

MIRIK GOVERNMENT POLYTECHNIC

DOCUMENTS REQUIRED FOR ADMISSION IN ACADEMIC YEAR 2025-2026

A. Candidates must submit the Self-Attested copies of following documents and bring the same documents in original during admission for verification:
1. Rank Card
2. Final Allotment letter (2 Copies)
3. Admit Card / Certificate of Madhyamik / equivalent examination or Birth Registration Certificate
4. Marksheet of Madhyamik / equivalent examination for admission in 1st Year. OR Marksheet of Vocational H.S. / I.T.I. / (10+2) H.S. examination for admission in 2nd Year (Lateral Entry).
5. Certificate relating to Reservation e.g. SC, ST,OBC, PC,PWD, LL, EWS (as applicable)
B. The following documents (from Sl. No. 6 to 9) in original are to be submitted at the Institute.
6. Two copies of recent passport size photograph
7. Anti-Ragging Affidavit of student and guardian (Format given in Annexure)
8. Domicile Certificate in prescribed format not below the rank of BDO. (Format given in Annexure)
9. Medical Fitness Certificate in prescribed format.(Format given in Annexure)
10. Migration or School Leaving Certificate for the students who passed their qualifying examination from the Board/Council of the State other than West Bengal or Central Board/Council.
C. Admission Fees.
11. Admission Fee: Rs. 840 /- to be deposited through GRIPS portal, and Rs. 550/- to be paid in cash.

Undertaking from students (Annexure I) & their parents/guardian (Annexure II) will have to be submitted positively at the time of admission as per the directive contained in the anti-ragging verdict by the Hon'ble Supreme Court

ANNEXURE I

AFFIDAVIT BY STUDENT

A recent passport size coloured photo of the student is to be affixed in this space and self-attested

1. I, (full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., 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 "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
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 administrative 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
 - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. 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 thisday ofmonth 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.....(month).....(year).....

Signature of deponent _____

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

OATH COMMISSIONER

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

1. 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 “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
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 Regulations 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 or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. 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 thisday ofmonth of.....year.

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.....(month).....(year).....

Signature of deponent

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

OATH COMMISSIONER

ANNEXURE - A

FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE

To

The Sub-Divisional Officer / District Welfare Officer, Kolkata.

Sir,

I do hereby apply for Economically Weaker Sections (EWS) Certificate in the following prescribed proforma, for which particulars are given below. I hereby undertake that the information is correct to the best of my knowledge and belief and if anything found contrary I would be liable for that.



Yours faithfully,

Date :

(Signature of applicant / guardian in case of minor)

1. Full Name of Applicant :

2. Father's / Husband's Name :

3. Name of Caste :

4. (a) Date of Birth :

(b) Place of Birth :

Village / Ward	Police Station	District	State

5. Address since Birth :

(a) Present Address :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

(b) Other Address(s) :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

6. Nationality :

7. Religion :

8. Sex :

9. Details of two (2) referees :

Name of 1st referee	Address of 1st referee	Name of 2nd referee	Address of 2nd referee

10. Whether the applicant or his family migrated from other State / Country? :

11. If point no. 10 is 'Yes' :

Migration Certificate No. :

Date of Issue :

Address in his/her State of origin :

Village / Ward	Police Station	District	State	Country	Year

12. INCOME AND ASSET DETAILS :

A. Service Details of Father :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

Service Details of Self :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

Service Details of Mother :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

Service Details of Spouse :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

B. Agriculture Land Holding : Owned by self, spouse, mother, father & minor children

i) Location :

ii) Size of holding in acres:

C. Income / Wealth of Father :

i) Annual income from Salary :
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act :Yes/No
(if so furnish details)

Income / Wealth of Mother :

i) Annual income from Salary:
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

C. Income / Wealth of Self :

i) Annual income from Salary :
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act :Yes/No
(if so furnish details)

Income / Wealth of Spouse :

i) Annual income from Salary:
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

13. List of documents submitted

(i) Two recent colour passport size photograph.

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

Date :

(Signature of applicant / guardian in case of minor)

.....

Acknowledgement Slip

Application No. :

Date :

Name :

Father's Name :

Applied for : Income & Asset Certificate for Economically Backward Society(EWS)

.....

N.B. i. Please use application No. for further reference.

ii. Applicant is to appear for hearing at the concerned B.D.O. / S.D.O. office on 2nd or 4th Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission.

iii. Please bring original documents for verification at the time of hearing.

