

## Institute Admission Procedure Steps

1. Report at **ADMISSION DESK** at Education Section @ Edu-Clerk Mr. D. Pradhan.
2. Put Signature in the **ATTENDANCE SHEET** and collect **INSTITUTE ADMISSION FOLDER**.
3. Fill up the relevant pages of **ADMISSION FOLDER** including the cover page.
4. **DEPOSIT THE DOCUMENTS** in original along with self-signed photocopies as listed in document submission form.
5. Proceed to **OPD BLOCK OF HOSPITAL** for Medical Fitness test.
6. Go to **DOCUMENT VERIFICATION DESK**.
7. Report for **ONLINE ADMISSION AT COMPUTER DESK**.
8. Deposit the **DD TOWARDS ADMISSION FEES**.
9. Sign in the Admission Register.
10. Receive in original the following papers from the office before leaving:
  - a. Admission Letter Duly Signed By The College Authorities.
  - b. Original Document Retention Certificate.
  - c. Original Fee Receipt

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