



**O.P. Jindal Global University**

*A Private University Promoting Public Service*

**NAAC Accreditation - 'A' Grade**

# Pre Arrival Pack



O.P. Jindal Global University  
Sonipat Narela Road  
Sonipat 131001, India

<https://www.jgu.edu.in/>

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## About JGU

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O.P. Jindal Global University is a non-profit global university established by the Haryana Private Universities (Second Amendment) Act, 2009. JGU was established as a philanthropic initiative of Mr Naveen Jindal, the Founding Chancellor, in the memory of his father Mr O.P. Jindal. The University aspires to be a role model for institutional excellence in higher education among leading institutions in the world as a multidisciplinary, research-driven university fostering excellence in teaching, research, community service, and capacity building and nurturing socially responsible leaders through an eclectic and sustainable approach serving the local and regional communities. JGU currently has eight schools: Jindal Global Law School, Jindal Global Business School, Jindal School of International Affairs, Jindal School of Government and Public Policy, Jindal School of Liberal Arts & Humanities, Jindal School of Journalism and Communication, Jindal School of Banking & Finance and Jindal School of Art and Architecture.

### **Information on Programmes offered by each of the 8 Schools.**

- Jindal Global Law School (JGLS): <http://www.jgls.edu.in/>
- Jindal Global Business School (JGBS): <http://www.jgbs.edu.in/>
- Jindal School of International Affairs (JSIA): <http://www.jsia.edu.in/>
- Jindal School of Government and Public Policy (JSGP): <http://www.jsgp.edu.in/>
- Jindal School of Liberal Arts & Humanities (JSLH): <http://www.jslh.edu.in/>
- Jindal School of Journalism & Mass Communication (JSJC): <http://jsjc.edu.in/>
- Jindal School of Banking & Finance (JSBF): <http://www.jsbf.edu.in/>
- Jindal School of Art and Architecture (JSAA): <http://jsaa.edu.in/>

### **Information on 3 Institutes and 1 Social innovation Centre**

- Jindal institute of Behavioural Sciences: <http://www.jgu.edu.in/JIBS>
- International Institute for Higher Education Research and Capacity building: <http://www.iihed.edu.in/>
- Jindal institute of Leadership Development and Executive Education: <http://www.jgu.edu.in/jildee/>
- Jindal Centre for Social Innovation & Entrepreneurship: <http://www.jsie.in/>

JGU has established international collaborations with over 200 universities and higher education institutions in 50 countries. These collaborations have taken one or more of the following 10 different forms:

*Faculty Exchange*

*Student Exchanges*

*Joint Teaching*

*Joint Research*

*Joint Conferences*

*Joint Publications*

*Dual Degree Programmes*

*Study Abroad Programmes*

*Summer and Winter School*

*Joint Executive Education Programme*

## Office of International Affairs and Global Initiatives (IAGI)

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IAGI offers advice and assistance to international and residential students, regarding all international collaborations and study abroad related queries. You can get help with preparing for university life, immigration and other Indian regulations, opening a bank account and any further support to help you adapt to life in JGU. You can ask questions or discuss any worries you may have, or find out about the opportunities on campus. Stay in touch with Office of International Affairs and Global Initiatives (IAGI) on email: [internationalaffairs-globalinitiatives@jgu.edu.in](mailto:internationalaffairs-globalinitiatives@jgu.edu.in).

## Arriving at JGU

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IAGI offers advice and assistance to international and residential students, regarding all international collaborations and study abroad related queries. You can get help with preparing for university life, immigration and other Indian regulations, opening a bank account and any further support to help you adapt to life in JGU. You can ask questions or discuss any worries you may have, or find out about the opportunities on campus. Stay in touch with Office of International Affairs and Global Initiatives (IAGI) on email: [internationalaffairs-globalinitiatives@jgu.edu.in](mailto:internationalaffairs-globalinitiatives@jgu.edu.in). Students come from various places to JGU, you'll meet students from various part of the India and the world here. Free transport to JGU campus is provided to all new international students. On arrival, students should report to the Office of International Affairs and Global Initiatives located at Ground Floor T1 on JGU campus. After that Check-in to the Student Residence for accommodation.

