



“बेटी बचाओ, बेटी पढ़ाओ”

# Jayoti Vidyapeeth Women's University, Jaipur

## UNDERTAKING BY STUDENT (SELF ATTESTED on Plain Paper) About University Rules and Regulations

- I \_\_\_\_\_ D/o \_\_\_\_\_ hereby declare that-
- I have carefully read and shall be reading time to time and understood the rules and regulations. I accept & agree to follow and abide by them.
  - I shall not indulge in any matter that comes under ragging with any fellow mates, staff or faculty member as individual or in a group.
  - In case I am found disobeying the rules & regulations at anytime, University authority has the right to take a disciplinary action against me, which could either lead to the extent of rustication from the university. I, my parents/ guardians shall not interfere on the action taken by the university authority in such a matter.
  - I shall have no objection incase my photograph/Video/ voice, while taking part in the activities of the University, appears in any presentation of the University.
  - If ever I become pregnant or have to undergo any prolonged treatment where rest is required, It will be my duty to inform the University Management and abide by the rules of the University.
  - I & my parents/ guardian shall be responsible for the payment of all the fees & other charges/fines whenever demanded.
  - I shall abide by the examination rules and shall proceed accordingly.
  - I hereby declare that Jayoti Vidyapeeth Women's University & Jyoti Vidyapeeth Trust shall not be responsible for any mishappening on my part during the course of my study (on campus or off campus) in the university/ industrial visits/ trainings/ tours/ transport etc. I & also my dependents or next of kin in such a case shall not claim any compensation for my damages or disability.
  - I hereby undertake that if I undergo any lawful offence or meet an unauthorized person or misplaced during my outing then university shall not be responsible.
  - I have read and I accept the Fee Refund Policy of UGC, declared on December, 6, 2016 vide Notification-Remittance & Refund of Fees and Other Student-centric Issues, subclause- 4.2.3 of clause 4, Remittance of Fees on page-4.
  - All the disputes will be referred compulsorily to the “Tribunal of Arbitration” of the University before availing the judicial remedies in a court whose jurisdiction shall be Jaipur District only.

### About Anti Ragging

I, ..... Enrollment No. .... D/o Mr./Mrs./Ms. ...., having been admitted to Jayoti Vidyapeeth Women's University, have read all the UGC Regulations on curbing the menace of Ragging. I have also read all the amendments made in year 2012, 2013, 2016 respectively amendment made or will read and “Regulations”) carefully and fully understood the provisions contains in the said Regulations. I declare that I have filled online Affidavit on website of antiragging and fully understood all the regulations laid today or will be published in future.

- I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 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.
- I hereby solemnly aver and undertake that
  - I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - I will not participate in or abet or propagare through any act of commission or omission that may be constituted as ragging under clause 3 of Regulations.
- 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 for the time being in force.
- 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 (Student)

### VERIFICATION

Name \_\_\_\_\_ 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 \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_.

Signature of Deponent (Student)



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## UNDERTAKING BY PARENT/GUARDIAN (SELF ATTESTED on Plain Paper) About University Rules and Regulations

I \_\_\_\_\_ S/o/D/o \_\_\_\_\_  
(NAME OF PARENTS)

### Do hereby solemnly affirm & undertake that:

1. My daughter/sister/ward \_\_\_\_\_ has submitted this application form for admission & hostel accommodation/ day boarder's facility with my permission and that I shall be responsible for her good conduct as a student of the university and adhere to the provisions of the Jayoti Vidyapeeth Women's University ordinances/ regulations and rules/ orders/ decisions etc.
2. I shall hold myself responsible for payment of her fees and other charges during her stay in the university.
3. I also declare that no case has been pending against my daughter in any civil/ criminal court of the country.
4. I endorse the undertaking by my daughter.
5. I hereby undertakes that if my daughter undergoes any lawful offence or meets an unauthorized person or misplaced during her outing then university shall not be responsible.
6. I have read and I accept the Fee Refund Policy of UGC, declared on December, 6, 2016 vide Notification-Remittance & Refund of Fees and Other Student-centric Issues, subclause- 4.2.3 of clause 4, Remittance of Fees on page-4.
7. All the disputes will be referred compulsorily to the "Tribunal of Arbitration" of the University before availing the judicial remedies in a court whose jurisdiction shall be Jaipur District only.

Place:..... (Full signature of the parent/ guardian)

Name of the parent/ guardian..... relationship with student.....

