

ADMISSION PROCEDURE

ELIGIBILITY CRITERIA

A. ADMISSION IN TO THE B.TECH 1ST SEMESTER

1. Applicant must have passed 10+2 or equivalent examination from any recognised State Board (AHSEC, MBOSE, TBSE, NBSE etc.) or All India Board (CBSE & ICSE).
2. Applicant must have secured at least 45% marks of aggregate in Mathematics, Physics & Chemistry for General, OBC & MOBC category and 40% for ST (P), ST (H) & SC category.
3. Applicant must have secured minimum pass mark in English, Mathematics, Physics, and Chemistry.
4. Applicant must have secured minimum pass mark in theory as well as in practical examinations.
5. Applicant must not be more than 21 years of age on 1st August on the year of admission. For ST & SC category applicant the upper age limit is relaxed by three years & for B.Sc. passed (with English, Physics, Mathematics) the upper age limit is relaxed by one year.
6. Applicant must be appeared in the CEE or JEE examination.
7. Applicant may take admission in Private Quota seats as well as in **Govt. Quota** seats. The institute have **20% seats** under Govt. Quota. Admission in the Govt. Quota seats is as per the admission procedure of other state govt. engineering colleges. For Govt. Quota Seats applicant must appear in the CEE Counselling conducted by the Directorate of Technical Examination, Assam.

B. ADMISSION IN TO THE B.TECH. 3RD SEMESTER (LATERAL ENTRY)

1. Applicant must have passed 3 years diploma in engineering in the relevant branch securing a minimum aggregate of 50% (45% in the case of Schedule castes and 40% in the case of Schedule Tribes) from any Govt. Polytechnic Institute or Private Institute recognised by AICTE, New Delhi.
2. Applicant must have appeared the entrance test conducted by the institute and the selection of the candidates will be based on the merit of the test.
3. Applicant must apply for the entrance test either at GIMT-Tezpur or GIMT-Guwahati. The last date of submission of application will be notified in News paper & college website.
4. There are no any Govt. Quota seats in Lateral Entry. Normally there are only 12 seats (per branch) which are reserved for Lateral Entry applicants.
 - All applicants seeking admission in to B. Tech. course must fill-up the GIMT-Tezpur application form available at GIMT-Tezpur and GIMT-Guwahati. Applicant can also download the application form from the institute website www.gimt-tezpur.ac.in. However applicant must have to be deposited **Rs. 300/-** (Three hundred) either in the form of cash or DD along with the downloaded application form (filled up).
 - Reservation of seats for ST(P), ST(H), SC, OBC & MOBC applicants are as per Govt. of Assam rules. Allotment of branch to the applicant depends on the CEE or JEE marks as well as the availability of the seats.

Last date of submission of GIMT application form for lateral admission is 8th July 2018, Date of admission test/ admission will be 12th July 2018.

FEE STRUCTURE

A. FOR B. TECH. 1ST SEMESTER (SELF-SPONSORED)-ALL BRANCHES

The total course fee for the B.Tech Course is Rs. 4,18,000/-. At the time of admission applicant must have to deposit a total of Rs. 61,000/-. For remaining semesters the course fee is Rs. 51,000/- per semester. The detail fee structure and date of payment for each semester are given in the table:

Semester	Date of payment	Admission Fees (Rs)	Tuition fees (Rs)	Library and IT Fees (Rs)	Development fees (Annual) (Rs)	Student activity & welfare fund (Rs)	Caution money (Refundable) (Rs)	Elec. charge Annual (Rs)	Total (Rs)
First	Admission time	5,000	40,000	1000	Nil	5,000	10,000	Nil	61,000
Second	30 th Jan, 2019	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Third	30 th Aug, 2019	5,000	40,000	1000	Nil	5,000	Nil	Nil	51,000
Fourth	30 th Jan, 2020	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Fifth	30 th Aug, 2020	5,000	40,000	1000	Nil	5,000	Nil	Nil	51,000
Sixth	30 th Jan, 2021	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Seventh	30 th Aug, 2021	5,000	40,000	1000	Nil	5,000	Nil	Nil	51,000
Eighth	30 th Jan, 2022	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Total		20,000	3,20,000	8,000	20,000	20,000	10,000	20,000	4,18,000

Fees Waiver

- ❖ Applicant scoring **90%** or above marks as an average in Physics, Chemistry & Mathematics on 10+2 examination would avail a waiver of **50%** on their total course fee.
- ❖ Applicant scoring **80%** or above marks as an average in Physics, Chemistry & Mathematics on 10+2 examination would avail a waiver of **Rs. 50,000/-** on their total course fee.
- ❖ Applicant getting enrolled in UG course on completion of HS (10+2) from Shrimanta Shankar Academy will get a waiver of **Rs. 20,000/-** on their total course fee.

