



J.C. Bose University of Science & Technology, YMCA, Faridabad, Haryana

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognised by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A+' Grade by NAAC

Store and Purchase

E-mail: dr.purchase@jcboseust.ac.in

Contact: 0129-2310164

QUOTATION/TENDER NOTICE

Ref.: JCBUST/2023-24/S&P/RFQ/04

Dated: 27.04.2023

To

Sub: - Request for Quotation for Printing and Supply of Admission Forms/ File Covers for the Academic Session 2023-24

Sir,

Sealed Quotations/tenders are invited from the manufacturers/exclusive distributors/authorized dealers/suppliers/stationers for the items/work detailed below:

S. No.	Name of item (s)	Qty.	Unit Rate (Rs.)	GST Rate (%)	Total Rate (Rs.)
1	Printing & Supply of Admission Forms with Identity Card form on thick paper (as per sample of 5 pages in each)	4000 sets			
2	Course Change form (for B/Tech Counselling) (Single Page, on thick-paper as per sample)	1000 sheets			
3	Admission Letters (as per enclosed sample) single page (100 Sheets in each Pad)	25 pads			
4	File Covers (with required student details printed on the file cover)	4000 Nos			
Total Amount (Rs.)					

- The bidders are advised to check samples of the required items in the Purchase Department of the University before quoting the rates.**

Terms and Conditions: -

1. The sealed quotations complete in all respects, must reach the office of the undersigned latest by **15.05.2023** by **03.00 PM** by **post/courier** in the office of the undersigned. The same shall be opened on **16.05.2023** at **03.30 PM**. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. **There is no provision of Advance Payment in the rules of the University. Therefore, the payment will only be made against delivery of the material.**
3. **Please submit valid GST Certificate along with your quotation otherwise the quotation will not be considered.**
4. The Quotation/Tender received after due date and time or incomplete shall be rejected outrightly.
5. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription “QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____, AND DUE ON _____”. The offer may be sent to the **Assistant Registrar (Purchases and Stores), J.C.Bose University of Science and Technology, YMCA, Faridabad (Haryana)**. The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.
6. The following charges and terms may be spelt out in your offer clearly:
 - i. F.O.R
 - ii. Rates of GST (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the quotation.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
7. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as **“packing, forwarding, freight and insurance charges etc. extra”**.
8. Charges not mentioned in the quotation/tender shall not be paid.
9. FOR shall be **J. C. Bose University of Science and Technology, YMCA, Faridabad**. The rates quoted Ex-Godown can be rejected.
10. The offer must be valid for a period of at least three months from the date of opening of quotation/tender.
11. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
12. Quantity may increase or decrease without any notice.
13. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.

14. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
15. As per University Accounts Code Rule 12.66, the Security/earnest money equivalent to 2% (two percent), if Contract value exceeds Rs. 40000/-, of the total cost of the material rounded off to nearest should be deposited into the **account number 11081546340, Bank: State Bank of India, IFSC Code: SBIN0000734. The original deposit slip is to be submitted in the department of Store and Purchase of the University.**
16. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Dy. Registrar (P & S) with the approval of CPC; only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Dy. Registrar (P&S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, J.C. BOSE University of Science and Technology, YMCA, Faridabad whose decision shall be final. **The University has all rights for cancellation any Purchase Order any time without explaining any reason.**
17. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
18. As per University Accounts Code Rule 12.68, the supplier has to deposit 5% bank guarantee for the period of guarantee/warrantees along with the Bill/Invoice.
19. As a general policy, the University tries to make 100% payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee.
20. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.
21. The samples of the material, if necessary and possible, shall be supplied with the quotation. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of "**Freight to Pay**". Samples **costing less than** Rs. 100.00 shall not be returned to the **quotees**. However, if the **quotees** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
22. The acceptance of the quotation/tender shall rest with the undersigned that does not bind him to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
23. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so,

particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

24. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. **0129-2310164** on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.) or through email **dr.purchase@jcboseust.ac.in**.
25. The dispute, if any, shall be subject to the jurisdiction of Courts at Faridabad. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
26. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Assistant Registrar (S&P)



