

Jawaharlal Nehru University
Office of the Director of Admissions

DoA/01/2017

10th July, 2017

CIRCULAR


A Committee set up by the Vice-Chancellor to recommend appropriate measures for conducting the registration process of new students selected for Admission into various programmes of the University for the year 2017-18, submitted its report which has been approved by the Competent Authority. The major decisions are the following :

1. One nodal officer to be appointed and authorized to sign all registration forms for issuing identity card etc. to the new admitted students. This would change the current system of students getting signatures from the AOs in the Schools concerned.
2. The entire registration form be filled up by the student concerned, including choice of courses in the convention centre itself and this information would be sent to Schools/Centres concerned for official record. The students shall finalize their choice(s) within the deadline given for add and drop, i.e. 2nd September, 2017. The Schools/Centres shall keep the record of Add/Drop courses.
3. The registration process including online hostel allotment to be completed in a day under one roof.
4. Step by step process of registration to be sent in advance to selected candidates for admission by e-mail; besides being displayed on notice boards in the Convention Centre, and also be digitally displayed as well.
5. Vendors are to be allowed, as per the procedures, for selling essentials for hostellers at designated places.
6. The services of Notary, Photocopier, Photographer for Digital photo and Authorized dealer for Aadhaar card (if possible) may be provided at Convention centre.
7. Sign Board etc. to be placed at appropriate places to help the new comers.
8. Students, selected to join various Undergraduate, Post graduate and Research Degree programmes, may be called in smaller groups for registration and date and time may be intimated to them in advance.
9. Orientation programmes be organized for the new students.
10. SOPs be framed for staff deputed for registration work.
11. Special care/attention to be given to the international students and maximum possible help to be extended to them to complete admission process with ease.
12. The appropriate number of counters are to be placed for registration of new students. One counter to be reserved for the international students. Appropriate number of staff to be present at the counter(s) with I-Card.
13. Online fee payment for Indian and international students to be made operational.

Contd.../2

14. Only selected candidates for admission would be allowed to enter the Convention Centre.
15. Tokens are to be issued to the selected candidate(s) for admission at the gate of the hall by the admission branch.
16. Links to GSCASH, Sports facilities, Cultural activities etc. should be mentioned in the offer letter for admission.
17. Do's and Don'ts are to be displayed on digital Display Board.
18. The Mobile/Phone No. of student and his/her father/guardian to be included in enrollment form as a mandatory field.
19. Director of Admissions will be the Chief Coordinator for the entire admission process. The following may also contact Rector-I directly, as and when necessary.
 - I. Hostel - Dean of Students
 - II. CIS - Director, CIS
 - III. Health Centre - Chief Medical Officer
 - IV. Library - Librarian
 - V. Security - Chief Security Officer
 - VI. Finance - AFO (S&P)
 - VII. SC/ST/OBC Cell - Advisor(SC/ST/OBC Cell)
 - VIII. Vendors(Essential items) - JR (Estate)
 - IX. Verification of Documents and Registration - AR (Admission)
 - X. Oversee Registration process w.r.t. serial no. 2,4,5,6,7&8 } Controller of Examinations
20. AR (Admission) may write letter(s) to all concerned Sections/Depts. to seek their help in admission process.
21. The meeting of the Review Committee for conducting the registration process of new students for Admission into various programmes of the University, is scheduled to be held on 12th July, 2017 at 4.30 p.m. in Committee Room No. 225, Administrative Block of the University.
22. From next year, the duration of the registration process may be reduced.

This issues with the approval of the competent authority.


(Director of Admissions)

To

All Concerned

Copy to :

1. All Deans of Schools of Studies
2. All Chairpersons of Centres/Special Centres