



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Haryana Government University under Act 28 of 2014)
Recognized under Section u/s 2(f) & 12-B of UGC Act, 1956



Registration & Scholarship Branch

Assistant Registrar

email: registration@crsu.ac.in

No. CRSU/R&S/2018/2263-2277

Dated: 03.08.2018.

To

All the
Principals of Degree Colleges
Affiliated to
Chaudhary Ranbir Singh University, Jind

Subject: Regarding Submission of Registration Return for the Session 2018-19

Sir/Madam,

As per Instructions/Guidelines for Admission to various Courses for the session 2018-19 issued by the Academic Branch, CRSU, Jind Vide Endst. No. CRSU/Acad./2018/4967-5098 dated 07/07/2018 and in continuous letter No. CRSU/Acad./2018/5442-5573 and No. CRSU/Acad./2018/5597-5699 dated 23/07/2018.

You are well aware that the last date of the admissions for the UG/PG Courses affiliated to Chaudhary Ranbir Singh University, Jind has already over on 12/07/2018 UG Courses and 20/07/2018 PG Courses for the academic session 2018-19.

You are, therefore, requested to submit all the documents alongwith the Registration Return Proforma (s) of UG/PG Courses only eligible students in the shape of hard copy of UG courses upto 21/08/2018 and PG Courses upto 29/08/2018 or within 40 days of the normal last date of the admission in the matter of other courses.

- i) All the affiliated Degree colleges will have to submit the Registration Return/Continuations Return of only eligible students to the Registration Branch within 40 days without fine from the last date mentioned in schedule of admission issued by the Academic Branch.
- ii) All the affiliated Degree colleges will have to submit the Registration Return of only eligible students to the Registration Branch within 10 days each of the extended last date of admission with late fee as fixed by the University from time to time.

If any Degree College submits the Registration Returns after 40 days in respect of (i) above and 10 days in respect of (ii) above, Registration Returns should be submitted with the late fine as per university rules.

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 students -do-
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 student -do-
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. 50,000/- (Fifty Thousands) per course Rs. 1,00,000/- (One Lac) per course
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 with late fee as per his decision on the request of colleges/institutes.

- iii) The last date for admission should not be extended after 31st August as the Semester Examinations are to be conducted in the month of December.
- iv) 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.
- v) After issuing no objection from the Registration Branch then Examination Branch will issue the Roll nos. to the Colleges.
- vi) The Principals of the concerned colleges will also enclose the affiliation/extension letter, if issued by the Colleges Branch along with the Registration Returns. Besides hard copy, they shall submit the Registration Returns in CD form also. At the time of checking the eligibility of the students admitted in the colleges, the Registration Branch will ensure that the 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 college concerned. In case of any discrepancy, the Registration Branch may seek clarification from the Colleges Branch.
- vii) The admit Cards/Roll Numbers for the Self-financed courses will be issued by the Examination Branch only after the Colleges submit 'No Dues Certificate' from the Colleges Branch/Registration Branch/Youth & Cultural Affairs/R.K. Fund/Youth Red Cross Unit/Alumni Association/Sports etc. on the prescribed proforma.

PREPARATION AND SUBMISSION OF REGISTRATION RETURN.

- 1. The Principal of all the affiliated/maintained Colleges, are requested to send the Registration Return in CD form in addition to hardcopy (Registration Return on Proforma).**

This CD must reach in the Registration Branch along with Regn. Return.

Principals of the Colleges concerned are requested to send the Registration Returns, along with CD (in Microsoft Excel worksheet) complete in all respect and duly signed, along with required documents, affiliation letters (issued by the Colleges Branch) and prescribed fee preferably in **one lot**, failing which the Registration Returns will not be accepted.

- 2. The Registration Returns alongwith 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 otherwise will not be accepted in any case.**

The Registration Return duly typed, College Roll No. wise on double space having font size 12 in capital letters and Upper & bottom margin should not be less than 1.5 inches. The Registration Returns must be prepared/printed on legal size paper.