### About Anti Ragging

1. I, ..... Mr./Mrs./Ms. .... (full name of the parent/guardian) father/mother/guardian of .....
2. (Full name of the Student along with enrollment number), ..... having been admitted to Jayoti Vidyapeeth Women's University, have read all the UGC Regulations on curbing the menace of Ragging. I have also read all the amendments made in year 2012, 2013, 2016 respectively amendment made Curbing the menace of Ragging in Higher Educational Institutions, 2009, (herein after called the "Regulations") carefully and fully understood the provisions contains in the said Regulations. I promise that my ward do obey all the regulations declared today or in future. I hereby also confirm that I have filled online Affidavit on anti ragging website
3. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
4. 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.
5. 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 Regulations.
6. I hereby affirm that, if found guilty of ragging, my ward shall be liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against her under any penal law for the time being in force.
7. 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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

Signature of Deponent (Parents)

Name & Address:

Contact No.:

### 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 \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

Signature of Deponent (Parents)



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# Jayoti Vidyapeeth Women's University, Jaipur

## CERTIFICATE OF MEDICAL FITNESS

(To be completed by parents prior to entry into the university)

### BIODATA

1. Name of Student: .....
2. Date of Birth: ..... Age.....
3. Name of Parent or Guardian: .....
4. Telephone: .....Emergency Local Contact No.....(if any)
5. E- Mail: .....

### MEDICAL HISTORY

Does your ward have any of the following conditions?

Asthma?	Yes..... No.....	Hypertension?	Yes..... No.....
Diabetes mellitus?	Yes..... No.....	Heart disease?	Yes..... No.....
Tuberculosis?	Yes..... No.....	Epilepsy/seizure disorder?	Yes..... No.....
Mental illness?	Yes..... No.....	Kidney disease?	Yes..... No.....
Liver disease?	Yes..... No.....	Allergies?	Yes..... No.....
Drug addiction?	Yes..... No.....	Any drug Allergies?	Yes..... No.....

If yes to any/ some of the above, kindly give details: .....

..... Is your ward presently on medication? Yes..... No.....

Kindly give details including names of medication and dosages .....

..... Name of the Doctor

..... and his/her contact no.....

..... F/O ..... hereby declare that all the above

mentioned details provided are correct and best of my knowledge and I am submitting all the related records with this Medical Certificate.

PLACE:.....

DATE:.....

NAME AND SIGNATURE OF MOTHER/FATHER

***Finally Medical Verification will be done by the University Hospital and noted by Hospital Co-ordinator.***

.....  
Signature (Authorised, University Hospital)

.....Date.....  
Signature (Hospital Co-ordinator)

**THE CANDIDATE MUST BE MEDICALLY FIT AS PER THE COURSE REQUIREMENT.**



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## TELECOMMUNICATION FORM

Student Name ..... Enrollment Number..... Course:.....

Father/Mother's Name ..... email id .....

Address.....

City..... State..... Pin Code .....

Hostel Name..... Room Number : ..... (Ext. No.- filled by office).....

### *Permission for Incoming Call ( DO NOT ADD “0” before any number)*

S.No	Mobile/Contact Number	Name of Person	Relation with Student
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

### *Permission for Outgoing Call ( DO NOT ADD “0” before any number)*

S.No	Mobile/Contact Number	Name of Person	Relation with Student
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

➤ *For any complains related to telecommunication facility, pls mail to us at*

[grievance@jvwu.ac.in](mailto:grievance@jvwu.ac.in)



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## MEETING PERSONS FORM 2017-2018 (upto 8 members)

STUDENT'S NAME : ..... FATHER'S NAME : .....

COURSE: ..... BRANCH : ..... ENROLLMENT NO. : .....

HOSTEL NAME : ..... ROOM NO. .... CONTACT NO. : .....

**Kindly fill those people's details with Photograph who shall be visiting to meet with your ward.**

1	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....	2	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....
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3	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....	4	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....
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5	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....	6	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....
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7	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....	8	NAME:..... ADDRESS:..... ..... LANDLINE NO..... MOBILE..... RELATION .....
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PARENT/ GUARDIAN'S NAME

SIGNATURE OF PARENT/ GUARDIAN



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## Outing on Holiday

Students may go for outing on University Holiday for their personal purchasing if required. They may go to the Jaipur Markets as per their need or requirement. Parents shall send their ward for Outing on their own responsibility.