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G20
T20

Sl. No. 23001 onwards

Academic Session 2023 / 2024

ADMISSION FORM (for All Courses)

Date of Reporting /Admission: -

(To be filled by the candidate at the time of Reporting / Admission in his / her own handwriting in BLOCK LETTERS only)

1. Course Name

2 (a) Admission Criteria : -

(JEE Mains/OLET/CUT/University open counseling/Univ. Entrance Test/Other, if any)

Please enclose a copy of Seat allotment Letter issued by HSTES (for B.Tech Course only)

Affix a
Passport size
current
Photograph

2 (b) Entrance Exam Roll No. : -

2 (c) Entrance Exam Rank : -

2. Allotted Category

Tick the relevant allotted category

RO	HO	S	SC	ST	BC-A	BC-B	PH	ESM	FF	EWS	SGC	PMS	KM	HGST	TFW	Other
HC	GC	C	(Deprived)									SS				

3. Name of Candidate.....

4 (a) Gender : - 4 (b) Religion : -

(Male/Female/Other)

4 (c) Nationality : - 4 (d) Date of Birth : -

4 (e) Blood Group : -

Email id: - Mobile No: -

4. Father Name : - Mobile No: -

Email id: - Occupation: -

5. Mother Name : - Mobile No: -

Email id: - Occupation: -

6. Correspondence Address

.....

District: - State: - Pin Code: -

7. Category : - Cast of Student: - Sub Category, (if any):-

Gen.	SC	SC(D)	BC-A	BC-B	Minority (Muslim / Christian / Sikh / Buddhist / Parsi / Others Pl. Specify
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Signature of Candidate: -

Signature of Parent / Guardian: -

8. Permanent Address
.....

District:- State:- Pin Code: -

9. Aadhar No:- 9 (a) Pariwar Pahcaan Patra ID: -

10. Local Guardian (if any) :- Mobile No: -
Email id: - Occupation: -

11. Detail of Previous qualifications:-

Name of Exam	Subject / Branch / Course name	Name of Board / University	Roll No	Year of passing	Max. Marks /CGPA	Marks obtained	% of Marks
10 th							
12 th							
Graduation							
Post-Graduation							
Any other Degree / Diploma							

Undertaking by the student/Parent/Gurdian

- I hereby certify that the particulars are correct and also agree that admission may be granted on the terms & conditions and rules of the University. I understand that the admission will be cancelled and fee paid by me will be forfeited if any of the particulars given by me at the admission or later are found to be incorrect.
- I agree that the decision of the authorities of the University in all matters concerning my admission, studies, discipline and conduct will be final and binding upon me.
- I understand that the consumption of alcohol, drugs or any other intoxicant within the University / Hostel premises is forbidden.
- I am aware that as per orders of the Honorable Supreme Court of India, ragging in any form whatsoever is totally banned and criminal FIR will be lodged in case I am involved in the case of ragging. This will be result in my rustication from the University and I will not be able to take admission anywhere in the Country.
- I hereby declare that I was never involved or punished in any case of indiscipline during my school or college career. There is no inquiry pending against me with the school / college / police / other authorities of the state to which I belong or resided in any other state at the time.
- I understand that I have to undergo mandatory Practical / Industry training period (if any in the Course) for specified period in accordance with the relevance of my being placed in Industrial organization within or outside the state in which campus is located , for such Practical/Industrial training. I will have not any objection of my being placed so. The University shall not be held responsible in any way for any mishap that may occur to me during my tenure in the University / Hostel or during the training outside the University.
- I hereby agree to make all the necessary arrangements for the Boarding and Lodging, if hostel accommodation is not available or availed.

