

LIST OF DOCUMENTS

(TO BE BROUGHT AT THE TIME OF REPORTING/COUNSELING IN THE UNIVERSITY)

The candidates at the time of reporting/admission must bring the following original certificates/documents/testimonials along with two sets of duly attested photocopies with them:-

Sr.No.	NAME OF DOCUMENTS
1.	Admission form alongwith Identity card form, filled by the student.
2.	Copy of online filled application form (filled at www.jcboseust.ac.in) (if applicable).
3.	Seat allotment letter duly signed by the Chairperson/Admission Committee.
4.	Four Passport size color photographs (not older than 6 months).
5.	JEE (Main) rank Card for B.Tech./ OLET for B.Tech(LEET)/ Valid and qualified GATE Score for M.Tech. Admission/ University Entrance Test admit card of current year (if applicable).
6.	Fee deposit slips
7.	10 th Mark sheet / High School Certificate (photo copy)
8.	12 th Mark sheet / Qualifying Examination Certificate / DMCs as per the Eligibility Criteria mentioned in this Information Brochure (photo copy).
9.	Diploma mark sheet photocopy (Grand total/Final semester) (if applicable)
10.	UG/PG mark sheet photocopy (Grand total/ Final semester) (for PG/PhD students)
11.	The candidates who have applied for MBA for working professionals (Weekend Program) are required to submit No Objection Certificate from current employer and experience certificate(s) in addition to the above mentioned documents.
12.	Aadhar card photocopy
13.	Valid category certificate for SC/ST/BC/PH/ESM/FF etc. (format as per respective Annexure attached at the end of this Information Brochure) or any other reservation certificate, if applicable prescribed by the Government. (if applicable)
14.	Income Certificate photocopy issued by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) if applicable (Annexure-XI) (Income verified from PPP)
15.	Original Character Certificate from the Head of Institution last attended (Annexure -I)
16.	Haryana resident domicile certificate (format as per Annexure-II) (If applicable) (Candidates, who have passed their qualifying examination from a Recognized School/Institution situated 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)
17.	EWS/KM/TFW/HGST/SGC certificate photocopy (if applicable)
18.	Original Migration certificate/(Online/DigiLocker 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.
19.	Affidavit by both Mother & Father of the candidate (Notary attested) in the prescribed format as per Annexure-VI (in case of BC category candidate)
20.	Original gap year Affidavit (if applicable)
21.	Original Medical fitness Certificate issued from Gazetted Medical Officer
22.	Family ID/PPP ID (if applicable)

NOTE

- As per the guidelines of AICTE issued vide F.No.1-104/AICTE/PGRC/Anti ragging/2021 dated 22.11.2021, the candidates have to fill online Anti Ragging Undertaking prior to filling the admission form at either of the two designated websites namely www.antiragging.in and www.amanmovement.org and must fill its Reference Number in the admission form.
- The candidates are required to deposit the desired semester fee as per "Fee Structure" mentioned in this University Information Brochure. Further, Candidates are requested to carry demand Draft with them on the day of physical reporting/counseling.
- The candidate is also desired to deposit the hostel fee and mess fee in the form of demand draft as mentioned under "Hostel Facility" of this University Information Brochure for allotment of accommodation in hostel.

- Pending documents at the time of admission may be submitted as per the following schedule:-

Sr.No.	Name of Document	Applicable Fee
1.	All pending documents including Grand Total Final Marksheets copy of 10th/12th/Diploma/UG/PG and Original Migration or Digi-Locker /Online issued migration certificate with affidavit etc. within 20 days from the last date of admission.	No charge
2.	Grand Total Final Marksheets copy of 10th/12th/Diploma/UG/PG and Original Migration or Digi-Locker/Online issued migration certificate with affidavit etc. within 21 - 60 days from the last date of admission.	Rs. 500/-
3.	Grand Total Final Marksheets copy of 10th/12th/Diploma/UG/PG and Original Migration or Digi-Locker/Online issued migration certificate with affidavit etc. within 61 - 90 days from the last date of admission.	Rs. 1000/-
4.	Original Migration or Digi-Locker/Online issued migration certificate with affidavit etc. within 91-120 days from the last date of admission.	Rs. 1000/-
5.	Original Migration or Digi-Locker/Online issued migration certificate with affidavit etc. within 121-135 days from the last date of admission.	Rs. 1500/-
6.	Original Migration or Digi-Locker/Online issued migration certificate with affidavit etc. within 136-150 days from the last date of admission.	Rs. 2000/-

The students who failed to submit the specified/requisite documents in the prescribed time period, their admission will stand automatically cancelled. All concerned are requested to strictly adhere the above schedule.



GENERAL INSTRUCTIONS FOR APPLICANT

All candidates are advised to carefully read and follow the instructions before applying for admission and reporting for admission counseling.

