

UPTAC-2026 Counseling Reporting **Procedure for Reporting Of Candidates** **Selected Through UPTAC-2026**

Step 1 For physical reporting to the College/ Institute, Proceed for respective Reporting Room of Main Block and forwarded there allotment letter with respective Faculty Coordinators.

College	Category	Reporting Room No.	Floor
BBDITM (054) Main Building	General/OBC	512, 513,514, 515,516	4th
	SC/ST	511	4th

Step 2: Procure admission form of the respective College/Institute from Account Section (Ground Floor of Main Block).

Step 3: Proceed for respective Reporting room for preparation of student's file.

Step 4: Prepared file of Candidate will be checked & signed by the Reporting Room Faculty Members. After this, the file will be sent to Control Room by Peon for verification and Candidate will be asked to wait outside the Account Section at Ground Floor of Main Block.

Step 5: Name of Candidate will be called by Account Section for submission of Academic Fee for the Academic Session 2026-27.

Step 6: Candidate will deposit Academic Fee to the Account Office and receive Fee Receipt of deposited fee.

Step 7: PI Reporting for BBDITM (054): Candidate should go to Room no. 102, Engineering Block BBDITM for the same.

After completion of all admission formalities and deposition of academic fee, the Candidate is now admitted to the college/Institute.

IMPORTANT CONTACT DETAILS In case of any clarification please contact to: 0522- 6196348/6196350/8081443803/9918577151
