

**JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
WAKNAGHAT**

JUIT/WKG/REGR/2020-21/0731

December 08, 2020

OFFICE ORDER – ADMISSION CELL 2021

1. The JUIT Admission Cell for 2021 is constituted as under:-

Faculty

1. Dr. Tiratharaj Singh, Associate Professor – Deptt of BT/BI
2. Dr. Harsh Sohal, Assistant Professor (SG) – Deptt. of ECE
3. Dr. Saurav, Assistant Professor (SG) – Deptt. of CE

Staff

1. Mr. Sanjay Kumar Verma, Asstt. Registrar (Academics)
2. Mr. Arindam Das, Assistant Admin Officer
3. Mr. Amit Kumar Shrivastava, Coordinator
4. Mr. Pankaj Kumar, Coordinator – Placement
5. Dr. Anil Tomar, Sr. Professional Assistant

Coopted Member – Dr. Nishant Jain for Social Media Publicity

2. The following is the broad structure and Charter of Responsibilities of Admission Cell:-

- a) **Date of Commencement & Duration**:- 01 Jan 2021 to 14 Aug. 2021
- b) **Manning**:-
 - i) 01 Jan 2021 to 31 Mar 2021 } Mr. S.K. Verma, Mr. Arindam Das
 - ii) 01 Aug 2021 to 14 Aug 2021 } Mr. Amit Kr. Shrivastava, Mr. Pankaj Kumar, Dr. Anil Tomar
 - iii) 01 Apr 2020 to 31 Jul 2021 } Dr. Tiratharaj Singh, Dr. Harsh Sohal, Dr. Saurav, Pankaj Kumar, Dr. Anil Tomar
- c) **Timings**:-

9 A.M to 5 P.M. - All Working Days – Physical Presence in Admission Cell.
Beyond 5 P.M. & On Sundays/Holidays – Responses through Mobile Phone.
- d) **Location of Admission Cell** :-Meeting Room adjacent to Registrar Office
- e) **Telephone Numbers**:-
 - i) **Landline Nos.**
 - aa) 01792-245371
 - ab) 01792-239360
 - ii) **Mobile Nos. (Airtel Prepaid)**
 - aa) 7807846047 - Held with Mr. S.K. Verma
 - ab) 7807846048 - Held with Dr. Anil Tomar
 - ac) 7807846049 - Held with Mr. Amit Kr. Shrivastva
 - ad) 7807846050 - Held with Dr. Tiratharaj Singh

f) **Secretarial Support:-**

- i) 1x Office Boy detailed by Mr. Akhilesh Kumar Singh
- ii) 1x Jr. Lab Assistant Mr. Roshan Lal for Data Entry
- iii) Mr. Rohit for website updation.

g) **Essentials:-**

- i) Adequate Admission Brochures for perusal by parents/candidates.
- ii) Reception Area outside Registry to have 10 cushioned chairs.
- iii) Bottled Water, Tea & Biscuits will be catered by Mr. Akhilesh Kumar Singh.
- iv) Photos & publicity videos including Admission related slides to be operational in Reception Area TV.
- v) Facility of Coupon Lunch Dining by Annapurna to be catered.
- vi) One Light Vehicle for Campus Tour if required.
- vii) A register will be maintained by Assistant Registrar which must log all types of queries being asked and activities of Admission Cell.

h) **Orientation:-** A half day workshop will be conducted by Registrar which will put all deputed faculty/staff on a common grid of understanding wrt Admission Rules / statistics etc. for 2021-22. Date for this shall be intimated later.

i) **Charter of Responsibilities:-**

- i) To be the Centre for all Admission related Queries by all agencies.
- ii) To communicate with candidates seeking admission and to remain in touch with prospective candidates through call back.
- iii) Academic Counselling for various branches in which admissions are being sought.
- iv) Scrutiny of Mark sheets as per JUIT norms for Admission and to be put up to Registrar for approval and Issue of Provisional Admission letter.
- v) Project positive image of JUIT by highlighting Institutional, Academic and Administrative strengths.
- vi) Organise a Campus Tour for Parents/Candidates if required.
- vii) Facilitate purchase of Admission Forms, Payments, Documentation etc.
- viii) Be a storehouse of all admission formalities.
- ix) Coordinate Publicity through Electronic & Print Media and Admission Fairs etc.



Maj Gen Rakesh Bassi, SM (Retd.)
Registrar & Dean of Students

c.c.: Vice Chancellor
Dean (Academics)
All HoDs
All Members of the Admission Cell