

CHAPTER-4

COUNSELING/ REPORTING

4.1 List of documents to be brought at the time of reporting in the Education College:

The candidates, at the time of reporting to the allotted Education College, after online seat allotment, shall submit the following documents, in original, as the case may be:

- (i) Matriculation/ High School Certificate
- (ii) 10+2/Intermediate/Senior Secondary School Examination Certificate & Detailed Marks Card.
- (iii) **Qualifying Examination:** Bachelor Degree i.e. B.A./B.Com/B.Sc. or Equivalent Examination and/or Master's Degree or Equivalent Examination. The candidate will bring the DMC's of all years/semesters of Bachelor or Master Degree.
- (iv) **Character Certificate:**
 - (a) **Regular Candidates:** The candidates who have passed their qualifying exam from College/ Department as regular students are required to submit the Character Certificate from the head of the institutions last attended as per specimen given at (Annexure B-I)
 - (b) **Private Candidates:** Candidates who have passed the qualifying examination as private candidates should submit their Character Certificate duly signed by a First Class Magistrate/Notary Public.
 - (c) **Gaps in study:** Candidate who have gaps in their academic career after the qualifying examination must furnish a gap certificate, in the form of affidavit on non-judicial stamp paper or certificate from the employer (if in the service) and should also furnish separately the character certificate of gap period duly attested by a First Class Magistrate/Notary Public.
- (v) **Residents Certificate** as per specimen given at Annexure A-VI, if applicable: Candidates, who have passed their qualifying examination from a university located in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- (vi) **No Objection Certificate** from the Employer in the case of Employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, Employees of Statutory Bodies/Corporations, if applicable, as per specimen given at Annexure A-VII.
- (vii) **Scheduled Caste Certificate/Deprived Schedule Caste Certificate** as per specimen given at (Annexure B-II), if applicable.
- (viii) **Backward Class Certificate** as per specimen given in (Annexure B-III), if applicable and affidavit as per specimen given at (Annexure B-IV).
- (ix) **Economically Weaker Section(EWS) Certificate** as per (Annexure B-V).
- (x) **Medical Certificate** in respect of Persons with Disabilities(PwD) as per specimen given at (Annexure B-VI), if applicable.
- (xi) **Certificate** required to be furnished by the Children & Grand-children of Freedom Fighters of Haryana as per specimen given at (Annexure B-VII); if applicable.
- (xii) **Certificate** from Ex-Servicemen of Indian Deference Services or Para-Military Forces-as per specimen given at (Annexure B-VIII), if applicable
- (xiii) **Print out of Online Application form** alongwith their locked Choice.

Note:

- (i) All Original documents, 04 latest passport size photographs and 02 sets of attested photo-copies of all applicable documents/testimonials/certificates must be brought at the time of reporting.
- (ii) The original certificates shall be returned back to the candidates after verification by the concerned Education College.
- (iii) 2 sets of attested copies of certificates/documents/testimonials will be verified & signed by the Principal or his/her authorized representative and will be retained for registration purposes in the University.
- (iv) If the original certificates are not in Hindi/ English, duly certified Hindi/ English version/ translation of such certificates will be required.

4.2 Other Guidelines regarding Reporting of Candidates at the allotted College:

1. The Seats Allocation List(s) for online allotments of seats for 1st and 2nd counselling will be displayed on the University Website www.gjust.ac.in per admission schedule. No individual allotment letters for allotted seats will be sent to the candidates by the university.
2. Candidates, at the time of reporting in the allotted colleges of education for admission, will produce all the required documents/certificates in original alongwith copy of application form, duly signed by the candidates, generated from the website of the University.
3. At the time of reporting by the Candidate in the College concerned, if documents are found correct on verification and the fee is paid (as mentioned in the Prospectus) by the candidate, then a **Provisional Admission Letter** will be issued to the candidate by the concerned college. The candidate shall check all the entries in this Provisional Admission Letter and should sign it and preserve it for further reference.
4. The allotment of seat is liable to be cancelled, if the personal data viz. Category, Sub-category, Group (Group-I: Science & Arts with Maths, Group-II: Arts & Commerce) residential status (Bonafide Residents of Haryana or All India Category), percentage of marks in qualifying examination, gender etc. submitted by the candidates at the time of registration is found to be wrong at time of verification of the original certificates at allotted college of education. But in case, if the candidate is found to be eligible after the correction in personal data (i.e. reporting of discrepancy, if any, by the concerned college) the candidate may be considered for subsequent online counselling, if any, against the vacant seats only.
5. If a candidate is admitted on the basis of the information submitted by her/him in the 'Online Application Form', which is found to be incorrect or false at any stage, then her/his admission shall be cancelled and all fees and other dues paid by her/him shall be forfeited. The University/College may take further action, as deemed fit, against the candidate in accordance with law.
6. If a candidate is selected as per her/his 1st preferred choice in any counselling and if she/he does not deposit the fee, then she/he will not be allowed to participate in the subsequent online counselling(s). However, she/he will be allowed to participate in the physical counselling only on the availability of vacant seat(s).
7. If a candidate is selected other than her/his 1st preferred choice and interested to retain the same allotted seat and does not want to participate in subsequent online counselling(s),

