



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

**GENERAL INSTRUCTIONS/GUIDELINES FOR ADMISSIONS TO B.Ed.(REGULAR),
B.Ed. (Siksha Shastri), B.Ed. (Part-Time), Bachelor of Elementary Education,
M.Ed. (REGULAR) and B.Ed.–M.Ed. (Integrated) COURSES FOR THE ACADEMIC
SESSION 2023-24 ONWARDS IN AFFILIATED COLLEGES/ INSTITUTES OF
EDUCATION**

1. ADMISSION COMMITTEE:

Every College/ Institute shall have an Admission Committee to be constituted by the Principal from amongst the teachers of the College/ Institute and SC/ST teacher and a female representative from the College/ Institute shall be included in the Admission Committee.

All the admissions should be made by the College/ Institute through the **Admission Committee** strictly in accordance with the Rules/Ordinances of the concerned course(s) (B.Ed.(Regular), B.Ed. (Siksha Shastri), B.Ed. (Part-Time), Bachelor of Elementary Education, M.Ed. (Regular), B.Ed. – M.Ed. (Integrated) and D.P.Ed.). Notifications regarding provisions of relevant Ordinance(s) for Classes/Courses as well as subsequent amendments circulated by the University from time to time may be kept in view.

Responsibility for wrong/irregular admission/excess admission, if any, will entirely rest upon the Principal and Admission Committee of the College/ Institute concerned, even if the admission is carried out through online State Level Centralized Counseling by Govt. Agency/Other University. A certificate from each student seeking admission to the effect that any University/Board has not disqualified him/her, must invariably be obtained at the time of admission. Certificates/Detailed Marks Cards of all students seeking admission on having passed the qualifying examination from other Universities/Boards may categorically be checked exhaustively at the time of admission and it shall also be ensured that the candidate seeking admission is eligible. If there is any doubt, a clarification to this effect must be sought from the Registration/Academic Branch as the case may be before the finalization of admission.

2. ALLOCATION OF SEATS:

Admissions of students in no case should exceed sanctioned strength approved by NCTE of each Class/Course. Admissions allowed in excess of the sanctioned strength will be the sole responsibility of the Principal of the college concerned and the university will take strict action with a penalty of Rs. 1,00,000/- (One Lac) per student ceiling to Rs. 10,00,000/- (Ten Lacs) per

course on a college for making excess admissions over and above the sanctioned intake. The Dean of Colleges will exercise control and supervise the admissions in the Colleges having above said courses. Admissions of students be made only in such class/course/subject where permission/affiliation has been granted by this University.

A copy of the details showing sanctioned strength of each class/course/subject be prepared on prescribed format by the Principal of the college, which is required to be sent along with the Registration Returns in the Registration Branch of the University. Any delay in this regard will be viewed seriously. Admissions of students be made only in such class/course/subject where permission/affiliation has been granted by the University. In case admission to any fresh class/course is/are made, Registration Return with a copy of approval for affiliation be sent separately to the Registration Branch within stipulated period.

3. RECOGNITION OF EXAMINATION:

I. The following examinations are recognised for the admission to relevant courses in the affiliated Colleges/ Institutes:

- (i) 10+2 examination of C.B.S.E., New Delhi, Council for Indian School Certificate Examinations, New Delhi, Board of School Education, Haryana, State Council for Vocational Education, Haryana, or an equivalent examination of Statutory Boards examining bodies of the other States/Union Territories, recognized by the Haryana Board of School Education, Bhiwani.

Further, the candidates who have passed the qualifying examination from other Universities/ Boards recognised by Haryana Board of School Education, Bhiwani without English are not eligible to seek admission to Under-Graduate Course(s), as a regular student irrespective of the fact that their qualifying examinations stand recognized as per above clause.

- (ii) Graduate and Post-Graduate Degrees of all Indian Universities, Deemed Universities, Institutions of National Importance which are on the list of University Grants Commission.
- (iii) All examinations of foreign Universities, Boards, Examination Bodies, which have been recognized by the Association of Indian Universities.
- (iv) Diploma in Pharmacy Examination conducted by Boards of Technical Education and various Universities in India, recognized by the Pharmacy Council of India.
- (v) Diploma course in Engineering and Technology approved by the State Board of Technical Education.
- (vi) One-sitting Bachelor's Degree programme upto the session 1995-96 from a recognized University.
- (vii) M.A./M.Com./M.Sc. (one sitting) upto June, 1999 from a recognized University.

- (ix) AMIE is equivalent to B.Tech.(in respective subject) for the purpose of admission.
- (x) All courses through correspondence/ distance education mode of all the Statutory Universities/ Deemed to be Universities including open/ private Universities established by an Act of State Legislature/ Parliament which are approved by University Grants Commission and Distance Education Council or the Joint Committee of UGC, AICTE, DEC now Distance Education Bureau (DEB) as the case may be. However, updated list of such Universities may be seen on DEC now Distance Education Bureau (DEB) website www.deb.ac.in. **It will be the responsibility of the candidate to produce the proof of approval of his / her course / programme/degree by Distance Education Council or Joint Committee of DEC Distance Education Bureau (DEB), UGC and AICTE and NCTE or any other statutory body, as the case may be.**