Signature of Candidate: -

Signature of Parent / Guardian: -

8. I aware that my name will be struck off from the University, if I fail to pay fee on time prescribed by the University time-to-time of starting of every semester / end of the previous semester, remain absent continuously for a period of 10 days without information to the authorities of the University or behave in a manner subversive to the discipline or commit grave misconduct such as ragging or indulge in any activity which may bring disrepute to the University.
9. I am aware that the use of mobile phone in the Class rooms / workshop/labs & corridors in the University premises is banned. I case I violate this, strict action will be taken against me as per the disciplinary rules of the University.
10. I understand that I have to follow all University Rule & Regulations regarding Attendance, examination, discipline and all other matters.
11. I will report for Registration as per schedule announced by the University at the time of starting of every semester failing which my admission will stand cancelled without any intimation and I will be liable to pay Re-Registration fee for Re-Registration with approval of the authorities of the University
12. All disputes are subject to Faridabad jurisdictions only (if any in future)
13. In case any student is detained in any semester, due to shortage of attendance / lower semester not cleared, will have to register himself as a regular student of the University in the next session in the same semester, He / She shall have to pay the semester fee and other dues as applicable to regular students, under University rules.
14. In case, any student gets FT (Fail in Theory) in any subject of qualifying exam or other Exam and passes the subject separately, it will be the responsibility of the candidate to submit, separate mark sheet at the time of Admission / Registration
15. I understand that, I have no right to claim for the admission in the University after cut-off date (already announced in the information Brochure)
16. I also undertake that my admission is subject to verification of genuineness of all certificates & recognition of qualifying examination.
17. I clearly understand that my name may be removed from the Roll of the University or I may be fined / rusticated or expelled from the University if directly or indirectly take part in any movement or agitation, to take part in strike in the University for any reasons whatsoever or induce directly or indirectly any other student to do so or participate in any other activity, which in the opinion of the University authorities is subversive to University discipline.
18. To participate in 2nd and subsequent counseling (s) will have to gain fill (refill) the choices in the order of priority on the counseling website, in case seat is allotted in 2nd or subsequent counseling, the earlier allotted / reported seat will be Cancelled Automatically & the candidate will have to report again with all documents in the University allotted in 2nd or subsequent counseling. Thus candidates, who wish to retain the reported seat, shall not opt subsequent counseling.
19. Refund rules of the University (for cancelation / withdraw of admission)
Refund Policy will be notified separately as per the Government guidelines and will be displayed o the University website.

I hereby solemnly affirm that I have read the University prospectus and have clearly understood the point (s) mentioned in the undertaking. I shall abide by the Rules & Regulations of the University as mentioned in the prospectus and also changes which may be notified from time-to-time.

I further affirm that the information given in the application / admission form is correct and true to the best of my knowledge.

Signature of Candidate:-

Signature of Parent / Guardian: -

(4)

DOCUMENTS CHECK-LIST FOR ADMISSION (To be submitted along with Admission / application form)

Full Name: _____ Course Name: - _____

1. Copy Entrance Exam Admit Card (if applicable)	Yes / No
2. Seat Allotment / Admission Letter from HSTES (if applicable)	Yes / No
3. Copy of online filled application form (Filled on www.jcboeust.ac.in website, if applicable)	Yes / No
4. Copy of JEE Mains / OLET/GATE/NET/CUT/JRF/Univ./ any other Rank card	Yes / No
5. Copy of fee deposit slip (if any/ if already admitted)	Yes / No
6. Photographs 4 Passport Size (Pl. Tag / Staple with the Form, for Office use)	Yes / No
7. Income/EWS Certificate (for students admitted under EWS/Reserve category) (Issued by the Tehsildar on prescribed format only, affidavit not accepted)	Yes / No
8. Class 10 th Mark- Sheet, <u>02 Self-attested photocopies</u>	Yes / No
9. Class 12 th / Diploma / UG / PG / other qualifying Mark Sheet (With Grand Total) <u>02 Self-attested photocopy</u>	Yes / No
10. Character Certificate issued by the last attended institution	Yes / No
11. Copy of Student Aadhar Card	Yes / No
12. Copy of PPP(family id) for all Haryana Residents	Yes / No
13. Copy of category certificate SC/BC/FF/any other (if applicable)	Yes / No
14. Medical certificate (Issued by Govt. Hospital only)	Yes / No
15. Copy of Justification of gap year / Affidavit (if any)	Yes / No
16. Copy of Income Certificate (if applicable)	Yes / No
17. Ant-Ragging Undertaking / Affidavit, as per prescribed format	Yes / No
18. Duly filled in temporary identity card along with photo pasted	Yes / No
19. <u>Original Migration Certificate from the last attended Board/University</u>	Yes / No

Online Digi-locker issued Migration Certificate along with affidavit (Migration Certificate is exempted for HSTES / Diploma Pass-out students)

I have attached all the documents except the following documents which I undertake to submit before joining my classes in the University 1. 2. 3.

