



## NOTICE

Ref. No. : JCBUST/Affil. &amp; Regn./2022-23/2412

Dated : 04-08-2023

**Subject:- Schedule for accepting Registration Return alongwith relevant documents from Affiliated Institutes/Colleges of University for Academic Year : 2023-24.**

The affiliated colleges/institute are hereby instructed to upload the Registration Returns data online on University ERP within 15 days from the last date of admission and has to submit all the documents of admitted candidates with details within 20 days from the last date of admission. After 15 days from the last date of admissions, the portal will be closed and no registration return data will be uploaded thereafter.

If any institutes/colleges failed to submit the Registration Return alongwith physical documents within above specified schedule, same may be accepted with valid reasons as per below mentioned standard rule:-

For 1- 10 days after expiry of due date	Along with late fine of Rs. 750/- per student
For 11 -20 days after expiry of due date	Along with late fine of Rs. 1500/- per student
For 21- 30 days after expiry of due date	Rs. 5,00,000/- (Rs. Five Lakh only)

After the expiry of above schedule **No Registration Return will be entertained.** However, the Vice-Chancellor may consider to allow/to admit the Registration Return as a special case.

**If a candidate is not able to submit the attested copy of grand total (final DMC) & Migration certificate in original /Online issued Migration Certificate along with affidavit while sending registration return, the said certificates of such candidates may be submitted in the Affiliation & Registration Branch as per the schedule given below along with late fees per student as mentioned below:-**

**All UG/PG Courses**

- Final Marksheets Copy/Original Migration upto 27.12.2023 - With late fees of Rs. 500/-
- Original Migration Upto 31<sup>st</sup> January 2024 - With late fees of Rs. 500/-
- Original Migration Upto 28<sup>th</sup> February 2024 - With late fees of Rs. 1000/-
- Original Migration Upto 31<sup>st</sup> March 2024 - With late fees of Rs. 2000/-

**Documents received after the schedule mentioned above will not be accepted in any case and the candidature of the student shall stand automatically cancelled. Internet result copies are only allowed till 27.12.2023. Attested Photocopy of final DMC must be received in Affiliation & Registration Branch on or before 27.12.2023.**

The affiliated Institutes/Colleges are advised to approach in Affiliation & Registration Branch before 02.00pm during office hour for submission of Registration Return otherwise case will be entertained on next day as per applicable notified fees/rule and University shall not be responsible for any delay in such cases.

**DA :**

1. General instructions for submission of Registration /Continuation Return
2. List of documents to be submitted along with Registration Return.

  
DR (Affiliation & Registration)  
For Registrar

- The Director/Principal of all Affiliated Institutes/Colleges.

Copy of the above is forwarded to the following for information please:-

- PS to Vice Chancellor
- PA to Registrar
- Controller of Examination
- System Analyst.



## GENERAL INSTRUCTIONS FOR SUBMISSION OF REGISTRATION /CONTINUATION RETURN

1. PPP ID shall remain mandatory for Haryana students for taking admissions , the PPP ID must be filled for the Haryana Candidates. The details of the candidate like his/her name, father name, mother name, Annual Family Income, Category etc. will be fetched from their PPP ID which should be marked as verified in family information data repository (FIDR). The caste/reservation/annual income/financial benefits given to the candidate shall be on the basis of verified caste/income fetched through PPP as per the State Govt. PPP ID in physical form duly verified and attested by concerned Director/Principal of Institute/College should be submitted alongwith Registration Return.
2. Aadhaar Card shall remain mandatory for all students to taking admissions and should be correctly entered during filling registration return as verified Aadhaar number is essentially required for students registration in ABC portal.
3. In compliance of guidelines regarding Authentication Verification of Aadhaar issued by Haryana Government Citizen Recourses Information Department through Memo No. : Admn/364/1SIT/18925 dated 11.07.2023, Aadhaar shall be verified and attested by concerned Director/Principal of Institute/College ; same shall be submitted along with Registration Return.
4. After generating the online Registration/Continuation Return Report, the colleges are required to submit hard copy of the same using A-3 size paper along with photocopies of required documents duly attested along with a copy of counseling list of candidates admitted. Incomplete Registration Return or without complete documents shall be liable for late fee as per schedule till the Registration Return is completed in all respect. Registration Return will be entertained in single lot only. Documents should be in properly filled in Index files and arrange as per the sequence in RR. Blur Photocopies are treated as nil and shall be liable for late fee as per schedule. For correction of wrong entries (only one time correction is allowed) fine of Rs. 500/- per student will be charged after submission of registration return in physical form. Responsibility for wrong/irregular admission/excess admission, if any, will entirely rest upon the Principal/Director of the College/Institute/Department Concerned.
5. The Institutes/Colleges will have to submit the Registration Return in Physical form (only of eligible students) along with all types of required certificates/documents (photocopies duly attested by concerned Principal/Director) exhibiting their eligibility, aadhaar card copy, HSTES List (B.Tech./B.Tech LEET only) and migration certificate in original/online issued Migration Certificate along with affidavit in the Affiliation & Registration as per specified schedule.
6. The Registration Return/Continuation Return fees accepted through ERP Valid challan only. No other mode of payment shall be accepted.



