



**Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Formerly Northern India Engineering College)**

ADGITM/Admission/2021

November 9, 2021

Attn.: BBA – Freshers (2021-22 Batch)

As per GGSIP University Office Order No. F. No.IPU-7/Online Counselling/2021/1233 dated 18th October 2021, reporting of CET Qualified BBA students has been scheduled from 13th to 18th November 2021 (10.00 a.m. to 5.00 p.m.) along with documents as mentioned below:

A. Original & 4 Sets of Photocopies of following documents:

- Provisional Allotment letter
- Photocopy Admit Card of CET – 2021
- Printout of CET 2021 Result
- Printout of Registration Detail
- Verification Slip issued by Designated Centre (**Reserve Category**)
- Part Academic Fee Receipt of Rs. 40,000/- (Rs. Forty Thousand)
- **Demand Draft** in the name of:
Dr. Akhilesh Das Gupta Institute of Technology & Management
Rs. 51000/- (Rs. Fifty One Thousand only)
- Original 10th & 12th Class Mark Sheet
- Original 10th & 12th Class Passing Certificate
- Original Provisional Certificate
- Original Migration/ School Leaving/Transfer Certificate
- Proof of reserved category (If applicable).
- Gap Year Affidavit (If applicable).
- Anti-Ragging Undertaking to be filled by student and Parent/Guardian (Appendix 13 & 14 of GGSIPU)

B. 3 Sets of photocopies of following documents:

- Character Certificate
- Medical Certificate (Appendix 6 of GGSIPU Admission Brochure B Part)
- Latest Address Proof.

C

- 2 Recent Passport Size & 1 Stamp Size Photographs.

Dress Code : Black Pant, White (Full Sleeve Shirt), White Socks & Black Formal Shoes, Black Sweater/Coat (Winter)


Prof. (Dr.) Sanjay Kumar
Director

Measures to be followed while reporting to Prevent Spread of COVID 19

- Only one parent either father or mother will be allowed along with the student for registration.
- Physical distancing of at least 6 feet to be strictly followed.
- Use of Face Covers/Masks is mandatory. Entry is allowed only if using face cover/masks.
- Respiratory etiquette to be strictly followed.
- Carry your personal sanitizer and water bottle.
- All faculty, staff and students must ensure to follow the latest COVID-19 guidelines issued by the Ministry of Health and Family Affairs, Govt. Of India.



9th November, 2021

BBA Schedule
for Reporting, Completing the students file, Final
Registration and verification of documents
During 13th - 18th November 2021
(10.00 A.M. to 5.00 P.M)

Stage I	Stage II	Stage III	Stage IV
Room No. For Token collection	Room No. for Document Verification & File Preparation	Final Document Verification in Auditorium Block 2 Ground Floor	Fees Submission, Final Reporting and Issuance of Identity Card
2214 Block - 2 Floor - 2 nd	2215 Block - 2 Floor - 2 nd		2002 Block - 2 Floor - Ground

Before leaving the campus make sure all the above mentioned 4 Stages are completed.


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