Note:- As per policy laid down by the AICTE, the qualifications acquired through distance education mode at Diploma, Bachelors & Master's level in the field of Engineering, Technology, Architecture Town Planning, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts are not recognized by AICTE (Public Notification issued by the AICTE)

- II. State wise list of fake Universities declared by the University Grants Commission taken from their website is attached for your ready reference. However, updated list can be downloaded from the UGC website i.e. www.ugc.ac.in.
- III. As far as the admission on the basis of having passed various diplomas/ vocational courses, mere recognition of any examination be not taken as proof of granting admission to any candidate in any Course/ Class, eligibility conditions prescribed in the respective Ordinance(s) or as prescribed by the regulatory bodies i.e. NCTE etc. must strictly be adhered to.
- IV. To avoid unnecessary delay, the Registration Branch/ College/ Institute/ Examination Branch may finalize the eligibility at their level.

4. ELIGIBILITY:

- i) The Principals of the affiliated Colleges of this University shall strictly follow the minimum eligibility conditions as laid down in the concerned Information Brochure of State Level Centralized Counseling issued by Ch. Ranbir Singh University, Jind for B.Ed. courses and the minimum eligibility prescribed by the N.C.T.E. as per its latest rules & regulations / Ordinance of the respective session for admission to various courses in their Colleges. Admissions of candidates with less than minimum eligibility conditions will not be regularized by the University in any case.
- ii) Special attention should be given by the Principals of all the affiliated Colleges while giving the admission and sending the Registration Return

to avoid any legal complications at a later stage as University has to face very unpleasant situation on the wrong admissions made by the affiliated Colleges. The Eligibility of all the students, even if they are admitted through Central counseling, should be checked by the College itself before the confirmation of admissions. Wrong admissions pointed out by the University on the receipt of documents, will not be accepted and Principals of Colleges will be fully responsible for any wrong admission. No excuse like admissions are made through Counseling/Admission Committee etc. for wrong admissions will be entertained. Registration of such students will not be finalized by the university.

- iii) Eligibility of students who have passed their qualifying examination from Board of School Education, Haryana/other Boards/Universities including Guru Jambheshwar University of Science & Technology, Hisar be checked properly and admissions be allowed in accordance with the guidelines of University/NCTE/Central Counseling Agency and provision of rules of the concerned ordinance of the university.
- iv) The particulars of the admitted students i.e. Name, Father's Name, Mother's Name should strictly be the same as mentioned in the Matriculation examinations and their registration return, duly uploaded on university web portal, must reach in the Registration Branch as per schedule along with legible photocopies of the certificates of the qualifying examination, duly attested by the Principal of the concerned College himself/herself and/or by a teacher deputed for the purpose, along with the University dues. Intimation regarding authorization of teacher(s) for attestation of documents by the Principal may also be supplied alongwith Registration Returns.
- v) The candidates placed under compartment in any subject are not eligible for admission to B.Ed.(Regular), B.Ed (Siksha Shastri), B.Ed. (Part Time), Bachelor of Elementary Education, M.Ed. (Regular), B.Ed. – M.Ed. (Integrated) and D.P.Ed. **Courses** in all affiliated colleges. Therefore, all such requests may not be considered at all. Concerned Ordinances may be kept in view while making admissions.
- vi) The 3-year diploma course examination conducted by various State Boards of Technical Education in India, which are recognized by the Director, Technical Education Haryana, Chandigarh be recognized as equivalent to +2 level examination for admission to D.P.Ed.

Further, as per Notification No. 44/06/2016-4TE dated 03.03.2016 that all the Diploma courses of minimum 2 years duration being run in Haryana under State Board of Technical Education, Panchkula, Haryana are equivalent to +2 for the purpose of taking admission in higher studies.

5. PRINCIPALS OF THE AFFILIATED COLLEGES ARE REQUESTED TO

- i) Ensure that ineligible candidate(s) is/are not allowed admission in the College and for this purpose, every precaution must be taken. Responsibility for any wrong/irregular admission or admission allowed on the basis of fake certificate or promotion allowed to next higher class without registration number, in contravention of the Ordinance, if any, will rest with the Principal and the committee constituted for the purpose, of

the College concerned. In case, any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended by the College concerned and in case it is to be defended by the University, the expenses incurred on the said civil suit will have to be borne by the College concerned.

- ii) While deciding the CWP No.16591 of 2001-Mr. Bhupesh Gupta, resident of Naraingarh (Ambala) Versus Kurukshetra University and others, the Hon'ble High Court at Chandigarh has observed that the University should take steps to ensure that the educational institutions strictly follow the eligibility criteria while granting admission to the students and not play with the career of young men/women just for their own financial gains. Therefore, the Principal of the College concerned, especially the Principals of the Professional Colleges, be directed to be more vigilant and to consider only those students, who are eligible for admission to the Course/Class and his/her admission is as per provision of rules contained in the concerned Ordinance.
- iii) The rules regarding admission of candidate(s) who passed their qualifying examination from EASTERN INSTITUTE FOR INTEGRATED LEARNING IN MANAGEMENT UNIVERSITY (EILM) AND CMJ UNIVERISTY, MEGHALIYA are as under:
 - (a) The candidates who have passed their qualifying examination from EILM University through Regular mode (who submitted the proof of regular course of EILM University, Sikkim at the time of admission) if otherwise eligible, may be considered for admission in the course.
 - (b) The candidates who have passed their qualifying examinations from EILM University, Sikkim through Distance mode or whose mode has not been mentioned, and who have not submitted any proof/information regarding the mode of passing the qualifying examination from EILM University, Sikkim at the time of admission may not be considered for admission in the course.
 - (c) Regarding the CMJ University, the Director Technical Education, Haryana, Panchkula vide Memo No. 20/11-2013 UNP(5) dated 01.07.2013 and the Academic branch has already circulated the notification Endst. No Acad/AC-II/46/2013/2446-86 dated 02.08.2013 issued by the Principal Secretary to the Governor of Meghalaya be followed.

