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
3rd to 6th December 2021 (10.00 A.M. to 4.00 P.M)

Branch/ Shift	Stage I	Stage II	Stage III
	Room No. for Document Verification & File Preparation		**Fees Submission, Final Reporting and Issuance of Identity Card**
CSE, IT & ECE (Both Shifts)	2109 Block - 2 Floor - 1st	**Final Document Verification in Auditorium Block 2 Ground Floor**	**2002 Block 2 Ground Floor**
MAE, ME & EEE	2110 Block - 2 Floor - 1st		
Civil	2010 Block - 2 Floor - Ground		
BBA	2008 Block - 2 Floor - Ground		

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.

ADGITM/Admission/2021   December 1, 2021

<u>Attn.: BBA – Freshers (2021-22 Batch)</u>

As per GGSIP University Office Order No. F. No.IPU-7/Online Counselling/2021/1467 dated 24th November 2021, reporting of CET Qualified BBA students after result of Online Spot Round Counselling has been scheduled from 3rd to 6th 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. 51000/- (Rs. Fifty One Thousand only)
- Verification Slip issued by Designated Centre **(Reserve Category)**
- Original 10th & 12th Class Mark Sheet
- Original 10th & 12th Class Passing Certificate
- Undertaking/Self Declaration (In case of Result Awaited as per GGSIPU Brochure Appendix 5)
- Original Migration/ School Leaving/Transfer Certificate (Anyone)
- Character Certificate
- Medical Certificate (Appendix 6 of GGSIPU Admission Brochure B Part)
- Proof of reserved category (If applicable).
- Gap Year Affidavit (If applicable).
- Copy of Adhar Card
- 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 : Black Pant, White (Full Sleeve Shirt), White Socks & Black Formal Shoes, Black Sweater/Coat (Winter)

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