



## Joining Instructions for Raffles University, Neemrana (RUN)

**Dear Student,**

1. On behalf of Hon'ble Justice (Dr.) Meena V Gomber, Chairperson, Gomber Education Foundation (GEF) and Former Judge, Rajasthan High Court, I extend to you a warm and hearty welcome to the Raffles University, Neemrana, as you have sought admission with us for BBA LLB/BA LLB/LLM/B.Com/BBA/MBA/B.Tech/M.Tech/B.Sc/M.Sc. Just to inform you, GEF runs three educational institutions of the Raffles Group; namely, Raffles University, Neemrana (RUN), Raffles International School and Raffles Institute of Competitive Examination.

2. The aim of RUN is to provide you with an all round development of your personality, and a well balanced curricula to enable you to pursue your academic passion and your professional career in the future. While welcoming you to the fold of the Raffles Group, we wish you a very satisfying and fruitful innings at RUN.

3. I am certain that you have visited our website, which gives out ample details about academics, course structure, faculty, administrative-cum-student-friendly facilities and activities. We have a comprehensive page on the FAQs, which shall answer most of your other queries. It shall be our earnest endeavour to provide you with all the facilities to achieve higher academic standards, to further improve your personality, and to pursue your career with professional élan and confidence.

### 4. **Academic Calendar**

The University works from Monday to Saturday, in accordance with the UGC guidelines to hold the requisite number of classes to cover the stipulated course. An academic calendar, both at the level of the University and each respective school, will be issued to you. The calendar shall include all essential features like semesters, sessions, unit assimilation tests, holidays, mid-term test, mid-term break, sports-cum-cultural events, organized trips, professional events like seminars/workshops/debates, final/end of semester examination, presentation of papers by senior batches, etc.



## **5. Requirement of Dresses**

Considering our location at Neemrana (Rajasthan - NCR), we do experience both winters and summers like most places in this region. It is, therefore, important to procure adequate formal/semi-formal dresses for yourself to suit the weather conditions. RUN will issue a university-approved dress to each student within a few days of the New academic session. We do appreciate and encourage our students to wear formal dresses for classes. We are sure you will join us in our endeavour to achieve excellence in all spheres, including the manner in which our students present themselves – smartly dressed and working with confidence. Therefore, do carry adequate formal wears for the summers and winters.

## **Administration**

### **6. Arrival & Reception**

- The aim of this letter is also to facilitate your travel to the University and to arrange your reception, transport, accommodation and to coordinate other administrative details. Neemrana is well connected, both by road and rail. It is located right on the NH 8 (Delhi – Jaipur), and the nearest railway station is at Rewari, which is about 38 kms from the University. It takes less than an hour to reach the University by a taxi from Rewari Railway Station. If you decide to come by bus to Neemrana Bus Stop, you are requested to contact our representative at the Bus Stop, who will then make arrangements to provide a transport for you to reach the Campus. Neemrana is also well served by the two prominent airports; namely Delhi (107 kms) and Jaipur (145 kms). It takes about 2 and 3 hours by a taxi to reach Delhi and Jaipur airports, respectively, from the university. A map of the area is given below that gives an idea of RUN and how to reach it.