she/he can freeze her/his allotted seat by informing the University at coe@giust.org through her/his registered e-mail at least one day before the next counselling. To freeze the allotted seat, she/he has to deposit requisite fee for confirmation of her/his admission in the programme and to get a Provisional Admission Letter from the allotted college. If a candidate freezes her/his seat, then she/he will not be allowed to participate in the subsequent online counselling; but she/he can participate in the college level physical counselling(s) for change of college.

8. If a candidate having admitted in a programme as per Seat Allocation List of 1st Counselling gets selected in other college in subsequent counselling or college level physical counselling notified by the University, then she/he is entitled to take refund of her/his fee without any deduction, on the same day of her/his written request, from the previous college. The candidate shall apply for refund of fee in the previous college upto 12:00 Noon on working day, if she/he wants refund on the same day of request.
 9. The seats remaining vacant in reserved category after the 1st Counselling, will again be offered to the same reserved category in the 2nd Counselling. However, conversion of reserved category seats for admission to B.Ed. Programme, if vacant, the same shall be filled up as per State Govt. Reservation policy given at Chapter-5 of the Prospectus.
 10. Further, the Vice-Chancellor may add any instructions related to Counselling/Reporting for admission to B.Ed.- 2 Year (Regular) Programme of Affiliated Colleges of Education of the University.
 11. In case of any recommendations of the Admission Committee of the College to remove/resolve any discrepancy pointed out at any stage during the admission process, the matter shall be referred to the Vice-Chancellor for the final decision.
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ANNEXURE B-IV

AFFIDAVIT/UNDERTAKING

(By the Parents of the Backward Class Category Candidates)
(On non-judicial paper of Rs. 20/- duly attested by 1st Class Magistrate)

I, _____ Father/Mother of _____ Resident
of _____ Tehsil _____ District _____
seeking admission to course _____ in (Name of college) affiliated with Guru
Jambheshwar University of Science & Technology, Hisar do hereby solemnly affirm & declare that I belong to
_____ Caste, which is included in the list of Backward Classes Block 'A/B' approved by the
Haryana Govt. I further declare and affirm that I and my wife / husband are not covered under the criteria fixed
by Haryana Govt. letter No. 1170-SW (1)-95 dated 07.06.95 & No. 22/36/2000-3GS-III dated 09.08.2000, No.
22/22/2004-3GS III dated 22.01.2009, No. 213-SW (1)-2010 dated 31.08.2010, Haryana Govt. instructions No.
59SW(1)-2013 dated 24.01.2013 and 808-SW(1) dated 17.08.2016 and Vide Notification No. 1282-SW(1)
dated 28th August, 2018 for excluding socially advanced persons / sections (Creamy Layer) from Backward
Classes Category.

I undertake that our Gross Annual Income is Rs. (In words)
.....
I further undertake that in case the information contained in the above para is found false at any
stage, the Competent Authority shall be entitled to cancel the admission of my ward.

Date _____
Place _____

DEPONENT

VERIFICATION

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has
been concealed therein.

Date _____
Place _____

DEPONENT

The Affidavit should be of the month of October, 2022 or later.
Issuing Authority: Tehsildar-cum-Executive Magistrate, Naib Tehsildar-cum-Executive Magistrate.