Signature of Candidate: -

Signature of Parent / Guardian: -

Report of Documents verification Committee

We have verified all documents with Originals and the above candidate is eligible for admission in..... (Course Name) (Sem.) of the University.

.....
(Signature / Name & Designation)

.....
(Signature / Name & Designation)

.....
(Signature / Name & Designation)

Chairperson (Admissions) / Director Admissions / Authorized Signatory (Signature)

Please accept the requisite course fee and all University charges of the candidate and return this file to Academic Section / Registration Branch for On-Line reporting / other official formalities.

SAO/Chief-Accounts Officer/ Accounts Section

Received a sum of Rs. vide receipt No. Dated from the above student

Signature of Accountant/Cashier: - (Name): -

Forwarded to Reporting Team for necessary action:-

Name of Reporting Team Member:- Signature of Team member:-

Forwarded to Academic section / Registration Branch for other official work / Record

'b'



(5)

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G2

Identity Card Sl. No.

(to be filled by the Office)

Form for Permanent Student Identity / Smart Card

(Fill in Capital Letter's only)

Paste a current
Photograph

Course Name :-

Final Roll No. :-

Name :-

Father Name :-

Address :-

Mobile No. :-

Valid up to

:- June

Date of Birth:-

Date of issue :-

(End of Course) Blood Group

Aadhar No. :-

(To be filled by the Office)

Signature of Student

Dy. Registrar / Supdt. (Academic)



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G2

TEMPORARY IDENTITY CARD (Issued to student at the time of admission)

Student's Name :-

Father's Name :-

Address :-

Mobile No. :-

Date of issue :-

Email id. :-

Date of Birth:-

Course Name:-

Date of Expiry: - 31th December- 2023.

Temp. Roll / Reg. No.

Aadhar No.:-

Paste a
current
Photograph

Signature of Student

Chairperson/Dir.(Adm.)/HOD/DR/AR/ Supdt. (Ac/Reg & Aff Br.)

Note: - 1. Student must submit his/her Original Migration Certificate & other pending document (if any) by 31st December- 2023. Otherwise Late fee will be charged, (as per University rule) and Collect his / her Permanent Identity / Smart Card from Students Window of the University

2. Return this Temporary Card at the time of collection of Permanent Identity / Smart Card

5'



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Accredited 'A' Grade by NACC

223593

S.No.....

Academic Session 2022-2023

ADMISSION FORM (for All Courses)

(To be filled by the candidate at the time of Reporting / Admission in his / her own handwriting in **BLOCK LETTERS** only)

1. Course Name.....

1(a) Admission Criteria.....
(JEE Mains/OLET/University Open Counseling/Others, if any)

1(b) Entrance Exam Roll No.

1(c) Entrance Exam Rank.....

Affix a Passport
size current
Photograph
(Do not staple)

2. Allotted Category

Tick the relevant allotted category

ROHC	HOGC	SC	SC(Deprived)	ST	BC(A)	BC(B)	PH	ESM	FF	EWS	SGC	PMSS	KM	HGST	TFW	Other
------	------	----	--------------	----	-------	-------	----	-----	----	-----	-----	------	----	------	-----	-------

3. Name of the Student.....

3(a) Gender..... 3(b) Religion.....
(Male/Female/Other)

3(c) Nationality..... 3(d) Date of Birth (DD/MM/YYYY).....

3(e) Blood Group.....

Email ID:..... Mobile No. : -

4. Father's Name

Email ID:..... Mobile No. : -

Occupation.....

