

Admission Compliances via Physical mode

9/10/2020

Dear Students,

Greetings from IIL !

Congratulations for being the part of IIL Family !

Looking into the outbreak of Covid -19 the institute has adapted very stringent norms for the safety of students and parents. The students and Parents opting for physical visit to the campus must ensure that they are wearing Mask and following social distancing.

The institute has allotted particular day to every student for completion of Document Verification & Submission along with miscellaneous Compliances.

Following is the schedule for physical visit.

Reporting Day

S.No.	Date	Day	Time	Initial Alphabet of Student's Name
1	12 th Oct,2020	Monday	10:00 am to 04:00 pm	A to L
2	13 th Oct,2020	Tuesday	10:00 am to 04:00 pm	M to Z
3	14 th Oct,2020	Wednesday	10:00 am to 04:00 pm	Students who were unable to come on allotted day due to any contingency

Flow Chart of the Physical Visit

Reporting Desk.



Counter – 1 :- Account Department



Counter – 2 :- Uniform Facility



Counter – 3 :- Bus Facility

Reporting & Issue of No Dues Sheet of all Counters.



Fee Submission



If availing then amount to be paid & measurement to be given.



If availing then need to fill Bus form & deposit the fee.

Counter – 4 :- Scholarship Facility

If availing then need to fill the form enclosed with this mail.

Counter – 5 :- Hostel Facility

If availing need to fill the form and Deposited the hostel charges.

Counter – 6 :- Original Document Verification & Submission

10th, 12th, Transfer Certificate(T.C.) Migration Certificate (M.C.), Gap Certificate Affidavit, (Format of it is enclosed) to be verified & Submitted.

Counter – 7 :- Form Verification & Submission

Admission form, Higher education form, ,(Two Sets of) Photo copy of 10th, 12th Migration Certificate, Transfer Certificate (T.C.), Adhar Card, Samgrah ID, Income certificate, Caste Certificate & Domicile Certificate etc. in two sets & Submit 05 passport size photographs

Counter – 8 :- Library Membership & Kit distribution

Fill the Form of Library membership & get access & Collect the College kit.