6. ADDITIONAL SEATS:

There shall be No additional seats in B.Ed.(Regular), B.Ed (Siksha Shasti), B.Ed. (Part Time), Bachelor of Elementary Education, M.Ed. (Regular), B.Ed.–M.Ed. (Integrated) and D.P.Ed. course(s) above the N.C.T.E. sanctioned intake.

7. ELIGIBILITY FOR FOREIGN STUDENTS:

Foreign Candidates have to obtain eligibility certificate from the University prior to consideration of their cases for admissions. In no case, the

College/Department shall admit any foreign candidate without production of eligibility to be decided by a committee constituted by the Vice-Chancellor under the chairmanship of Dean International Affairs.

8. All students will be admitted by the College provisionally at their own risk and responsibility after obtaining undertaking in writing from the students. This undertaking must be got printed in the College Admission Form in the following form:

“I solemnly declare that the information detailed by me in the Admission Form is correct to the best of my knowledge and belief and nothing has been concealed therein. I also do undertake to abide by all the rules, regulations and instructions of the College and also of the University. I am taking admission in the College provisionally at my own risk and responsibility subject to confirmation of my admission by the University. If, at any stage, I am declared ineligible and my admission is cancelled by the University ab-initio, I will abide by the orders of the University and forego every right to claim for it.”

9. COMBINATION OF SUBJECTS

The Nomenclature for B.Ed. two year programmes is as under:-

Course	Nomenclature
BED-101	Childhood and Growing up
BED-102	Contemporary India and Education
BED-103	Learning and Teaching
BED-104 to BED-118	Subject-I
BED-104 to BED-118	Subject-II
SCHOOL INTERNSHIP 4 WEEKS	
BED-119	Reading and Reflecting on Texts
BED-120	Drama and Art in Education
BED-121	Critical Understanding of ICT
BED-122	Understanding the Self

Students are required to opt two “Teaching Subjects” selecting one from any (A, B, C & D) Groups out of which one teaching subject can be on the basis of graduation. However, the students who have passed Shastri / MA Sanskrit Examination can opt for two subjects from Group-A.

GROUP-A	
Course	Nomenclature
BED-104	Pedagogy of Hindi
BED-105	Pedagogy of English
BED-106	Pedagogy of Sanskrit
BED-107	Pedagogy of Urdu
BED-108	Pedagogy of Punjabi
GROUP-B	
BED-109	PEDAGOGY OF Mathematics
BED-110	Pedagogy of Home Science

GROUP-C	
BED-111	Pedagogy of Biological Science
BED-112	Pedagogy of Economics
BED-113	Pedagogy of Computer Science
BED-114	Pedagogy of Music
GROUP-D	
BED-115	Pedagogy of Physical Science
BED-116	Pedagogy of Social Sciences
BED-117	Pedagogy of Commerce
BED-118	Pedagogy of Arts

YEAR II

Course	Nomenclature
BED-201	Knowledge and Curriculum
BED-202	Assessment for Learning
BED-203	Creating an Inclusive School
BED-204	Language Across the Curriculum
BED-205	Understanding Disciplines and Subjects
BED-206	Gender, School & Society
BED-(207-210)	Optional Course Any one of the following: BED-207 Work Education BED-208 Health, Physical and Yoga Education BED-209 Peace Education BED-210 Guidance and Counselling
BED-(211-225)*	Skill in Teaching-I
BED-(211-225)*	Skill in Teaching-II
BED-226	School Based Activities 1. Development of CCE 2. Development of Learning Material 3. Reporting (Record) about School Internship

* Students will appear for the practicals of Skill in Teaching I & II as opted by him/ her in 1st year as Teaching Subject I & II.

GROUP-A	
Course	Nomenclature
BED-211	Pedagogy of Hindi
BED-212	Pedagogy of English
BED-213	Pedagogy of Sanskrit
BED-214	Pedagogy of Urdu
BED-215	Pedagogy of Punjabi
GROUP-B	
BED-216	Pedagogy of Mathematics
BED-217	Pedagogy of Home Science
GROUP-C	
BED-218	Pedagogy of Biological Science
BED-219	Pedagogy of Economics
BED-220	Pedagogy of Computer Science
BED-221	Pedagogy of Music
GROUP-D	

BED-222	Pedagogy of Physical Science
BED-223	Pedagogy of Social Sciences
BED-224	Pedagogy of Commerce
BED-225	Pedagogy of Arts

All the Principals/ Directors are requested that the combination of subjects offered by a candidate must be checked carefully with the provisions of the rules and contained in the relevant Scheme of Examinations before his/her admission is finalized. The responsibility of having allowed wrong combination of subjects/ papers to a candidate will rest entirely with the Principals of the Colleges concerned.

