



**Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
**(Formerly Northern India Engineering College)**

ADGITM/Admission/2021-22

October 26, 2021

**Attn.: MBA – Freshers (2021-22 Batch)**

As per the GGSIPU Office Order No. F. No.IPU-7/Online Counselling/2021/1217 of dated 14<sup>th</sup> October 2021, who got admission in online spot counselling for the admission in the programme MBA (Code101) on the basis of CAT 2020, CMAT 2021 & CET 2021 are required to report during 27<sup>th</sup> October to 29<sup>th</sup> October 2021 (between 10.00 A.M. to 4.30 P.M.) along with documents as mentioned below:

**A. Original & 4 Sets of Photocopies of following documents:**

- Provisional Allotment letter
- Photocopy of Admit Card (CAT2020/CMAT 2021/CET 2021)
- Scorecard of CAT2020/CMAT 2021/CET 2021
- Printout of GGSIPU Registration Detail
- Verification Slip issued by GGSIPU (**Reserve Category**)
- Part Academic Fee Receipt of Rs. 40,000/- (Rs. Forty Thousand)
- **Demand Draft** in the name of:

**Dr. Akhilesh Das Gupta Institute of Technology & Management**  
**Rs. 89,900/- (Rs. Eighty Nine Thousand Nine Hundred only)**

- Laminated Original 10<sup>th</sup> & 12<sup>th</sup> Class Mark Sheet
- Laminated Original 10<sup>th</sup> & 12<sup>th</sup> Class Passing Certificate.
- Laminated Original Graduation Degree & Mark sheets.
- Laminated Original Provisional Degree
- Original Migration/ School Leaving/Transfer Certificate.
- Proof of reserved category (If applicable).
- Undertaking from Result Awaited Candidates (Appendix 5 of GGSIPU)
- Gap Year Affidavit (If applicable).
- Anti-Ragging Undertaking to be filled by student and Parent/Guardian (Appendix 13 & 14 of GGSIPU)

**B. 3 Sets of photocopies of following documents:**

- Character Certificate
- Medical Certificate (Appendix 6 of GGSIPU Admission Brochure)
- Latest Address Proof.

**C. 2 Recent Passports Size & 1 Stamp Size Photographs.**

**Measures to be followed while reporting to Prevent Spread of COVID 19**

1. Only one parents either father or mother will be allowed along with the student for registration.
2. Physical distancing of at least 6 feet to be strictly followed.
3. Use of Face Covers/Masks is mandatory. Entry is allowed only if using face cover/masks.
4. Respiratory etiquette to be strictly followed.
5. Carry your personal sanitizer and water bottle.
6. All faculty, staff and students must ensure to follow the latest COVID-19 guidelines issued by the Ministry of Health and Family Affairs, Govt. Of India.

**Prof. (Dr.) Sanjay Kumar**  
**Director**

**Copy for Information to;**

1. CEO, ADGITM, New Delhi.
2. Principal – 1<sup>st</sup> Shift, ADGITM, New Delhi
3. Asst. Director – HR & OSD to Hon'ble Chairperson , ADGITM, New Delhi.
4. Web Site Incharge, ADGITM, New Delhi.



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| Stage I                                  | Stage II                               |
|--|--|
| Document Verification & File Preparation | Submission of Fee & Issuance of I-Card |
| Room No - 2008 Block-2                   | Auditorium Block-2                     |

**Before leaving the campus make sure all the above mentioned 3 Stages are Completed.**

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