



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



No. Regn./R-IV/Edu./2024/...41.60....

Dated: ...04.../10.../2024.....

To

The Principals,  
All affiliated Education Colleges  
Guru Jambheshwar University of Science & Technology,  
Hisar.  
(By-E-Mail and University Web Portal)

**Sub: Schedule/Cutoff date for submission of Registration Return/Continuation Return alongwith various fees in the University for Education courses for the session 2024-2025.**

Sir/Madam,

I am desired to inform you that as per last cutoff date for admission as per schedule mentioned in B.Ed. Prospectus by the University for session 2024-25, 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 will be applicable:

Sr. No.	Last Date of admission in Education 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) and last date of submission of Hard Copy	Last date of submission of online Registration/Continuation Return with late fine of Rs. 100/- per student per day. (21 <sup>st</sup> day to 40 <sup>th</sup> days from the date of last date of admission)  (Last date of admission + 40 days)	41 <sup>st</sup> day onwards
(i)	(ii)	(iii)	(iv)	(v)
1.	B.Ed. – 2 years & B.A.-B.Ed. – 4 Years (Regular) 23.10.2024  As per prospectus	12.11.2024 19.11.2024 (Hard copy)	02.12.2024	<i>No Registration Return will be entertained after 40 days i.e. after the last date mentioned in previous column (iii). 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/- per student keeping in view the genuineness of reasons submitted by the Principal of the college concerned</i>
2.	B.Ed.-M.Ed. (Integrated), B.Ed. (Part-Time), Bachelor of Elementary Education, B.Ed. (Shiksha Shastri) and M.Ed. 09.10.2024 (as per Acad./AC-I/2024/4955-56 dated 09.08.2024)	29.10.2024 05.11.2024 (Hard Copy)	18.11.2024	

Contd....

- 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/revise 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 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, the Accounts-fee 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 experiences any difficulty in implementation of transfer of fees as mentioned at sr.no. ii) above, a training program for the staff of affiliated Education colleges will be arranged in PDUCIC of the University on written requests of the Principals of colleges.
- iv) The colleges shall submit the hardcopy of the Registration Return/Continuation Return for session 2024-25 on A-3 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) As per clause-15 of Instructions/Guidelines, the following Schedule for submission of Migration Certificate for students to be admitted in the session 2024-25 will be applicable:

**31<sup>st</sup> December of the year of admission i.e. 31.12.2024 without late fee.**

**31<sup>st</sup> January of the next year of admission i.e. 31.01.2025 with payment of late fee of Rs. 400/-**

**28<sup>th</sup> February of the next year of admission i.e. 28.02.2025 with payment of late fee 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 28th February,2025.**

- vi) The other terms and conditions regarding acceptance of Registration Return/Continuation Return will remain same as mentioned in consolidated General Instructions/Guidelines for admission to various courses in affiliated Education colleges for the session 2024-25.
- 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-14 of Instructions/guidelines, effected from session 2024-25, 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 21<sup>st</sup> day onward from the last date of admission i.e. from next day of the dates mentioned in column (ii) 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 No. 4674000100041757.

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 semesters/years 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.

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/Annual Examination 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 1<sup>st</sup> semester/Annual Examination and his/her 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 fulfilment of eligibility and possibility of fulfilment of requirement of 75% attendance to be eligible to appear in End Annual/Semester Examinations.

- ix) 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 2<sup>nd</sup> year onward till the finalization of his Registration. No student will be allowed to appear in End Annual/Semesters examinations of his/her course of that particular year (2<sup>nd</sup> year/3<sup>rd</sup> year etc.) till the submission of Continuation return by the college as per prescribed schedule mentioned at (ii) to (iv) on pre page.
- x) The other terms and conditions regarding acceptance of Registration Return/Continuation Return will remain same as mentioned in General Instruction/Guidelines for admissions to various courses in affiliated Education Colleges from session 2024-25 onwards by the University.
- xi) 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 RR, 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. Regn/R-IV/Edu/2024 ...4.1.61-66.....

Dated: 04/10/24

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 as per the schedule mentioned in the letter.
3. Assistant Registrar (Academic), GJUS&T, Hisar.
4. Assistant Registrar (Accounts-fee), GJUS&T, Hisar.
5. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
6. Secretary 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 2024-25.**

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 \_\_\_\_\_

College Code \_\_\_\_\_

Name of the Principal \_\_\_\_\_

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 2024-25 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 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. (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 2024-25.

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 \_\_\_\_\_

College Code \_\_\_\_\_

Name of the Principal \_\_\_\_\_

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 2024-25 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 <sup>nd</sup> , 3 <sup>rd</sup> so on.		
5.	Course wise list of students whose continuation return for 2 <sup>nd</sup> year not submitted mentioning the reason.		_____ to _____ Mention Total No. of such students _____
6.	Course wise list of students whose continuation return for 3 <sup>rd</sup> 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 <sup>th</sup> year not submitted mentioning the reason. (for four year courses)	Yes	_____ to _____ Mention total Number of such students
8.	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 <sup>nd</sup> year continuation, 2 <sup>nd</sup> year (both semester for 3 <sup>rd</sup> 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. 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>) of (mention course name) running in (Mention the college name) is being sent for the session 2024-25. It is certified that all the students whose continuation return for (mention year i.e. 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> etc.) is being sent were on roll of the college in both the semesters (mention semester name) of the (mention the previous year i.e. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> etc. year)

Signature of the College Principal  
with Office Stamp