All the waivers will be split over the first two semesters

B. FOR B. TECH. 1ST SEMESTER (GOVT. QUOTA)

The course fee for Govt. Quota candidates are as same as other state govt. engineering colleges which is notified by the Director of Technical Education, Assam at the time of CEE Counselling. Applicant must have to deposit an additional amount **Rs. 10,000/- as caution money (Refundable) at the time of admission** as a Demand Draft / Banker's Cheque. There is no waiver system for Govt. Quota applicants.

C. FOR B. TECH. 3RD SEMESTER (LATERAL ENTRY)

The total course fee for the B Tech (Lateral) course is Rs.3,16,000/-. At the time of admission applicant must have to deposit a total of Rs.61,000/-. For remaining semesters the course fee is Rs. 51,000/- per semester. The detail fee structure and date of payment for each semester are given in the table:

Semester	Date of payment	Admission Fees (Rs)	Tuition fees (Rs)	Library and IT Fees (Rs)	Development fees (Annual) (Rs)	Student activity & welfare fund (Rs)	Caution money (Refundable) (Rs)	Elec. charge Annual (Rs)	Total (Rs)
Third	Admission time	5,000	40,000	1000	Nil	5,000	10,000	Nil	61,000
Fourth	30 th Jan, 2019	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Fifth	30 th Aug, 2019	5,000	40,000	1000	Nil	5,000	Nil	Nil	51,000
Sixth	30 th Jan, 2020	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Seventh	30 th Aug, 2020	5,000	40,000	1000	Nil	5,000	Nil	Nil	51,000
Eighth	30 th Jan, 2021	Nil	40,000	1000	5,000	Nil	Nil	5,000	51,000
Total		15,000	2,40,000	8,000	15,000	15,000	10,000	15,000	3,16,000

Fees Waiver

- ❖ Applicant scoring 90% or above marks in 3 years diploma engineering examination would avail a waiver of Rs. 50,000/- on their total course fee.
- ❖ Applicant scoring 80% or above marks in 3 years diploma engineering examination would avail a waiver of Rs. 25,000/- on their total course fee.

REQUIRED DOCUMENTS

A. FOR B. TECH. 1ST SEMESTER

1. Photo copy of HSLC or 10th level examination PASS CERTIFICATE, MARK SHEET and ADMIT CARD (as proof of age)
2. Photo copy of 10+2 level examination PASS CERTIFICATE, MARK SHEET and ADMIT CARD
3. Photo copy of CHARACTER CERTIFICATE from the head of the institution last attended
4. Photo copy of CAST CERTIFICATES for OBC/MOBC/ST(H)/ST(P) and SC category applicant from appropriate authority
5. Original copy of MIGRATION CERTIFICATES of the applicant if he/she passed the 10+2 examination other than AHSEC
6. Photo copy of ADMIT CARD & SCORE CARD of CEE or JEE examination
7. Original copy of the MEDICAL FITNESS CERTIFICATES from a registered medical practitioner in the given format (Annexure: I)
8. Photo copy of ADDRESS PROOF CERTIFICATE such as certificates from village head, SDO, driving licence etc.
9. TWO AFFIDAVITS on anti ragging one for the applicant and the other for the parent's in the prescribe format duly signed by Notary on Rs. 20 stamp paper. (Annexure: II)

10. Total 5 nos. of stamped envelope (11cm × 27cm) with guardian's/ parent's full communication address
11. Four copies of pass port size recent colour photographs