ANNEXURE-B

Self Declaration by the applicant seeking Income and Asset Certificate in regard to Sub-Caste, family income and assets or by the guardian in case of minor

I, Sri/Smt..... son/daughter of Sri
....., residing at
....., West Bengal, do
hereby declare that I belong to Sub-Caste, which is not
covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe /
Other Backward Classes - A/ Other Backward Classes - B in West Bengal and gross
income (from salary, agriculture, business, profession etc.) of my family from all
sources is below Rs. 8.00 (Rupees eight lakh) lakh.

Further, I also declare that my family does not possess any of the following assets :

- (a) 5 (five) acres of agricultural land and above;
- (b) Residential flat of 1000 sq. ft. and above;
- (c) Residential plot of 100 sq. yards and above in notified Municipalities;
- (d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

(Signature of applicant / guardian in case of minor)

Properties held by each of the family members in different locations have to be clubbed together

* Family for this purpose will include the person seeks EWS certificate, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years.

ANNEXURE - C

**Government of West Bengal
(Name & Address of the issuing the certificate)**

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

Recent Passport
size attested
photograph of
the applicant

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____, a permanent resident of _____ village/Street _____ Post Office _____ District _____ Pin Code _____ in the state of West Bengal whose photograph is attested below belongs to economically Weaker Sections, since the gross annual income* of his/her family ** is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets ***:

- I. 5 acres agricultural land and above
- II. Residential flat of 1000 sq. ft and above
- III. Residential plot of 100 sq. yards and above in notified municipalities
- IV. Residential plot of 200 sq. yards and above in notified municipalities

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a scheduled Tribe and other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Note1 : Income covered all sources i.e. salary, agriculture, business, profession, etc

Note2 : The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3 : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test or determine EWS status.

TUITION FEE WAIVER SCHEME (TFW)

Technical Education, Training & Skill Development Department, Government of West Bengal shall implement the Tuition Fee Waiver Scheme (TFW) for all AICTE approved Govt. & Govt. Sponsored Polytechnics as well as Self-Finance Polytechnics of this State for the economically backward meritorious students of the State of West Bengal.

- a) **Eligibility:** Students who have been merit listed prepared by the West Bengal State Council of Technical & Vocational Education & Skill Development, whose annual family income from all sources in the *preceding financial year does not exceed Rs. 8.00 Lakh* (Rupees Eight Lakh) only and who are domiciled in West Bengal are eligible for availing TFW scheme.
- b) **Availability of seats under TFW Scheme along with other modalities:**
- Up to maximum 5% of sanctioned intake per course will be made available under this scheme.
 - These seats shall be supernumerary in nature.
 - All affiliated Polytechnics will allow requisite no. of seats over and above the sanctioned strength for each of the affiliated branch under this scheme subject to a maximum of 5% of the approved intake or the number of actual tuition fee waiver granted by the Institute in the same branch as per selection made by the State Admission Authority, whichever is less.
 - The waiver is limited to the tuition fee for all the Institution concerned.
 - Selection of candidates for the Tuition Fee Waiver Scheme shall be decided during the counselling process based on merit list prepared by the WBSCT&VE&SD from amongst the eligible candidates.
 - In the event of non-availability of students in this category fulfilling all prescribed criteria, the same shall not be given to any other category of applicants.
- c) **Competent Authority to issue annual family income from all sources:**

For the purpose of determining the Annual Income of parents / guardians from all sources, an officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above in the rural region **OR** Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above in the urban region, will be competent to issue Income Certificate.

It may be noted that aforesaid Income Certificate issued by any other person will not be entertained in this regard.

Format for Certificate of Family Income for the Applicant applying under Tuition Fee Waiver (TFW) Scheme

Paste here,
Passport size Colour
Photograph same as
that was used for
Application Form in
the session 2025-26

Certified that the Annual Family Income from all sources in respect of

Son / Daughter of

of Post Office

District.....,West Bengal for the financial year 2024-2025 does not exceed

Rs. 8.00 Lakh (Rupees Eight Lakh) only and which stands at Rs.....

(Rupees.....Only) approximately.

Date: Signature of Competent Authority.....

Place: Designation with Official Seal

CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY TO BE SUBMITTED AT THE TIME OF COUNSELLING / ADMISSION

DOMICILE CERTIFICATE

Appropriate Domicile Certificate (Proforma-A, B or C) in original is to be submitted at the time of admission in the Polytechnic / Institute.

