

**SCHEDULE OF DOCUMENT VERIFICATION/ ENROLLMENT PROCESS
FOR 1ST YEAR STUDENTS**

FOR STUDENTS WHO HAVE TAKEN ADMISSION TILL 15TH MAY

Course	Date	Timing
B. Tech.	24 nd & 25 th June, 2019	10:00 AM to 05:00 PM
Diploma in Engineering & Diploma in Pharmacy	26 th June & 27 th June, 2019	10:00 AM to 05:00 PM
All other Courses	28 th & 29 th June, 2019	10:00 AM to 05:00 PM
Last Date for Clearing all Fee & Document Dues	21th June, 2019	

FOR STUDENTS WHO HAVE TAKEN ADMISSION TILL 31TH MAY

Course	Date	Timing
B. Tech.	01 st & 02 th July, 2019	10:00 AM to 05:00 PM
Diploma in Engineering & Diploma in Pharmacy	03 th July 2019	10:00 AM to 05:00 PM
All other Courses	04 th , 05 th & 06 th July, 2019	10:00 AM to 05:00 PM
Last Date for Clearing all Fee & Document Dues	28th June, 2019	

FOR STUDENTS WHO HAVE TAKEN ADMISSION TILL 15TH JUNE

Course	Date	Timing
B. Tech.	08 th , 9 th & 10 th July, 2019	10:00 AM to 05:00 PM
Diploma in Engineering & Diploma in Pharmacy	11 th July 2019	10:00 AM to 05:00 PM
All other Courses	12 th & 13 th July, 2019	10:00 AM to 05:00 PM
Last Date for Clearing all Fee & Document Dues	05th July, 2019	

FOR STUDENTS WHO HAVE TAKEN ADMISSION TILL 30TH JUNE

Course	Date	Timing
B. Tech.	15 th , 16 th & 17 th July, 2019	10:00 AM to 05:00 PM
Diploma in Engineering & Diploma in Pharmacy	18 th July 2019	10:00 AM to 05:00 PM
All other Courses	19 th & 20 th July, 2019	10:00 AM to 05:00 PM
Last Date for Clearing all Fee & Document Dues	12th July, 2019	

OTHER IMPORTANT DATES:

Handing-over of Hostel Room	From 05th to 07th August, 2019	09:00 AM to 07:00 PM
Commencement of Classes (Except for few students of B.Tech. whose classes will start from 23 th July. They will be informed separately.)	08th August, 2019	

IMPORTANT POINTS:

1. It is mandatory for all the candidates to report at **University Campus(Mathura)** for participate in “**Physical Document Verification / Enrollment Process**” on the given dates, preferably along with their parents.
2. Candidates cannot be allowed to appear in “**Physical Document Verification / Enrollment Process**” without clearing all (Academic + Hostel + Mess / Bus) fee dues. Therefore, candidates are suggested to come only after depositing all fee dues. Candidates can view their dues on Admission Portal i.e. **glauniversity.in:8083** (login with registration number and password) under Dues/No-Dues Panel. Fee can be paid through Cash - to be deposited at any branch of HDFC Bank. For paying the fee, chalans can be generated through online admission portal or can be collected from nearest counseling office of GLA University. **Fee can also be paid online through Net Banking/ Debit Card/Credit Card using online admission portal.**
3. Also, candidates cannot be allowed to appear in “**Physical Document Verification / Enrollment Process**” until and unless he/she have original marksheet or qualifying exam. For all Graduate courses (like B.Tech., BBA, BCA, B.Sc. etc.) qualifying exam will be XII, for Post-Graduate Courses qualifying exam will be Graduation. In case of Graduation Marksheet candidate can be given relaxation for last year marksheet. Before coming for “**Physical Document Verification / Enrollment Process**” candidates should upload all the documents on Admission Portal i.e. **glauniversity.in:8083** (login with registration number and password).
4. Candidates have to bring all their documents (which they have uploaded) in **ORIGINAL for document verification** process, including Medical certificate and Undertaking (Formats are available on Admission Portal). Few original documents will be kept in file of candidate and will be returned after six months. Therefore, it will be better to have a photocopy of all documents for your records. Also bring your Admission Letter, all the original fee receipts.
5. For taking the possession of his/her hostel seat candidates are suggested to come in advance i.e. from 05th Aug. 2019. Possession of hostel will be given only to those candidates who have appeared in “**Physical Document Verification / Enrollment Process**”.
6. Candidates opting for Hostel Facility will get a Bed (without bedding), a Table, a Chair and an Almirah in hostel room. Rest all other things has to be arranged by candidates.
7. Candidates have to bring their uniform with them. **For boys** – White Shirt, Navy Blue Trouser and Black Leather Shoes, **For Girls** – White Salwar Kurta and Navy Blue Dupatta. Tie for Boys and Dupatta for Girls will be provided by University after commencement of classes.
8. Candidates will be able to attend classes commencing from 08th August, 2019 only after completing “**Physical Document Verification / Enrollment Process**”.

For any further query contact:

Technical Help Desk – +91-7456004398

Hostel Booking Help Desk – +91-7456004397

Admission Help Desk – +91-8937099911, +91-6399020004, +91-6399020005