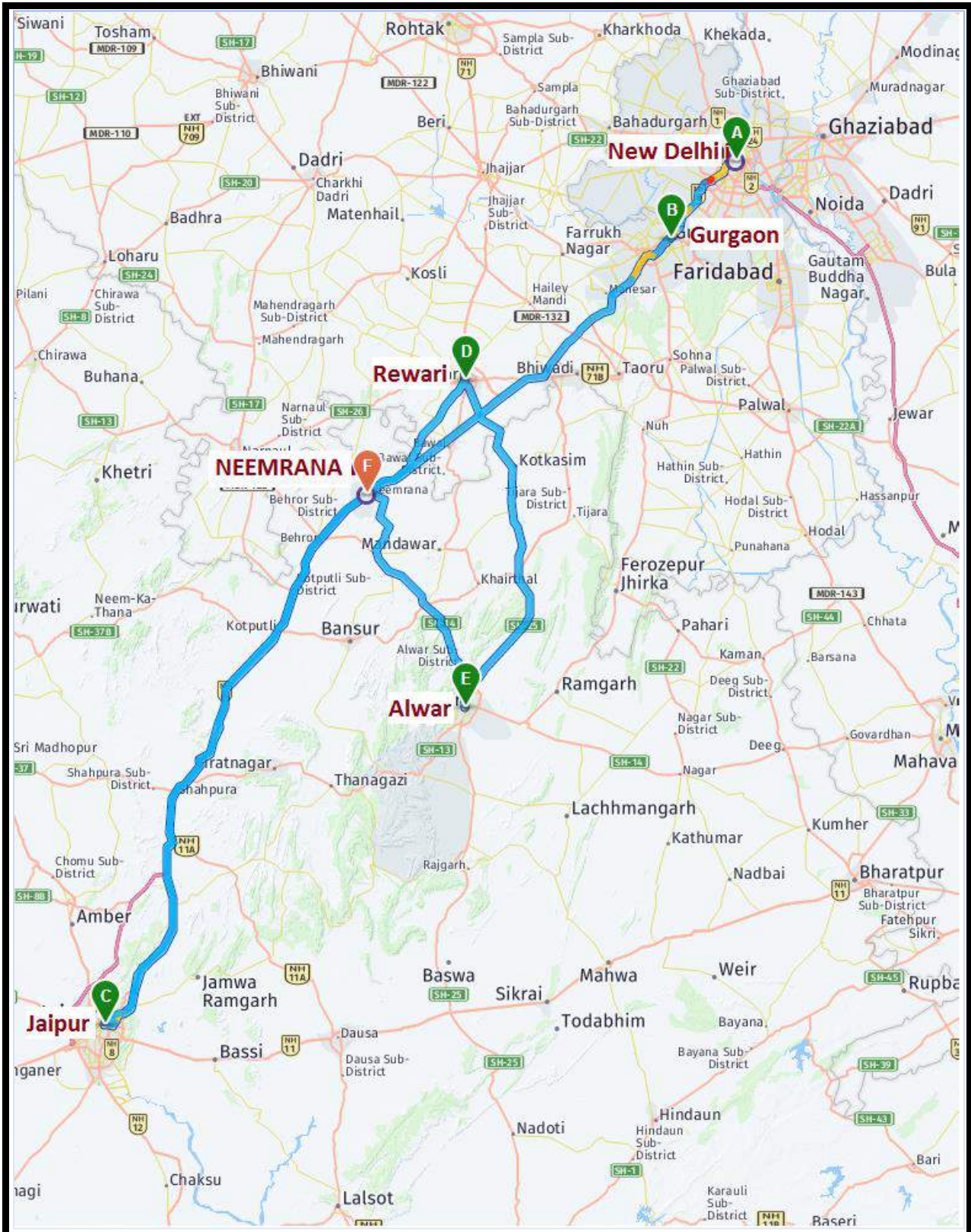


- All students are requested to report to RUN on 29 July, 2017, between 10 am and 5 pm. As a Reception Centre will be established at the Chancellery, all students are requested to report at the Reception Centre on arrival, so as to complete their documentation formalities and submission of fee, etc. All students are required to bring the following documents along with the fee:-
  - 10<sup>th</sup> Marksheet & Certificate
  - 12<sup>th</sup> Marksheet & Certificate
  - Graduation Certificate (If You are admitted in P.G Courses)
  - Migration Certificate
  - Character Certificate
  - Transfer Certificate
  - Passport size Photos
  - Medical Certificate (As given in the Admission Brochure)
  - Anti-Ragging Undertaking (As given in the Admission Brochure)
  - Gap Certificate (If, Applicable)



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**Location : Map from Delhi/Gurgaon/Rewari/Alwar/Jaipur to Neemrana**







**7. Food Court-** A fully functional Food Court provides a wide variety of meals and snacks to cater to the needs of students from different parts of the country. Suggestions from the students are given due weightage to further improve the system.

**8. Banking Facility-** Branches of Allahabad Bank, Axis Bank, Canara bank, Central Bank of India, HDFC Bank, ICICI Bank, Indian Overseas Bank, Indusland Bank, Kotak Mahindra Bank, State Bank of Bikaner and Jaipur, Syndicate Bank, Union Bank of India are located in close proximity of RUN. We are progressing a case for installation of an ATM in the Campus.

**9. Medical Facility-** A functional Medical Room is available within the Campus to take care of immediate medical requirements. We also have an arrangement with the Kailash Hospital, Behror, to take care of any other medical requirements.

