

Physical Reporting Instructions for the candidates who have been allotted our college through Uttar Pradesh Technical Admission Counseling – 2025 and have Frozen their choices for MBA at AKGIM during UPTAC Counselling – 2025

Reporting is the process of completion of admission formalities by submitting requisite fees and documents at College in accordance with the terms and conditions stated in the Allotment Letter of UPTAC 2025 and as specified hereunder:

During the physical reporting at the college, candidates are required to fill out the admission form provided by the institute as given below. Additionally, candidates must download the specified documents, complete them by hand, and personally submit the documents in Hard Copies to the college authorities along with the admission form. The Candidates are required to bring the following original documents for verification, along with their photocopies, in the specified order when physically reporting at the college for admission.

1)The following documents are to be downloaded, printed, filled by hand and submitted personally in hard copy to the College authorities by the Candidate at the time of reporting:

a) Admission Form ([click to download](#)).

b) MIS Form ([click to download](#)).

c) Application Form for Student ID Card ([click to download](#)).

d) Transport Form (If required)([click to download](#)).

e) Undertaking (Fee Related)([click to download](#)).

f) Undertaking (Attendance)([click to download](#)).

g) Anti-Ragging Undertaking (Self and Parents). It is mandatory for all students to submit the Anti-ragging Undertaking form online through the web portal www.antiragging.in. Both the Student undertaking and Student/Parents undertaking need to be signed and submitted to the college in Hard Copy only.

For filling in the College details in the anti-ragging undertaking form, please use the below data

Educational Institution Type	Affiliated College
State	Uttar Pradesh
College Name	AJAY KUMAR GARG INSTITUTE OF MANAGEMENT GHAZIABAD
Director Name	Dr TR Pandey
College Phone Number	+91-8744977222
Nearest Police Station to your College	Wave City Thana, Ghaziabad

h) Gap Affidavits (on a stamp paper of Rs. 10 /-) (if applicable)([click to download](#)).

i) Hostel Affidavits on a stamp paper of Rs. 10 /- (if hostel required)([click to download](#)).

- j) UNDERTAKING (Final Graduation Marksheet/Eligibility) (If required)([click to download](#)).
- k) Hostel Registration Form (If required)([click to download](#)).
- l) Medical Certificate as per UPTAC 2025 information brochure. ([click to download](#)).
- m) Student Academic and Contact Detail Form. ([click to download](#)).
- n) No Donation Affidavit. ([click to download](#)).
- o) Undertaking for Registration on University Portal for MBA Admission ([click to download](#)).
- p) Undertaking (Provisional Admission) ([click to download](#)).
- q) Registration of Parent/Local Guardians ([click to download](#)).
- r) MBA Registration Form ([click to download](#)).

2) The Candidates while coming to report at College after UPTAC-2025 Counseling are required to bring the following documents in original and 2 sets of self attested photocopies.

Mandatory to be brought to the College at the time of reporting:

- a) Mark sheet and Certificate of High School and Intermediate.
- b) Graduation Marksheets (For Graduation final mark sheet, extra time shall be given).
- c) Category and Sub Category Certificates (if applicable).
- d) UPTAC - 2025 Allotment letter/Rank letter (Institute copy + photocopy).
- e) Fee receipts of fee deposited during Counseling (Institute copy + photocopy).
- f) Ten copies of black & white passport size photographs.
- g) Medical Certificate as per UPTAC 2025 information brochure.
- h) Character Certificate issued by the last institute attended.
- i) Gap Affidavit, notarized on a stamp paper of Rs. 10/-, for any gap after qualifying exam.
- j) Aadhaar copy of the candidate.
- k) Aadhar card of Parents.
- l) Father's Income certificate issued only after April 1, 2025. (Tuition fee Waiver/EWS Candidates only)
- m) Domicile certificate (applicable only in case of the student being from other state than U.P. or the student has completed his/her Graduation from out of Uttar Pradesh.)
- n) Fee after deduction of the Counseling payment ([Download MBA I Yr. Fee](#)).
- o) Fee Structure MBA I Yr. 2025-26 ([For UPTAC CUET 2025 TFW Candidates only](#)). Fee has to be paid in **DD** in Favor of **Ajay Kumar Garg Institute of Management, Ghaziabad** or through online transfer in A/C as mentioned in the Fee Structure of MBA I Yr (Please carry the Transaction Receipts with transaction ID in case of online transfer).

Extra time will be given to arrange the following documents, if not available at the time of reporting:

- a) Original TC (Transfer Certificate) & Migration.
- b) Character Certificate.
- c) Domicile Certificate.

However, the extra time being given to arrange the aforesaid documents shall be in accordance/conformity with the notifications/ announcements of the Dr. APJ Abdul Kalam Technical University, Lucknow.

Note:- Original and 2 sets of self attested photocopies of all documents to be brought at the time of reporting in hard copy.

3) MBA I Yr. Fee 2025 - 26 ([click to download](#))

To apply for education loan, the documents placed at serial number 4 to 7 may be downloaded by the concerned candidates:

- 4) Approval Letter issued by the AICTE ([click to download](#))
- 5) Affiliation Letter issued by the University ([click to download](#))
- 6) Fee Structure for the entire Course ([click to download](#))
- 7) Information Booklet ([click to download](#))

Note:

- 1) The College has limited hostel facility for Boys but sufficient hostel accommodation is available for girls if applied in time. Criterion for allotment of hostel shall be the exclusive right of the Director of the College.
- 2) All Candidates are advised to always keep with themselves their passport size photographs and photocopies of all documents in sufficient numbers during their stay at the College.
- 3) Although the original documents shall be returned after due verification at the time of reporting at College but all students should mandatorily keep the original documents with themselves during I semester.
- 4) KINDLY VISIT THE COLLEGE WEBSITE AT REGULAR INTERVALS FOR UPDATES RELATED TO REPORTING AND COMMENCEMENT OF SESSION.

For any admission and fee related query, please call Dr. Ritesh Singhal 8285931964 (M) or send email on ritesh@akgim.edu.in.