

JAYPEE UNIVERSITY OF ENGINEERING & TECHNOLOGY, GUNA

IMPORTANT INSTRUCTIONS FOR STUDENTS & PARENTS

FOR B.TECH.-IST YEAR REGISTRATION

ODD SEM. 2018 A.Y. 2018-19: 9TH JULY 2018

1. **WELCOME TO:-** CANDIDATE/PARENT(S)/GUARDIAN(S) JUET, GUNA (AT MAIN GATE)
 - (a) Candidates called for Registration based on **JEE Rank/ 10+2 Marks** are required to show Provisional Admission Letter issued by **JIIT Noida/ JUET Guna** or copy downloaded through the University website and produce documents for Identification and make entry in list available at **Main Gate. Proceed to Hostel No. 15 & 16 as guided.**
 - (b) Proceed to Tagore Hall after marking of attendance at Computerized Attendance Counter at **Tagore Hall Main Entrance at 09:00 AM.**
2. **COMPUTERIZED ATTENDANCE COUNTER**
 - (a) There shall be two/three counters at Tagore Hall corridor. You may proceed to any counter marked '**COMPUTERIZED ATTENDANCE COUNTER**' and show your Provisional Admission Letter/ JEE Rank Card/ 10+2 Marks Sheet
 - (b) Collect your Admission Docket from the nominated Counter at Tagore Hall Corridor and make entry.
 - (c) Move into Registration Hall and wait patiently. Read documents carefully. Your Queries will be answered by the competent authorities after initial briefing. You should fill documents only after initial briefing by the University authorities.
 - (d) Ensure that you are seated in Hall by 9:20 AM and remain there till your Registration Process is over. Any short absence may result into losing your turn.
3. **REGISTRATION HALL**
 - (a) You will be shown a short film of JUET Guna.
 - (b) You will be addressed and briefed by the University Authorities.
 - (c) Your doubts will be cleared in the Q & A Session and then Registration process will start.
4. **REGISTRATION PROCESS**
 - (a) Fillup your **Admission Form** before proceeding for the Registration Counter. Ensure no correction in Admission form. Fill choice of branch as per provisional admission letter.
 - (b) Keep your documents ready in the **sequence given below along with Admission Form:-**
 - (i) Demand Draft of **Rs. 1, 02,500/-** towards balance Part of Tuition Fee, Development Charge, Hostel Charges & Caution Money. **(If Hostel accommodation is required).**
 - (ii) Demand draft of **Rs. 52,500/-** **(If Hostel accommodation is not required).**
 - (iii) Self attested copy of Provisional Admission Letter.
 - (iv) Original and self attested copies of 10th (High School) and 10+2 (Intermediate) Examination Marks Sheets.
 - (v) Original and self attested copies of 10th (High School) and 10+2 (Intermediate) Examination Passing Certificate.
 - (vi) Self attested copy of Category i.e. SC/ST/OBC/Minority/Physically Challenged Certificate.
 - (vii) JEE Admit Card & Rank Card.(For JEE Rank based admission)
 - (c) Attach all the above documents along with Admission Form and keep the same in docket and wait for your call as you will be called by docket number serial.

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- (d) On calling, proceed to **Document Submission Counter** for initial checking.
- (e) Proceed to **Fee Deposition Counter** with docket after initial verification of documents kept in docket.
- (f) Proceed to **Admission Counter** and collect your Admission Confirmation letter, Fee Receipt, Hostel Allotment Letter & Subject Registration slips.
- (g) Proceed to **Photography counter** and get your Passport size photograph taken for Identity card purpose.
- (h) **Proceed to Uniform Counter and give measurement for uniform & make payment of Rs.5400/-(approx) to the tailor for the uniform set i.e. 3x shirts, 2x trousers, 1x Blazer, 1x half sweater, Coat cover , Hanger, one Tie and laundry bag.**
- (i) **Important:-**
 - (i) **Final document verification will be done at the time registration i.e. on 9th July 2018 and it is mandatory to bring all original documents and one set of self attested copies of same as mentioned in Provisional Admission Letter. No original documents other than TC/ Migration & Character certificate retained by the university.**
 - (ii) **Limited Hostel type accommodation is available for parents/guardians for overnight stay. Each room has 3 beds/ mattress and is available at Rs. 500/- per room for 24 hours. This can be booked in advance by sending an e-mail at kp.mishra@juet.ac.in or will be allotted on arrival on first come basis. Meals will be provided a nominal rate of Rs. 30/- for Break Fast & Rs. 50/- each for lunch & dinner in student's mess.**

NOTE:-

- (a) Instructions for lunch break will be announced in the hall. You may proceed to Annapurna and avail the facilities and return to Tagore Hall before the designated time.
- (b) Please do not move out of designated places. You may miss your name when called.
- (c) **Please take back your original educational documents from the earmarked counter if taken by the concerned staff members for the verification purpose.**
- (d) **Documents verification will be done at the time of Registration i.e. 9th July 2018 and it is mandatory to bring all original documents along with one set of self attested copy on date of Registration.**
- (e) Photocopying facility is available in Tagore Hall on payment of Re. 1/copy.
- (f) **Please do not make any payment in cash or otherwise for admission purpose or don't handover DDs or documents to anyone except designated counter.**
- (g) **In case of any difficulties/doubt - please contact "Help Desk" staff in Tagore Hall.**

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