PROFORMA – A

Residential / Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last 10 (ten) years as on 31.12.2024

(This certificate will be issued by an Officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above OR Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above)

Certified that son / daughter of is a resident / permanent resident of West Bengal at Village / House No. Street Post Office Police Stationin the District of under Assembly Constituency and has been living in the State of West Bengal continuously / uninterruptedly for the last 10 (ten) years as on 31.12.2024.

Paste a good quality recent passport size colour photograph of size 4.5 cm x 3.5 cm within this box same as that was used for Application Form in 2025



(Candidate must sign within the above box in front of the Certifying Authority)

(candidate's photograph)

Signature of the Certifying Authority with Date :

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

**Note: (i) Photograph is to be Attested by the Certifying Authority.
(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.**

PROFORMA – B

**Residential / Domicile Certificate for candidates residing in the State of West Bengal
continuously for at least last 10 (ten) years as on 31.12.2024**

(This certificate will be issued by the Head of the Institution
from where the candidate passed his/her Secondary / Higher Secondary / ITI Examination)

Certified that son / daughter of
..... has passed / appeared the (i) Secondary
(Madhyamik) Examination or equivalent examination, OR (ii) Higher Secondary (10+2) Examination or
equivalent examination, OR (iii) Passed 10th + 2 year ITI (continuous) in the year from the Institute
.....

It is also certified that the student is a resident / permanent resident of West Bengal at Village / House No.
..... Street Post Office
Police Station in the District of
under Assembly Constituency and has been living in the State
of West Bengal continuously / uninterruptedly for the last 10 (ten) years as on 31.12.2024.

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box
same as that was used
for Application Form in
2025



(Candidate must sing within the above box
in front of the Certifying Authority)

(candidate's photograph)

Signature of the Certifying Authority with Date:

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

**Note: (i) Photograph is to be Attested by the Certifying Authority.
(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.**

PROFORMA – C

Residential / Domicile Certificate for candidates not residing in the State of West Bengal continuously for at least last 10 (ten) years as on 31.12.2024

(This certificate will be issued by an Officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above OR Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above)

Certified that son / daughter of has passed / appeared the (i) Secondary (Madhyamik) Examination or equivalent examination, OR (ii) Higher Secondary (10+2) Examination or equivalent examination, OR (iii) Passed 10th + 2 year ITI (continuous) in the year from the Institute

It is also certified that the candidate is a resident / permanent resident of Village / House No. Street Post Office Police Station in the District of under Assembly Constituency and has been living in the State of continuously / uninterruptedly for the last 10 (ten) years as on 31.12.2024.

Paste a good quality recent passport size colour photograph of size 4.5 cm x 3.5 cm within this box same as that was used for Application Form in 2025

(Candidate's photograph)

Paste a good quality recent passport size colour photograph of size 4.5 cm x 3.5 cm within this box

(Father's / Mother's photograph)

.....

(Candidate must sing within the above box in front of the Certifying Authority)

.....

(Candidate's Father / Mother must sing within the above box in front of the Certifying Authority)

Signature of the Certifying Authority with Date:

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

**Note: (i) Photographs are to be Attested by the Certifying Authority.
(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.**

DO's

1. Read the instructions carefully before filling up the Application Form.
2. Fill in the Boxes with English capital letters.
3. Write the Date of Birth in the specified boxes carefully mentioning day, month & year as instructed.
4. Use recent colour photograph.
5. Father's/Guardian's Name of the candidate and complete mailing address with correct postal PIN Code No. should be written.
6. Candidate must use full Signature in the specified place of the Application Form.
7. ***Retain a printout copy of the online submitted filled-in Application Form positively.***

DON'Ts

1. Don't attest the photograph.
2. Don't sign in capital letters.
3. Don't overwrite anywhere in the Signature.

IMPORTANT

- **Candidates must critically follow the admission eligibility criteria as laid down in the Information Brochure. An admitted or registered candidate may be declared as invalid, if any anomaly is detected in respect of admission eligibility criteria at any point of time and his/her candidature will be liable to be cancelled without any prejudice. No claim in this respect will be entertained by the Council.**
- **Candidates of outside West Bengal should declare them as 'General' category only in the Application Form.**
- **Appropriate Domicile Certificate (Proforma-A, B or C) in original is to be submitted at the time of admission in the Polytechnic / Institutes.**