



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

1st December, 2021

**BBA & Branch wise B.Tech. LE schedule**  
**for Reporting, Completing the student's file, Final Registration**  
**and verification of documents**  
**3<sup>rd</sup> to 6<sup>th</sup> December 2021 (10.00 A.M. to 4.00 P.M)**

Branch/ Shift	Stage I	Stage II	Stage III
	<i>Room No. for Document Verification &amp; File Preparation</i>	<b>Final Document Verification in Auditorium Block 2 Ground Floor</b>	<b>Fees Submission, Final Reporting and Issuance of Identity Card</b>
<b>CSE, IT &amp; ECE (Both Shifts)</b>	<b>2002 Block 2 Ground Floor</b>		
<b>MAE, ME &amp; EEE</b>			
<b>Civil</b>			
<b>BBA</b>			

Before leaving the campus make sure all the above mentioned 3 Stages are completed.

  
  
**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.



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

ADGITM/Admission/2021

December 1, 2021

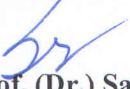
**Attn.: B.Tech. – (LE) – Freshers (2021-22 Batch)**

As per GGSIP University Office Order No. F. No.IPU-7/Online Counselling/2021/1467 dated 24<sup>th</sup> November 2021, reporting of B.Tech. - LE Code 128 (For Diploma Holders) students, after result of Online Spot Round Counselling has been scheduled from 3<sup>rd</sup> to 6<sup>th</sup> December 2021 (10.00 a.m. to 4.00 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
- 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. 78800/- (Rs. Seventy Eight Thousand Eight Hundred only)**
- Verification Slip issued by Designated Centre (**Reserve Category**)
- Original 10<sup>th</sup> & 12<sup>th</sup> Class Mark Sheet
- Original 10<sup>th</sup> & 12<sup>th</sup> Class Passing Certificate
- Original Diploma Mark sheets
- Original Diploma/Provisional Certificate
- Undertaking/Self Declaration (In case of Result Awaited as per GGSIPU Brochure Appendix 5)
- Original Migration Certificate.
- Character Certificate
- Medical Certificate (Appendix 6 of GGSIPU Admission Brochure B Part)
- Proof of reserved category (If applicable).
- Gap Year Affidavit (If applicable).
- Latest Address Proof.
- Anti-Ragging Undertaking to be filled by student and Parent/Guardian (Appendix 13 & 14 of GGSIPU)
- 3 Recent Passport Size & 1 Stamp Size Photographs.

**Dress Code : Every Wednesday : Black/Grey Pant, White (Full Sleeve Shirt), Blue Tie with White stripes on it, White Socks & Black Formal Shoes, Black Coat/ Sweater (Winter).**

  
Prof. (Dr.) Sanjay Kumar  
Director

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