



August 1, 2018

Reporting Schedule for B.Tech., Programme
After Spot Round of Counselling
Completing the students file, Verification of Documents & Fee Submission
From 1st to 8th August 2018 (10.00A.M. to 4.30 P.M)

Branch	Stage – I	Stage II	Stage III
	Reporting Room for token collection Block 1	Reporting Room for Document Verification & File Preparation Block 1	Reporting Room for Fee Submission and Issuance of Identity Card Block 1
CSE & IT	1004 Ground Floor	1003	1006 Ground Floor
ECE & EEE		1008	
MAE, ME & CVE		1106	

Important Instructions to be followed:

1. Newly Admitted students will be issued token in the respective rooms as mentioned **under Stage I.**
2. The students will move to the Reporting Room for verification of documents & preparation of file as mentioned **under Stage II.**
3. After verification of the documents and signature of faculty members on the token, the students will move for fee submission & issuance of I-Card as **mentioned under Stage III.**
4. Students are requested to maintain decorum and keep patience for their turn during the complete process of admission.
5. **Before leaving the campus make sure all the above mentioned 3 Stages are completed and Identity Card collected.**

College will remain open on Saturday & Sunday i.e. on 4th & 5th August 2018 for Reporting Purpose.


Prof. (Dr.) Sanjay Kumar
Director