Parents may choose any of these four options as mentioned for permitting their students to go out of the University.

- By University Transport
- Self Transport
- Both by University Transport or Self Transport
- No Outing Permission

### Outing by University Transport

University will provide transportation facility on payment basis to residential students as per Availability University provides transportation for dropping and picking up till the identified fixed point. University responsibility lies to drop and pick up from identified fixed points.

### Process to go Outing

All the newly enrolled students may give their names directly at Communication Center with nominal charges as announced from 4.00 P.M. to 5:00 P.M. on Wednesday.

- It is highly recommended to all the students who are commuting by University Transport shall be very punctual as late comers may miss their Transport and their outing will be banned for one year.
- If a student had registered their name and paid the amount once for outing, the amount will not be returned in case she wishes to withdraw her name from the same.
- Descent wearing creates respects in the eyes of the holder. It is advised to wear Descent clothes during outing.
- ID Card wearing is compulsory for all the students during Outing.
- Students are not permitted to talk to strangers on outings.
- Please be aware as you are on Surveillance.
- In case any student is found indulge in any wrong activity, wandering or chatting with the person then her outing shall be banned for one complete year which may lead to Rustication.
- In case any student missed the transport, she may contact to the Transport Manager for the transport on paid basis on 9001096036.

All the students who are on University outing are expected to come and board University transport on declared timing at the dropping point. In case any student fails to reach on time; University Transport will not wait for her and return back to the University Campus along with the other students. University will launch complaint, Missing FIR at Police Station for such students. University will cancel her outing for next six months and may also take any disciplinary action against her.

### Outing by Self Transport

In case you wish to choose this option for your ward, please mention clearly in the blanks in the box. On filling this option, parents are requested to provide us SMS on University SMS portal for their ward's Self outing.

**Rules:-** Self Outing shall be permitted to student from 7:00 A.M. to 7:00 P.M. only. Students on self outing have to report back by 7:00 P.M. positively else any disciplinary action may be taken against them. In case they found guilty they may not be permitted to enter the Student's Campus zone.

**Both by University Transport or Self Transport:-** If you wish both the facility for your ward, please write this option in the blank in box given below. Rules for both shall be applicable under this case.

**Outing not Permitted :-** In case parents does not wish to permit her ward for Outing they shall choose this option.

### GIVE YOUR CONSENT

- I Permit my ward to go outing by UNIVERSITY TRANSPORT
- I Permit my ward to go outing by SELF TRANSPORT
- I Permit my ward to go outing by both UNIVERSITY & SELF TRANSPORT
- I do not allow my ward for any kind of Outing other than Academic Visits.

Please fill your choice of option here \_\_\_\_\_

### Fill the Declaration :

- I \_\_\_\_\_ f/m of \_\_\_\_\_ hereby undertake that I have read all the information mentioned above about the Outing with University Transport.
- I \_\_\_\_\_ hereby undertake that if my daughter/sister/ward undergoes any lawful offence or meets any unauthorized person or escape unlawfully /or any activity which is considered in breach of rules, during her outing then university shall not be responsible.
- If parents need any special surveillance for her daughter, kindly contact to Registrar and give complete details if they had any doubt. keep faith your case will be not disclose to everybody and will be a secret.

DATE : .....

SIGNATURE OF MOTHER/FATHER/GUARDIAN





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## रविवार/अवकाश दिवस पर विश्वविद्यालय परिसर से बाहर जाने के लिए सुविधा

छात्रावास में रह रही छात्राओं को अपनी व्यक्तिगत खरीददारी या किसी अन्य कार्य हेतु जयपुर बाजार तक आने-जाने के लिए अनुमति एवं सुविधा प्रदान की जाती है। इसके लिए अभिभावक को नीचे दिये गये विकल्पों में से यह फॉर्म भर कर अपनी चयनित इच्छा या विकल्प लिख कर देनी होगी।

### विकल्प :

- विश्वविद्यालय वाहन सुविधा द्वारा
- स्वयं की वाहन व्यवस्था द्वारा
- विश्वविद्यालय वाहन सुविधा और स्वयं की वाहन व्यवस्था द्वारा ( छात्रानुसार )
- बाहर जाने की अनुमति नहीं