#### **10. Sports and Recreation-**

- RUN offers adequate sports and recreation facilities in terms of Tennis, Basketball, Volleyball, Football, Cricket, Badminton, Table Tennis, Gymnasium, auditorium for entertainment activities of the students, and a well-equipped ante room in each hostel. Located in the midst of the Aravalli Hills, students have the advantage of trekking as an organized group. Students are advised to bring their sports gears to pursue their interests. We have the facility of horse riding and swimming at the Raffles International School, where students can plan to go on holidays to avail these facilities as well.
- Raffles Group has air conditioned buses for commuting local students to the University. We also plan organized trips to Jaipur and Gurgaon periodically, as part of recreational activity. However, all those availing the facility would be required to pay a nominal bus fare to make it financially viable. The children would be allowed to proceed for such trips on the basis of consent from their parents/guardians.
- Students are given permission to proceed to Neemrana Market for a specified period only. They are required to report back to RUN, as per the timings laid down in the SOP.
- **Tuck Shop.** We have a tuck shop that caters for your immediate requirements of toilet items, snacks, beverages (soft), fruits etc.



### **Know your Student**

**11.** In order to know about you and your family, may I request you to forward a 200 word resume about yourself by mail on the e-mail id ([info@rafflesuniversity.edu.in](mailto:info@rafflesuniversity.edu.in)).

### **Medical Check Up:**

**12.** Please undergo a medical checkup and do let us know about your essential routine medical tests, blood group and medical treatment, if any. It will help us to take care of you better. These details will be maintained in your data file, as a ready reckoner.

### **Discipline**

**13.** It would be prudent to inform you that storing or consumption of liquor or drugs within and outside of the university campus is prohibited. We are extremely sensitive to anyone indulging in 'Ragging and Sexual Harassment' in any form, within and outside the campus. Strict disciplinary action will be taken against the defaulters.

### **Committees**

**14.** In line with the UGC's directions, the University has put into place the following committees to take necessary timely actions:-

- a) Anti-Ragging Committee
- b) Gender Sensitization Committee against Sexual Harassment
- c) Food Court Committee
- d) Academic Affair Committee
- e) Hostel Discipline/Monitoring Committee
- f) Industry-Institute Partnership Cell (IIPC)
- g) Student Welfare Committee
- h) Student Activity Cell
- i) Games & Sports Committee
- j) Recreation & Cultural Committee
- k) Conservation of Environment Committee

### **Contact Persons**

**15.** Please do intimate the exact date, time and mode of your arrival to the following contact persons to allow us to plan for your reception, transportation, accommodation and other logistics:-



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| Appointment           | Name                    | Contact Number              | Email  |
|-----------------------|-------------------------|-----------------------------|--|
| Admission In-Charge   | Mr. Abhishek Srivastava | 09928777777<br>01494-675509 | abhishek.srivastava@rafflesuniversity.edu.in |
| Admission Coordinator | Mr Raj Kumar Sharma     | 07300052881<br>01494-675508 | rksharma@rafflesuniversity.edu.in            |
| Assistant Registrar   | Mr Rajendra Kumar       | 01494-675502<br>09917716618 | rajendra.kumar@rafflesuniversity.edu.in      |
| Reception Centre      | Mrs Dimple Chauhan      | 01494-675555<br>07240014498 | receptionist@rafflesuniversity.edu.in        |

Note: You may download the 'Arrival Information Form' from our website and forward the same to us after filling out the details of your arrival.

**16. Address-** The postal address and other contact details of the RUN are as follows:-

- **Postal** : Japanese Zone, National Highway 8, Neemrana, Rajasthan
- **Telegraphic** : Raffles University, Neemrana, PIN- 301705
- **Fax** : 01494-675599
- **Website** : [www.rafflesuniversity.edu.in](http://www.rafflesuniversity.edu.in)
- **E-Mail** : [info@rafflesuniversity.edu.in](mailto:info@rafflesuniversity.edu.in)
- **Contact No.** : 01494-675555

**17. Programme on Arrival**

The scheduled programme for the first four days is attached for your information. It can be downloaded from our website.

**18.** We are sanguine that you will have an academically stimulating, pleasant and rewarding innings with the Raffles University. We look forward to your arrival.

With best wishes,

**Attachments:**

- 'Arrival Information Form' for providing your arrival schedule
- Broad programme for the first four days ( 29 July, 2017 to 01<sup>st</sup> August, 2017)

REGISTRAR  
RAFFLES UNIVERSITY, NEEMRANA  
Phone: 01494-675505, Email: [registrar@rafflesuniversity.edu.in](mailto:registrar@rafflesuniversity.edu.in),  
Web: [www.rafflesuniversity.edu.in](http://www.rafflesuniversity.edu.in),



**Raffles University, Neemrana**

Address: Japanese Zone, National Highway 8, Neemrana, Rajasthan 301705

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