Note: (i) Under the broad curricular area, Engagement with the Field, 20 weeks (4+16) shall be allocated over the two years for Tasks, assignments, Teaching Practice and school internship (Pedagogy and School Based Activities).

(ii) Further, the combinations of the subjects to be notified by the University from time to time will also be applicable.

Distribution of Four Weeks (School Internship)

- During the first year, to support better understanding of schools and in preparation of Internship, teacher education institutes shall make provisions for visits to innovative center of pedagogy and learning-innovative schools, educational resource centers, etc.
- Two weeks of First Year will be devoted to field engagement through different takes and projects with the community, the school, and the child in school and out of school.
- Remaining two weeks will be devoted and 12 practice lessons with the teaching practice for Pedagogy of School Subject I & II (One discussion lesson in each pedagogy of school subject).

Distribution of Sixteen Weeks (School Internship)

- Internship should not be reduced to the 'delivery' of a certain number of lesson plans, but should aim for meaningful and holistic engagement with learners and the school. Moreover, teaching should not be practiced through the reductionist approach of 'micro teaching' of isolated 'skills' and simulated lessons.
- During the Internship, a student-teacher shall work as a regular teacher and participate in all the school activities, including planning, teaching and assessment, interacting with school teachers, community members and children.
- Internship of 16 weeks be started in the mid of August. Initially, the student-teachers will observe the school and its classrooms with regular teachers for one week. For each student-teacher, internship should be

conducted preferably in one school for the entire another 15 weeks. However, this period can be divided into two blocks in such a way that teaching in one school at a particular level (for example elementary or senior secondary) during one block, is followed by the teaching in another school or the same school at another level during the second block. Under any circumstances, the student-teacher should not be sent to more than two schools during her/ his internship period.

- Student-teachers should be provided opportunities to teach in government and private schools with systematic supervisory support and feedback from Principal/ faculty of the school and concerned College of Education. After completing School Internship from the school, the Principal of the concerned College of Education will countersign the Certificate signed by Teacher Educator of concerned College and Principal of the School.

10. A. RULES FOR PROMOTION TO NEXT HIGHER CLASS

The rules/ guidelines of N.C.T.E. or Ordinance of the concerned education course will strictly be followed for promotion to next higher class.

B. RULES FOR MAIN/ RE-APPEAR EXAMINATIONS IN VARIOUS PROGRAMMES UNDER SEMESTER SYSTEM/ YEARLY.

1. M.Ed. & D.P.Ed. courses:

- i) The examinations of odd semester of M.Ed. & D.P.Ed. courses being run by affiliated Education Degree Colleges will be held in MARCH and even semester in SEPTEMBER in an Academic year, on such dates as may be fixed by the Vice-Chancellor and the students will have to appear accordingly.
- ii) Supplementary/ re-appear examinations for these courses will be held as per Odd/ Even Scheme of regular students i.e. Odd semester in March and Even Semester in September, on such dates as may be fixed by the Vice-Chancellor and the students will have to appear accordingly.

2. B.Ed., B.Ed. (Shiksha Satri), B.Ed./ M.Ed. (Integrated), B.Ed. (Part-time), Bachelor of Elementary Education:

- i) The examinations of B.Ed. courses being run by affiliated Education Colleges will be held in JUNE in an Academic year, on such dates as may be fixed by the Vice-Chancellor and the students will have to appear accordingly.
- ii) Supplementary/ re-appear examinations for these courses will be held in DECEMBER, on such dates as may be fixed by the Vice-Chancellor and the students will

have to appear accordingly.

C. GUIDELINES FOR RE-ADMISSION OF DROP OUT STUDENTS

- (1) If a student is absent from the classes continuously for fifteen days in a semester/ year without intimating the Principal of the affiliated College/Institute concerned, his/her name shall be removed from the College/Institute roll. If the Principal of the affiliated colleges/ institutes concerned thinks that the candidate deserves to be re-admitted keeping in view the genuineness of request of the candidate within same semester/year, he/she will be allowed re-admission by the Principal of the affiliated College/ Institute concerned on payment of fee of Rs. 1500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the end semester examinations as per University Ordinance/programme ordinance.
- (2) No student shall be permitted to be on the rolls of two different regular degree programme(s), simultaneously. If a candidate takes admission in one degree programme in an academic year and thereafter in any next semester/year during the duration of the course, if he/she takes admission in another degree programme(s) in regular mode without withdrawal of his/her admission in first degree programme, the admission of the student will be treated as cancelled in first degree programme. Such students will not be allowed for re-admission in their first degree programme.
- (3) If a student is absent from the classes continuously for fifteen days in a semester/ year or drop out the full semester/year in any UG & PG programme due to any reason except at point no. (2) above, without intimating the Principal of the affiliated College/Institute concerned, his/her name shall be removed from the roll of the College/Institute. If the Principal of the affiliated colleges/ institutes concerned thinks that the candidate deserves to be re-admitted keeping in view the genuineness of reason of the candidate within maximum period of the duration, he/she will be allowed re-admission by the Principal of the concerned affiliated College/ Institute on payment of fee of Rs. 1500/- (as re-admission fee) taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the end semester examinations as per University Ordinance. For the students detained/ dropped out for entire semester/session / year the prescribed full fee will be charged in addition to re-admission fee. The Principal of the concerned college will also ensure that the regular classes of the candidate in remaining semester/ year will be completed within the maximum duration of the course.

