


Ref. No. AIET/EXAM/3065/2025

Date. 28/04/2025


SOP FOR ISSUING ADMIT CARD
EVEN SEM EXAMINATION 2024-25 B.TECH 6TH & MBA 4TH SEMESTER

All the students are informed to collect their clearance form from the account section and clear from their Head of Department (HoD), and collect their admit card as per the following instructions:

- Admit cards will be distributed from 28th April 2025
- Clear all dues of course fees and hostel fees.
- For SC/ST students Clear all dues of course fees of and clear 3 installment of hostel dues.
- Submit Lab manuals, Seminar reports, and Project reports to the concerned department.
- After submitting the clearance form, students will collect their admit card from **Er. Prakash Dehury**
- Admit cards will not be issued on the exam day.
- No one is allowed to enter the exam hall after starting the examination.
- No digital gadgets will be allowed. Use proper Dress code, otherwise fine will be imposed.
- If the photo is not printed on the admit card, bring stamp-sized photos to the exam hall.


Dean (Examination)

Dean (Examination)
Aryan Institute of Engineering & Technology
Arya Vihar, Bhubaneswar, 752050


Dean (Academics)

Dean Academics
Aryan Institute of Engineering & Technology
Arya Vihar, Barakuda, Panchagaon
Bhubaneswar-752050


Center Superintendent

Center Superintendent
Aryan Institute of Engineering & Technology
Arya Vihar, Bhubaneswar, 752050

**Copy to: Chairman/Chairperson /Director/HR/Vice Principal/
Dean SW/ All HODs/ All Notice Board/Guard File/WhatsApp Group.**

College Address: At-Arya Vihar, Barakuda, P.O-Panchagaon, P.S-Airfield, Dist-Khordha, Bhubaneswar-752050

Web: aryan.ac.in, E-mail: aryan.edu23@gmail.com

City Office Address: Plot No-32, Forest Park, Infront of PC Mohanty ultrasound, Airfield, Khordha, Bhubaneswar-751009