



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A+ GRADE NAAC Accredited

No. Regn./R-III/2024/.....3289-3312
Dated: ...08-08-2024

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

Sub: Cutoff date for submission of Registration Return/Continuation Return in the University for admission in PG Courses for the session 2024-25.

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 DGHE, 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 2023-2024 onwards, sent vide Email dated 21.07.2023, the following schedule for online submission of Registration Return/Continuation Return of the students admitted in the session **2024-25** on the university web portal alongwith hardcopy in hardbound form will be applicable for **PG** courses:

Sr. No.	Last Date of admission in PG courses	Normal Last date for submission of online Registration/Continuation Return without fine(1 st 20 days from the date of last date of admission) (Last date of admission + 20 days)+ Date of submission of Hardcopy of RR/CR	Last date for submission of Hardcopy of RR/CR with fine of Rs. 5000/- per course upto 40 days from the last date of admission	Last date for 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 submission) (Last date of admission+40 days)	41 st day onwards
(i)	(ii)	(iii)	(iv)	(v)	(vi)
1	PG courses (Arts/Science/Comm.) 23.08..2024	12.09.2024 19.09.2024 (Hard copy)	02.10.2024	02.10.2024	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 of Rs.5000/- keeping in view the genuineness of reasons submitted by the Principal of the college concerned.

- 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, Alummi fee etc. notified/revised by the university time to time) in respect of the students admitted in various courses for the session 2024-25 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 2024-25 on 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 2023-24 for admission to various courses in Affiliated Colleges/Institutes already sent vide e-mail dated 21.07.2023 by the University.
- (vi) As per Clause-18 (ix) of Instructions/Guidelines of 2023-24 onwards, the following Schedule for submission of Migration Certificate for students to be admitted in session 2024-25 will be applicable:
1st October of the year of admission i.e. 01.10.2024 without late fee.
31st October of the year of admission i.e. 31.10.2024 with payment of Rs. 400/-
30th November of the year of admission i.e. 30.11.2024 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 30th November-2024.
- (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 the University. **No internet downloaded result will be accepted for finalization of Registration.**
- viii) As mentioned at Clause-17 of Instructions/Guidelines, affected from session 2023-24, 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 subject to a maximum of Rs. 5000/-.** Accordingly, the pending documents like DMC of qualifying Examination submitted from 21st day onward from the last date of admission i.e. from next day of 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 to be deposited by the college concerned from its own account to the university account.

In case, the DMC of qualifying examination of a student is not issued by the Board/University concerned, the Provisional Degree Certificate, Provisional Marks slip, Result notification under the signature of competent authority of the University/Board concerned, Online Result Notification/Online Result/DMC having proper name/logo, official authenticated website of the University/Board or any other authenticated result document showing the aggregate marks of all years/semesters of a programme issued by the concerned Board/University may be considered till the issuance of DMC. The Registration of the student shall be finalized only after the receipt of DMC.

The College shall submit the pending DMC of qualifying examination of such student within three months of their admission to the Registration Branch. If the College fails to submit the DMC due to non-submission of the same by the student, the College may cancel the admission of such student ab-initio or may take any such action as deemed appropriate to ensure the receipt of DMC within three months and he/she will not be allowed to appear in end semester examinations of his/her course. However, in exceptional cases, on the recommendation of the Principal of the College, the pending DMC of the qualifying examinations may be accepted before the commencement of the 1st semester examinations and his cancellation of admission, if cancelled by the Principal, may be revoked by the Vice-Chancellor on a payment of Rs. 1500/- to be deposited with the University, subject to fulfillment of eligibility and possibility of fulfillment of requirement of 75% attendance to be eligible to appear in end semester examinations.

- 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 examinations:

List of students admitted in UG/PG courses in the college (Name of college) on the basis of Reappear/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 2023-24 onward.
- xi) As per Clause-18 (v) of Instructions/Guidelines of 2023-24 onwards, no continuation Return of the student whose Registration has not been finalized by the University in his/her course of study shall be allowed to be submitted for 2nd year onward till the finalization of his Registration. No student will be allowed to appear in end semester examinations of his/her course of that particular year (2nd year/3rd year etc.) till the submission of Continuation return by the College as per prescribed schedule.
- xii) Also, the new colleges and new courses, if any, started in the session 2024-25 may be assigned college code and course code in succession of existing particular type of College/Institute and courses (a new course which has not been given any code). Further, if nomenclature of the existing course changes due to implementation of NEP, the Registration Series for those courses may be revised accordingly.
- xiii) To expedite the process of finalization of RR within the stipulated period and to give one opportunity, before charging the fine on pending documents, to the colleges to check and submit their pending documents after submission of Registration Return, it has been approved that the dealing officials of colleges concerned may be allowed to visit the University Registration Branch as per schedule to be fixed by A.R. (Regn.) to get the pending documents checked on the spot. The Colleges will be given 10 days time from the next day of date of visit to submit the pending qualifying document without fine if any document is found to be pending on spot checking during the visit by the college. Even if the College concern fails to submit the same within aforesaid stipulated time, the fine as per schedule of submission of Registration Return/Continuation Return will be charged.


Assistant Registrar (Regn.)
for Registrar

Endst. No. Ren./R-III/2024/ 3313-18

Dated: 08-08-2024

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

1. Dean of Colleges, GJUST, Hisar with a request to arrange to get the nomenclature of the courses as per NEP-2020 changed, if any on the University Registration/Continuation Return web portal and also to supply the list of the courses running in the affiliated colleges with approved intake to the Registration Branch immediately as already requested vide note diary No.1360 dated 03.06.2024 & Endst. letter No. Regn./R-III/2024/2859-65 dated 18.07.2024.
2. Director, PDUCIC with a request to arrange to make the provision of seeking information regarding subjects of the course of the students 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) GJUST, 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) GJUST, Hisar.
5. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUST, Hisar.
6. PS to Registrar (for kind information of the Registrar), GJUST, Hisar.

Assistant Registrar (Regn.)