- (4) Further, the requests/queries of the Principal, if any, regarding re-admission of the students which covers under above rules will be dealt by the Registration Branch. No direct request of the students will be entertained without verification of the facts and recommendations of the Principal of the College concerned. Any amendment/ addition/ deletion in above rules, the same will be dealt by the Academic Branch.

Note: The Principal of the College concerned will issue the orders of the re-admission of the students as per above guidelines under intimation to the Registration Branch.

11. SCHEDULE OF ADMISSIONS:

For B.Ed.(Regular) Course:

The schedule of admissions to B.Ed. (Regular) course being run in affiliated colleges/ Institutes issued by the State Level Centralized Counselling Agency/ this University will be followed.

For B.Ed (Siksha Shastri), B.Ed. (Part Time), Bachelor of Elementary Education, M.Ed. (Regular), B.Ed. – M.Ed. (Integrated) and D.P.Ed. Courses **being run in affiliated colleges/ Institutes**, the schedule of admission to be notified by the University separately for every year will be followed strictly:

- Note: (i) Extension/ change in dates for admission in the schedule of dates, if needed, will be allowed by the Vice-Chancellor.
- (ii) The concerned college will submit the Admission List, immediately on the next day from the last date of admission to the Registration Branch of the University.

Admission Criteria/ Procedure:

The admission shall be made on the basis of marks obtained in the qualifying examination as mentioned in the eligibility conditions prescribed by the N.C.T.E.

The relaxation for SC category candidates shall be as per rules of the State Govt. from time to time.

12. Character Certificate is essential and the details of Character Certificate to be furnished are as under:

For Character Certificate:

Candidates, who have recently passed/ appeared in the qualifying examination during 2018, must submit Character Certificate from the Head of the Institution last attended.

OR

Candidates who have passed the qualifying examination as private candidates should submit their Character Certificate duly signed by a First Class Magistrate/Sarpanch/Municipal Counsellor.

OR

Candidates who have gap in their academic career after the

qualifying examination, must furnish a gap certificate, in the form of affidavit on non-judicial paper or certificate from the employer (if in service) and should also furnish separately the Character Certificate of gap period duly attested by Notary Public.

13. SENDING OF DOCUMENTS:

As no original documents except Migration Certificate are to be sent alongwith the Eligibility Forms/Registration Returns, strict vigilance may be exercised by College/Department concerned about the genuineness of the DMC's/Passing Certificates/Degrees and other relevant record produced by the candidate(s) and in case of doubt, it should be got verified from concerned Board/University. If found fake, the same be dealt with accordingly and such candidate should be debarred from admission *ab initio*.

- 14.** The Registration Return without complete documents shall be treated incomplete. A fine of Rs. 25/- per day per student for pending qualifying examination document (DMC etc.) subject to a maximum of Rs. 5000/- per student will be charged from the colleges as per schedule till the day of submission of the same in the university. The same will 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 *abinitio* 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 1st semester Examination (in case of Semester Examination) or within 06 months of admission of the student in the course (in case of Annual Examination) 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 fulfilment of eligibility and possibility of fulfilment of requirement of 75% attendance to be eligible to appear in End Semester/1st year Examinations.

15. Schedule for accepting Registration Return/ Continuation Return

- (i) Admission schedule be prepared by the university in consultation with the State Govt. Admission Agencies, who regulate / make admissions of various courses of the affiliated colleges.
- (ii) All the affiliated colleges will have to submit the Registration Return/ Continuation Return, duly uploaded on the University Web Portal, of only eligible students to the Registration Branch of the university within 20 days without fine from the last date mentioned in schedule of admissions issued by the University. After expiry of normal due date for submission of Registration Return/ Continuation Return, there will be a fine of Rs. 100/- per day per student upto 40 days of last date of admission as per admission schedule notified by the university or State Govt. Admission Agencies who make admissions.
- (iii) The college shall submit the hard copy of the Registration Return/Continuation Return accompanied with required documents (Attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and prescribed fee/fine, in one lot, in hard bound form within 07 days of the last date of online submission of Registration Return/Continuation Return without fine (i.e. submitted online upto 20 days of last date of admission) as per schedule mentioned in sub clause (ii) above failing which the Registration Returns will not be entertained for which concerned Principal will be responsible. However, in exceptional cases, the Hard copy of the Registration Return/Continuation Return may be accepted by the Vice-Chancellor with an additional fine of Rs. 5000/- per course upto 40 days of last date of admission as per admission schedule notified by the university or State Govt. Admission Agencies who make admissions. No additional time of one week for submission of Hardcopy of Registration Return/Continuation Return alongwith requisite documents in hard bound form will be given to the colleges for the Registration Return/Continuation Return submitted online after 20 days of the last date of admission. They have to submit the online Registration Return/Continuation Return with Hardcopy to the Registration Branch with the fine applicable from 21st day onward as per schedule.
- (iv) No Registration Return/Continuation Return will be entertained after 40 days. However, the Vice-Chancellor may consider to allow/to admit the Registration Return/Continuation Return as a special case, **with an additional fine of Rs. 5000/- per student**, keeping in view the genuineness of reasons submitted by the Principal of the college concerned.
- (v) 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 Semesters 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 mentioned at ii to iv above.

