

G.L. BAJAJ INSTITUTE OF TECHNOLOGY AND MANGEMENT
REPORTING PROCESS FOR UPSEE CANDIDATES

Before reporting to the institute

Step - 1	Download Admission Allotment Letter from UPSEE portal
Step - 2	Arrange all required documents as per details available on institute website www.glbitm.org
Step - 3	Arrange Demand Draft of full fee in favor of institute's name.
Admission process may take about 2 hours' time, please co-operate	

At the time of Reporting in Institute for admission

Step - 1	Obtain prescribed admission form and document check list from counter -1 after presenting admission allotment letter issued by the UPSEE-2018
Step - 2	Take seat in Auditorium and fill the prescribed admission form neatly, paste photographs on the forms, arrange documents as per check list provided.
Step - 3	Submit your duly filled form (only form without any other document) to announcement counter then take seat in auditorium and wait for announcement call for document verification.
Step - 4	Present your all required document as per the checklist provided. Keep all original documents with you for necessary verification. After document verification take seat and seat in auditorium and wait for announcement call for fee deposit.
Step - 5 (Optional)	Candidate may enquire or Opt for hostel / transportation at counter - 1
Step - 6	After announcement candidates are required to move towards fee counter, deposit all type of fee and obtain fee receipt.
End of Reporting process	

Note: Notification for Orientation and commencement of classes will be issued on institute website shortly and will also be informed through SMS on student's registered mobile number.