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

NCT/JCET/146/46-19   07-06-2019

CIRCULAR

**Sub: Schedule for Re-admission to 2nd, 3rd and 4th year B.Tech Programmes
for the Academic year 2019-20 – Reg.**

Re-admission and parents meeting is scheduled for 2nd , 3rd and 4th year (S3, S5, S7)
students of **Jawaharlal College of Engineering and Technology**, the following instruction
are issued with immediate effect for its smooth conduct:-

a) The Venue of Re-admission would be at **JCET Seminar hall** where the parents and
students will assemble on the dates mentioned at page 2.

b) The Re-admission forms will be issued to the students in the Seminar hall itself and the
students will fill up 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 year wise / Vice president PTA will be
specially invited. Parents are requested to clear the fees / dues in full on or before the
readmission dates 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, parents should bring and show the identity card issued by
the college authorities earlier and if the same is lost, then three photographs of
parents/guardian (mother, father and guardian) should be submitted by the concerned
student for preparing new one. Parent/guardian shown in the photo will only be
permitted to attend PTA and other meetings. No other person on behalf of the students
will be permitted.

e) The students will first obtain a fees clearance from office and will proceed to the venue
where the Principal, HOD, class advisor will be available with their yellow card
(Academic progress details). Those students having arrears in subject 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, stating that they will clear all the arrears
in the next available means.

f) Collection of fees is a mandatory responsibility having direct bearing to the sustainability
of the college. Hence clearing the entire fees is compulsory.

The detailed Schedule for Re-admission for 2nd, 3rd
and 4th year B.Tech classes are under :

Fourth Year (2016-20 Batch)

Day	Date	Time	Branch	Fee Date
Monday	08 July 2019	09.30 AM	All Branches	20th June to 5th July 2019

Third Year (2017-21 Batch)

Day	Date	Time	Branch	Fee Date
Friday	05 July 2019	09.30 AM	All Branches	15th to 30th June 2019

Second Year (2018-22 Batch)

Day	Date	Time	Branch	Fee Date
Thursday	04 July 2019`	09.30 AM	All Branches	15th to 30 June 2019

Readmission to the Hostel has been made compulsory. Only those students permitted by the Principal will be readmitted to hostel. The readmission to hostels will also be done on the stipulated dates of re admission as above for the respective branches.

PRINCIPAL

CC:-
Vice Principal
All HODs / Concerned Faculty
Administrative Manager
Accounts/Notice boards//website
Hostel Wardens / Academic Office
Mr. Krishnadas for necessary arrangements.