



चौधरी रणबीर सिंह विश्वविद्यालय, जिन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



To

All the
Directors/Principals University Teaching Departments,
Affiliated to
Chaudhary Ranbir Singh University,
Jind

Subject: INSTRUCTION/GUIDELINES TO BE STRICTLY ADHERED TO WHILE SENDING THE ONLINE REGISTRATION RETURN-CUM-EXAMINATION FORMS IN RESPECT OF DEPTT. B.ED/M.ED & OTHER REGULAR COURSES RUN BY EDUCATION COLLEGES FOR THE SESSION 2016-17.

Sir/Madam,

It is submitted that while making admission, Rules and Regulations provided in the Ordinances/Admission Brochure and the guidelines are not being adhered to by some of the Departments, Colleges/Institutes in letter and spirit. Action taken in violation of Rules may invite litigation at a later stage. It is categorically requested to ensure that the admissions must be made strictly in accordance with the Rules and Regulations provided in the Ordinances governing admissions and instructions/guidelines available in the university website to avoid unnecessary litigations at a later stage.

1. Submission of Schedule of Registration Return

- (i) After generating the on line Registration Return Report, the colleges are required to submit hard copy of the same using A-3 size paper alongwith photocopies of required documents duly attested alongwith a copy of counselling list of candidates admitted by CRS University Incomplete Registration Return or without complete documents shall be liable for late fee as per schedule till the Registration Return is completed in all respect. Registration Return will be entertained in single lot only.
- (ii) All the affiliated colleges/institutes will have to submit the Registration Return through e-mail alongwith with hard copy of the same of only eligible students to the University within 40 days from the last date mentioned in schedule of admissions issued by the University.

- (iii) All the affiliated Colleges/Institutes will have to submit the Registration Return of only eligible students to the University within 10 days each of the extended last date of admission with late fee as fixed by the University from time to time.
- (iv) If any College/Institute submits the Registration Return after 40 days in respect of (ii) above and 10 days in respect of (iii) above, Registration Returns should be submitted with the following fine applicable:

1.	(i) For 1-7 days late after expiry of normal due date. OR (ii) For 1-7 days late after expiry of extended due date.	(i) Rs. 100/- per day per students
2.	(i) For 8-14 days late after expiry of normal due date. OR (ii) For 8-14 days late after expiry of extended due date.	(i) Rs. 200/- per day per student from the first day i.e. 41 st day in case of normal due date. (ii) Rs. 200/- per day per student from the first day i.e. 11 th day in case of extended due date.
3.	(i) For -15-20 days late after expiry of normal due date. OR (ii) For 15-20 days late after expiry of extended due date	Rs. 5,00,000/- (Five Lac)
4.	(i) After 20 days late after expiry of normal due date. OR (ii) After 20 days late after expiry of extended due date.	No Registration Return will be entertained. However, the Vice-Chancellor may consider to allow/to admit the Registration Return as a special case, keeping in view the above provisions on the recommendations of a committee to be constituted by the Vice-Chancellor

- (v) The Registration Returns must be accompanied with required documents (Attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and prescribed fee/fine preferably in one lot, failing which the Registration returns will not be entertained for which concerned Principal/Chairperson will be responsible.
- (vi) Roll nos. of students to the Colleges/ Institutes will be issued after ensuring No Objections regarding the Registration.

- (vii) The Directors/Principals of the concerned institutes/colleges will also enclose the affiliation/extension letter; if issued by the University along with the Registration Returns. At the time of checking the eligibility of the students admitted in the institute/colleges, the Registration Branch will ensure that the institute/college has been granted affiliation/extension in affiliation for the course with the specified sanctioned intake in which the students have been admitted by the institute/college concerned.
- (viii) Principals/Directors of the Education Colleges will also send the Hard Copy of the Examination Form duly filled up by the candidates and attested by the concerned Principals/Directors of the Institute/College.

2. PREPARATION AND SUBMISSION OF REGISTRATION RETURN

- (i) The Principals/Directors of all the affiliated Colleges/Institutes are requested to send the Online Registration Return in addition to hardcopy (Registration Return on Proformas).
- (ii) Principals/Directors of the College/Institute concerned are requested to send the Registration Returns, Online complete in all respect and duly signed, along with required documents, affiliation letters (issued by the Dean Colleges of University) and prescribed fee preferably in one lot, failing which the Registration Returns will not be accepted.
- (iii) The Registration Returns along with instructions should be computerized in double space on both side on the prescribed forms and sent class-wise separately. **Returns on single space/hand written or prepared will not be accepted in any case.**
- (iv) The Registration Returns of all the students admitted in B.Ed./M.Ed & other courses. (Roll Number Wise) are to be prepared in Group-wise i.e. seperate Returns for Arts and Science groups. The names of students of two different groups should not be entered on the same sheet. Separate sheets are to be used for each group. In case the Registration Returns are computerized, the format should be the same as prescribed by the University and sufficient space should be given after each line (Double Space)

- (v) The Registration Returns are to be signed at the specified place provided for the purpose **by the Principal/Director himself/herself and not by any other person on behalf of the Principals/Director**. Office copies of the Registration Returns may be kept by the College/Institute concerned for record and future references.

The last date prescribed for the submission of Registration Returns and Migration Certificates (in original) is required to be followed strictly.

- (vi) In case any concession is granted to a particular student under the rules of the University for determining the eligibility for admission, the same must be included in the Registration Return with documentary proof thereof for record/reference and verification by the University Office. The prescribed **Proforma (RF-10 & 10A)** must be used invariably while sending the Registration Returns to the University.

