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 given 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 2-3 hours' time, please cooperate	

At the time of Reporting in Institute for admission, Venue: Auditorioum-1

Step - 1	Obtain prescribed admission form and document check list from counter-1 after presenting admission allotment letter issued by the UPSEE.
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 for document verification.
Step - 4	Present all document as per the checklist provided. Keep all original documents with you for necessary verification. After document verification wait for announcement 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 to deposit all type of fee and obtain fee receipt for the amount tendered.
End of Reporting process	

Note: Orientation and commencement of classes has been scheduled from 05.08.2019 (Monday). No separate communication for the same will be made.

Reporting Time: On any working day, between 10 AM to 4 PM upto 30.07.2019