# Guidelines to Incoming International Students

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IAGI offers advice and assistance to international and residential students, regarding all international collaborations and study abroad related queries. You can get help with preparing for university life, immigration and other Indian regulations, opening a bank account and any further support to help you adapt to life in JGU.

## **On Arrival in India**

You are expected to arrive on campus by the orientation day. The orientation for any term will take place on the first week of the term.

When you arrive at New Delhi Airport, our university cab driver will be waiting for you at T3 International Arrival Gate No 6, with a placard showing your name. Kindly provide the travel ticket at least one-week in advance to IAGI Office.

## **On Arrival at JGU Campus**

- When you arrive at JGU security gate, please provide your admission letter and accommodation details if required. You will be given the directions to your University Halls of Residence.
- At the University Halls of Residence reception, you will meet the warden or a staff member of the hostel and will be given the keys to your room.
- Be aware that the registration process with the School Office will take about half a day, a post which you will have to go about getting your, Bank account and Mobile sim card.
- School Executive Office will help you to choose the courses of schools you have opted. They will provide you with the academic guidelines.
- Each student is issued an Identity card through IT department in the first week of the arrival of students. This card will also function as Access to Library, Student Dining Hall, Biswamil Bistro (food court). Duplicate/replacement ID card will be issued on payment of additional payment.
- The process of opening a Bank Account depends upon the concerned Bank Authority. It may take one week.
- The Mobile sim cards are of two type, Postpaid and Prepaid. The process of issuing both the sim cards may take two working days.

- Those coming to India on a student visa and other foreigner are required to Register with the police department within 2 weeks of arrival (Foreign Regional Registration Office) JGU's FRRO Office will facilitate the process. Please visit JGU International office for the registration process. Registration of foreigners is mandatory in India.
- The University provides a shuttle bus service to the nearest metro station. The Metro will take you to various destination in Delhi. Check the timings of the shuttle service and buy the shuttle bus tickets for Rs 100 for a single journey. For more enquiry please check with the Transport Department an International Office if needed.

### **Post Arrival at JGU Campus**

- Safety outside campus – As in large cities in any country, students should take extra precaution for their personal belongings and personal safety. Do not entertain an unnecessary conversation with unknown persons when you go out. Dress appropriate and consider going with one or two others person from JGU, if possible.
- Safety inside campus – Safety of your personal belongings inside the campus is also important. Don't leave valuables unlocked.
- There are cultural differences between various communities. These differences enrich your cultural experiences. What works in your country, may not always work in India and vice versa. Be aware of cultural differences.
- Street food may be tempting but exercise caution and moderation. There are plenty of very good eateries in Delhi.
- The water on campus is completely safe, but be careful outside (drink bottled water only).
- Electrical plug adapters are available with the wardens of University Hall Residence.
- There is a convenience store on the campus at the back side of Faculty Housing. You can visit this to purchase basic groceries and supplies that you may require (for example Snacks, Shampoo, soaps, toothpaste etc).
- There is also a pharmacy shop in the JGU campus.
- India is a great place, so make the most of your time here! You can plan trips with the JGU travel desk. Please note, however, that you will be travelling at your own risk and you should inform the International Office and warden of University Hall Residence and /or other friends on campus where you intend to travel just in case there is an emergency.
- All Students need to make entry into the Register at JGU main Gate while they enter and exit from JGU.

