



Nirwan University Jaipur

Established by the Rajasthan State Legislature vide Act No. 2 of 2017 and recognised u/s 2(f) of the UGC Act 1956

Ref.No. NUJ/REG/2025/4048

Date: 29-03-2025

OFFICE ORDER

Subject: Constitution of Committee for Informing and Facilitating Enrollment Process and Exam Form Filling of students for Academic Session 2024-25

To facilitate a seamless and efficient enrollment process and exam form filling for the academic session 2024-25, and to ensure that all students complete their enrollment formalities and exam form filling in a timely manner, a committee is hereby constituted to oversee and coordinate the entire process.

Name of Faculty	Designation
1. Dr. Vijay Laxmi Choudhary	Coordinator
2. Ms. Neelam Rani	Co-Coordinator
3. Dr. Usha Sharma	Core-Member
4. Mr. Lokesh Jangid	Member
5. Mr. Dinesh Sharma	Member
6. Mr. Dilip Malakar	Member
7. Ms. Chandrika Verma	Member

Responsibilities and Duties:

1. To inform and guide students regarding the enrollment process and exam form filling.
2. To ensure that all students complete their enrollment formalities.
3. To coordinate with the concerned departments and sections to resolve any pending issues and dues related to student enrollment and exam form filling.
4. To ensure that exam forms are filled and submitted by April 2, 2024.

The committee shall submit its report to the competent authority on a regular basis.

Copy To:

1. All Concern
2. All Staff
3. Guard File



www.nirwanuniversity.ac.in



info@nirwanuniversity.ac.in



www.facebook.com/nirwanuniversity



www.linkedin.com/company/nirwanuniversity



+ 91 9289800300



Nirwan University, Near Bassi-Rajadhok Toll,
Agra Road, Jaipur-303305