B. FOR B. TECH. 3RD SEMESTER COURSE (LATERAL ENTRY)

1. Photo copy of HSLC or 10th level examination ADMIT CARD (as proof of age)
2. Photo copy of 3 years diploma examination PASS CERTIFICATE and MARK SHEET
3. Photo copy of CHARACTER CERTIFICATE from the head of the institution last attended
4. Photo copy of CAST CERTIFICATES for OBC/MOBC/ST(H)/ST(P) and SC category applicant from appropriate authority
5. Original copy of MIGRATION CERTIFICATES of the applicant if he/she passed the 3 years diploma examination other than 9 Polytechnic Institute of Assam
6. Original copy of the MEDICAL FITNESS CERTIFICATES from a registered medical practitioner in the given format (Annexure: I)
7. Photo copy of ADDRESS PROOF CERTIFICATE such as certificates from village head/SDO, Voter ID, driving licence etc.
8. TWO AFFIDAVITS on anti ragging one for the applicant and the other for the parent's in the prescribe format duly signed by Notary on Rs. 20 stamp paper. (Annexure: II)
9. Total 5 nos. of stamped envelope (11cm × 27cm) with guardian's/ parent's full communication address
10. Four copies of pass port size recent colour photographs
 - ❖ Applicants will be required to produce the **original of all the documents** at the time of admission or counselling for verification.
 - ❖ Applicant must sign in all the photocopies submitted along with the application form.
 - ❖ Applicant must produced appropriate original certificate from the head of the institution/ organization last attended or one AFFIDAVITS duly signed by Notary on Rs. 20 stamp paper if his/ her year of passing the qualification examination is not same with the year of admission.

PAYMENT PROCEDURE

Fees will have to be paid as a Demand Draft or Banker's Cheque drawn at any Nationalised or Regional banks in favour of **Shrimanta Shankar Academy A/C: GIMT-Tezpur**, payable at Tezpur. (If the Demand Draft drawn from **State Bank of India** then applicant can mention in favour of **Shrimanta Shankar Academy A/C: GIMT-Tezpur**, payable at **SBI Mission Chariali Branch**, Branch Code: 05783).

No Part payment of fee will be accepted. Fees once paid will not be refunded.

Online payment procedure will be intimated during the admission on finalisation by concerned stakeholders. For details log on www.gimt-tezpur.ac.in

& Contact: 8812028822/9613562640/9864603100

PROVISIONAL ADMISSION

1. Interested candidate **fulfilling all eligibility criteria** may take provisional admission into B. Tech course in a branch of his/her choice offered by the admission authority by paying the Provisional Admission fees of **Rs. 5,000/-** by cash or through swipe machine.
2. The Provisional admission will be start from **1st June, 2018**.
3. The candidate has to **confirm his/her admission** by paying the balance amount of **Rs. 56,000/-** by Demand Draft/ Banker's Cheque/ Online Payment Mode within 15 days (who have taken Provisional Admission on or before 30th June 2018)/ 7 days (who have taken Provisional Admission after 30th June 2018) from the date of his/her provisional admission. Once the candidate paid the full amounts of 1st semester fee his/her admission will be confirmed.
4. If any candidate has not paid the balance amount within the specified period, his/her admission will be automatically will be withdrawn and the seat will be offered to the next eligible candidate.
5. *The admission fees Rs. 5,000/- is non-refundable.*

All the waivers will be split over the first two semesters. A candidate can avail any one waiver facility (whichever is higher).

WITHDRAWAL

1. A candidate may withdraw his/her admission within 7 days from the date of admission confirmation and before 10th July 2018, then 1st semester fees will be refunded to the candidate by cheque..
2. If a candidate withdraws his/her admission after 7 days from the date of his/her admission confirmation, only caution money will be refunded to the candidate by Cheque.
3. If a candidate withdraws his/her admission within 7 days from the date of his/her admission confirmation but after 10 July 2018, Rs.2,000/- per day will be deducted from the 1st semester fees (Rs. 57,000/-) w.e.f. admission confirmation date and the balance amount will be refunded to the candidate by cheque.
4. If a candidate withdraws his/her admission on or after 1 August 2018, only caution money will be refunded to the candidate by cheque.
5. If a candidate withdraws his/her admission in between the duration of the course due to some reason, then all dues payable by him will be realized from the caution money and the remaining amount of the caution money will be refunded to the candidate by cheque.
6. For withdrawal of admission, candidates are required to submit an application addressed to the Principal, GIMT Tezpur mentioning the reason of withdrawal at the admission cell. The date of application received by the admission cell of GIMT Tezpur will be considered as the date of withdrawal. All original money receipts should be attached with the application.

THE CLASSES FOR B. TECH. COURSES WILL START FROM 1st AUGUST 2018.

Serial No.....

