

NOTICE - Academic Session 2025-26

Induction cum Pre Orientation Programme – 14th August 2025 – Online

Orientation Programme – 18th August 2025 - At Campus

Commencement of Classes w.e.f. 19th August 2025

We are thrilled to welcome the **Parents & 1st Year Students** of **BBA (G) | BBA (CAM) | BCA & B.COM** Courses, as you embark on a new chapter of your academic journey for **A.S. 2025-26**. To ensure a smooth transition into college life and to familiarize you with the various aspects of our institution, we have organized an **Induction cum Pre Orientation Programme** on **19th August 2025**.

This session will provide necessary information and introduce you to the warm and supportive environment that awaits you. We pride ourselves on fostering a holistic learning environment and you can look forward to a range of academic and non-academic activities to enrich your experience.

Induction cum Orientation Programme Schedule

S.No.	Particulars	Day & Date	Time Slot	Mode
1	Induction Programme with Experts (Online)	Thursday, 14 th August 2025	11:00 AM onwards	Online - Zoom
2	Orientation Programme (At Campus)	Monday, 18 th August 2025	10:00 AM onwards	At Campus
3	Commencement of Academic Session	Tuesday, 19 th August 2025	9:00 AM onwards	

Programme Details of Orientation Programme on 18th August, 2025- All the Students must attend the Orientation Programme, as per Schedule, as under:

S. No.	PARTICULARS	TIMINGS
1	Free Shuttle – Pick Up: ✓ Jahangirpuri Metro Station ✓ Madhuban Chowk	8:45 a.m. 8:30 a.m.
2	Reporting Time at CPJ Campus – Multipurpose Hall (Basement)	09:30 a.m.
3	Assembly at Auditorium	10:15 a.m.
4	Orientation Programme	10:30 a.m.
5	Re-Assembly at Multipurpose Hall – Admission Formalities ✓ Issuance of ID/ Library Card ✓ Collection of Book Bank ✓ Submission of Pending Fee & Admission Documents	12:00 p.m.
6	Refreshments	01:30 p.m.
7	Departure of Buses	02:00 p.m.

Chanderprabhu Jain College of Higher Studies & School of Law

An ISO 9001:2015 Certified Quality Institute

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- ✓ **Issuance of Library Cards & Distribution of Book Bank** would take place at the **MCIT Library #306 @ 3rd Floor** after the Orientation Programme. Book Bank shall be distributed only to the **Students who have opted and paid the Requisite Fee for Book Bank.**

Further, students who wish to avail the same can contact **Mr. Vinod Ghawana (Mob: 9711785232)** and pay the requisite fee of the same.

- ✓ **Submission of Pending Fee (if any)**, The concerned students may contact – **Accounts Desk Mr. Mukesh & Mr. Sandeep– 9205182400 & 9136135509** at Ground floor (Room No.001)

- ✓ **Submission of Pending Admission Documents (if any)**, The concerned students may contact the Document Submission Desk at Multipurpose Hall (Basement). **Mr. Deepak Sharma – 9873037101 & Mr. Naveen Kumar – 9355577395**

Free Shuttle Service shall be provided for the Students visiting college for the Orientation Programme on **18th August, 2025:**

Starting Point	Bus No	Name & Mobile No. (Bus Coordinator)	Departure from Jahangirpuri Metro Station Gate No. 4 & Madhuban Chowk	Departure from College to Jahangirpuri Metro Station & Madhuban Chowk
Jahangirpuri Metro Station	DL1PC6077	Mr. Naveen 9355577395	8:45 A.M.	2:00 P.M.
Madhuban Chowk (Opp. Rohini District Court)	DL1PC6177	Mr. Rohit 8505828586	8:30 A.M.	

Commencement of Classes & Transport Facility w.e.f. 19th August, 2025 & Onwards

All students those who have opted for transport facility & likely to avail the same, from different location as per notified routes by the college are required to note that same shall be functional w.e.f. **19th August 2025, subject to fulfillment of transportation guidelines towards subscription of 40 students per Route in a given Sector.**

For any query contact: **Mr. Avinash Sharma (Transport Incharge) – 9911211258**

Note: You are also required to bring the original Fee Receipt along with two passport size photograph for the needful.

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For any query, you may contact–

S. No.	Functionaries	Contact No.
1.	Dr. Jyotsna Sinha (Director)	9711337943
2.	Dr. Parul Agarwal (Associate Dean)	8800530282
3.	Ms. Saumya Goel (HOD)	9871058380
4.	Mr. Kamal Batra (Department Coordinator)	7838484805
5.	Mr. Prabhat (Department Co-Coordinator)	9910231861

We assure you that your time at the college will be filled with a balance of academic and non-academic activities, providing a comprehensive learning experience for intellectual and personal growth. We look forward to welcoming you and supporting you throughout your journey towards becoming accomplished professionals.

Following Survey Links shall be shared in your class WhatsApp groups shortly for nominations:

1. Academic & Class Representative
2. Joining in various Clubs & Committees
3. National Service Scheme (NSS) Cell
4. Students Grievance Redressal Committee (SGRC)

Wishing you a successful & enriching Academic Journey ahead.

Happy Learning! Happy Beginning!!

Sd/-
Director