- At O.P Jindal Global University, all students are expected to abide by the rules and regulations of the University and the code of conduct as applicable to Indian Students doing the same course. Any act within the campus that may violate or spoil the academic atmosphere in the University will not be appreciated and the student found guilty of such offence will be dismissed and sent back to their country without any cost to the University.
- Timelines for FRRO Procedures (to inform International Office by email):
  - Registration – Same day of arrival.
  - Visa extension and registration extension – Two months before the expiry date.
  - Change of Passport – Two months.
  - Temporary exit – 10 working days.
  - Registration of return after temporary exit – one day.
  - Final Exit – one month.

### **One week before Arrival**

- Ensure that you have insured the IAGI's Office about your arrival detail by providing a copy of your travel tickets.
- Keep Photocopy of all important information with yourself (visa, passport, birth certificate, credit cards, traveller's Cheques, permanent ID/driver's license, etc.), leaving the second copy at home.
- Obtain a small amount of Indian currency (about INR 5000) for use upon arrival and for emergencies. In addition to cash of INR 5000. An ATM for credit/debit cards is available on campus. Also try to keep currency in denominations of 50, 100 and 500 as denominations will be difficult to change at local shops, Cabs and restaurants, etc.
- Check customs and quarantine regulations and pack separately any items which you need to declare e.g. food, agriculture products, laptop, etc. Detailed information about Indian customs regulations is available from the Indian Embassy or high commission in your country. You may log on to [www.cbec.gov.in](http://www.cbec.gov.in) for information on Indian customs regulations.
- Bring about 20 Passport size photographs (recent) these will be useful in various registrations and Foreigner Regional Registration Office procedures.



## Health Insurance

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We strongly recommend the international students to take a health insurance that covers him/her while in India also. Yellow Fever certificate is required for African nationals.

Both health and travel insurance are essential, as are vaccinations for conditions such as hepatitis A, malaria and typhoid. Make sure you get these from your doctor at least six weeks before you leave to ensure you are protected. Further JGU provides an optional medical insurance policy to all its exchange and study abroad programme students, which can be availed by paying a premium of INR 1,000/- that provides the coverage of INR 50,000/. This medical insurance takes care of expenditure for hospitalisation in India. The expenses covered under the policy are for room, boarding expenses, nursing expenses and fee of attending surgeon, anesthetist, medical practitioner, consultant, specialist and Anesthesia, Blood, Oxygen, Operation theater charges, cost of surgical appliances, Medicines and Drugs, Diagnostic Materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy cost of pacemaker, Artificial Limbs and cost of Organs and similar expenses. However, it does not cover ambulatory, stationary and dental services.

## FRRO Guidelines

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### **Foreigners Regional Registration Office (FRRO)/ Foreigners Registration Office (FRO).**

JGU's FRRO Office will assist in the following FRRO-related activities:

Registration, Temporary exit, Registration of return after temporary exit, Visa extension, Registration extension, Return Visa/ NORI, Final Exit permit and other formalities if needed.

### **Documentations required by a student for FRRO Process.**

Please provide soft copies and Hard copy if needed of the following documents to Office of IAGI:

- Original Valid Passport and visa page (under 200 kb).
- One photocopy of the relevant pages of passport (photo page, a page indicating validity, page bearing arrival stamp of Indian Immigration).
- Proof of Residence (3 copies of either electricity bill/Telephone bill/ Municipal bill/ certificate of municipal authority/Leave & License agreement or any other valid proof of residence).

- Birth Certificate, Driving License, Country's ID Card.
- Passport photograph (under 50 kb), Total Number: 20 Hardcopies. (Passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).
- Finance Support Letter /Scholarship letter.
- Travel ticket (For Temporary exit, Final Exit Permit).

**FRRO Time frame to be followed by all International students for FRRO Service.**

- Inform IAGI Office about Registration once you reach the campus.
- Inform IAGI Office Ten days before Temporary exit.
- Inform IAGI Office once you reach the campus for Registration of return after temporary exit.
- Inform IAGI Office Two months before for Visa extension, Registration Extension, change of passport.
- Inform one month before Final Exit.

Note: Other FRRO time frame will be informed as per need.

