



JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
(Established by H. P. State Legislative vide Act No. 14 of 2002)

November 24, 2006

Dear Parents/Guardian/Student,

1. We are pleased to inform you that the current semester of this Academic Year, will be completed as scheduled on December 02, 2006 (barring a few papers for some students, which shall also be over by December 05, 2006). Thereafter, most of the students will proceed on Winter Vacation, except some students for Dual Degree B-Tech. - MBA, whose programme has been drawn out separately by the Jaypee Business School (JBS).
2. Certain salient events/activities, which need your attention, are given in succeeding paragraphs.
3. **Dual Degree B Tech – MBA Programme.**

Students of Batch 2004, admitted to Dual Degree B.Tech - MBA Program in September 2006 (2nd wave) will be required to attend Bridge Course, as per separate notification already issued by the JBS. These classes shall start from December 05 up to December 14, 2006.

4. **Seeing The Evaluated Answer Scripts of Major Examinations.**

The desirous students may stay back, to see their evaluated answer scripts, as per the schedule given by the respective teachers. The process shall be completed by December 08, 2006. Students may stay in touch with their respective subject teachers.

5. **Declaration of Results:**

(a) Provisional grades of individual subjects, shall to be declared on December 09, 2006 by the respective teachers of the subjects. They will be displayed on the Notice Boards. Thereafter, final & consolidated results shall be declared by the Registrar by December 11, 2006.

(b) Effort will be made to upload the results on JUIT web site at www.juit.ac.in by December 12, 2006. The results shall be available for respective parents to view on the site.

(c) These results shall be provisional and liable to change after approval of competent Authority.

6. **Scrutiny of Grades**

Since the students are being allowed to see their evaluated answer scripts of the major examination & provisional grades are being announced by the teachers in advance, the system of **“Scrutiny of Grades”** has been **dispensed with**. Therefore, students must clarify doubts, if any, with their respective teachers, when provisional results of each subject are displayed. **NO REPRESENTATIONS ABOUT BEING AWAY ON VACATIONS SHALL BE ACCEPTED FOR ANY SCRUTINY LATER WHATSOEVER.**

7. **Special Supplementary Examinations.**

The Special Supplementary Examinations are scheduled from December 12 to December 16, 2006, for students who have back papers upto June 2006. Instructions for same have already been posted on the Notice Boards; Date sheet shall be put up website, www.juit.ac.in and also displayed on the Notice Boards before December 02, 2006.

8. **Supplementary Examination.**

- (a) The Supplementary Examination shall be held from December 26 to December 30, 2006, for the students who shall earn E or F grade in the current semester i.e odd semester 2006.
- (b) The students must **register for the same from December 12 to December 14, 2006.** The forms can be taken from the Registrar's office, after declaration of results.
- (c) The form should be deposited with the Registrar, latest by December 16, 2006 alongwith receipt of the Examination fee i.e Rs. 500/- per subject.
- (d) The date sheet shall be announced by December 22, 2006 and would be available on website, juit.ac.in & also displayed on the Notice Boards.

Registration and Payment of Dues:

9. The University shall commence its next semester from January 04, 2007. Programme of Registration is as follows :-

- (a) B.Tech 1st Semester Programme (Bio)(4th year) - January 04,2007(Thursday)
- (b) B.Tech 4th & 5th Semester - January 05, 2007(Friday)
- (c) B.Tech 6th Semester, - January 06, 2007(Saturday)
- (d) B.Tech 8th Semester, M.Tech, Ph.D., M.Tech. Dual Degree - January 07, 2007(Sunday)
- (e) Commencement of Classes - January 08, 2007 (Monday)

10. **Registration can be done in person only.**

11. Students will be provided with a copy each of following at the time of Registration. They must read relevant instructions on them very carefully :

- (a) Instructions on add/drop courses (For Pre-Registered students only)
- (c) Academic Calendar.
- (d) Time Table for the Semester.
- (e) Course Curricula for relevant semester.
- (f) Subject Registration form - Details in these forms must be filled Correctly and accurately. The print out should be thoroughly checked for correct Registration of Courses.

