



No. Regn./R-III/2022/...3796-3820

Dated: 17-08-2022

To

The Principals/Directors,
All affiliated Colleges/Institutes (Except Education Colleges)
Guru Jambheshwar University of Science & Technology, Hisar.

Sub: Schedule/Cutoff date for submission of Registration Return/Continuation Return of the students admitted in UG courses for the session 2022-23 alongwith various fees in the university.

Sir/Madam,

I am desired to inform you that as per last date of admissions in various courses running in affiliated colleges (Arts/Science/Commerce) mentioned in admission schedule communicated by the Academic Branch and HSTES, Panchkula and as per clause-18 of the consolidated General Instructions/Guidelines for admissions in various courses in affiliated colleges/institutes effected from the session 2021-2022 onward, sent vide Email dated 20.09.2021, the following schedule for online submission of Registration Return/Continuation return of the students admitted in the session 2022-23 on the university web portal, will be applicable for UG courses:

Sr. No.	Last Date of admission in UG courses	Normal Last date of submission of online Registration/Continuation Return without fine (1st 20 days from the date of last date of admission) (Last date of admission + 20 days)	Last date of submission of online 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 date of admission + 40 days)	41 st day onward
	(ii)	(iii)	(iv)	(v)
1.	Arts/Sc./Commerce 23.08.2022	12.09.2022	02.10.2022	<i>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.</i>
2	LAW Courses LLB 3 years & BA LLB 29.09.2022 (with late fee) Acad./AC-I/2022/2893 dated 12.08.2022	19.10.2022	08.11.2022	
3	B.E./B.Tech./B.Arch. 25.10.2022 (As per HSTES Prospectus)	14.11.2022	04.12.2022	

Handwritten signatures and initials: 2/9/22, PKT

- ii) 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 2022-23 should be paid by the colleges/Institutes concerned 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/Institutes, 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.
- iii) If any college/Institute 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.
- (iv) The colleges/institutes shall submit the hardcopy of the Registration Return/Continuation Return for session 2022-23 on A-3 size paper instead of A-4 paper in order to accommodate all the particulars of RR 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.
- (v) The other terms and condition regarding acceptance of Registration Return/Continuation Return will remain same as mentioned in consolidated General Instructions/Guidelines for admission to various courses in affiliated colleges/institutes from session 2021-22 already sent vide e-mail dated 20.09.2021 by the University.
- (vi) As per clause-18 (viii) of Instruction/guidelines of 2021-22 onwards, the following Schedule for submission of migration Certificate for students to be admitted in session 2022-23 will be applicable:
- 1st October of the year of admission i.e. 01.10.2022 without late fee.
 31st October of the year of admission i.e. 31.10.2022 with payment of Rs.400/-
 30th November of the year of admission i.e. 30.11.2022 with payment of Rs.500/- with the permission of the Vice-Chancellor, if he deems fit.
- The candidature for concerned examination of a student shall be suspended automatically if a student fails to submit the migration certificate up to 30 November 2022.
- (vii) 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.
- viii) As mentioned at clause-17 of Instruction/guidelines, affected from session 2020-21, the Registration Return without complete documents will be treated incomplete. A fine of Rs.25/- per day per 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 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.

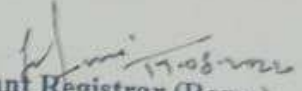
In case, the DMC of qualifying examination is not issued by the concerned Board/University, the Provisional Degree Certificate, Provisional Marks Slip showing the aggregate marks of all years/semesters of a programme issued by the concerned Board/University will be considered till the issuance of DMC. However, the Registration of the students for University Examination of his/her course will be finalized only after the receipt of the photocopy of qualifying examination duly attested by the Principal of the college concerned.

- ix) The Colleges will send the separate list in the following format of the students admitted in UG/PG course on the basis of compartment in one subject in qualifying Examination:

List of students admitted in UG/PG courses in the college _____ on the basis of compartment only in one subject in Qualifying Examination for the session _____.

Sr. No.	Course name	Provisional Registration	Name of student	Father name	Mother name	Name of lower qualifying examination with Year of passing	Board/ University	Subject of Compartment (mention name of semester in case of UG examination 5 th or 6 th sem.)	Marks Obtained/ Total marks (Attach copy of Reappear DMC)

- x) The colleges will also sent the separate list of students admitted on additional seats for sports persons, NCC, NSS merit holder over and above the sanctioned seats along with the supporting document as per clause (6) of Instructions/Guidelines for admission to various courses in affiliated colleges/Instructions effected from the academic session 2021-22 onward..

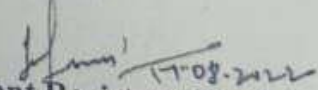

Assistant Registrar (Regn.)
for Registrar

Dated: 17-08-2022

Endst. No. Regn./R-III/2022/ 3821-26.

A 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 with a request to arrange to make the provision of seeking information regarding subjects of the course of the student on University web portal and to ensure all the provisions as conveyed vide Endst no 1379 dated 02.08.2019, approved by the Vice-Chancellor, has been made on the University Portal for online submission of Registration Return. Further, a provision to generate the list of students admitted on the basis of compartment in one subject in qualifying examination as mentioned at point no. (ix) may also be made on university web portal. It is further requested to upload the above letter on University Web Portal.
3. Assistant Registrar (Accounts Fees) GJUS&T, Hisar with a request to arrange to verify/update the various fees (university share) of the courses of affiliated colleges on University Web Portal.
4. Assistant Registrar (Academic) 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.


Assistant Registrar (Regn.)

Annexure-II

Format of Checklist for submission of Continuation Return for the session 2022-23

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 2022-23 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 2022-23. 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)

Annexure-I

Format of Checklist for submission of Registration Return for the session 2022-23

All documents to be duly attested/verified by the Principal or Authorized Signatory and Registration 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.		Page No. _____
2.	Details of course(s) with sanctioned strength and admitted students in each course separately.		
3.	Affiliation/Extension in Affiliation Letter for the session 2022-23 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		to _____
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. <u>(Internet downloaded results will not be accepted in any case)</u>	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)