

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited



No. Regn./R-IV/Edu./2021/4889-92
Dated: 10/12/2021

To

The Principals,
All affiliated Education Colleges
Guru Jambheshwar University of Scienc & Technology,
Hisar.

Sub: Schedule/Cutoff date for submission of Registration Return/Continuation Return alongwith various fees to the University for the students admitted in Education Colleges for session 2021-22.

Sir/Madam,

I am desired to inform you that in light of clause 15 of General instructions/Guidelines for Admission to various courses running in affiliated Education Colleges from academic session 2021-22 onward vide Email dated 11.11.2021 as conveyed vide letter no. Regn./R-IV/Edu./2021/4448-59 dated 11.11.2021 and as per last cut off date for admission as per schedule conveyed by the University for session 2021-22, the following schedule for online submission of Registration Return/Continuation Return on University web Portal of the students admitted in the session 2021-22 will be applicable:

Sr. No.	Name of Course with last date of admission	Normal date of submission of online Registration/Continuation Return without fine (last day of admission + 20 days)	Last date of submission of Registration/Continuation Return with late fine of Rs. 100 per student per day. (21 st day to 40 th day from the date of last date of admission) (last day of admission + 40 days)	41 st day onward
(i)	(ii)	(iii)	(iv)	(v)
1	B.Ed. (Regular) 20.12.2021 (Physical Counselling)	09.01.2022	29.01.2022	No Registration Return will be entertained after 40 days. i.e. after the last date mentioned in previous column (iv). However, the Vice-Chancellor may consider to allow/ to admit the Registration Return/ Continuation Return as a special case, with additional fine, keeping in view the genuineness of reasons submitted by the Principal of the college concerned.
2	B.Ed. (Shiksha Shastri), B.Ed.-M.Ed. (Integrated), B.Ed. (Part-Time), B.El.Ed., M.Ed. (Regular). 15.12.2021 Acad/AC-I/2021/ 5628-5629 dated 28.10.2021.	04.01.2022	24.01.2022	
3.	B.A.-B.Ed. 24.12.2021 (Extended vide letter no. Acad/AC-I/2021/ 6426 dated 03.12.2021.	13.01.2022	02.02.2021	

Contd.

- i) All fees (Registration fee, Continuation Fee, Sports & Tournament fee, Youth Welfare Fee, development fee, Youth Red Cross Fund, NSS fee, Dr. Abdul Kalam fund, Alumni fee etc., notified/revised by the University time to time) in respect of the students admitted in various courses for the session 2021-22, should be paid by the concerned colleges through University Portal Option at the time of generation of Online Registration Return/Continuation Return through Debit Card/Credit Card/Net banking/ RTGS mode only. These fees will not be accepted by the University through offline Challan or any other mode of payments. In case of payment through RTGS mode by the colleges, the Accounts Branch of the University is required to get viewing rights of the relevant account and to verify the payments of RTGS from online accounts on the same day of payment.
- ii) If any college experiences any difficulty in implementation of transfer of fees as mentioned at Sr. No. ii above, a training program for the staff of affiliated Colleges/Institutes will be arranged in PDUCIC of the University on written requests of the Principals of Colleges/Institutes.
- iii) The colleges/Institutes shall submit the hardcopy of the Registration/Continuation Return for session 2021-22 with all the required documents as per checklist attached at Annexure-I/II in hard binding with proper page numbering and in proper sequence. No Registration Return/Continuation Return in loose form without proper sequence and page numbering will be accepted in any case.
- iv) The following Schedule for submission of migration Certificate for students to be admitted in session 2021-22 has been approved as a special case due to covid -19 pandemic.

31 January, 2022 without late fee.


28 February, 2022 with payment of Rs. 400/-

31 March, 2022 with payment of Rs.500/- with the permission of the Vice-Chancellor, if he deems fit.

The candidature for concerned examination of a student will be suspended automatically if a student fails to submit the migration certificate upto 31 March, 2022.

- v) Only photocopies of original DMC's of qualifying examination issued by concerned University/Board duly attested by the Principal will be accepted for finalization of Registration of the students in university. No internet downloaded result will be accepted for finalization of Registration.
- vi) As mentioned at clause - 14 of Instruction/guidelines, affected from session 2021-22, the Registration Return without complete documents will be treated incomplete. A fine of Rs. 25/- per day student for pending qualifying examination document (DMC etc.) will be charged from the colleges as per schedule till the day of submission of the same in the University. Accordingly, the pending documents like DMC of qualifying Examination submitted from 21st day onward from the last date of admission i.e. from the next day of dates mentioned in column (iii) of the table of schedule will be accepted with a fine of Rs. 25/- per day per student up to the day of submission of the same.
In case, the DMC of qualifying examination is not issued by the concerned Board/University, the Provisional Degree Certificate, Provisional Marks Slip showing the aggregate marks of all year/semesters of a programme issued by the concerned Board/University will be considered till the issuance of DMC. However, the Registration of the students for University Examination of his/her course will be finalized only after the receipt of the photocopy of DMC of the qualifying examination duly attested by the Principal of the college concerned.

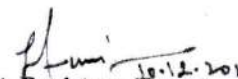
- vii) The other terms and conditions regarding acceptance of Registration Return/Continuation Return will remain same as mentioned in General Instructions/Guidelines for admissions to various courses in affiliated Education colleges from session 2019-20 onward by the University.
- viii) To expedite the process of finalization of RR within stipulated period, it has been approved that the dealing officials of the colleges shall visit the Registration branch to get the Registration Return and relevant documents checked so that Registration of the student may be finalized and discrepancies, if any, may be pointed out and conveyed to them on the spot. A separate schedule for the colleges in this regard will be issued by the Registration Branch after receipt of hardcopy of RR with supporting documents.