विश्वविद्यालय वाहन सुविधा द्वारा - इस विकल्प को चुनने पर छात्रा को जयपुर बाजार आने-जाने के लिए विश्वविद्यालय की वाहन सुविधा देय शुल्क पर उपलब्ध कराई जायेगी। यह सुविधा अवकाश दिवस एवं रविवार के लिए ही होगी। यह विकल्प चुनने के बाद छात्रा स्वयं ही अपना नाम लिखा कर महिने में एक बार बाहर जा सकती है, जिसके लिए आपसे दुबारा किसी तरह का सम्पर्क नहीं किया जायेगा।

प्रक्रिया : जिन छात्राओं ने 2017-18 में एडमिशन लिया है वे सभी छात्रायें अपने नाम कम्प्युनिकेशन सेन्टर ( सी.सी. ) पर जाकर लिखाये। प्रत्येक बुधवार को 4.00 बजे से 5.00 बजे तक नाम लिखाये जा सकते हैं।

### नियमावली :

- विश्वविद्यालय वाहन सुविधा द्वारा प्रत्येक छात्रा को महिने में केवल एक ही बार आउटिंग दी जायेगी। जिसका शुल्क कम्प्युनिकेशन सेन्टर ( सी.सी. ) पर नाम लिखाते समय देना होगा।
- सभी छात्राओं को विश्वविद्यालय से जाने व बाजार से लौटते वक्त समय का विशेष ध्यान रखना होगा। किसी भी कारण से विलम्ब होने पर उनकी आउटिंग 1 वर्ष के लिए बंद की जा सकती है।
- सभी छात्राओं के लिए अनिवार्य है कि वे सभ्य वस्त्र पहनकर आउटिंग पर जाये।
- आउटिंग के दौरान सभी छात्राओं को विश्वविद्यालय आइडेंटिटी कार्ड ( आई कार्ड ) पहनना अनिवार्य है।
- आउटिंग के दौरान सभी छात्राओं को आगाह किया जाता है कि वे किसी भी अपरिचित व्यक्ति से बातचीत ना करें।
- आउटिंग के दौरान यदि कोई भी नियम तोड़ा जाता है तो उस छात्रा की आउटिंग कम से कम 1 वर्ष के लिए निरस्त कर दी जायेगी।

नोट : यदि कोई भी छात्रा बाजार से लौटते समय, समय से नहीं आती है तो विश्वविद्यालय वाहन उसे छोड़कर विश्वविद्यालय परिसर में आ जायेगा। ऐसी छात्रा के खिलाफ विश्वविद्यालय प्रशासन पुलिस स्टेशन में गुमशुदगी एफ.आई.आर. दर्ज करा देगा जिसकी पूर्ण जिम्मेदारी छात्रा के अभिभावकों की होगी। ध्यान रहे, विश्वविद्यालय प्रशासन द्वारा छात्रा के खिलाफ अनुशासनात्मक कार्यवाही की जायेगी।

स्वयं की वाहन व्यवस्था द्वारा - यदि आप अपनी बालिका को स्वयं की वाहन व्यवस्था द्वारा आने-जाने की अनुमति देना चाहते हैं तो आपको रिक्त स्थान में यह विकल्प भरना होगा। यह विकल्प चुनने के पश्चात् भी आपको हर बार अपनी अनुमति के लिए एस.एम.एस. भेजना होगा। एस.एम.एस. प्राप्त होने पर इस बारे में आपसे दुबारा किसी तरह का सम्पर्क नहीं किया जायेगा।

नियमावली : आउटिंग का समय - प्रातः 7.00 बजे से रात्रि 7.00 बजे तक ही रहेगा। सभी छात्राओं को अवगत कराया जाता है कि अधिकतम 7.00 बजे तक विश्वविद्यालय परिसर में उपस्थित होना अनिवार्य है। 7.00 बजे के बाद आने पर छात्राओं को विश्वविद्यालय परिसर में आने की अनुमति नहीं मिलेगी। ध्यान रहे, कि छात्रा का पूर्ण जिम्मेदारी अभिभावक की होगी तथा विलम्ब से आने पर विश्वविद्यालय प्रशासन द्वारा छात्रा के खिलाफ अनुशासनात्मक कार्यवाही की जायेगी।

### विश्वविद्यालय वाहन सुविधा और स्वयं की वाहन व्यवस्था द्वारा ( छात्रानुसार )

यदि आप अपनी बालिका के लिए उपरोक्त लिखित दोनों सुविधायें चाहते हैं तो यह विकल्प चुनें। ध्यान रहे कि यह विकल्प चुनने पर दोनों विकल्पों के नियम लागू होंगे।

