



# GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

HISAR-125 001 (HARYANA)

(ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)

'A' GRADE, NAAC ACCREDITED

## NOTICE

The Vice-Chancellor has ordered that all the affiliated colleges/institutes shall make all communications/correspondences/queries directly to the branches/offices concerned. All the concerned branches/offices shall also deal with the affiliated colleges/institutes directly at their own level for the matters concerning to them. The Branch-wise responsibilities/matters, which the various branches are to borne/deal with, in respect of the affiliated colleges/institutes, alongwith the name of Branch, Branch Officer, Contact No. are as under:

Sr. No.	Responsibilities/ Matters	Name of Branch/ Office	Branch Officers	Contact No./Email-ID
1.	Affiliation of Colleges/Courses, Approval of faculty & non-teaching staff and other administrative issues	Colleges Branch	Dean of Colleges Assistant Registrar Superintendent	01662-263588  01662-263576 01662-263586 E.ID:collegesbranch.gjust@gmail.com
2.	Scheme & Syllabi, Admission guidelines & queries, students fee structure and other Academic issues	Academic Branch	Deputy Registrar Superintendent	01662-263110 01662-263139
3.	Registration Guidelines, Registration Returns etc. & all Examination Issues	Examination Branch	Controller of Examinations Deputy Registrar (Registration/Result/Conduct) Supdt(Registration) Advisor Exam. Supdt. (Result) Deputy Supdt. (Secrecy) Deputy Supdt. (Conduct)	01662-263130. 10662-263128  01662-263536 01662-263531 01662-263140 01662-263509,138 01662-263131
5.	Collection of Various Kinds of Fees	Accounts Branch	Asstt. Registrar Superintendent.	01662-263108 01662-263137
6.	Sports Activities & related issues	Sports Office	Director Sports	01662-263117,156
7.	Cultural Activities & related issues	Youth Welfare Office.	Director, Youth Welfare	01662-263621
8.	NSS related issues	NSS office	Programme Co-ordinator, NSS	01662-263569
9.	Statistical Data, AISHE etc.	University Statistical Cell	Nodal Officer	01662-263179,589
10.	Alumni issues	Dean Alumni Association		01662-263163
11.	RTI matters	Public Relation Officer		01662-263143

Dean of Colleges

Endst. No.UCB/2017 1307-1363

Dated : 16.08.17

A copy of the above is forwarded to the following for information and necessary action:

1. Dean, Academic Affairs, GJUS&T, Hisar
2. Dean Alumni Association, GJUS&T, Hisar
3. Directors/Principals of all Affiliated Institutes/Colleges, GJUS&T, Hisar.
4. Programme Co-ordinator, NSS, GJUS&T, Hisar.
5. Nodal Officer, University Statistical Cell, GJUS&T, Hisar.

6. Director, Sports, GJUS&T, Hisar.
7. Deputy Registrar (Academic), GJUS&T, Hisar.
8. Assistant Registrar (Accounts), GJUS&T, Hisar.
9. Public Information Officer, GJUS&T, Hisar.
10. Director Youth Welfare, GJUS&T, Hisar
11. SYC (for kind information of Vice-Chancellor), GJUS&T, Hisar.
12. Superintendent o/o Registrar (for kind information of Registrar), GJUS&T, Hisar.
13. PA to Controller of Examinations (for information of COE and Branch officers of various branches under the control of Controller of Examinations), GJUS&T, Hisar.

*Halki*  
16.8.17  
**Assistant Registrar (Colleges)  
for Dean of Colleges**