- (vi) The students who drop a full year of their programme in an academic session and want readmission in that particular year of a programme in next academic session, they will be re-admitted during the normal admission days in beginning of that Academic Session as per schedule of admission prescribed by the University / State Govt. etc. for the fresh students for that particular academic session. Their Registration Return/ Continuation Return will be submitted by the college as per schedule of submission of Registration Return/ Continuation Return prescribed for the fresh/ promoted students of that particular year as mentioned in Clause-(ii) above.
- (vii) The Principals of the affiliated Education Colleges while submitting the continuation returns of the students for a particular year of a course will submit a certificate alongwith the continuation return of each course to the effect that the students whose continuation Returns are being sent have been on roll in the year previous to the year of the course for which the continuation return is being submitted mentioning the name of the previous year in the certificate.
- (viii) The Registration Returns must be accompanied with required documents (Attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and prescribed fee/fine, in one lot, failing which the Registration Returns will not be entertained for which Principal of college concerned will be responsible.
- (ix) Regarding submission original Migration Certificate schedule, a student from any other University recognized by Guru Jambheshwar University of Science & Technology or from a Board of Examination other than Board of School Education, Haryana, shall be eligible for admission to the University only on the production of migration certificate (or transfer certificate, if a Board does not issue the migration certificate) to show that the University or Board has no objection to his/her joining this University and he/she will have to submit the same upto 31st December of the year of admission without any late fee, failing which his/her candidature for the concerned examination shall stand suspended automatically, provided that the condition of production of the migration certificate shall not apply in the case of students passing their examination from foreign universities. Provided that in hard and exceptional cases migration certificate may be accepted with payment of Rs.400/- upto 31st January of the next year of admission. Provided further that the Vice-Chancellor may, if deem fit, allow further extension up to 28th February of the next year of admission with payment of late fee of Rs.500/-.

The Schedule of submission of Migration Certificate may further be got extended with fine / revised without fine as may be the case after taking necessary approval of the Vice Chancellor for one or another reason keeping in view the career of the students.

In case, any University/Board issues online/digilocker migration certificate instead of original migration certificate with original signature of competent issuing authority, the student may submit the same alongwith an affidavit duly attested by the Notary Public to the effect that **“the deponent has not**

submitted digilocker/online Migration Certificate earlier to any other University/College/Institute for admission. If at a later stage, it is found that the student/deponent has submitted the Digilocker/online Migration Certificate to any other University/College/Institute also, or such certificate is found fake, the admission to the candidate/deponent shall be treated cancelled abinitio.”

- (x) Principals of the affiliated colleges concerned will also enclose the affiliation/ extension letter, if issued by the Colleges Branch along with the Registration Returns. At the time of checking the eligibility of the students admitted in the institutes/ 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 college concerned. In case of any discrepancy, the Registration Branch may seek clarification from the Colleges Branch.

16. PREPARATION AND SUBMISSION OF REGISTRATION RETURN.

- i) The Principal of the affiliated college are required to upload the course wise data of eligible admitted students on university portal to generate Online Registration Return Report. They may obtain their USER ID and Password from PDUCIC of the University. The Print Copy of the same on A-4 size paper alongwith requisite fee, attested photocopies of qualifying examinations and original Migration Certificate(s) in hard binding are required to be submitted within schedule in the Registration Branch of the University.
- ii) The Registration Number of each student must be entered in the concerned column.
- iii) When the admission of a student is made after the last date of admission, the justification for late admission, if any, must be indicated
- iv) The Registration Returns are to be signed at the specified place provided for the purpose by the Principal himself/herself or by the authorized teacher for this purpose of the college.
- v) In case any concession is granted to a particular student under the rules of the University for determining the eligibility for admission, the same must be included in the Registration Return with documentary proof thereof for record/reference and verification by the University Office.
- vi) Office copies of the Registration Returns may be kept by the College concerned for record and future references.
- vii) Result/DMCs of students are prepared strictly as per particulars uploaded on the university portal for Registration Returns. Therefore, special care should be taken to ensure that the spellings of Name, Father's name and Mother's name of the students are typed exactly in accordance with the names given on the original certificates of Matriculation examination.
- viii) For any correction sought later for one reason or the other, candidates shall be required to pay Rs. 300/- or any other fee revised by the University.
- ix) The last date prescribed for the submission of Registration Returns and Migration Certificates (in original) is required to be followed strictly. In case any mistake comes to the notice of the Principal after the submission of

Registration Returns to the University, intimation to this effect must be sent immediately to the Assistant./Deputy Registrar (Registration)

- x) Principals of all affiliated colleges are requested to intimate this office after struck off the name from the College roll, of any student for any reason within three days from the date of action to be initiated.
- xi) Principals of all affiliated colleges should not direct their students to contact officials of the university for their name correction, submission of qualifying examination certificate and original migration certificate, finalization of registration, removal of discrepancies etc. The Principals may depute their official(s) to complete/resolve above said day-to-day activities/ problems of the students.

