



**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

Ref. No. 08/07/2024/A&R/ 3049

Dated: 13.12.2024

## NOTICE

**Subject:** Regarding updation of student's particulars on University ERP portal and submission of pending documents in respect of the students admitted in various UG/PG courses of UTDs in AY 2024-25.

Reference: 1. University Notice ref no. 05/02/2024/A&R/3013 dated 24.10.2024

All the students admitted in various UG/PG courses in the UTDs of the University in AY 2024-25 are hereby informed that the details of the students have been uploaded on the University ERP portal e.g. Student Name, Father Name, Mother Name etc. and the same are available under the student's ERP login. Due care has been followed while filling these details on the portal, still if there is any discrepancy then such students may submit their request to update same up to 25.12.2024; there after the same will be updated with the applicable particular correction/updation fee.

Further, the details of the deficit/pending documents required to register the students with the University e.g. 10<sup>th</sup>/12<sup>th</sup>/Diploma/Final semester grant total mark sheet of UG, PG/Migration certificate etc. have also been updated on the University ERP portal and the same is available under students ERP login. Students are once again informed to submit the pending documents at the earliest as per the schedule notified vide the notice mentioned at reference point 1.

The copy of mark sheets of 10<sup>th</sup>/12<sup>th</sup>/Diploma/UG/PG may be submitted only upto 27.12.2024 with a late fee of Rs. 500/- per students, thereafter the academic activities of the students who failed to submit the requisite documents will be put on hold and their admission will stand automatically cancelled.

Enclosure: Request form for correction/updation in student particulars

~~Verlet 13/12/2009~~  
**Deputy Registrar**  
**(Affiliation & registration)**

- All Chairpersons of UTDs -with a request to inform concerned students of their departments to submit requisite documents at Student Window of Affiliation & Registration Branch (02:00 PM to 3:30 PM)

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

1. PA to Vice- Chancellor for kind information of Hon'ble Vice-Chancellor
2. PA to Registrar for kind information of W/Registrar.
3. System Analyst – to upload on University and affiliated colleges website
4. Accounts Branch
5. Notice Board



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**REQUEST FOR CORRECTION/ UPDATION IN STUDENT  
PARTICULARS/ PHOTOS**

Date \_\_\_\_\_

To

The Deputy Registrar/ Assistant Registrar  
(Affiliation & Registration Branch)  
J.C. Bose University of Science and Technology YMCA,  
Faridabad.

Sir/Madam,

It is submitted that I am student of \_\_\_\_\_ (Course name)  
Semester \_\_\_\_\_ Roll No. \_\_\_\_\_.

It is informed that my particulars i.e. Name/Father name/ Mother Name/ D.O.B./ Registration No./ Mobile No./ Photograph/ E-mail/ Blood Group/ Annual Family Income on the online portal is wrong. It is requested to correct the same as under:-

Sr. No.	Wrong Particular	Correct Particular
1. Name	_____	_____
2. Father's Name	_____	_____
3. Mother's Name	_____	_____
4. Date of Birth	_____	_____
5. Registration No.	_____	_____
6. Mobile No.	_____	_____
7. Photo Update	_____	_____
8. E-mail	_____	_____
9. Blood Group	_____	_____
10. Annual Family Income	_____	_____
11. DLMS related issue	_____	_____

Therefore, kindly allow me to deposit fee of Rs.500/- in Account Section for correction in particulars as mention above.

**Note:** For update any particular from Sr. No. 1 to 4, enclosed 10<sup>th</sup> DMC copy with this form  
Yours Faithfully

(Signature)

Name: \_\_\_\_\_

Sem. \_\_\_\_\_

Roll No. \_\_\_\_\_

Mob. No. \_\_\_\_\_

Course \_\_\_\_\_

E-mail \_\_\_\_\_

Forwarded through Chairperson/HOD

(Stamp & Signature with Date)

DR/AR/Supt. (Affiliation & Registration)



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एक भूमि - एक परिवर्तन  
ONE EARTH - ONE FAMILY - ONE FUTURE