### बाहर जाने की अनुमति नहीं

यदि आप अपनी बालिका के लिए यह विकल्प चुनते हैं तो उसे किसी भी प्रकार से आउटिंग के लिए विश्वविद्यालय परिसर से बाहर जाने की अनुमति नहीं दी जायेगी।

अपनी इच्छानुसार अपना विकल्प चुनकर नीचे लिखे।

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### घोषणा

- मैं ----- माता/पिता ----- यह घोषणा करता/करती हूँ कि उपरोक्त दिया गया आउटिंग का सम्पूर्ण विवरण एवं नियमावली मैंने पढ़ ली है।
- मैं सुश्री ----- की जिम्मेदारी लेता/लेती हूँ कि यदि मेरी बेटी/बहिन विश्वविद्यालय का कोई भी नियम तोड़ती है या अवैध रूप से पलायन करती है तो उसकी पूर्ण जिम्मेदारी मेरी होगी। विश्वविद्यालय किसी भी तरह से जिम्मेदार नहीं होगा।
- अगर अभिभावक अपनी बालिका के लिए किसी भी तरह की विशेष निगरानी चाहते हैं तो कृपया रजिस्ट्रार से सम्पर्क कर पूरी बात बताये। आप विश्वास रखे कि आपकी कही हुई बात किसी से भी साझा नहीं की जायेगी और पूरी तरह से गुप्त रहेगी।

दिनांक -----

अभिभावक के हस्ताक्षर



"बेटी बचाओ, बेटी पढ़ाओ"

# Jayoti Vidyapeeth Women's University, Jaipur

## Video Call Authorization

1. Father/Husband's Name : Mr. ....  
 Video Calling via, .....  
 email.id.....

Recent Coloured  
 Photograph of  
 FATHER

2. Mother's Name : Mrs. ....  
 Video Calling via, .....  
 email.id.....

Recent Coloured  
 Photograph of  
 MOTHER

FATHER'S SIGNATURE..... Date.....





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# Jayoti Vidyapeeth Women's University, Jaipur

## MOBILE LOCKER MEMBERSHIP FORM, 2017-18(valid upto June 2018)

DATE: ..... MOBILE LOCKER NUMBER: ...../.....  
 Enrollment No : JV-...../...../..... Name of Candidate:.....  
 Course: ..... Father's Name :.....  
 Address: .....  
 Home City..... Home State..... Pin code.....  
 Contact Number – Parents (1)..... (2).....

### **Guidelines for Mobile Locker**

Residential Students may take their Mobiles back while going outside the Campus as per following:-

1. Mobile Locker will be allotted with Parent's permission only.
2. Student shall be permitted to take and keep Mobile from Mobile Locker during University declared Holidays – Summer, Winter and Session end Holidays (3 times) and other than that maximum upto 7 times in one Academic Session fulfilling following conditions.

***Mobile will not be provided to any student Industry Visit.***

3. The mobile phone deposited will be handed to the student who has registered the Mobile Locker. Please note that it will not be given to her cousin sister or any friend. Only Siblings (sisters with same parents) may enjoy this benefit.
4. First year of enrollment it is not chargeable and 2nd year onwards nominal charges are to be submitted at Accounts Office in advance.
5. Only one mobile with charger can be kept in one mobile locker.
6. At Every time you take or give Mobile for Mobile Locker, student has to make complete entry in entry registers.
7. Ph.d Scholars shall be entitled to take mobile on their every exit without any bindings.

### **MOBILE DESCRIPTION**

Mobile Description: Single/Double Sim..... Service Provider.....  
 Mobile Company..... Model No.....Colour.....  
 Memory Card(Yes/No)..... Details.....  
 Battery Details..... Charger type..... (Mention color)

I..... hereby declare that I permit my daughter .....  
 to open Mobile Locker in University Campus. I have read all the revised Guidelines regarding Mobile Locker and I promise that I and my daughter shall obey all the guidelines issued by the University. All the items as mentioned above Mobile Locker and in case of any damage, University shall not be responsible. I am keeping Mobile and their accessories in Mobile Locker at my own risk. In case I change my mobile in future, I will resubmit the Mobile Locker Form.