17. ACADEMIC CALENDAR FOR B.ED. COLLEGES:

The Academic Calendar for B.Ed. colleges to be notified by this University separately will be followed strictly .

Note:

If the number of teaching days fall less than 200 (days) in any course or as per guidelines of N.C.T.E. in any academic session due to some unforeseen reasons, it will be responsibility of each teacher/ Principal of the concerned College/ Institute to make the loss by arranging extra classes.

18. SOME OTHER GENERAL INSTRUCTIONS:

- i) There shall be no rounding off percentage of marks from 0.5% and above to next higher number for determining the eligibility for admission to various courses.

In case two or more candidates in the merit list have equal percentage of marks, the candidate senior in age will be considered first.

All admission application should accompany with all requisite documents/ certificates for eligibility weightages, reservation and other concession, failing which such applications for admission will not be considered and finally rejected.
- ii) No course/ option will be started by the affiliated Colleges/ Institutes, if the minimum strength of admitted students in that course/ option is less than the strength prescribed by the State Level Centralized Counseling Agency/ University. The directions in this regard issued by the Director General Higher Education, Haryana from time to time will be followed strictly.
- iii) No Inter-College Migration shall be allowed by the University unless the student has been registered in this University.
- iv) No Inter-Varsity or Inter College Migration shall be considered during the 1st year of any Course or in the Course having one year duration.
- v) Inter-College Migration shall not be allowed from affiliated Colleges to the University Teaching Departments or vice-versa. The existing practice of not allowing inter-College Migration in 1st year/Even

Semester of a course may continue except in the case of transfer of guardian/marriage where migration in 2nd Semester may also be considered.

- vi) No student be allowed promotion to the next higher class without Registration Number. If Principal of concerned College allows promotion without fulfilling eligibility conditions/Registration Number to any student, he/she will be responsible for this lapse and admission of such students may be treated as cancelled ab-initio.
- vii) It may also be ensured that no regular student be allowed to appear in the examination of the University until and unless his/her Registration Return, duly uploaded on the University Web Portal, has been sent to the University.
- viii) The Examination Branch of the University will issue Roll nos. to the Colleges after obtaining no objection from the Registration branch.
- ix) The admit Cards/Roll Numbers for the courses will be issued by the Examination Branch only after the Colleges submit No Dues Certificate from the Colleges Branch and Registration Branch and Accounts Branch etc. on the prescribed proforma.
- x) It may be ensured that the children of single parents are not denied admission in the College on the plea that names of both the parents are not mentioned in the certificate of qualifying examination/admission form, if they are otherwise eligible/ subject to fulfilment of all other conditions of admission.
- xi) Fee from the students be charged as per fee structure (fee/funds) prescribed by the University from time to time and shall be deposited as per schedule prescribed by the University/College.
- xii) If any kind of fees/fund is paid ore than one time by mistake through online mode, the fee paid extra, shall be refunded to the students/college concerned by the Accounts Branch of the University.**

19. REFUND OF FEES:

The refund of Fees to the student will be dealt as per prospectus/ guidelines issued by the University or by the State Level Centralized Counselling University/ agency, if admissions are made State Level Centralized Counselling.

20. The Principal(s) of the College(s) is/ are requested to include the following in the Prospectus to avoid confusion at later stage.
- i) Admission in Colleges would be strictly on the basis of merit of the qualifying examination or as governed by the authorized State Level Centralized Counselling University/ Agency.
 - ii) No separate intimation would be sent to the students. They would themselves be responsible for checking of the list displayed on the specified dates for admissions on Notice Board of respective colleges or on admission web-site of authorized State Level Centralized Counselling University/ Agency.

- iii) If any student whose name appeared in the merit list but did not deposit his/her fees in the fixed scheduled time would forego his/her right for admission and would not be reconsidered in any case.
 - iv) Students be advised to apply simultaneously in more than one college in order to avoid disappointment or as per the rules of authorized State Level Centralized Counselling University/ Agency relating to on-line admissions.
21. Reservation Policy as amended from time to time by the State Government shall continue to be followed. Deviations in the implementation of the RESERVATION POLICY will not be tolerated and any lapse therein will be dealt with severely.

The Chief Secretary to Govt. Haryana, Chandigarh conveyed the instructions vide letter No. 22/129/2013-1GS III dated 16.07.2014 regarding prescribing minimum eligibility qualification for the various courses for reserved candidates as per the procedure in the compliance of the judgement of Hon'ble Supreme Court passed in CWP No. 7084/2011 for e.g.

“A General candidate requires to have 50% marks, than as per Govt. instructions by giving 5% relaxation the minimum eligibility marks for a reserved caste candidate should be calculated as under:-

Out of 100 marks needs to less = 5
 Out of 1 Marks needs to less = 5/100
 Out of 50 marks needs to less = 5/100 x50 = 2.50

This way minimum less marks where general category candidates are required to have 50% in a prescribed qualification, the total required marks for a reserved candidates will be 50 – 2.50 = 47.50 and not 45.”

