

Dear Students of Batch 2020,

We are delighted that you have been offered admission to various school of study at ARKA JAIN University, and we look forward to welcoming you to campus.

As we are all aware that due to situation emerges out of COVID-19, University campus is closed and you will be informed as and when we get the instruction from the government to open the campus. After getting the order from the government, timing of your class and schedule will be informed to you keeping government's instruction in consideration.

However, University is well equipped to start your classes and activities digitally (online). Please find below the details related to commencement of session for various course of study (Online):

Sl.No	DESCRIPTION	SCHEDULE	CONTACT NO REGARDING ORIENTATION SESSION
1.	Issuance of ID card / University Enrolment no & Class / Section Roll No (mode – online)	From 01/09/2020	R.Manish – 7283000220   0657-2220285
2.	Commencement of Online Orientation week – B.Pharma / D.Pharma	Week – 4 – September 2020	B. Pharma / D. Pharma Dr.Jyotirmaya Sahoo – 8249108741
3.	Commencement of Online Orientation week – BBA / BCA	Week – 5 , September 2020	BBA – Dr. Pompei Das – 9835116079 BCA – Prof Arvind Pandey – 8709825596
4.	Commencement of Online Orientation week – B.Com / BA Courses / Optometry & Biotechnology / MBA	Week – 1, October 2020	B. Com (H) – Prof. Priya Raman– 9798110889 MBA – Dr Charu – 7992440393 BA / Optometry / Biotech– Prof. Rajkumari Ghosh – 7903639892
5.	Commencement of Online Orientation Week – Polytechnic	Week – 2, October 2020	Polytechnic – Prof.Ashwani- 8210353795
6.	Commencement of Online Orientation Week – B.Tech	Week – 3, October 2020	B.Tech – Prof.Ashwani -8210353795

#### PLEASE NOTE IMPORTANT INSTRUCTION AS BELOW:

- Your regular online classes will start immediately after your online orientation is over. Exact date and schedule of orientation and classes will be shared with you on your email id and departmental notice board on website by 30th August 2020.
- You are instructed to complete all formalities related to your documents and Fees in order to obtain your id card. After completing the formalities, Copy of ID card will be sent to you on your email and Original ID card will be distributed only when campus opens.
- Pl apply for transportation on or before (if already not applied) 30th September 2020, after which transportation will be given only if seats are available. Please note there is a separate transportation form, which needs to be filled by everyone wish to opt for transportation facility. For transportation form, please Contact Mr. Manish @ admission in Dhatkidih or call him at 0657-2220285 / 7283000220. Please note, due to COVID 19 transportation fees will be charged only from the month, when campus starts.
- We will send you uniform details on your email and you may place your order as per your convenience.  
2 (Two) months of grace time will be given after opening of campus, after which you will not be allowed in the campus without proper uniform (2 days in a week is compulsory).
- You are instructed to submit correct email id and Whatsapp no so the you can be contacted and get complete information as and when sent to you by course instructor or HODs. Our admission team will contact you shortly to get your correct email id and whatsapp app no (if already not submitted).
- In order to ensure social distancing, please avoid visiting city office or campus as we are well equipped to complete all above mentioned formalities online. Please visit only if necessary or being called to do so. In case of any clarification, please contact us 0657-2220285
- Above notice is subjected to change in case we get Government's instruction to open the campus in between.

**All the best and we are looking forward to welcome you all.**

Kind Regards,  
Mr.Jasbir Singh Dhanjal,  
(Registrar)