Sign.(Parent)

Sign.(Student )

Sign. Accounts

Mobile Locker Incharge



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# Jayoti Vidyapeeth Women's University, Jaipur

## Parents to make Calls

### DIAL 01428515253 to talk to your ward

**Pls Note – Parents may receive call by their wards from other numbers but do not make a call to any of those numbers.. DIAL 01428515253 only**

#### **Suggestion : FIX TIMINGS WITH YOUR WARD FOR INCOMING CALL (Call Facility – 24 hours)**

For convenient communication with your wards, persons who are registered to make incoming calls are requested to fix timing with the student and on their fix timings making a call on 01428-515253.

It will help you in many ways such as :-

- **Student may enjoy every activity** – When student's incoming call timings are fixed, student may enjoy different residential activities as per schedule such as Gym, Discotheque, Library, Sports, Music etc. and will be regular in Mess and Laundry. In case you do not fix up the timings, it may lead to inconvenience to you because it is found that parents make calls again and again and phone is not getting picked because student is not in the room many times.
- **Reduce the Engagement of Phone** - As your ward is staying in sharing rooms, everyone will fix their timings, so during those hours calls will be fixed and Room Telephone will be free to connect your call.

**“NO BOUNDATIONS ARE MADE BY THE UNIVERSITY TO MAKE CALL TO YOUR WARD”**

### For Students - To make Outgoing Call

**Recharge your Phone account in Dept. of financial Services (Accounts Dept.)- by ₹200 or ₹500**

**Obtain your Security Pin from Dept. of Financial Services (Accounts Dept.)**

DIAL 895 or 892 from your Room Telephone

Dial 1 to make a call

Dial 2 to check your Telephone Account Balance

Dial the number you wish to call and communication.

Incase your account balance is low; pls. recharge your phone account in Dept. of Financial Services (Accounts Dept.)

#### Various Reports to parents –

Parents will be provided separate Log in ID and Password to view different details related to Telecommunication with their Ward. It is advised to check regularly your ward's communication details on Parent's Login on University Website, <http://www.erp.jvwu.ac.in/>

#### Separate Login Panel for Parents to view:-

1. Information regarding Registered Incoming and Outgoing Numbers
2. Information of Daily , Weekly , Monthly Incoming and Outgoing Call Reports
3. Odd Hours incoming and outgoing Call reports and in many other ways.

#### FOR EDITING IN TELECOMMUNICATON FORM

1. Parents are requested to take the print out of Telecommunication Form available on website and fill it clearly without any corrections and send to the University email id –or fax it on 08302542620 :- . You may also give it personally at University Reception. **Forms Received by students will not be accepted.**
2. Students shall not be permitted to make changes in their Telecommunication Form.
3. University Officials may verify any of the student communication details with their parents before activating it.
4. In case any student found guilty in breaching rules of the University or found indulge in any unauthorise activity, University may restrict her telecommunication upto their parents only. Any other disciplinary action may be taken against her as per decision of Disciplinary Committee & Management.

