

**JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR**  
**NEW STUDENT REPORTING FOR HOSTELLER**

NAME OF STUDENT \_\_\_\_\_ Date \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_

***New Students who are visiting Campus first Time & want to visit campus before Reporting. Obtain Another Entry Gate pass from Reception.***

**CHECK LIST FOR REPORTING PROCESS**

Sno.	Particulars	Place	SIGNATURE OF AUTHORIZED PERSON
1.	PRIMARY FITNESS CHECKUP KEEP LUGGAGE AT CLOAK ROOM	MAIN ENTRANCE GATE NO. 1	
2.	ONLINE REPORTING FORM FILLUP (IF NOT DONE )	RECEPTION	
3.	MEDICINE VERIFICATION (IF ANY) (THE MEDICINES SHALL BE SENT TO THE STUDENT'S RESPECTIVE ROOMS WITHIN 2-4 HOURS AFTER VERIFICATION )	HOMOEOPATHY HOSPITAL	
4.	THUMB REGISTRATION (RECEPTION AREA )	RECEPTION	
5.	MOBILE LOCKER / LAP TOP REGISTRATION	RECEPTION	
6.	GET INFORMATION ABOUT THE PROCESS OF COMMUNICATION , LEAVE P , OUTING ,MEETING ETC.)	RECEPTION	
7.	FEE DEPOSIT (ACADEMIC,HOSTEL, UNIFORM & PHONE RECHARGE	ACCOUNT OFFICE	
8.	FEE DEPOSIT ACADMEIC TOOL/BOOKS	ACCOUNT OFFICE	
9.	REPORTING (DOCUMENT VERIFICATION & GATE PASS)	ACCOUNT OFFICE	
10.	GIVE MEASUREMENT FOR UNIFORM AND ORDER ACADEMIC TOOL & BAG (COLLECT WITH IN 30 DAYS),	RECEPTION	
11.	COLLECT ID CARD FROM EXAMINATION DEPARTMENT WITHIN A WEEK	EXAMINATION DEPARTMENT	
12.	LAUGGAGE CHECK	GATE NO.2	
13.	REPORTING AT HOSTEL WITH OR WITHOUT PARENTS (ONLY FEMALE)	HOSTEL	

**Kindly submit the Check List at Gate No.2 After Reporting while returning from your Ward's Hostel**

# JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR

## NEW STUDENT REPORTING FOR DAY BOARDERS

NAME OF STUDENT \_\_\_\_\_ Date \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_

DAY BOARDER: UNIVERSITY TRANSPORT  SELF TRANSPORT

***New Students who are visiting Campus first Time & want to visit campus before Reporting, Obtain Another Entry Gate pass from Reception.***

### **CHECK LIST REPORTING PROCESS**

SNO.	PARTICULARS	PLACE	SIGNATURE OF AUTHORIZED PERSON
1.	PRIMARY FITNESS CHECKUP	MAIN ENTRANCE GATE NO. 1	
2.	ONLINE REPORTING FORM FILLUP (IF NOT DONE )	RECEPTION	
3.	THUMB REGISTRATION (Reception Area )	RECEPTION	
4.	MEETING WITH TRANSPORT MANAGER FOR BUS TIMING & ROUTE	RECEPTION	
5.	FEE DEPOSIT (Academic, Transport , Uniform )	ACCOUNT OFFICE	
6.	FEE DEPOSIT ACADEMIC TOOL /BOOKS	ACCOUNT OFFICE	
7.	REPORTING & DAYBOARDER PASS (Document Verification)	ACCOUNT OFFICE	
8.	GIVE MEASUREMENT FOR UNIFORM AND ORDER ACADEMIC TOOL & BAG (COLLECT WITH IN 30 DAYS),	RECEPTION	
9.	COLLECT ID CARD FROM EXAMINATION DEPARTMENT WITHIN A WEEK	EXAMINATION DEPARTMENT	
10.	EXIT	GATE NO.1	

**KINDLY SUBMIT THE CHECK LIST AFTER REPORTING AT GATE NO. 1**