



**ADIT**  
A D PATEL INSTITUTE  
OF TECHNOLOGY



## **GUIDELINES FOR ALL NEWLY ADMITTED FIRST YEAR STUDENTS** **(ACPC/TFWS/Management/NRI/Out State/Vacant category)**

### **STEPWISE PROCEDURE TO BE FOLLOWED BY ALL NEWLY ADMITTED STUDENTS**

**STEP 1:** Report at Reporting section in CAD/CAM lab

**STEP 2:** Deposit the requisite fees at Account office.

**STEP 3:** Fill the Student Profile Form

**STEP 4:** After depositing the requisite fees at Account Office, submit following documents & get temporary enrollment number to be used for future correspondence (till the allocation of permanent enrollment number).

### **List of Documents to be submitted at Academic Section**

#### **D2D**

Copy of Admission Slip/Admission Order/Admission Letter(ACPC)
Copy of College Fee Receipt
Copy of 10th Mark-sheet
Copy of School Leaving Certificate
Passport Size Photographs – 3
Copy of 6th Sem. Grade Sheet
Copy of Provisional Passing Certificate/Diploma Certificate
Copy of Free Ship Card (if applicable)
Copy of Aadhar Card
Original Migration Certificate

**STEP 5:** Report to respective departments for continuing classes and getting class time-table.

#### **Contact Details**

<b>Preliminary Contact</b>	Reception	02692 -233680	
<b>I/C Academic Section</b>	Dr. Anil S. Nandane	9924947589	academic@adit.ac.in
	Mr Nirmal Sharma	9925767817	academic@adit.ac.in
<b>First Year Coordinator</b>	Dr. S K Misra	8511373969	fycoordinator@adit.ac.in
<b>Principal</b>	Dr. Vishal Singh	9427603032	principal@adit.ac.in