

JAWAHARLAL COLLEGE OF ENGINEERING AND TECHNOLOGY
JAWAHAR GARDENS, LAKKIDI, MANGALAM, PALAKKAD DIST.

NCT/JCET/146/47-17

29.05.2017

CIRCULAR

Sub: Schedule for Re-admission to III, V and VII Semester B.Tech Programmes for the Academic year 2017-2018 – Reg.

Ref: NCT/JCET/146/40-17, dated 03-05-2017

It is made clear that Re-Admission procedure is mandatory for III, V and VII Semesters of **Jawaharlal College of Engineering and Technology, JCET**, the following instruction are issued with immediate effect for its smooth conduct:-

- a) The Venue of Re-admission would be at Seminar Hall Administrative/Academic Block JCET where the parents and students will assemble on the dates mentioned below:
- b) The Re-admission forms (Part I and II) will be issued to the students in the auditorium itself and the students will fill up Part I in their own handwriting and parents will sign on the application forms. Part II will be completed by the concerned department faculty after checking their attendance, marks, disciplinary matter records and the form will be countersigned by the concerned HOD and Principal.
- c) The PTA members of the concerned department semester wise / presidential PTA will be specially invited. The dates of remittance and schedule of fees has already been circulated vide circular dated 03-05-2017 and parents are requested to clear the fees dues on or before 30th May (2nd year fees), 5th June (3rd year fees) and 15th June (4th year fees) and the receipt should be shown for obtaining re-admission on the stipulated dates. Those students who have not cleared the fees as per schedule should remit the same before date of readmission.
- d) At the time of Re-admission, parent/guardian should bring the Identity Card issued to them already and parent/guardian shown in the Card will only be permitted to attend the re-admission procedure. If the identity card issued to parent/guardian is lost/misplaced, they will be issued with new Id cards and such students have to submit three photographs (father, mother and guardian, as the case may be) to obtain a new Id card. The parent/guardian shown in the Id card will only be permitted to attend PTA/other meetings later. However, in unavoidable circumstances such as both the parents are abroad, the local guardian whose photograph is submitted here, or any other close relatives with an authorization from the parents can attend the meetings.
- e) New Smart Cards for all students will be issued for every Academic Year. Hence, all students are directed to bring a latest Photograph for issuing new smart card for the Academic Year 2017-18. Forms for the same will be issued at the time of re-admission to be filled in and returned to the staff advisor on the day itself. Students should mention their name, University Registration No and Branch at the reverse side of their photographs.

- f) The students will first obtain fees clearance from office and will proceed to the venue where the Principal, HOD, and class advisor will be available with their yellow card (Academic Progress details). Those students having arrears will meet HOD / Class advisor and they will review the cases on merit as per University rules / norms and deserving cases will only be permitted readmission after obtaining an undertaking from the student countersigned by the parent undertaking that they will clear all the arrears in the next available means. Otherwise no student with back arrears will be permitted for readmission.

The detailed Schedule for Re-admission for IInd, IIIrd and IVth year B.tech classes

S3

Commencement of Classes - 01/08/2017 (Tentatively)

Readmission

Date	Day	Branch
19/7/2017	Wednesday	ME
20/7/2017	Thursday	CE
21/7/2017	Friday	Aero
24/7/2017	Monday	CSE+EC+EE

S5

Commencement of Classes - 01/08/2017 (Tentatively)

Readmission

Date	Day	Branch
25/7/2017	Tuesday	Civil
26/7/2017	Wednesday	ME
27/7/2017	Thursday	CSE+EC+EE
28/7/2017	Friday	Aero

S7

Commencement of Classes - 03/07/2017

Readmission

Date	Day	Branch
27/6/2017	Tuesday	CSE + EC
28/6/2017	Wednesday	Civil
29/6/2017	Thursday	ME
30/6/2017	Friday	Aero

From this year onwards re-admission to the Hostel has been made compulsory. Only those students permitted by the Principal will be re-admitted to Hostel. The re-admission to the Hostel will be done as per the stipulated dates for each Branch.

// By Order and approval of the CEO & Secretary //


PRINCIPAL

Copy to:-

- Vice Principal
- All HODs/concerned faculty
- Manager (Administration)
- Accounts/Notice Boards/Circulation in all classes/website
- Hostel Wardens/Academic Office