

VIDYA MANDIR IND. PU COLLEGE

IMPORTANT DOCUMENTS

1. **Document submission:** After filling data in the OPTRA PARENT LOGIN, the application should be downloaded and signed by the parent and student compulsorily. The following documents would be required along with the application.
2. **Parent should hold copy of any document submitted to the College. Parents should take care and coordinate with office on timely submission of documents. All documents to be properly arranged in the order given.**
 - **OPTRA APPLICATION FORM (Downloaded from parent login)**
 - **ORIGINAL TRANSFER CERTIFICATE**
 - **10TH MARKS CARD (XEROX)**
 - **10TH HALL TICKET COPY**
 - **CASTE CERTIFICATE (IN STUDENT NAME)**
 - **ORIGINAL MIGRATION CERTIFICATE (FOR ICSE AND CBSE)**
 - **ELIGIBILITY CERTIFICATE ACKNOWLEDGEMENT (FOR ICSE AND CBSE)**
(Can be downloaded from DigiLocker also if not given in school)
 - **2 PHOTOGRAPHS (IN UNIFORM WITH WHITE BACKGROUND)**
(Name and Admission number should be mentioned behind the photograph)
 - **ADHAR COPY (STUDENT and PARENT - MOTHER/FATHER)**