

**GNIOT GROUP OF INSTITUTIONS
7, KNOWLEDGE PARK – II, GREATER NOIDA**

NOTICE

No. : GNIOT/RO/Notice

Date : 11th January, 2021

Sub. : **UNIVERSITY ENROLLMENT FOR NEWLY ADMITTED STUDENTS FOR SESSION : 2020-21**

All the newly provisional registered students for Session : 2020-21 are informed that in order to complete your University Enrollment, you are informed to note the following :

STEP – A : ON-LINE PROCESS

- (i) Login at Institute web-site : www.gniotgroup.edu.in, click on ERP Login with your registered user id & password
- (ii) Click on "My Profile" tab available in your dashboard
- (iii) Pre Enrollment Form will be open
- (iv) **First Step** : Click on "Basic Information" Button available on the top of page
- (v) Fill all the Green colour fields correctly in capital letters only and press "update" button. Also click on "X" and upload student, father photograph and student signature
- (vi) **Second Step** : Click on ""Education" button available on the top of page
- (vii) Click on Add Education and first fill your high school details, again add and fill your intermediate details and again add and fill your diploma/graduation details (for PG Program and Lateral Entry Students)
- (viii) **Third Step** : Click on ""Document Attachment" button available on the top of page
- (ix) Click on Add Document Button and upload the documents, as notified. Students are informed to ensure the following, while uploading of documents :
 - (a) Photo, Thumb and Signature may be uploaded in "JPEG" format only with less than 50 kb size
 - (b) All other documents uploaded in "PDF" format only with less than 500 kb size. Also ensure that all documents "PDF" must be created from original copy.

STEP – B : SUBMISSION OF HARD COPY OF ENROLLMENT FORM

After, completing the on-line process, students are informed to submit the following documents, duly self attested by the student, in hard copy to the Institute latest by **18-01-2021** :

- (i) Institute Admission Form, duly-filled in and signed by the candidate (Admission Form is Available with your HOD Department)
- (ii) Copy of UPSEE-2021 seat allotment letter (only for students admitted through UPSEE Counseling)
- (iii) Copy of UPSEE/AIEEE/Other Entrance rank letter (if qualified)

Handwritten signature and date
11/1/21

- (iv) Copy of 10th Certificate
- (v) Original & Copy of 12th Marksheet (Original is required for Institute/University verification and will be returned after university final enrollment process)
- (vi) Original & Copy of Diploma/Graduation Marksheet and Degree (In case of admission in MBA/MCA/Lateral Entry – B.Tech Second Year). Original is required for Institute/University verification and will be returned after university final enrollment process
- (vii) Original T.C / Migration
- (viii) Gap Affidavit - original, (required, if candidate passed admission qualifying examination before 2020)
- (ix) Photocopy of Domicile Certificate
- (x) Photocopy of Income Certificate (if candidate is planning to apply for any government scholarship)
- (xi) Photocopy of Caste Certificate (other than General Category)
- (xii) Copy of Student Aadhaar Card
- (xiii) Copy of Parent Aadhaar Card
- (xiv) 2 Student Passport Colored Photograph
- (xv) 1 Passport Colored Photograph of Father and Mother

STEP – C : **SUBMISSION OF ACADEMIC FEES**

Before submission of hard copy of Admission Form (alongwith above requisite documents), students are informed to deposit their balance fees (if any) and obtained No Dues Certificate from the Account Office.

In view of the above, all students are informed to ensure submission of Enrollment Documents to the Institute latest by **18-01-2021**.

In case of any query, contact your Mentor/HOD (details available in your ERP Dashboard).

NOTE : IN CASE, YOUR DOCUMENTS ARE ALREADY SUBMITTED IN THE INSTITUTE, AND YOU DO NOT HAVE THE COPY OF THE SAME, THAN COLLECT THE DOCUMENTS FROM REGISTRAR OFFICE AND COMPLETE THE ABOVE FORMALITIES


(REGISTRAR)

CC : All Directors / Deans / HODs
Institute web-site and Students ERP Notice
All Notice Boards