



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.

*[Signature]*  
24/10/2024  
Deputy Registrar  
(Affiliation & registration)  
*[Signature]*

- 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
- 4. Accounts Branch
- 5. Notice Board

## Annexure "A"

Sr. No.	Name of Document
1	10 <sup>th</sup> Marksheet (Photocopy)
2	12 <sup>th</sup> Marksheet (Photocopy)
3	Final semester Grand total Marksheet (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 marksheet 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 marksheet of Diploma/UG/PG their admission shall stand automatically cancelled.