5. Mother's Name.....

Email ID: Mobile No. : -

Occupation.....

6. Family Income (per annum).....

7. Category..... Caste of Student..... Sub Category, if any.....

Gen.	SC	SC(Deprived)	BC -A	BC -B	Minority (Muslim/ Christian/ Sikh/ Buddhist/ Parsi/ Jain/ Others (Please Specify)
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8. Correspondence Address.....

.....City/VillageDistrict.....

State..... PinCode.....

Signature of the Student..... Signature of Parent/Guardian.....

9. Permanent Address

.....City/VillageDistrict

State..... Pin Code.....

10(a) Aadhaar No. 10(b) Family Id (if Applicable).....

11. Name of Local Guardian (if any)

Mobile No. Email Id

12. Date of Reporting /Admission (DD/MM/YYYY)

13. Previous Qualification Details:-

Name of Exam	Subject / Branch/ Course name	Name of Board/University	Roll No.	Year of passing	Max. Marks / CGPA	Marks obtained	% of Marks
10 th							
12 th							
Graduation							
Post-Graduation							
Any other Degree / Diploma							

Undertaking by the Student/Parent/Guardian

- I hereby certify that the above particulars are correct and also agree that admission may be granted on the terms & conditions and rules of the University. I understand that the admission will be cancelled and fee paid by me will be forfeited if any of the particulars given by me at the admission or later are found to be incorrect, concealed or false
- I agree that the decision of the authorities of the University in all matters concerning my admission, studies, discipline and conduct will be final and binding upon me.
- I understand that the consumption of alcohol, drugs or any other intoxicant within the University / Hostel premises is forbidden.
- I am aware that as per orders of the Honorable Supreme Court of India, ragging in any form whatsoever is totally banned and criminal FIR will be lodged in case I am involved in the case of ragging. This will be result in my rustication from the University and I will not be able to take admission anywhere in the Country.
- I hereby declare that I was never involved or punished in any case of indiscipline during my school or college career. There is no inquiry pending against me with the school / college / police / other authorities of the state to which I belong or resided in any other state at the time of admission.
- I understand that I have to undergo mandatory Practical / Industry training period (if any in the Course) for specified period in accordance with the relevance of my being placed in Industrial organization within or outside the state in which campus is located, for such Practical/Industrial training. I will have not any objection of my being placed so. The University shall not be held responsible in any way for any mishap that may occur to me during my tenure in the University / Hostel or during the training outside the University.
- I hereby agree to make all the necessary arrangements for the Boarding and Lodging, if hostel accommodation is not available or availed.

Signature of the Student..... Signature of Parent/ Guardian.....

8. I am aware that my name will be struck-off from the University, if I fail to pay fee on time prescribed by the University from time-to-time of starting of every semester / end of the previous semester, remain absent continuously for a period of 10 days without information to the authorities of the University or behave in a manner subversive to the discipline or commit grave misconduct such as ragging or indulge in any activity which may bring disrepute to the University.
9. I am aware that the use of mobile phone in the Class rooms / Workshops/ Labs & corridors in the University premises is banned. In case I violate this, strict action will be taken against me as per the disciplinary rules of the University.
10. I understand that I have to follow all University Rule & Regulations regarding Attendance, examination, discipline and in all other matters.
11. I will report for Registration as per schedule announced by the University at the time of starting of every semester failing which my admission will stand cancelled without any intimation and I will be liable to pay Re-Registration fee for Re-Registration with approval of the authorities of the University.
12. All disputes are subject to Faridabad jurisdictions only (if any in future).
13. In case any student is detained in any semester, due to shortage of attendance / lower semester not cleared, will have to register himself as a regular student of the University in the next session in the same semester, He / She shall have to pay the semester fee and other dues as applicable to regular students, under University rules.
14. In case, any student gets FT (Fail in Theory) in any subject of qualifying exam or other Exam and passes the subject separately, it will be the responsibility of the candidate to submit, separate mark sheet at the time of Admission / Registration.
15. I understand that, I have no right to claim for the admission in the University after cut-off date (already announced in the information Brochure).
16. I also undertake that my admission is subjected to verification of genuineness of all certificates & recognition of qualifying examination.
17. I clearly understand that my name may be removed from the Roll of the University or I may be fined / rusticated or expelled from the University if directly or indirectly take part in any movement or agitation, to take part in strike in the University for any reasons whatsoever or induce directly or indirectly any other student to do so or participate in any other activity, which in the opinion of the University authorities is subversive to University discipline.
18. To participate in 2nd and subsequent counseling will have to again fill (refill) the choices in the order of priority on the counseling website, in case seat is allotted in 2nd or subsequent counseling, the earlier allotted / reported seat will be cancelled automatically & the candidate will have to report again with all documents in the Institute/University allotted in 2nd or subsequent counseling. Thus candidates, who wish to retain the reported seat, shall not opt subsequent counseling.
19. Refund Rules of the University (for cancellation / withdrawal of admission)
Refund Policy will be notified separately as per the Govt. guidelines and will be displayed on the University Website.