**We strictly follow the FRRO procedure as mentioned by the local Police authority of FRRO Sonipat.**

## University Services

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JGU is located on a 100-acre residential campus in the National Capital Region (NCR) of New Delhi. The Campus is designed by renowned, award-winning architect Stephane Paumier whose projects include the Alliance Française complex and the upcoming Air Force Museum in New Delhi. Amenities on campus include fully air-conditioned hostels and Academic Blocks, and catering and housekeeping by the French company Sodexo. The campus is a non-smoking and non-alcohol area. JGU is committed to making the campus disabled-friendly. Ramps, elevators, special washrooms etc are an integral part of the University infrastructure. With students coming from across the country, the JGU community is diverse and exciting, allowing students to learn, be challenged, and have fun both inside and outside the classroom.

## **Bank Facility**

Banks offers different benefits and services to international students so it is advisable to check your option before making a choice. Most students open an NRO account which provides a visa debit card, which can be used to make a payment in shops and online as well as take money from cash points (ATMS) up to a daily maximum limit and is usually combined with an online banking service.

IAGI Office advises students to visit ICICI bank in JGU Campus to discuss regarding opening a bank account. The process to open an account takes approximately one hour and will be activated after three days. You will subsequently receive the bank card within a week with a PIN for the card sent separately.

### To open a Non-Resident Ordinary Rupee (NRO) account

Regular Documentation to be taken for such Non-Resident Ordinary Rupee (NRO) accounts is as follow:

1. Photograph
2. Identity Proof – Foreign Passport
3. Appropriate Indian visa and immigration stamps or Valid Residence Permit issued from Foreigner Registration Office / Foreigner Regional Registration Office (FRO/FRRO)
4. Overseas address proof
5. Indian address proof. Residence Permit from FRO/FRRO can be considered as the Indian address proof if it bears the Indian address of the customer
6. A letter offering admission from the educational institution from International office

## **Mobile Connection**

We advise you to buy a local SIM card to use with your cell, even if you plan to come to India only for a few weeks.

Simply take your GSM phone with you or purchase a new one in India. Mobile phone services are provided by major players including Airtel, Reliance, Vodafone, Idea Cellular, and BSNL. Choose one of the providers (depending on their charges and coverage in your particular destination) and get a prepaid SIM card, which is widely available in every mobile (accessory) shop across the country and which is also quite inexpensive, about 150 to 300 INR. You automatically get an Indian number with the card. The call and SMS charges are very low.

Regular Documentation to be taken for Mobile Connection is as follow:

1. 2 Photograph
2. Identity Proof – Foreign Passport
3. Appropriate Indian visa and immigration stamps or Valid Residence Permit issued from Foreigner Registration Office / Foreigner Regional Registration Office (FRO/FRRO)\*
4. Indian address proof. Residence Permit from FRO/FRRO can be considered as the Indian address proof if it bears the Indian address of the customer
5. A letter offering admission from the educational institution from International office

We would recommend you to opt for a Prepaid Sim Card where you pay for your service charges every time you recharge. The Prepaid sim will be issued by the vendor assisting JGU IT Department for phone connection. Prepaid customers will need to pay each time they recharge with the Local Mobile Vendors. The validity of recharge depends upon the amount of money we pay to the vendor. At the end of your term at JGU, you shall be required to deposit the sim as per the guidelines of the Mobile Company. Free internet Wi-Fi access is available in most University facilities so you may prefer to use Skype or similar system.

### **National Holidays**

As per the Academic Calendar: <http://www.jgu.edu.in/public/jgufile/jgupdf/JGU-Academic-Calendar.pdf>

### **Counselling**

All international students are welcome to contact the University counselling Service, which offers confidential help and support to all students in need each year. The service is staffed by a team of a professionally qualified counsellor who is familiar with the difficulties that can be encountered by international students, coming from a wide range of backgrounds, religions, and culture.

