



Ref No:-DSW/2020-21/04

Dated: - 09- 04-2021

Subject: - Regarding making passport for Final year students and PG courses students.

As per Govt letter memo No 339-375/Academics dated 18.03.2020, passport service has to be provided to final year students and PG students of the University. Therefore it is for information to all final year students and PG students to avail this service. All concerned students are requested to report to DSW office (nearby University Canteen) with following document as per given schedule. Students are requested to get adhere with the schedule.

Age Proof only 10<sup>th</sup> Mark sheet

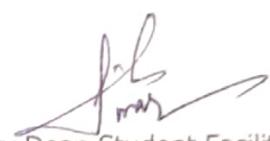
Aadhar Card

Debit /Credit card for payment of passport fee.

Address Proof

University ID card

Sr. No	Course	Day	Time
01	B.Tech	Monday	10:00AM to 01:00 PM
02	M.Tech	Tuesday	
03	B.Sc , BBA & BA	Wednesday	
04	M.Sc,MBA & MA	Thursday	
05	BCA & MCA	Friday	



Deputy Dean Student Facility

CC:-

- PA to VC for kind information of Vice-Chancellor.
- PA to Registrar for kind information of Registrar.
- Dean Student Welfare- for information.
- All chairpersons with a request to kindly this information any concerned students.
- System Analyst- with a request to upload the notice on university website for information of the concerned students.