

## GUIDELINES FOR ALL NEWLY ADMITTED SECOND YEAR (D to D) STUDENTS A. Y. 2020-21 (ACPC/TFWS/Management/NRI/Out State/Vacant category)

Date: 17/10/2019

### STEPWISE PROCEDURE TO BE FOLLOWED BY ALL SECOND YEAR (D to D) STUDENTS

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

Sr. No.	Documents Details	Number of Copies
1	<b>Admission Letter of Help Center</b> (ACPC Quota) or <b>Admission Order</b> (Management Quota)	01 – Photocopy
2	Order (Management Quota)	01 – Photocopy
3	Standard 10th Mark Sheet	01 – Photocopy
4	Top-Ten / 6th Semester Mark Sheet of Diploma Engineering	01 – Photocopy
5	Passing Certificate From Examination Board	01 – Photocopy
6	School Leaving Certificate	03 – Photographs
7	Passport Size Photographs	01 – Original
8	Duly filled Student Profile (Blank Form get from Academic Section)	01 – Photocopy
9	College Fee receipt	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