Asstt. Registrar (Regn.)
for Registrar

Endst. No. Regn/R-IV/Edu/2021 4893-98 Dated 10/12/2021

Copy of the above is forwarded to the following for information and further necessary action:

1. Dean of Colleges, GJUS&T, Hisar.
2. Director, PDUCIC, GJUS&T, Hisar with a request to upload the above letter on the University website for information of all concerned and also to open the online Registration/Continuation Portal for Education Colleges as per the schedule mentioned in the letter.
3. Assistant Registrar (Academic), GJUS&T, Hisar.
4. Assistant Registrar (Accounts-Fees), GJUS&T, Hisar.
5. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
6. Superintendent O/o Registrar (for kind information of the Registrar), GJUS&T, Hisar.


Asstt. Registrar (Regn.)

Annexure-I

Format of Checklist for submission of Registration Return for the session 2021-22
 All documents to be duly attested/verified by the Principal or Authorized Signatory and Registration Return/Continuation Return to be submitted in Hard Binding separately for each course.

Name of the College _____
 Name of the Principal _____

College Code _____
 Date of submission _____

Sr. No.	Particulars	Yes /No	Annexure with Page numbering Page No.
1	Authority letter issued in respect of the teacher appointed as Authorized signatory for attestation of the documents with his specimen signatures duly attested by the Principal.		
2.	Details of course(s) with sanctioned strength and admitted students in each course separately.		
3.	Affiliation/Extension in Affiliation Letter for the session 2021-22 issued to the college concerned for the course(s) mentioned at Sr. No. 2 above by the Colleges Branch of the University.		
4.	Hardcopy of online Registration Return duly uploaded on University web portal with each page duly signed by the Principal of the College.		
5.	List of documents required to be submitted		
i)	Course wise list of students (Sr. No., Registration No., Name of student) whose DMC/Degree/Provisional Degree Certificate/Provisional Slip showing the aggregate marks of all years/semesters of qualifying Examination. (Internet downloaded results will not be accepted in any case)	Yes	_____ to _____ Mention Total No. of DMCs _____ to _____
ii)	Course wise list of students (Sr. No., Registration No., Name of student) whose qualifying examination document as mentioned in (i) above have not been submitted	Yes	_____ to _____ Mention total Number of such students
iii)	Course wise list of students (Sr. No., Registration No., Name of student) who passed their Last/qualifying Examination from Board/Universities/Institutes other than Board of School Education Haryana/GJUS&T and are required to submit migration certificate	Yes	-do-
iv)	Course wise list of students whose Migration Certificates have been submitted		-do-
v)	Course wise list of students (Sr. No., Registration No., Name of student) whose migration certificates have not been submitted		-do-

**Signature of the College Principal
 With Office Stamp**

Annexure-II

Format of Checklist for submission of Continuation Return for the session 2021-22
 All documents to be duly attested/verified by the Principal or Authorized Signatory and Continuation Return to be submitted in Hard Binding separately for each course.

Name of the College _____
 Name of the Principal _____

College Code _____
 Date of submission _____

Sr. No.	Particulars	Yes/No	Annexure with Page numbering
1.	Authority letter issued in respect of the teacher appointed as Authorized signatory for attestation of the documents with his specimen signatures duly attested by the Principal.		
2.	Course wise number of students whose Registration Return was submitted in 1st year		
3.	Affiliation/Extension in Affiliation Letter for the session 2021-22 issued to the college concerned for the courses mentioned at Sr. No. 2 above by the Colleges Branch of the University.		
4.	Hardcopy of online Continuation Registration Return duly uploaded on University web-portal with each page duly signed by the Principal of the College for all year of courses i.e. 2 nd , 3 rd so on.		
5.	Course wise list of students whose continuation return for 2 nd year not submitted mentioning the reason.		_____ to _____ Mention Total No. of such students
6.	Course wise list of students whose continuation return for 3 rd year not submitted mentioning the reason.	Yes	_____ to _____ Mention Total No. of such students
7.	Course wise list of students whose continuation return for 4 th year not submitted mentioning the reason. (for four year courses)	Yes	_____ to _____ Mention total Number of such students
8.	Course wise list of students whose continuation return for 5 th year not submitted mentioning the reason. (for Five year courses)	Yes	-do-
9.	Certificate by the Principal certifying that the students whose continuation return for a particular year of a course is being sent were on roll of the college/institute in previous year (mentioning the year i.e. 1st year (both semesters) for 2 nd year continuation, 2 nd year (both semester for 3 rd year continuation and so on) (course wise separately).	Yes	-do-

**Signature of the College Principal
with Office Stamp**

Format of Certificate to be submitted along with the Continuation Return of students for various courses

It is certified that Continuation Return of (no. of students) for (mention year i.e. 2nd/3rd/4th/5th) of (mention course name) running in (Mention the college name) is being sent for the session 2021-22. It is certified that all the students whose continuation return for (mention year i.e. 2nd/3rd/4th/5th) is being sent were on roll of the college in (mention the previous year i.e. 1st/2nd/3rd/4th year)

**Signature of the College Principal
with Office Stamp**