1. Before filling out the online application form, candidates are required to carefully read the Information Brochure and the guidelines/instructions available on the University website.
2. Candidates must apply for admission to various programs offered by the University Teaching Departments (UTDs) exclusively through the University Admission Portal <https://jcboseust.ac.in/admissions/2025-26> within schedule timeline. Applications submitted in physical form or through any other means will not be accepted.
3. Candidates can submit a single application form for multiple programs, provided they pay the applicable fee for each program separately.
4. If a candidate wishes to apply under multiple categories (other than Open/General) such as ROHC/HOGC, SC/ST/BC, PH, FF, ESM, TFW, EWS, KM, HGST, etc., for the same program, they may do so within a single application form.
5. The application fee is non-refundable under any circumstances and cannot be carried forward or adjusted for any future admission or selection process.
6. Candidates must verify their eligibility for the respective program and the category under which they intend to apply before submitting their application or accepting admission. If a candidate is found ineligible at any stage, their application or admission will be automatically canceled. Fees once paid will not be refunded in such cases.
7. If a candidate provides false information or suppresses material facts, their application will not be considered for admission. If a candidate is admitted based on such misrepresentation, legal action will be taken as per the law of the land, and their admission shall be canceled in accordance with university rules. Additionally, all fees paid will be forfeited.
8. All information related to admissions, schedules, instructions, merit lists, etc. will be displayed on the University website. No separate call letters, SMS, or emails will be sent. Candidates are advised to regularly visit the University website for the latest updates and important announcements.
9. In the event of any inconsistencies in the rules or the need for clarification, the matter shall be referred to the competent authority for interpretation, and their decision shall be final and binding.
10. Candidates whose final results of the qualifying examination are awaited may also apply for MCA, MBA, M.Tech, MA-JMC, MSW and M.Sc programs (where merit list is prepared based on the University Entrance Test or a valid GATE score). However, they must submit their passing certificate with the required percentage as per the eligibility criteria within the notified schedule. Failure to do so will result in automatic cancellation of admission, and the entire fee paid will be forfeited.
11. No request for a change in the merit list will be entertained based on the submission of any category certificate or other documents after the merit list has been published.
12. Admissions shall be made within the sanctioned intake of the respective program and in accordance with the State Government Reservation Policy.
13. The caste, reservation benefits, annual income, and financial benefits granted to candidates shall be based on verified caste/income data fetched through PPP (Parivar Pehchaan Patra) as per the State Government norms. Any unverified PPP data will result in the candidate being considered under the general/open category. All candidates seeking admission are advised to ensure that their PPP ID is updated and verified.

14. The student claiming HOGC (Haryana Open General Category) category should be passed their last qualifying exam from the school/Institute situated in Haryana or He/She possess the Domicile/Regidence Certificate of Haryana State. The student claiming ROHC (Rest of Haryana Category) Category should be passed their last qualifying exam from the school/institute situated outside Haryana or they should possess the Domicile/Regidence Certificate of State other than Haryana.
15. Candidates must attend the counseling physically and present themselves in person before the admission committee for seat allotment. Physical attendance of the candidate at the counseling is mandatory, and no proxy or representative will be allowed.
16. Eligibility of the candidate with respect to program, category etc for the admission is subjected to verification and submission of requisite documents at the time of admission counseling / reporting /document verification.
17. Eligibility of the candidate with respect to the program, category, etc., for admission is subject to verification and submission of the requisite documents at the time of admission counseling, reporting, or document verification.
18. If a candidate reports late for document verification during counseling, he/she will be considered only for the available seats at their turn after the verification of documents.
19. Candidates must deposit the admission fee applicable to the respective program. It is mandatory to pay the requisite fee at the time of admission; otherwise, their admission will not be confirmed.
20. Candidates are required to keep their original certificates, documents, and testimonials, along with two sets of self-attested photocopies, at the time of counseling, document verification, and reporting for verification. However, the university will not retain their original certificates or mark sheets.
21. All admitted candidates shall be governed by the Academic Regulations and/or Ordinances as prescribed by the University from time to time.
22. In case any grievance arises on the spot during admission/counseling, the matter shall be addressed by the Dean of the concerned faculty. If the matter is not resolved, it shall be forwarded along with the justification of department to the Admission Grievance Committee of the University through Academic Branch, with a written representation through the proper channel.