I hereby solemnly affirm that I have read the University prospectus and have clearly understood the point (s) mentioned in the undertaking. I shall abide by the Rules & Regulations of the University as mentioned in the prospectus and also changes which may be notified from time-to-time. I further affirm that the information given in the application form is correct and true to the best of my knowledge.

Signature of the Student..... Signature of Parent/ Guardian.....

(6)

DOCUMENTS CHECK-LIST FOR ADMISSION (To be submitted along with Admission / Application form)

Full Name:	Course Name: -	Yes / No
1. Copy of Entrance Exam Admit Card (if applicable)
2. Seat allotment /Admission Letter from HSTES (for B.Tech Courses only)
3. Copy of On-line filled application form (filled on www.jcboseust.ac.in website, if applicable)
4. Copy of JEE Mains / OLET / GATE / NET / JRF / Univ. / any other Rank Card
5. Copy of Fee Deposit Slip / On-line Token Fee Receipt (if any/ if already admitted)
6. Passport Size 04 Photographs (Please Tag / staple with this form for Registration / office use)
7. Income/EWS Certificate (for students admitted under EWS or other Reserve category) (Issued by the Tehsildar on prescribed format only, affidavit not accepted)
8. Class 10 th Mark Sheet, <u>02 Self-Attested Photocopies</u>
9. Class 12 th / Diploma / UG / PG /other qualifying Mark Sheet <u>02 Self-Attested Photocopies</u>
10. Character Certificate issued by the Head of the Institution last attended
11. Copy of Student Aadhaar Card
12. Copy of Category Certificate SC/BC/FF/KM/any other (if applicable)
13. Medical Certificate (Issued by Govt. Hospital or University Medical Officer only)
14. Affidavit regarding Justification of gap year (if any)
15. Anti-Ragging Affidavit (As per prescribed format available in the Information brochure)
16. Duly filled in temporary identity card along with photo pasted
17. <i>Migration Certificate (Original) / (Online/Digi Locker issued Migration Certificate along with requisite affidavit) from the last attending Board/University.</i>
18. Parivar Pehchan Patra (PPP Family Id)
I have attached all the documents except the following documents which I undertake to submit before joining my classes in the University: (1) (2) (3)

Signature of Candidate: - Signature of Parent/ Guardian: -

Report of Documents Verification Committee

We have verified all documents with originals and the above candidate is eligible for admission in (Course name) (Semester) of the University.

Signature: - (Name & Designation)	Signature: - (Name & Designation)	Signature: - (Name & Designation)
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Chairperson (Admission Committee) / Director (Admissions) / Authorized Signatory _____ (Signature)

Please accept the requisite course fee and all University charges of the candidate and return this file to Academic Section / Registration Branch for online reporting / other official formalities.

Chief Accounts Officer/ Accounts Section

Received a sum of Rs vide receipt no. dated from the above Student.

Signature of Accountant / Cashier Name:

Forwarded to Reporting Team for necessary action :-

Name of Reporting Team Member.....

Signature of Reporting Team Member.....