To be filled up and submitted for counselling and admission

**GIRIJANANDA CHOWDHURY INSTITUTE OF MANAGEMENT &
TECHNOLOGY (GIMT) - TEZPUR**

(An Institute established in PPP mode by Govt. of Assam & Shrimanta Shankar Academy)

Dekargaon, Kunderbari, Dist-Sonitpur, Assam, Tezpur-784501

APPLICATION FORM FOR ADMISSION

**Course: B.Tech. / B.Tech. (Lateral)
Session- 2018-2019**

Affix your recent
P/P size coloured
photograph

1. Name of the Applicant in full (in Block letters):

Mr. / Ms.

2. Sex (M/F) **3. Date of Birth:**

4. Nationality:

5. Father's & Mother's Name (in block letters) with contact no and E-mail address:

Mr.

Mrs.

Contact no. : E-mail:.....

6. Mailing Address:

.....

.....

7. Permanent Address:

.....

.....

8. Student's Contact No. (With STD code):.....

9. Mobile : **E-mail:**

10. Caste/ Category: General/ SC/ ST/ OBC/ MOBC/ Others (Specify):

11. Details of Examinations Passed:

Category	Name of University / Board	Name of the Institute from where passed	Year	Div	% of marks
HSLC					
HS or its equivalent					
Diploma Examination (Branch) (for Lateral admission)					
Presently studying (if any)					

12. SELECT COURSES

A. TO BE FILLED IN BY STUDENTS OPTING FOR B.TECH. DEGREE COURSE IN 1ST SEMESTER:

Choice of Branch in order of preference:

- 1.....
2.....
3.....

<p>Branches offered at GIMT-Tezpur</p> <ol style="list-style-type: none"> 1. Civil Engineering 2. Electrical Engineering 3. Mechanical Engineering
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(i). Percentage of marks obtained in H.S. (10 + 2) Examination:

Qualified Examination	Year of passing	% of marks secured in			% of marks (PCM)	HS Aggregate %
		Physics (P)	Mathematics (M)	Chemistry(C)		

(ii). CEE Details:

Roll No.	Total marks secured	Rank

(iii). JEE(Main) Details:

Roll No.	Total marks secured	Rank (All India)	
		State	All India

B. TO BE FILLED IN BY STUDENTS OPTING FOR B.TECH. (LATERAL) COURSE IN 3RD SEMESTER:

Lateral admission for diploma holders,

i) Choice of branch in order of preference:

- 1.....
- 2.....
- 3.....

Branches offered at GIMT-Tezpur

- 1. Civil Engineering
- 2. Electrical Engineering
- 3. Mechanical Engineering

(ii) Result of Diploma Examination

Branch in Diploma Course	Year of passing	Division / Class	Aggregate % of marks

13. Proficiency in co – curricular activities :

.....
.....

14. DECLARATION BY THE APPLICANT:

- I. I declare that the information furnished in this application are correct to the best of my knowledge and belief.
- II. I agree that in case of any inaccuracy in the statements made, about the mark-sheets and / or certificates submitted, I shall not be allowed admission, and even if admitted, my admission shall be cancelled by the authority at any time and I shall be liable to any appropriate legal action.
- III. I agree to abide by the Rules and Regulations of the college and the affiliating University applicable to the students undergoing the particular course offered by the institute.

Place

Date

Signature of the Applicant

15. DECLARATION BY PARENT/GUARDIAN

I, Sri / Smt., the Father/Mother/Guardian of the candidate Sri / Smt....., do hereby declare that I am fully aware of the financial obligations of admitting my ward to the Girijananda Chowdhury Institute of Management & Technology (GIMT) Tezpur, a unit of the Shrimanta Shankar Academy, Guwahati, and in the event of my ward getting admitted, I agree to pay the tuition and other fees payable to the institute from time to time as and when required.

Place

Date

Signature of the Parent / Guardian

NAME OF THE STUDENT

.....

(Please leave Sl. Nos. 1 – 3 in the box below, blank)

(FOR OFFICE USE ONLY)	
1. Class / Roll No.	2. Branch allotted
2. Admission Fees Rs 5,000/- Paid in Cash	
Signature of authorised officer,GIMT-Tezpur	Chairman, Admission Committee,GIMT-Tezpur
Date:	Date :



16. MEDICAL HISTORY RECORD

- 1) **Name of the applicant:**
- 2) **Age:**
- 3) **Sex- M/F:**
- 4) **Height (cm):**
- 5) **Weight (kg):**
- 6) **Vision/ Eye sight:**
- 7) **Hearing :**
- 8) **Blood Pressure & Pulse rate:**
- 9) **Blood group:**
- 10) **Blood, stool & urine (Routine Examination):**
- 11) **History of any chronic diseases like- Epilepsy, TB etc.. Yes/ No**
If yes give details:
.....
- 12) **Drug allergy – Yes / No**
If yes give details:
.....
- 13) **History of drug abuse - Yes/ No**
If yes give details:
.....
.....
- 14) **Immunization/ vaccination details:**
- 15) **Have you donated your blood recently? Yes / No**
If yes mention the date:

