

### **Important Instruction for Physical Scrutiny Centre (FC)**

- The Director/Principal of the institute working as Physical Scrutiny should appoint one coordinator (from senior faculty members) and required supporting staff having computer knowledge for this activity.
- The head of institute or Physical Scrutiny officer in charge make necessary arrangement for Physical Scrutiny of Application.
- The head of institute or Physical Scrutiny officer must download the Information Brochure for admission to UG and PG courses 2022 and read these Brochures very carefully.
- Inform all scrutiny officers to read and understand the above Brochures.
- Inform all scrutiny officers to read and understand the various formats given in the Information Brochure (for example Proforma-A to Proforma-V )
- All Scrutiny officers must verify all documents uploaded by candidate from his/her original documents and as per instructions given during training organized by Competent Authority.
- All Scrutiny officers and FC Incharge should attend training organized by CET Cell.
- All Scrutiny officers do Physical Scrutiny of candidate application within the specified time period given by Competent Authority.
- Scrutiny officers should guide the candidate during the Physical Document Verification.
- Carry out the Physical document verification activity on daily basis as per the given activity schedule. Pendency in document verification is not allowed.
- Follow all necessary instruction given by Competent Authority on time to time published on website.
- All Scrutiny Centres should open all days between 10 am to 6 pm. till cut of date of Admission. (No Holiday on Saturday and Sunday)
- All Scrutiny Centres should read user manual for Physical Scrutiny and follow instruction given in user manual.
- Scrutiny Centres are advised to complete the candidate verification process till last.
- All Scrutiny officer and FC incharge should note regarding submission of original EWS/NCL/CVC/TVC document is compulsory for all candidate before last date as per mention in activity schedule.
- All Scrutiny officer and Incharge should check list of document given on candidate application for example
  1. Cast Validity Certificate (its mean candidate have original certificate at the time of document verification)
  2. Receipt of EWS/NCL/CVC/TVC (its mean candidate have applied for obtain necessary document and if candidate fail to submit original document in given time line he will be converted in open category and his/her admission has been auto cancel so kindly make awareness in this regards to concern candidates)