



Date : 23/09/2021

**STEPWISE PROCEDURE TO BE FOLLOWED BY ALL FIRST YEAR STUDENTS**

**STEP 1:** Report to First Year Reporting Desk (Conference Room) with copy of ACPC/MQ admission letter or Slip.

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

**STEP 3:** After Deposit the requisite fees at Account Office, submit following documents to Academic Section & get temporary identification number will be issued that can be used in all future correspondence.

Sr. No.	Documents Details	Number of Copies
1	<b>Admission Letter of Help Center (ACPC/MQ/VQ/TFWS/Out State Quota)</b>	01 – Photocopy
2	Standard 10 <sup>th</sup> Mark Sheet Copy	01 – Photocopy
3	Standard 12 <sup>th</sup> Mark Sheet Copy	01 – Photocopy
4	School Leaving Certificate	01 – Photocopy
5	Passport Size Photographs	03 – Photographs
6	Duly filled Student Profile	01 – Photocopy
7	College Fee receipt	01 – Photocopy
8	Migration Certificate (Other than GSEB Students)	01 – Photocopy

**STEP 4:** Report to Respective Departments for detailed information regarding course and classes.

*(Signature)*  
23/9/21

In-charge Academic Section

*(Signature)*  
23/9/21

Principal, ADIT

Copy to: 1. All HOD's for notifying Students    2. Main Notice Board, Library, A/c office, Reception    3. First Year Co-ordinator - ADIT