

## **CIRCULAR FOR ALL NEWLY ADMITTED POST GRADUATE 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:** Report to Respective Departments for continuing classes & getting time table.

**STEP 4:** The students are required keep following documents to be submitted to Academic Section after further notice through respective HOD's.

<b>Sr. No.</b>	<b>Documents Name</b>	<b>Number of Copies</b>
1	<b>Admission Letter</b> (ACPC/Management)	01 – Photocopy
2	Graduation completion Certificate	01 – Photocopy
3	Standard 10 <sup>th</sup> Mark Sheet	01 – Photocopy
4	Valid Gate Score Card / Valid CET score & rank	Print Copy of ACPC
5	Degree Certificate	01 – Photocopy
6	Migration Certificate	01 – Photocopy
7	Duly filled <b>Student Profile</b> (Blank Form get from Academic Section)	01 – Original
8	College Fee receipt	01 – Photocopy
9	Passport Size Photograph	03 – Photographs

**STEP 5:** Upon submission of documents, temporary identification number will be issued that can be used in all future correspondence.

In-charge Academic Section

Principal, ADIT

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