GUIDELINES FOR FILLING THE ONLINE APPLICATION FORM

1. Before filling the Online Application Form, candidates are required to carefully read the Information Brochure, guidelines, and instructions available on the University website. Application forms must be submitted online through the University's website: www.jcboseust.ac.in/admissions/2025-26 for admission to various courses. Candidates must bring all their original certificates along with two sets of self-attested photocopies at the time of reporting for admission to the University (refer to the "List of Documents").
2. Candidates shall be allowed to appear in the Entrance Test provisionally, subject to the determination of eligibility at a later stage. Merely appearing in the University Entrance Test or clearing it does not confer any right to claim admission to any course.
3. No column should be left blank in the Online Application Form. Write "N.A." against the columns that are not applicable; otherwise, the application will be considered incomplete and is liable to be rejected.
4. If any candidate is found to have provided false information/certificates/documents or has concealed or withheld any relevant information in the Application Form, he/she shall be debarred from admission to the program.
5. If a candidate is admitted based on information that is later found to be incorrect or false, his/her admission will be cancelled, and all fees and other dues paid shall be forfeited. The University may also initiate further action against the candidate and/or their guardian, as deemed appropriate.
6. As per the directions of the Director, Higher Education, Haryana, Panchkula (vide letter No. 18/30-2015 UNP (4) dated 08.03.2017), linking AADHAR ID with the bank account is mandatory for all students seeking admission to the University Teaching Departments/Faculties from the session 2017-18 onwards. Every student must possess an AADHAR Number at the time of admission.
7. Essential Documents to be made ready

Before starting to fill up the on-line application, keep ready the following details/documents/information:-

- a) Valid Email ID & Mobile Number
- b) Educational qualification details alongwith certificate
- c) Caste/ Tribe/ Class certificate (for SC/ST/BC Candidate) / EWS Certificate
- d) Disability Certificate for persons with Disabilities

{All the certificates (required as per eligibility criteria) must be uploaded in PDF format only}

- e) Image of scanned photograph in jpg/jpeg format size **10 to 500 KB**
- f) Image of scanned signature in jpg/jpeg format size **10 to 500 KB**
- g) **Debit/ Credit Card** details for making online payment or through **UPI mode** only

Steps for Filling the Online Application Form

Candidates are advised to carefully read the **guidelines and notifications** available on the **University Admission Portal** and **Website** before starting the registration process.

1. **New Registration:** Click on 'New Registration' if you are registering on this portal for the first time. Fill in the required details carefully. Enter the OTP received on your registered email ID to verify your account and submit it.
2. **Login:** After successful registration, log in using your registered email ID and password.
3. **Complete Profile:** Click on 'Complete your Profile' to proceed further. Fill in your Personal details, Family details, Bank details.
4. **Select Category:** Select your category carefully in which you are eligible and wants to apply

5. **Photograph and Signature:** Upload a recent passport-size color photograph and signature in JPG/JPEG format (10KB–500KB). The photograph should be taken against a light-colored background, with clear visibility of the face and ears, and without harsh shadows or reflections (if wearing glasses). Caps, hats, and dark glasses are not allowed; religious headwear is permitted if it does not cover the face. For the signature, sign on white paper with a black ink pen and upload only the scanned signature area.
6. Upload the Category Certificate, Income Certificate, and Bona fide Certificate (if applicable) in the prescribed format.
7. Click on **Submit & Lock Profile**, then **Confirm & Lock**.
8. Select the program you wish to apply for.
9. Fill in academic details (10th, 12th, Graduation) as per the eligibility criteria of the chosen program.
10. Upload the required documents/certificates in the prescribed format.
11. Carefully preview the application and verify all details before final submission.
12. Make requisite payment as applicable program(s) and category through on-line payment Gateway only. **Please note that without successful payment application(s) will not be considered for admissions and once payment is made, application form cannot be edited.**
13. Make the requisite payment as per the selected program(s) and category through the online payment gateway only. Note: Applications without successful payment will not be considered, and the form cannot be edited after payment.
14. Print “**Application Form**” for your future reference
15. To apply for additional programs, please repeat steps 8 onwards.

GENERAL INSTRUCTIONS FOR UNIVERSITY ENTRANCE TEST

1. Candidates can download their Admit Cards (only for Entrance Test based courses) from the University website before the date of conduct of Entrance Test. In case, due to any reason, a candidate cannot download his/her Admit Card two days before the Entrance Test he/she must contact the Academic Branch (Email: academics@jcboseust.ac.in). Such candidates must bring two recent passport size photographs duly attested by a Gazetted Officer or Head of the department/faculty last attended by him/her to obtain duplicate Admit Card, 1-2 days before the Entrance Test. No Admit Card will be issued on the day of Entrance Test.
2. Candidate must bring legibly printed Admit Card and one identify proof like Driving License, Voter Card, Aadhar Card, Passport etc./ at the Examination Centre failing which candidate will not be allowed to enter in the Examination Centre.
3. Candidates must not write or change any entry made in the Admit Card after it has been received by them.
4. Candidates must bring the Admit Card with them at the time of Entrance Test. Without Admit Card the candidates will not be allowed to appear in the Entrance Test.
5. Candidates are advised to sit only at the seat allocated to him/her by the Administrator/Centre Superintendent/Invigilator. At the start of the examination and within first five minutes, candidates are advised to ensure that they have got the correct question paper.
6. Candidates are warned not to carry mobile phone or any type of electronic or communication device. If any candidate is found possessing any such item, he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature.