GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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In Search of Platonic Excellence

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STANDARD OPERATING PROCEDURE FOR ADMISSION PROCESS

Objective: To elaborate the procedure for student admission

Responsibility:

- All the Head of the departments
- Admissions section

Procedure:

S. No	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process	Principal, Dean, HoDs
2.	Facilitating Admission	Admissions section
3.	Scrutiny of documents for admission and registration process as per the eligibility criteria.	Admissions section
4.	Admission through counseling and Collection of copies of relevant certificate and payment of fees.	Admissions section and department wise faculty coordinator
5.	Collection of data from enrolled students for printing student Identity card.	Admissions section, System Administrator and ICT in charge
6.	Intimation of orientation and induction program for students.	Head of the department

Documents to be checked at the time of Admission-by-Admission section:

1. Admission Form (Online)
2. Payment slip
3. JEE/OJEE seat allotment order issued by Convener
4. Joining Report issued by Central counseling cell
5. JEE/OJEE Rank Card
6. JEE/OJEE Hall Ticket
7. Matriculation certificates and mark sheets or equivalent
8. +2 science certificate & mark sheet or equivalent
9. Graduation Certificates & mark sheets or equivalent (For MBA /MCA admission)
10. Transfer Certificate
11. Conduct Certificate
12. Migration certificate

13. Caste Certificate
14. Income Certificate (in case of fee exempted students)
15. Proof of residential address
    (a) Aadhar Card/ Pan Card
    (b) Resident certificate issued by appropriate authority
    (c) Telephone Bill
    (d) Voter ID

16. Extra-Curricular Activities Certificate(s) if any

17. Medical Fitness Certificate along with Blood group

18. Latest Color passport size photo (4 Nos)

19. Undertaking forms for

    (a) Anti-Ragging

    (b) Academic Regulations

    (c) Address for correspondence slip

13/07/2023

PRINCIPAL