12. Students must bring two copies of coloured passport size photographs, at the time of Registration/payment of Dues.
13. Those students who do not register on due dates, due to unavoidable circumstances, may be permitted to do so upto 13 January, with a late Registration fee of Rs. 500/- as a special case. Any student failing to register by that date will have his name struck off the rolls of JUIT.

14. **Tuition Fee/Dues:**

All students including those who have pre-registered have to pay their fees as applicable to their type of entry. They must arrange to pay the due fee, as per registration schedule, failing which their Registration shall be withheld.

Miscellaneous Instructions.

15. **Viva – Voce and Seminar of Major Projects (7th Semester/B. Tech and Dual Degree (Bio)/3rd Semester M.Tech).**

Students of batch 2003 (B.Tech) and Dual Degree Bio and batch 2005 (M.Tech), who have registered for Major projects/thesis of 2 /4credits and 5 credits in 7th/3rd semester respectively, should prepare for the same during vacations. Their seminars and viva exams shall be held from January 08, 2007 onwards, as per schedule announced by respective HODs. Such students have to submit the written work as per separate instructions issued, by January 08, 2007 to respective supervisors/HODs. They should report back according to the schedule given by respective HODs..

16. **New Evaluation Scheme.**

The University is in process of finalizing new 'Evaluation Scheme'. The same would be uploaded on the web site, www.juit.ac.in, before commencement of the new semester in January 2007. Parents & students must familiarize themselves with the same.

17. **Pass/Fail Conditions & Promotion to Next Year.**

This notice has been posted on the web site www.juit.ac.in, since September 2006 and also displayed on the Notice Boards. It was also sent to all parents by post. All parents & students are advised to familiarize themselves with the contents.

18. **Important Notices.**

Important notices for parents are posted on the home page of site www.juit.ac.in and must be perused by the Parents/Guardians.

19. **Students Personal Information System.**

All Parents/Guardians are advised to visit our web site www.juit.ac.in, and peruse their ward's profile on the "Personal Information System". The details available include, Subject Registration Profile, Examination Results, Hostel Details, Disciplinary Action and Fee details etc.

20. **Registration Data Validation.**

Students of 2nd year (CSE/IT), 3rd year and 4th year (B.Tech), 8th & 10th Semesters of Dual Degree (Bio), and M.Tech programmes, who have already pre-registered must visit

the web site www.juit.ac.in, and see their subject tagging for new semester under Personal Information System. Variations, if any must be pointed out to the Registrar before January 10, 2006. Accuracy in data is essential to ensure correct tagging of results. In case no observation is received, it will be assumed that student's subject have been correctly tagged.

21. **Correction of Personal & Contact Details.**

Parents & students are again advised to ensure that Personal & Contact details, provided to the Registrar are thoroughly checked for accuracy. It facilitates contacting the students to pass important information at short notice. Currently, large No of students have not updated their personal data. Please provide the details, at the time of Registration.

22. **I-Cards**

Students will not be allowed, entry into the University without valid I cards, on commencement of classes. Any replacement, required due to loss of old I-card, henceforth, will be charged @ Rs. 500/- (as already announced). Therefore, students must take adequate care of the I-cards, issued to them as I card falling into wrong hands can be misused.

23. **Security of Documents.**

Students must ensure security of certificates, grade sheets etc issued to them. Remember they can be misused. The penalty for issue of duplicates shall be increased, in case trend of frequent loosing does not stop.

24. **Shortfall of Documents :**

- (a) Number of students have not deposited Original Transfer Certificates/Migration Certificates and other requisite documents from old Institutes at the time of admission. Such students will face problem at time of issue of Degree. Migration Certificate will not be provided by the Institute, unless student deposits his/her certificate from the previous Institute.
- (b) Such students are advised to procure the documents during the vacations and deposit them at the time of Registration.

With Regards & Best Wishes.

Yours Sincerely,

Registrar