22. In case, a candidate submits any document in the College /Institute, he/she is required to obtain a receipt from the College/ Institute concerned specifically mentioning the particulars and the date of submission of the documents.
23. Hon'ble Supreme Court of India Orders- Curbing Ragging in Educational Institutions- Prospectus admission:

It has been impressed upon by the Hon'ble Supreme Court of India that henceforth in every prospectus relating **to admission of the students in any educational institution, it shall be clearly stated that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.**

Instructions for curbing ragging: Ragging in educational institutions is banned and any one indulging in ragging is liable to be punished appropriately, which may include suspension from the institution or classes for a limited period, expulsion from the institution and consequent debarring from admission to any other institution for a specific period. The punishment may also take the shape of (i) withholding scholarships or other benefits, (ii) debarring from representation in events, (iii) withholding results, (iv) suspension or expulsion from hostel or mess. If the individuals, committing or abetting ragging, are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

The following will be termed as the act of ragging:

Any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher student.

ZERO TOLERANCE ON RAGGING

- Ragging in the University/ College Campus is totally banned.
 - Any student found indulging in the act of ragging shall be liable to disciplinary action as per University/ College rules.
 - Anyone who finds ragging or being ragged in the campus can submit his/ her complaint to the concerned person/ Committee appointed/ constituted by the Principal.
24. The Executive Council of this University, vide resolution no. 48 of its meeting held on 29.12.2015 has approved the following recommendations of the Committee, duly approved by the Academic Council, regarding Maternity Leave Rules for the Women Students studying in the University Teaching Departments and thereafter amendments in clause (i) of these rules approved by the Academic Council vide resolution no. 10 of its meeting held on 06.03.2017 and recommended to the Executive Council as under:-
- (i) The State Government has decided the matter in a broader perspective to support the married girl students to complete their education without any gap/ hindrance. The State Government has taken a policy decision for grant of Maternity Leave upto 45 days to such married girl students, who are studying in State Technical Universities/ SIETs in the State. The maternity leave to the Girl students will be granted by the competent authority with the condition that if the girl student avail the maternity leave upto 45 days on recommendation of Government Hospital Authorities as applicable as per prescribed rules in the case of Government Women employees, then the girl student will have to attend the extra classes as per the requirement of attendance of the specified course/ professional research programme.
 - (ii) However, if desired so, the student may drop the full semester but she has to complete the attendance of that drop out semester after appearing in the final semester examination and shall have to appear in the drop out semester examinations according to the Even & Odd Semester policy. In such cases, she will not be required to pay the re-admission fee and the entire semester fee (if she has already paid the drop out semester fee) to complete the attendance of the drop out semester.

The above Maternity Leave rules will also be applicable for affiliated Colleges/ Institutes.

25. **Any amendment in any of the clause of these General Instructions/ Guidelines from time to time by the University will be applicable and be strictly followed by the affiliated Colleges.**
26. In case of any inconsistency in any clause of General guidelines/ instructions for education courses with rules of N.C.T.E. regulations then the rules as mentioned in the N.C.T.E. regulations will be followed.
27. In the event of any inconsistency in the rules or any clarification thereof in the general guidelines/ instructions for education courses, the matter shall be referred to the Vice-Chancellor for interpretation, whose decision shall be final. The Vice-Chancellor is also competent to remove any inconsistency at any time and decide as to which provision shall take precedence over the other.
28. In addition to above general instructions/guidelines for admission to various courses in affiliated colleges/ Institutes, the on-line admissions rules/ guidelines of authorized State Level Centralized Counselling University/ Agency will also be followed strictly.
29. All legal disputes relating to admissions of students will be subject to District Court at Hisar or Courts having jurisdiction at Hisar.

LIST OF FAKE UNIVERSITIES

State-wise List of fake Universities declared by the University Grants Commission taken from UGC website www.ugc.ac.in vide D.O. letter No. 14-1/2023-U.3 (A) dated 12th April, 2023.

Delhi

1. All India Institute of Public & Physical Health Sciences (AIIPHS) State Government University, Office Kh. No. 608-609, 1st Floor, Sant Kirpal Singh Public Trust Building, Near BDO Office, Alipur, Delhi-110036
2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi-110 008.
6. Indian Institute of Science and Engineering, New Delhi
7. Vishwakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-1, Block-A, Vijay Vihar, Rithala, Rohini Delhi-110085

Karnataka

9. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum (Karnataka).

Kerala

10. St. John's University, Kishanattam, Kerala.

Maharashtra

11. Raja Arabic University, Nagpur, Nagpur

West Bengal

12. Indian Institute of Alternative Medicine, 80, Chowringhee Road, Kolkatta-20
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta- 700063

Uttar Pradesh

14. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh (UP).
15. National University of Electro Complex Homeopathy, Kanpur (UP)
16. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligrah, Uttar Pradesh.
17. Bhartiya Shiksha Parishad, Lucknow, UP – the matter is subjudice before the District Judge- Lucknow.

Puducherry

18. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhthavoor Road, Puducherry-605009.

Andhra Pradesh

19. Christ New Testament Deemed University, # 32-23-2003, 7th Lane, Kakumanavarithota, Guntur, Andhra Pradesh-522 002 or # fit No. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh-522 002.
20. Bible Open University of India, H.No. 49-35-26, N.G.O.'s Colony, Visakhapatnam, Andhra Pradesh-530016

Note: Before finalizing the admissions the updated list of recognized examinations of Board of School Education, Haryana Bhiwani/ other boards / Universities is/are also required to be consulted.