



26th August 2022

NOTICE

1. DOCUMENT VERIFICATION

BBA students must complete document verification from **September 1 to September 7, 2022** at Management Campus, **exclusively during college hours from 12.30 PM to 4.30 PM only**.

For this, they must "**personally**" visit the college with the required documentation in **original** along with one self-attested photocopy of each and photographs as mentioned below:

1. Proof of birth date
2. Aadhar certificate
3. Domicile certificate, if applicable
4. Certificate for reserved status, if applicable
5. Class X passing certificate
6. Class X mark sheet
7. Class XII passing certificate
8. Class XII mark sheet
9. Supporting document for honours/awards received (as mentioned in the admission form)
10. Notarized attendance undertaking as mentioned in the merit list
11. 12 nos. passport sized (3.5 cm × 4.5 cm) coloured photographs (*not in school uniform*)

Students must carry cash for the following item:

1. Foldable Bag: 250/-

Admission will be confirmed following verification, at which point each student will get a provisional.

Admission will continue to be provisional until this process is completed within the declared time frame.

2. ORIENTATION SESSION

Students must **mandatorily** attend the Orientation Sessions at the college campus from September 13 to September 16, 2022. Kits containing college ID card, LRC card, fee book, college rule book, lab coat & apron (as applicable) and foldable bag shall be handed over to students on 1st day of orientation.

| DATE | BBA |
|---|---|
| Tuesday, 13 th September, 2022 | 1.00 PM to 3.00 PM (Seminar Hall) Orientation |
| Wednesday, 14 th September, 2022 | Talent Show |
| Thursday, 15 th September, 2022 | Interactive Session |
| Friday, 16 th September, 2022 | Session on Cyber Security by Rakshit Tandon (12.00 PM – 2.30 PM at GD Birla Sabhagar) |

3. COMMENCEMENT OF CLASSES FOR NEW SESSION 2022-2023

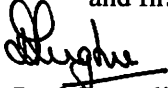
Classes shall commence from Monday, September 19, 2022.

4. **SUPPORT FOR ACCOMODATION**

The college has an agreement with two PG housing facilities that are nearby. A special discount is available to students who apply through the college.

Students from remote locations who need assistance with PG housing should get in touch with the student welfare officer and complete the necessary paperwork by September 7, 2022.

The college can offer assistance, but it is unable to guarantee a place due to its limited supply and first come, first served policy. Additionally, college shall not be involved in any other way.



Prof. Deepali Singhee
Principal, J.D. Birla Institute

Copy to:

- College Website (Management)
- Dean (Management)
- Student's Welfare Officer