Signature of the Applicant

Signature of the Medical Practitioner

With Registration number and seal

17. Checklist of documents to be submitted along with the application form:

Sl No	Name of the document	Tick wherever applicable	Remarks
1	Four copies of stamp size recent coloured photographs.	Submitted / Not submitted	
2	For candidate wearing glasses- a recent certificate stating the power of the glasses	Submitted / Not submitted	
3	Admit card of CEE / JEE-Main (Photocopy)	Produced / Not Produced	
4	Fitness certificate from a registered medical practitioner	Produced / Not Produced	
5	Migration Certificate, if already received (candidates registered in any other University / Board other than GU/ASTU/ AHSEC)-(Original)	Submitted / Not submitted	
6	Character certificate from the Head of the Institute last attended (Photocopy)	Submitted / Not submitted	
7	HSLC pass certificate / Admit Card as proof of age (Photo copy)	Submitted / Not submitted	
8	Higher Secondary examination pass certificate, if already received (Photocopy)	Submitted / Not submitted	
9	Mark sheet of HSLC Exam (Photocopy)	Submitted / Not submitted	
10	Mark sheet of HS examination (Photocopy)	Submitted / Not submitted	
11	Caste certificate for SC/ST/OBC candidates from appropriate authority (Photocopy)	Submitted / Not submitted	
12	Diploma Examination Marksheet (Photo copy) for Lateral admission in B.Tech (3 rd Sem) Course only	Submitted / Not submitted	
13	Diploma Examination Pass Certificate, if already received (Photocopy) for Lateral admission in 3 rd Sem B.Tech Course only	Submitted / Not submitted	
14	Five nos of stamped envelope (11cm x 27cm) size with Guardian's/ Parent's full postal address (<i>with Postal stamp in each</i>)	Submitted / Not submitted	
15	Proof of address	Submitted / Not submitted	
16	Affidavit for Anti-Ragging (Annexure-I & Annexure-II)	Submitted / Not submitted	

N.B.-

1. Candidates must sign the photo copies (on the front side) of all the documents submitted along with the application form. The completed application form must be submitted to –

The Principal,

Girijananda Chowdhury Institute of Management & Technology, GIMT – Tezpur

Dekargaon, Kunderbari,

Dist-Sonitpur, Assam, Tezpur-784501

Phone: (03712) 255948 / 9854075378(M)/ 9864603100

2. Candidates will be required to produce the original certificates, mark-sheets and any other relevant document at the time of counseling and admission.

3. Applicant must produce appropriate original certificate from the head of the institution/ organization last attended or one AFFIDAVIT duly signed by Notary on Rs. 20 stamp paper if his/ her year of passing the qualifying examination is not same with the year of admission.

4. Incomplete application forms will be liable to rejection. Unless otherwise stated no item in the application form should be left blank. In case any item is not applicable then simply write N.A.

ANNEXURE I

AFFIDAVIT BY THE STUDENT

I,(Full name of student with admission/registration/ enrolment number) s/o d/o Mr./Mrs./Ms....., having been admitted to Girijananda Institute of Management and Technology (GIMT) - Tezpur, received a copy on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of Deponent

Name:

Address:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at..... (Place) on this (Day) of..... (Month) ,..... (year) .

Signature of Deponent

Solemnly affirmed and signed in my presence on this (day) of(month).....(year) after reading the contents of this affidavit.

NOTARY: _____

Identified by me:

Advocate _____

ANNEXURE II

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/ mother/ guardian of _____, (full name of student Mr/Ms/Mrs _____ with admission/ registration/enrolment number) _____, having been admitted to Girijananda Institute of Management and Technology (GIMT) Tezpur, have received a copy on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year. _____

Signature of Deponent

Name: _____

Address: _____

Telephone/ Mobile No.: _____

Email address: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at _____ (place) on this _____ (day) of _____ (month) _____ (year) _____

Signature of Deponent

Solemnly affirmed and signed in my presence on this _____ (day) of _____ (month) _____ (year) after reading the contents of this affidavit.

NOTARY: _____

Identified by me:

Advocate _____