

CIRCULAR FOR ALL NEWLY ADMITTED SECOND YEAR (D to D) STUDENTS A. Y. 2017-18

(ACPC/Vacant Seats filled by Management)

Date: 01-07-17

All newly admitted students have to perform joining formalities as follows:

STEP 1: Report to reception with copy of ACPC 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 Name	Number of Copies
1	Admission Letter of Help Center (ACPC Quota) or Admission Order (Management Quota)	01 – Photocopy
2	Standard 10 th Mark Sheet	01 – Photocopy
3	Top-Ten / 6 th Semester Mark Sheet of Diploma Engineering	01 – Photocopy
4	Passing Certificate From Examination Board	01 – Photocopy
5	School Leaving Certificate	01 – Photocopy
6	Passport Size Photographs	03 – Photographs
7	Duly filled Student Profile (Blank Form get from Academic Section)	01 – Original
8	College Fee receipt	01 – Photocopy
9	Free Ship Card (if applicable)	01 – Photocopy

STEP 4: Report to Respective Departments for continuing classes & getting time table.

In-charge Academic Section

Principal, ADIT

Copy to: 1. All HOD's for notifying Students
2. Main Notice Board, Library, Ac/ office, Reception