GUIDELINES FOR ALL NEWLY ADMITTED FIRST POST GRADUATE STUDENTS A. Y. 2020-21
(ACPC/Vacant Seats filled by Management)

Date : 17/10/2019

STEPWISE PROCEDURE TO BE FOLLOWED BY ALL NEWLY ADMITTED POST GRADUATE 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	Admission Letter (ACPC/Management)	01 – Photocopy
2	Graduation completion Certificate	01 – Photocopy
3	Standard10th 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 Student Profile (Blank Form get from Academic Section)	01 – Original
8	College Fee receipt	01 – Photocopy
9	Passport Size Photograph	03 – Photographs

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