopy set, as per Admission proforma check list. 2. Finger impression form. 3. Medical Examination form duly certified by Medical Board.	Admission Committee
9.	Generation of Admission Slip	Admission Form duly signed by Admission committee.	Admission Computer Station.
10.	Videography	Online Admission Slip/ Admission Form duly signed by Admission committee.	Admission Computer Station.
11.	Fee Deposition by Demand Draft/ NEFT (For AI Quota)	Admission Form duly signed by Admission committee.	Accounts Section.
12.	Entry in Admission Register.	Scrutiny File and Admission Folder.	Admission Work Station.
13.	Collection of Admission Slip, fee receipt (For AIQ), Document Deposition Acknowledgement.	-	Reporting Station

**“Welcome to Govt. Medical College, Satna (M.P.)”**

# GOVERNMENT MEDICAL COLLEGE, SATNA (M.P.)



## Document Check List for State / All India Quota Admission to MBBS Course in AY 20\_\_ - \_\_

Submit following original documents with 3 sets of self-attested photocopy

S. No.	Check List
1.	NEET UG 20__ Confirmation Page with photo
2.	NEET (UG) Exam Admit Card
3.	NEET (UG) Result / Rank letter / Score Card
4.	MP Online Registration Receipt ( <i>for state quota counselling only</i> )
5.	Provisional seat Allotment Letter
6.	Relieving Letter (If Applicable)
7.	High School Mark sheet and/or Certificate (Proof of date of birth)
8.	11 <sup>th</sup> Marksheet
9.	Higher Secondary Mark sheet and/or Certificate
10.	Graduation Mark sheet ( <i>if applicable</i> )
11.	Character Certificate
12.	Transfer Certificate
13.	Migration Certificate
14.	Domicile Certificate
15.	Caste Certificate issued by the competent authority ( <i>for SC/ST/OBC/EWS</i> )
16.	Income certificate of current financial year ( <i>If Applicable</i> )
17.	Proforma-10(A) & 10 (B) (Certificate for Govt. School Students ( <i>if applicable</i> ))
18.	Person with Disability Certificate issued by Competent Authority ( <i>if applicable</i> )
19.	Certificate for Military Personal (SN) / Freedom Fighter (FF) ( <i>if applicable</i> )
20.	Gap Affidavit ( <i>if applicable</i> )
21.	Rural service Bond Affidavit
22.	Seat Leaving Bond Affidavit
23.	Proforma-7; Affidavit regarding Domicile ( <i>for state quota counselling only</i> )
24.	Proforma-9; Affidavit regarding Stipend, Strike, Ragging, Professional Etiquette & Ethics
25.	High Quality Photographs used during NEET UG Application - Postcard size (01 Nos.) & Passport size (10 Nos.)
26.	Identity Card (PAN Card, Driving License, Voter ID, Passport or Aadhar Card) show original & submit photocopy
27.	Demand Draft in favour of _____ payable at _____ of Rs. _____.