7. Registration Number of students to the Colleges/Institutes will be issued after ensuring No objections regarding the Registration. The affiliated institutes are directed to ensure that all discrepancies while submitting the Registration return must be resolved as per notified schedule. No separate notification regarding discrepancies in registration return will be issued.
8. The Directors/Principals of the concerned institutes/colleges will also enclose the affiliation/ extension letter along with the Registration Returns. At the time of checking the eligibility of the students admitted in the institute/colleges, the Registration Branch will ensure that the institute/college has been granted affiliation/extension in affiliation for the course with the specified sanctioned intake in which the students have been admitted by the institute/college concerned. **No RR will be accepted for such courses for which affiliation letter is not issued.**
9. The Registration Return as per above instructions should be printed through University's ERP portal in double space on both side on the prescribed forms and sent class –wise separately. Returns on single space /hand written or prepared will not be accepted in any case.
10. The students who have pass-out from foreign university/board, a certificate from AIU is required that foreign university/board has been approved by AIU.
11. The **Portal for online submission of RR** will be opened by the university as per schedule.
12. Aadhaar no., Mobile No., Photo and Date of birth is mandatory for every student as the same is required by the UGC for uploading the result of students for online verification.
13. If the admission of any student is cancelled or detained by the college, such information must be supplied immediately to the Affiliation & Registration Branch and Exam Branch of the University.
14. No Registration Return shall be accepted in the absence of any kind of fee.
15. It is mandatory to provide the attested detailed marks cards of qualifying examination, original migration certificate/online issued migration certificate along with affidavits/ documents showing the date of birth, father's name, mother's name and SC/ ST/ BC/ PH/Copy of Parivar Pehchan Patra certificate with verified income etc of all fresh students failing which registration of the students will not be entertained.
16. Incomplete registration return in the shape of hard copy will not be entertained under any circumstance. The college shall be held responsible for this and will have to pay the **late fees as per rules** laid down by the

 



university.

17. Complimentary copy of the prospectus of the college must be sent along with the Registration Returns.
18. The Registration Returns are to be signed at the specified place for the purpose **by the Principal /Director himself and not by any other person on behalf of the Principal/Director**. Office copies of the Registration Returns may be kept by the college /institute concerned for record and future references. **The last date prescribed for the submission of Registration Returns and Migration Certificates (in original)/online issued Migration Certificate along with affidavit is required to be followed strictly.**
19. There is growing tendency among the students of various colleges to approach the University for redressal of their grievances and for removal of discrepancies which is unfair. This malpractice jeopardizes the smooth functioning of the university. Therefore, the college should refrain to direct the students to visit the University for redressal of their grievances and for removal of discrepancies. Instead of doing so, the college staff should be deputed to contact the concerned branch of the University for resolving the discrepancies, if any.
20. It has also been observed that the college /institutes do not take timely steps for removal of discrepancy (s) and rushed to the University for Removal of the same only at the time of examinations which certainly creates hardship for the university as well as for students Therefore; colleges/institutes take timely step to settle the discrepancy beforehand.
21. **The colleges shall send all records to be verified by the Affiliation & Registration branch as per specified date, else all students of first year (not just the ones whose records are not received) of the college not adhering to the stipulated date will be debarred from appearing in the university examinations of the first year.**
22. The affiliated Institutes/Colleges are advised to approach in Affiliation & Registration Branch before 02.00pm during office hour for submission of Registration Return otherwise case will be entertained on next day as per applicable notified fees/rule and University shall not be responsible for any delay in such cases.
23. If the Instructions/Guidelines for any session could not be issued in future due to administrative reason then the Instruction/Guidelines of previous year will be applicable in toto.

*[Signature]*

*[Signature]*



List of documents to be submitted alongwith registration return (All documents should be verified and duly stamped and signed by Director/Principal of concerned Institute/College).

Sr. No.	Name of Documents
1.	10 <sup>th</sup> DMC (Photocopy)
2.	12 <sup>th</sup> DMC (Photocopy)
3.	Diploma Marksheets (Photocopy)
4.	Migration certificate in original /Online issued Migration Certificate along with affidavit
5.	Final Grand Total UG/PG DMC (Photocopy)
6.	PPP ID (Photocopy)
7.	Aadhaar Card (Photocopy)
8.	Category Certificate (if applicable)
9.	Paid Challan Receipts (Original)

*[Handwritten signatures]*

(On Rs. 10/ Stamp Paper with Notary attested)

**UNDERTAKING BY THE STUDENT - FOR SUBMISSION OF  
ONLINE ISSUED MIGRATION CERTIFICATE**

1. It is stated that, I (Name of the Student) ..... S/D/o Sh. ..... taking admission in AY ..... in (name of the institute) ..... in (name of the course) ..... in Semester ..... Roll. No. ....
2. I have completed my (name of course) ..... from (name of Board/University) ..... on ..... and this Board/University had issued online Migration Certificate Sl. No. ..... dated to me on completion of the said course.
3. It is assure that, I had not used this Online generated Migration Certificate issued to me till now and will not use the same in future for taking admission in any other Institute/ University or any other educational purpose. At any point of time, If it is found that I have misused this online issued Migration Certificate, University may take necessary legal action against me including cancellation of my admission/registration and cancellation of such degree obtained due to admission on the basis of this online issued Migration Certificate.

Signature of the Student: .....

Name of Student: .....

Signature of the Parent: .....

Father's Name: .....

Name of Institute: .....

Course : .....

Semester: .....

Roll No. ....

Dated: .....

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (place) ..... on this the ..... (day) ..... of ..... (month) ..... (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the ..... (day) .... of ..... (month) ..... (year) .... after reading the contents of this affidavit.