Counter – 9 :- Reporting Desk

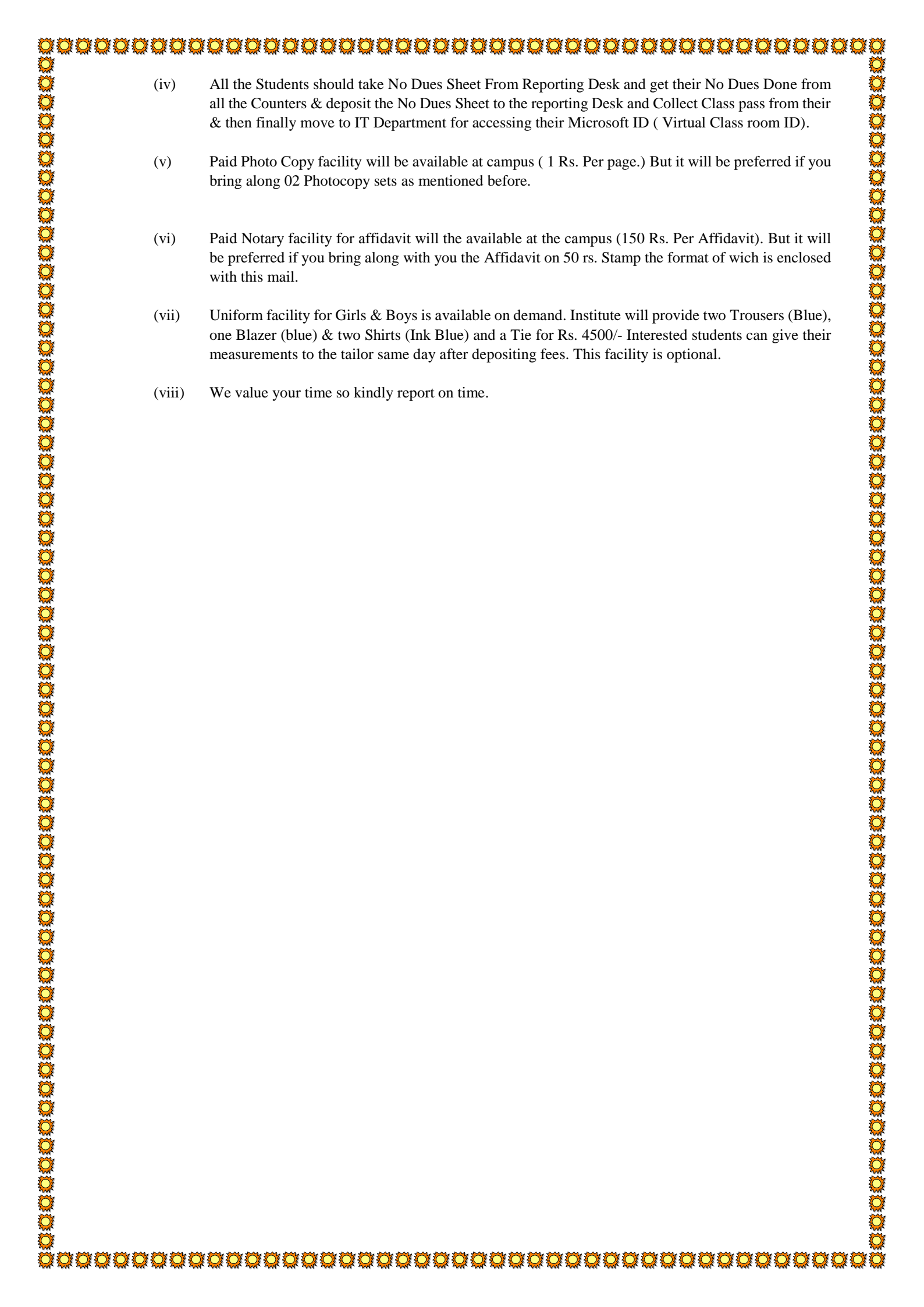
Submission of No Dues sheet at the end & Collect the Class Pass.

Counter – 10 :- IT Department

To Access Registration form link for Microsoft ID (Virtual Classroom ID) & to access Student & Parent ERP.

Note :

- (i) All the students must bring along with them Original documents ie 10th & 12th Mark sheets, Transfer Certificate (T.C.), Migration Certificate, Gap Certificate (if any) for submission.
- (ii) All the Students must have scan copy of X, XII Marksheet, Transfer Certificate (T.C.), Migration Certificate, Income Certificate, Domicile, Samagrah ID, Aadhar Card, Caste Certificate for Registration form. And they should also bring two sets of Photocopy of the same along will 10-12 pass post size Photographs for filling various forms.
- (iii) All the students must come on the allotted day else they will not be issued the No Dues sheet.

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- (iv) All the Students should take No Dues Sheet From Reporting Desk and get their No Dues Done from all the Counters & deposit the No Dues Sheet to the reporting Desk and Collect Class pass from their & then finally move to IT Department for accessing their Microsoft ID (Virtual Class room ID).
 - (v) Paid Photo Copy facility will be available at campus (1 Rs. Per page.) But it will be preferred if you bring along 02 Photocopy sets as mentioned before.
 - (vi) Paid Notary facility for affidavit will be available at the campus (150 Rs. Per Affidavit). But it will be preferred if you bring along with you the Affidavit on 50 rs. Stamp the format of which is enclosed with this mail.
 - (vii) Uniform facility for Girls & Boys is available on demand. Institute will provide two Trousers (Blue), one Blazer (blue) & two Shirts (Ink Blue) and a Tie for Rs. 4500/- Interested students can give their measurements to the tailor same day after depositing fees. This facility is optional.
 - (viii) We value your time so kindly report on time.