Ref. No.05/02/2024/A&R/3013

Dated: 24/10/2024

## NOTICE

### Subject: Regarding- Submission of pending documents in respect of the students admitted in various courses in UTDs in AY 2024-25

All Students admitted in various courses of UTDs of the University in AY 2024-25 are hereby informed to submit the pending documents (if any) required for their registration with the University as per the schedule mentioned below:-

Sr. No.	Name of Document	Applicable Late Fee
1	Final Marksheets Copy/Original Migration or Digi-Locker issued migration certificate with affidavit etc. upto <b>12.11.2024</b>	No Charge
2	Final Semester Grand Total Marksheets Copy/ Original Migration or Digi-Locker issued migration certificate with affidavit etc. upto <b>27.12.2024</b>	Rs. 500/-
3	Original Migration or Digi-Locker issued migration certificate with affidavit upto <b>31.01.2025</b>	Rs. 500/-
4	Original Migration or Digi-Locker issued migration certificate with affidavit upto <b>28.02.2025</b>	Rs. 1000/-
5	Original Migration or Digi-Locker issued migration certificate with affidavit upto <b>17.03.2025</b>	Rs. 1500/-
6	Original Migration or Digi-Locker issued migration certificate with affidavit upto <b>31.03.2025</b>	Rs. 2000/-

The list of documents required for registration of students with the University is attached as annexure "A".

All concerned are hereby informed to strictly adhere the above schedule for submission of pending documents. Thereafter, the academic activities of non- registered/ineligible students will be put on hold and their admission will stand automatically cancelled.

*W/C 24/10/2024*  
Deputy Registrar  
(Affiliation & registration)

- All Chairpersons of UTDs -with a request to inform concerned students of their departments to submit requisite documents at Student Window of Affiliation & Registration Branch (10:00 AM to 12:30 PM)

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

- 1. PA to Vice- Chancellor for kind information of Hon'ble Vice-Chancellor
- 2. PA to Registrar for kind information of W/Registrar.
- 3. System Analyst – to upload on University and affiliated colleges website
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**Annexure "A"**

<b>Sr. No.</b>	<b>Name of Document</b>
1	10 <sup>th</sup> Marksheets (Photocopy)
2	12 <sup>th</sup> Marksheets (Photocopy)
3	Final semester Grand total Marksheets (Photocopy) of Diploma/UG/PG (Whichever is applicable)
4	Aadhar card (Photocopy)
5	Latest year PPP ID/Family ID (Photocopy) with verified income for Haryana resident students only
6	Original Migration certificate/(Online/Digi Locker issued Migration Certificate along with requisite affidavit as per Annexure-XVI) from the last attending Board/University. However Migration Certificate is exempted for the LEET category Diploma Holders pass-out from HSBTE only.
7	Category certificate (if applicable)
8	Original Medical fitness Certificate issued from Gazetted Medical Officer
9	Original Character Certificate from the Head of Institution last attended
10	Original gap year Affidavit (if applicable)
11	Income Certificate photocopy issued by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) (if applicable)
12	Four Passport size color photographs (not older than 6 months).

**Note:** Students admitted in AY 2024-25 must submit photocopies of their 10<sup>th</sup> / 12<sup>th</sup>/ Final semester Grand total marksheets of Diploma/UG/PG (whichever is applicable) upto 27.12.2024, thereafter only migration certificate will be allowed to submit as per the notified schedule and the students who failed to submit photocopy of 10<sup>th</sup>/12<sup>th</sup>/ Final Semester Grand total marksheets of Diploma/UG/PG their admission shall stand automatically cancelled.

## ANNEXURE - XVI

**(On Rs. 10/ Stamp Paper with Notary attested)**  
**UNDERTAKING BY THE STUDENT - FOR SUBMISSION OF**  
**ONLINE ISSUED MIGRATION CERTIFICATE**

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

Signature of the Student: .....  
Name of Student: .....

Signature of the Parent: .....  
Father's Name: .....  
Name of Institute: .....  
.....

Course : .....  
Semester: .....  
Roll No. ....

Dated : .....

### **VERIFICATION**

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

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

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Signature of deponent

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

**OATH COMMISSIONER**