### **Courier Services**

A courier service is available on the campus for students at actual cost. The Courier Desk is located in the Reception area. The representatives of the DTDC courier agency and India Post would be available to provide the services: Timings: 3:00 pm – 5:30 pm.

### **Language Support**

All courses at JGU are taught in English. The University also offers a Hindi Language course (spoken) on demand. Other languages offered are of Mandarin Chinese, Arabic, and Spanish.

The English Language Centre of the university has been set up to act as a language resource centre to help students improve their English language proficiency in the areas of reading, writing, speaking and

listening. The Centre also trains students in writing reports, essays and academic papers. The Centre has been in operation since 2012. It has so far imparted language skills to a large number of students from different parts of the country, and international students from countries like Mozambique, Guinea, Zimbabwe, Nepal, Afghanistan, Liberia, etc. The Centre has a well-equipped language lab to teach phonetics and other aspects of English language to thirty students simultaneously.

### **I.T. Support**

The Internet in JGU is a state-of-the-art facility provided by its hi-tech Wi-Fi network. The entire campus including student housing, faculty housing and the academic block which houses classrooms, the library, faculty offices, administrative offices, the health centre, gym, etc. is wireless enabled.

The university does not provide laptops, mobile phones or mobile connections. However, on request and prior intimation, the university will facilitate the purchase of same, through its registered vendors. The cost will be borne by the students.

In the case where the laptops need any support, the IT department will provide it without any cost. However, if any external parts need to be repaired or there is new hardware requirement, its cost will be borne by the students. The IT department will connect with respective trusted vendor for repairing. In the meantime, the students can request for a standby laptop for a period not extending more than 1 week. All students will be provided with a unique ID and email facility to access the internet.

### **Transport**

JGU travel desk provides help in arranging transportation for students and staff. All new international students are provided free pick-up facility from the Indira Gandhi International Airport, New Delhi. Students may contact the travel desk for other personal travel arrangements such as taxi, rail/air bookings etc.

To facilitate weekend visits to Delhi, JGU has contracted the services of a private transport company to provide shuttle service from campus to Delhi's Haiderpur Badli Mor metro station, and back. Students and staff may use this service by paying the ticket price of Rs. 100 each side to and from the metro station. Metro cards are available at specific counters at the Metro station and may be topped up regularly. Charges for destination range from Rs.20 to Rs.60.

### **Student's Halls of Residence**

The new residence provides accommodation for 2800 students, with generous en-suite bedrooms, common kitchens on every Floor and Common room. The building has been reconfigured, refreshed and re-equipped with state of art teaching and IT facilities to ensure they meet your learning and

professional development needs. To help you with your work of all of your study bedrooms have free access to the web, and all campus is wi- fi enabled. The accommodation is arranged in the housing to accommodate between 2, 3, 4 people. It has shared facilities including the bathroom (toilets, wash basins, shower and/or baths).

The University provides gender-based residential accommodation for its students in its Halls of Residence with a comfortable, modern, self-contained living environment. Student housing (bedrooms, common rooms etc.) are centrally air conditioned.

## **Dining**

JGU has three dining halls for students where breakfast, lunch, evening snacks and dinner are served on all days, including on weekends. Vegetarian meals (including egg and dairy) are served at certain meals in the dining halls. For catering food, the university has employed the services of Sodexo, a French multi-national concern, and one of the largest food services and facilities management companies in the world. Non-vegetarian food and fast food is available on payment in other outlets on the campus food court – Biswamil Bistro has popular outlets like Subways, Chicago Pizza, 34 Chowringee lane and Moti Mahal. It remains open from 12 noon to midnight, Café Coffee Day, Juice & More, Nestle Coffee shop and Amul ice cream parlour. Vending Machine dispensing cold drinks, chips etc. are installed in hostels.