I. REGISTRATION RETURN (RF – 2 & 22)

These are meant for only those students who have passed their qualifying examination from an Institution other than the Ch. Ranbir Singh University, Jind. The Registration Returns on the Format, referred to above must accompany:-

- (i) Migration certificates in original.
- (ii) Attested photocopies of qualifying examination.
- (iii) Eligibility Form.

II. REGISTRATION RETURN (RF – 3)

These are meant for those students who have passed their qualifying examination from the Foreign University/Boards. For admission under this category of students the procedure of admission given under admission of **foreign students** is kept in view.

- (i) Colleges/Institutes/Departments are requested to submit the Registration Returns along with RF – 10 and RF – 10-A Form otherwise Registration Return will not be accepted in any case.

In case any mistake comes to the notice of the Principal/Chairperson after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Asstt./Dy. Registrar (Registration).

- (ii) Principals/Directors of all affiliate Colleges / Institutes are to be requested to intimate this office after sticking off the name from the College roll, of any student for any reason within three days from the date of action to be initiated.

**DIFFERENT TYPES OF FEES TO BE CHARGED FROM THE STUDENTS
FOR THE ACADEMIC SESSION 2016-17**

I. Registration & Continuation Fee for candidates for every case in Arts/Science/Commerce & UTD except those listed below will be as under:-

RF - 2 (Students other than this University)

Registration Fee Rs. 1,000/-

RF – 3 (Foreign Students)

Registration Fee Rs. 2,000/-

RF - 6 (Already registered students of this University)

Continuation Fee Rs. 300/- (per student)

II. OTHER FEES:

Fee for Migration during the course from one college to another Rs. 10,000/-

Fee for Migration during the Course from other University Rs. 15,000/-

Correction in Name Rs. 200/-

III. FEES TO BE DEPOSITED TO UNIVERSITY BY AFFILIATED COLLEGES

Note: All the fees mentioned below are to be deposited by affiliated college / institute to University through RTGS/NEFT in the account of “Registrar”, CRSU, Jind.

- **Fee will be deposited through RTGS mode.**
- **Colleges have to fill their account details in the system.**
- **System generated mandate will be used and duly signed copy would be uploaded.**

Steps will be intimated very soon, stay connected with university website.

- (i) Out of Rs. 120/- per head per annum collected from each student at the time of admission, an amount of Rs. 70/- (seventy only) is to be sent in favour of Secretary, CRSU Sports Council. Rs. 50/- (Fifty only) per head per annum shall be retained by affiliated colleges for their sports fund.

(ii) Tournament Fee per annum at the following rates on the basis of total students admitted in the Colleges/Institutes are to be sent on the following rates:

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|--|-------------|
| 1. For colleges having total strength of students up to 50. | Rs. 500/- |
| 2. For colleges having total strength of students up to 51 to 100. | Rs. 1,000/- |
| 3. For colleges having total strength of students up to 101 to 200. | Rs. 2,000/- |
| 4. For colleges having total strength of students up to 201 and above. | Rs. 3,000/- |

In addition to the above, a strength certificate as under is also to be sent, along with the Sports Registration fee and Tournament Fee for audit purpose:

This is to certify that the payment of Sports Registration Fee of Rs. _____ has been made @ Rs. _____ per head per annum for _____ students admitted in my College/Institution during the session 2016-17. The above said amount of Sports Registration Fee has been deposited accordingly and no balance is lying with this College/Institution on account of Sports Registration Fee.

Principal/head of the Institution

The Colleges without Clearance of arrear of Sports Registration Fee and Tournament Fee shall not be allowed to participate in the Inter Collegiate Tournaments until they clear their outstanding dues.

Both the Fees (i.e. Sports Registration Fee and Tournament Fee) are payable irrespective of whether a College/Institute participates in the Tournament / Sports meet or not.

FEE STRUCTURE

(For all Courses except UTD)

1.	Govt./Govt. Aided	Rs. 12,000/-P.A
2.	Self-Financing College of Education	Rs. 44,000/- P.A

Note: The above fee is subject to revision by the State Admission & Fee Committee, Haryana.
In addition to the above fee, other annual charges as prescribed by the University are given below:

a.	Development Fund	Rs. 2000/-
b.	Regn./Enrolment Fee	Rs. 1000/-
c.	Examination Fee	Rs. 600/-
d.	Dr. R.K. Foundation Fee	Rs. 70/-
e.	University Sports Fee (Rs. 150/- to be remitted to the University)	Rs. 200/-
f.	Youth Welfare Fee (Rs. 30/- to be remitted to the University)	Rs. 50/-
g.	Holiday Home Fee	Rs. 10/-
h.	N.S.S Fee (Rs. 5/- to be remitted to the University)	Rs. 50/-
i.	University Magazine Fee	Rs. 50/-
j.	Youth Red Cross Fund (Rs. 30/- to be remitted to the University)	Rs. 60/-

G. Total **Rs. 4090/-**

Share of fee to be withheld by the College (-) 145/-

Total Balance Fee to be remitted to the
University per student **Rs. 3945/-**

SCHEDULE OF SUBMISSION OF MIGRATION CERTIFICATE

Fees	up to
Without late fee	31 st December
With late fee of Rs. 500/-	31 st of January of next year
With late fee of Rs. 1,000/-	31 st March of next year
With late fee of Rs. 2,000/-	31 st May of next year and there after admission will be treated as cancelled

**Assistant Registrar (R&S)
for Registrar**