Forwarded to Academic Section / Registration Branch for keeping in Student Personal File /Record



J.C. Bose University of Science & Technology, YMCA, Faridabad

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Regocnized by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A' Grade by NACC

Identity Card No (To be filled by the Office)

Form for Student's Permanent Identity / Smart Card

(Fill in CAPITAL LETTERS only)

Course Name : -

Final Roll No. :- (To be filled by the Office)

Name :-

Father's Name :-

Address :-

Mobile No. :- Date of Birth:- Date of issue:-

Valid up to :- (End of Course) Blood Group Aadhar No.:-

Affix
A Passport size
Current
Self Attested
Photograph
(Don't Staple)

Signature of Student

Note: - 1) Student must submit his / her Original Migration Certificate & Other Pending Document (if any) before 31st December 2022 of the current academic session, otherwise late fee will be charged as per University rules.
2) Temporary identity card is valid till 31st March, 2023 of Current Academic Session Only.

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Accredited 'A' Grade by NACC

TEMPORARY IDENTITY CARD (Issued to each & every student at the time of admission)

Student's Name:-

Affix
A Passport size
Current
Self Attested
Photograph
(Don't Staple)

Father's Name :-

Address :-

Mobile No. :- Date of Birth:- Course Name:-

Date of issue:- Date of Expiry:- Temp. Roll No.

Email id.:- Aadhaar No.:-

Signature of Student

Chairperson/Dir.(Adm.)/HOD/DR/AR/Supdt. /Dy. Supdt.(Acd./Aff. & Regn.)

Date:-

Date:-

Note: - 1) Student must submit his / her Original Migration Certificate & Other Pending Document (if any) before 31st December 2022 of the current academic session, otherwise late fee will be charged as per University rules.
2) Temporary identity card is valid till 31st March, 2023 of Current Academic Session Only.



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Accredited 'A+' Grade by NAAC



Affix a
passport size
current
Photograph
(Don't staple)

**Form for Course Change / Up gradation of Course (for already admitted students) Only for
Engineering U.G Courses**

1. Name of Student: - Father Name: -
 2. Mother Name : - Physical Counseling Merit No.: -
 3. Date of Birth : - JEE Mains /LEET Rank No. : -
 4. Category : - % of Marks: - (PCM or Diploma)
 5. Branch allotted (Previously):- No of Counselling (seat was allotted) (1st, 2nd or 3rd)
 6. Date of fee deposition (in previous counseling) (previously / last updated date)

Please attach / enclose the following documents: -

Yes / No

1. Copy of On-line filled application form (filled on JCBUST, YMCA web-site)
Applicable for Physical / On-the-Spot counseling (already admitted student)
.....
2. Copy of Current / Revised seat allotment letter issued by HSTES (if any)
.....
3. Copy of previous seat allotment letter (issued by this University)
.....
4. Copy of On-line seat reporting / admission slip
.....
5. Copy of Fee Deposit Slip / Receipt (Issued by accounts branch of this University)
.....
6. Original Migration Certificate (if still not deposited)
.....
7. Original Character & Medical Certificates (if still not deposited)
.....
8. Any other pending Document (if any)
.....

For more information related to commencements of classes or other activities, please visit the University website, regularly, the above particulars are correct to the best of my / our knowledge

Signature of Candidate: - Signature of Parent / Guardian: - Date: -

Report of Documents Verification team:- Documents of the above-mentioned candidate is verified. He/She is eligible for change of course / branch

Signature: -

Signature: -

Signature: -

.....
Name & Designation)

.....
Name & Designation)

.....
Name & Designation)

Report of Admission committee: -

The above student is admitted in B.Tech (New allotted Course Name) in 1st / 3rd
Semester under the allotted category

.....
(Member)

.....
(Member)

.....
(Member)

Signature: - (Chairman, Admission Committee)

Account Section is requested to accept difference of fee and University Charge if any (Not applicable, if fee is already deposited)

Fee Receipt No: - Signature of Accounts Officer: - (Stamp)

Forwarded to On-Line Reporting Team: -

Kindly update his/her status on the HSTES Portal & enclose a copy
of updating report with this form)

Signature of On-Line reporting Team Member: - Date:-

Finally, file / all documents are forwarded to Academic Section for keeping in record.

