

DEAN INTERNATIONAL STUDENTS
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,
HISAR

Subject: Compliance of Section 4(1) of the RTI Act

In reference to the letter no. DAA/2019/3186-3260 dated 05.9.2019 of Dean Academic Office regarding the above subject, the draft (in the bold letters) of the information to be uploaded/updated on the university website is submitted below for kind consideration and approval by the Vice-Chancellor:

The office of DIS looks after the admissions of foreign students in the university. It has the following officials:

1. Dean International Students
2. Advisor, International Students
3. Deputy Advisor, Foreign Students cell

The applications of the foreign students for admission are received by the DIS office at the email: dis@giust.org. The applications are forwarded to the concerned departments for checking the eligibility for admission. After receiving the comments from the departments, the eligible students' cases are discussed in the meeting of the admission committee comprising of the following which recommends the cases for offering provisional admission letter mentioning the terms and conditions of the admission to the eligible students:

1. Dean International Students
2. Chairperson of the concerned department
3. The Deputy Registrar (Academic), GJUST, Hisar

After obtaining the approval from the Vice-Chancellor, the provisional offer letter for admission is sent to the Registrar for signature. The provisional offer letter is emailed to the applicant. At the time of reporting by the foreign student, the concerned department verifies the original documents of the student. Then the student is asked to deposit the fee. In case of the sponsored candidates, the sponsor is informed to transfer the fee in the university account.

The above draft may kindly be approved by the Hon'ble Vice-Chancellor so that same may be uploaded on the university website.

Pinalam
19.9.2019
Dean International Students

Vice Chancellor

ALS

18/9/19

DIS/19/284
18/9/19

VC-8149
18/9/19



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Handwritten signature and date:
Singh
26.9.2019