

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

Date: 17/10/2019

STEPWISE PROCEDURE TO BE FOLLOWED BY ALL NEWLY ADMITTED 1st YEAR 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 of Help Center (ACPC Quota) & Admission Order (for Mgt.\NRI Quota/Out State)	01 – Photocopy
2	Standard 10 th Mark Sheet	01 – Photocopy
3	Standard 12 th Mark Sheet	01 – Photocopy
4	GUJCET / JEE Mark Sheet	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