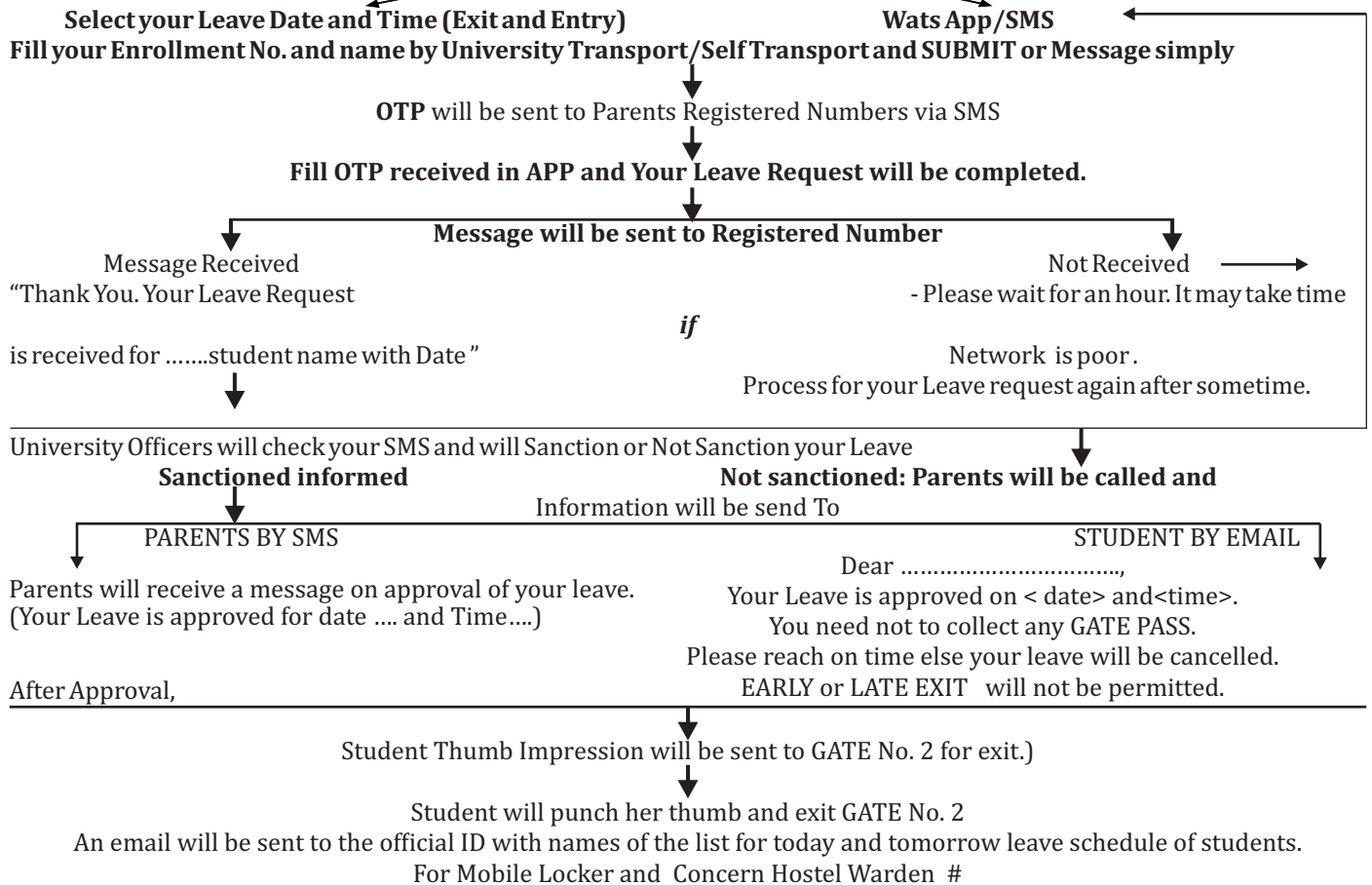
**PLEASE NOTE : MOBILE PHONES ARE RESTRICTED IN UNIVERSITY.KEEPING OR USING ANY MOBILE PHONE WITHOUT PERMISSION OF MANAGEMENT MAY LEAD TO ANY DISCIPLINARY ACTION AGAINST STUDENT.**



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## LEAVE PROCESS (NEW) VIA APP



### On Student Exit

Parents will be sent an SMS on registered number.

Your student has left from the University Campus on leave from ..... to .....(Date).

### Registration of Students (Master for)

Student Name \_\_\_\_\_ Enrollment Number \_\_\_\_\_ Course \_\_\_\_\_

Hostel \_\_\_\_\_ Room \_\_\_\_\_ Medical Issue \_\_\_\_\_ Discipline issue \_\_\_\_\_ Others \_\_\_\_\_

Student Out Reason > Leave/Hostel Vacate - Training/Course Complete/NOC- Placement/Suspension/Any Other

Registered Parents Mobile Number \_\_\_\_\_ Registered E-Mail ID of Parents \_\_\_\_\_

Registered email. Id of Student \_\_\_\_\_ Student Extension Number \_\_\_\_\_

### Important

Reporting : - Reporting Officer

Course Change : - COE

Room Change : - Registrar

### Records and Reports:

- Any way linked report from any point in registration Panel on selecting on or more than one from i heads or same heads. ( Tow or more courses combine report
- Previous Record of student shall be remain on particular Date.
- ROOM CHANGE - Reason must be mentioned before

### Stepping -

- Parents may send Leave request via Mobile App
- On Receipt of Message, an OTP will be sending on the Parents Registered Numbers.
- On filling the OTP, the Leave Request will be completed.
- Message will be sent to Registered Number - “Leave Request is received.”
- Student may check on their email id a