(12)

SAMPLE FOR PAPER THICKNESS



J.C. Bose University of Science & Technology, YMCA, Faridabad
 (A Haryana State Government University)
 (Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 w.e.f. 22 to Confer Degrees)
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passport size
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Photograph
(Don't staple)

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4. Category : -	% of Marks: - (PCM or Diploma)
5. Branch allotted (Previously): -	No of Counselling (seat was allotted) (1 st , 2 nd or 3 rd)
6. Date of fee deposition (in previous counseling)	(previously / last updated date)

Please attach / enclose the following documents: -

Yes / No

1. Copy of On-line filled application form (filled on JCBUST, YMCA web-site)
Applicable for Physical / On-the-Spot counseling (already admitted student)
2. Copy of Current / Revised seat allotment letter issued by HSTES (if any)
3. Copy of previous seat allotment letter (issued by this University)
4. Copy of On-line seat reporting / admission slip
5. Copy of Fee Deposit Slip / Receipt (Issued by accounts branch of this University)
6. Original Migration Certificate (if still not deposited)
7. Original Character & Medical Certificates (if still not deposited)
8. Any other pending Document (if any)

For more information related to commencements of classes or other activities, please visit the University website, regularly, the above particulars are correct to the best of my / our knowledge

Signature of Candidate: - Signature of Parent / Guardian: - Date: -

**Report of Documents Verification team: - Documents of the above-mentioned candidate is verified.
He/She is eligible for change of course / branch**

Signature: -	Signature: -	Signature: -
Name & Designation)	Name & Designation)	Name & Designation)

Report of Admission committee: -

The above student is admitted in B.Tech (New allotted Course Name) in 1st / 3rd Semester under the allotted category

-----	-----	-----
(Member)	(Member)	(Member)

Signature: - (Chairman, Admission Committee)

Account Section is requested to accept difference of fee and University Charge if any (Not applicable, if fee is already deposited)

Fee Receipt No: - Signature of Accounts Officer: - (Stamp)

Forwarded to On-Line Reporting Team: - Kindly update his/her status on the HSTES Portal & enclose a copy of updating report with this form)

Signature of On-Line reporting Team Member: - Date: -

Finally, file / all documents are forwarded to Academic Section for keeping in record.



SL. No. 23101 - Onwards
(in Duplex)
Dated -

Ref/JCBUSTYMCA/Admissions/2023-24/.....

Mr. / Ms.

S/D/o Sh.

JEE Mains / Merit No.

Univ. Level Merit No.

Subject: - Admission to B.Tech Course. (Course Name) during
HSTES/ Manual / University level Counseling held on.

With reference to your HSTES Seat allotment letter / JCBUSTYMCA web application for the admission in 1st Year B.Tech Course or 2nd year (for B.Tech LEET category) and subsequent online / manual / physical counseling held at University level, you are hereby provisionally admitted to Branch against Category for the session 2023-24 subject to the following conditions: -

1. Your admission is subject to the final document's verification / submission of pending documents for registration by the University
2. If at any time, even after the verification of your original documents or any of your certificate / information supplied by you is found to be false, your admission shall stand automatically cancelled and you will have no claim, whatsoever in this regard. Your fees will also stand forfeited including further legal action will be taken by the University as per rules.
3. You are required to attend your classes w.e.f failing which your admission shall stand automatically cancelled and you will have no claim whatsoever.
4. Hostel accommodation is subject to availability of rooms.
5. You are directed to follow rules & regulations, as mentioned in the University Brochure / Admission Form.
6. You will comply with the following discrepancies at the time of reporting / joining of classes in the University.
 - a)
 - b)
 - c)

Special Note: - Student must submit his/her Original Migration Certificate & Other Pending Document (if any) before 31st December of current academic session otherwise late fee will be charged as per rules.

Chairman, Admission Committee

Signature of Student: -

(Ragging is strictly prohibited, as per directions of Honorable Supreme Court of India)