



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,  
HISAR**

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

No. Regn./R-III/2021/3489-3513  
Dated: 22.09.2021

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 alongwith various fees in the university for the session 2021-2022.**

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, Law, Engineering/Architecture/Mgmt.) 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 on the university web portal of the students admitted in the session 2021-22 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 (Ist 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 <sup>st</sup> day to 40 <sup>th</sup> day from the date of last date of admission) (Last date of admission + 40 days)	41 <sup>st</sup> day onward
	(ii)	(iii)	(iv)	
1.	<u>Art/Sc./Commerce</u> <b>25.09.2021</b> (Fee submission 2 <sup>nd</sup> Merit List) (as per DGHE Admission Portal)	15.10.2021	04.11.2021	<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.	<u>Law College</u> B.A. LLB-5year, <b>18.10.2021</b> (with late fee) Acad/AC-I/2021/4616 dated 03.09.2021  LLB-3 years & LLM <b>30.10.2021</b> (with late fee) Acad/AC-I/2021/4810 dated 10.09.2021	07.11.2021  19.11.2021	27.11.2021  09.12.2021	
3.	<u>B.Tech/B.Arch.</u> <b>21.10.2021</b> <u>B.Tech. LEET</u> <b>30.10.2021</b> (As per HSTES Prospectus)	10.11.2021  19.11.2021	30.11.2021  09.12.2021	



- 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 2021-22 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 PDUIC 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 2021-22 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/institute from session 2021-22 already sent vide e-mail dated 20.09.2021 by the University.
- (vi) 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 of next year of admission i.e. 31.01.2022 without late fee.**

**28 February of next year of admission i.e. 28.02.2022 with payment of Rs. 400/-**

**31 March of next year of admission i.e. 31.03.2022 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 31 March 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 21<sup>st</sup> 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 DMC of the qualifying examination duly attested by the Principal of the college concerned.**



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 DMC of the 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 <sup>th</sup> or 6 <sup>th</sup> 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..
- xi) 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 the Registration of the students 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 the receipt of hardcopy of RR with supporting documents.

  
Assistant Registrar (Regn.)  
for Registrar

Endst. No. Ren./R-III/2021/ 3514-21.....

Dated: 22-09-2021

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. Director/Principal, OITM (Engg & Management), OIAD, Juglan, for uploading the Continuation Return of the existing students.
4. 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.
5. Assistant Registrar (Academic) GJUS&T, Hisar.
6. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
7. Superintendent O/o Registrar (for kind information of the Registrar), GJUS&T, Hisar.
8. Set-IV (Engg/Management), Registration Branch, GJUS&T, Hisar.

  
Assistant 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
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 courses/subject 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 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-
vi)	List of students as per format at Instruction No. ix of the letter of RR/CR schedule who are given admission on the basis of Re-appear in qualifying examination with their DMC of Reappear Examination with Undertaking (Appendix-B) for UG/Appendix-C for PG		-do-
vii)	Course wise list of students (Sr. No., Registration No., Name of student) given admission in PG programme on the basis of qualifying examination passed from Distance Education Courses with DEB/DEC approval attached.		-do-
viii)	Course wise list of students (Sr. No., Registration No. Name of student) admitted on additional seats over and above the sanctioned seats in undergraduate/postgraduate courses as per clause 6 of Instructions/guidelines-2021-22. (Sports person -(UG courses Arts -10 seats, Commerce-05 seats, Science-05 seats ) and PG courses including Law (03 years) & Integrated courses-02 seats NCC candidates in all courses – 01 seat in each course NSS merit holder in all courses – 01 seat in each course Deserving Parsi Students – 01 seat in each course)		-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 Ist 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 <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.	Course wise list of students whose continuation return for 5 <sup>th</sup> 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. Ist 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>/5<sup>th</sup>) 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. 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>) 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> year)

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