## **Laundry**

JGU has employed Washex Hospitality Solutions, as the sole and integrated laundry service provider in the campus. Laundry services on the campus include washing, drying and ironing, and dry cleaning (on request). Students, faculty and staff may utilise these centralised services. The facility is well-equipped and is manned by skilled employees. It is situated in the basement of the SH1 block of the University Halls of Residence. Each student shall be entitled to the laundry of a maximum one hundred garments per month. One day is reserved for bed linen and towels only. The Laundry will be closed for one day in a week. One laundering cycle shall be completed in 48 hours. All items are clearly marked /coded for identification.

Each student needs to buy 2 laundry bags for clothes @ Rs.50/-per bag, which should be duly marked with identification details in permanent ink. The dry-cleaning facility is available at the laundry on concessional rates.

## **House Keeping Services**

The University operates the house-keeping services for the clean and hygienic environment within the JGU Campus. There is a routine cleaning service of the entire Campus.

## **Health Care**

The University has a 24-hour Health Centre for faculty, staff, students and workers who need medical attention for diagnosis and treatment. It is equipped with the latest equipment, viz. Defibrillator, ECG machine, oxygen support system, nebulisers, suction machine, Autoclave, etc. Besides regular diagnosis and treatment students are educated on healthy dietary habits and lifestyle improvements through one to one interaction and periodic e-communication with an aim to prevent immediate illness and several diseases at later stages in life. A full-time Resident Medical Officer and nurses are available 24x7 on campus. Medicines are available on campus as per doctor's prescription. In addition, A stretcher, wheelchair an ambulance facility and on campus pharmacy is also available on a 24/7 basis.

## **Campus Security**

To ensure a safe campus for students and staffs. JGU has a robust security system. The campus is manned around the clock by well-trained male and Female Security Staff. Surveillance cameras are placed at strategic spots including the access points.

## **Convenience Store**

The campus has a convenience store close to the student's hostels where items of daily needs, snacks and books are available.

## **Fitness Centre**

The university has a full- fledged gymnasium with a modern equipment. Other activities include aerobics, pilates and yoga. Interested students can avail the facility free of cost.

## **Printing and Reprography Facility**

Subject to copyright regulations, Library material can be photocopied on payment basis. The Library offers black & white and colour photocopying and printing up to A-3 size. A pre-paid printing account can be purchased with as little as rupees 200.

## **Sports**

JGU has a wide range of sports and fitness facilities. Under the supervision of qualified coaches, students undertake regular practice sessions in order to fulfil their aspirations of wearing the university colours. The 100-acre lush green JGU campus houses several sports and fitness facilities including a cricket ground, a football field, tennis courts, a basketball court, badminton courts, and a volleyball

court. In addition, the campus also has numerous indoor sports and games facilities such as Badminton, Table Tennis.

## Student's Halls of Residence

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JGU is a residential university and provides on-campus housing for all its students. In keeping with the cultural dynamics of educational institutions in India, all residence halls are single gender accommodations. The residence provides accommodation for 2800 students, with generous en-suite bedrooms, common kitchens on every Floor and Common room.

### **The list of items provided for each student in each room in the Student Housing consists of:**

Student housing consists of a Cot, a Mattress, Pillow, Study table, a Chair, Cupboard furniture, A/C, high-speed internet, house cleaning service, filtered water and electric utilities.

### **The items that you may wish to bring with yourself are:**

Towel, Quilt/blanket, Additional Bedcover, if required, Stationary for your own use, Toiletries, A lockable suitcase for your own use, A soup bowl/ a dinner plate/ dish/ glass/ mug, some cutlery etc. for personal use, if required.

No student should stay away from his/her room during the night except with prior written permission of the Warden. Students are requested to avoid singing aloud, shouting or making all types of noises that are likely to distract the attention of those who may be studying in their rooms or hostel libraries. Pets of all kinds are prohibited inside the hostel. Any damage caused to hostel property will be charged to the occupants of the room/block with a fine. Cooking in hostel rooms is not permitted.

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