The Registration Returns of each class (Roll Number Wise) are to be prepared in Group-wise i.e. separate Returns for Science (Medical/Non-Medical/Commerce/Arts Students). The names of students of two different classes should not be entered on the same sheet. Separate sheets are to be used for each class. 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)

The Registration Returns are to be signed at the specified place provided for the purpose by the Principal himself/herself and not by any other person on behalf of the Principals/Chairpersons.

Office copies of the Registration Returns may be kept by the College concerned for record and future references.

- 3. Registers of students are prepared strictly as per particulars given in the Registration Returns. Therefore, special care should be taken to ensure that the spellings of Name, Father's name and Mother's name of the students are typed exactly in accordance with the names given on the original certificates of qualifying examination. Later on, no correction in spellings (prefixes or suffixes) of the name will be made unless cogent reasons to the satisfaction of the Registrar are given. It may be notified to the students that the mistakes in the Registration No./Cards, if any, be pointed out to the University through College concerned within 3 months from the date of issue of the Registration No./cards**

If the particulars in the Registration No./Cards are found incorrect, the Registration No./Card together with the attested copy of the original certificate be sent to the Registration Branch for necessary correction. For any correction sought later for one reason or the other, candidates shall be required to pay Rs.200/-.

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

5. 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.

6. The prescribed Proforma (RF-10 & 10A) must be used invariably while sending the Registration Returns to the University.

7. **REGISTRATION RETURN (RF-1 & 21)**

These are meant for only those students who have passed their qualifying examination from the Board of School Education, Haryana and are to be registered for the first time.

NOTE:- No Migration Certificate and its fee is to be obtained/charged from the students who have passed their qualifying examination from the Board of School Education, Haryana, and **Haryana State Technical Board, Panchkula** as they are not required to do so.

8. **REGISTRATION RETURN (RF-2 & 22)**

These are meant for only those students who have passed their qualifying examination from an Institution other than the Board of School Education, Haryana/Chaudhary Ranbir Singh University. 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 (except of those students who have passed 10+2 exam. from CBSE & seeking admission in B.A./B.Sc./B.Com. Classes).

9. **REGISTRATION RETURN (RF-3)**

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

10. REGISTRATION RETURN(RF-4)

These are meant for those students who have been placed under Compartment in **one subject** only in the qualifying examination from the Board of School Education, Haryana, Bhiwani and have been admitted provisionally subject to qualifying their compartment subject. Since the admission is finalized on the basis of compartment cards, the photocopy of the same must be collected from all such students and the same must be attached with the Registration Return.

11. REGISTRATION RETURN(RF-4 A)

These are meant for those students who have been placed under compartment in **one subject** only in the qualifying examination from other than the Board of School Education, Haryana, Bhiwani and have been admitted provisionally subject to qualifying their compartment subject. The following documents may be sent alongwith Regn. Return (RF-4A):-

Since the admission is finalized on the basis of compartment cards, the photocopy of the same alongwith Migration Certificate must be collected from all such students and the same must be attached with Eligibility Form except Central Board of Secondary Education where eligibility form RF-12 is not necessary and Migration Certificate and send along with the Registration Return

- i) Migration Certificate in original.
- ii) Attested photocopies of Compartment Card/DMC, March/18, since the eligibility is to be confirmed on the basis of having compartment in qualifying exam.
- iii) Eligibility Form (except of those students who have passed 10+2 exam. from CBSE & seeking admission in B.A./B.Sc./B.Com. Class).

12. REGISTRATION RETURN (RF-6)

These are to be used in the case of those students who are already registered with **this University** and have been promoted/admitted in the next higher class on the basis of passing of their lower examination and if they are otherwise eligible.

It will be the sole responsibility of the Principals of the College concerned to check the percentage of marks before admissions in case of such students who are already registered and whose particulars are to be sent on Registration Return Form (RF-6). The Principals must fill in all the columns specified in Registration Return (RF-6). **No student should be given promotion to the higher class without having assigned the Registration Number.** The Registration Number of the candidate must be checked carefully before mentioning the same on the Registration Return. Entire responsibility for any wrong/irregular promotion without finalization of eligibility of the lower class and appearance of such ineligible students in the Examination of next class will rest upon the Principals of the Colleges concerned.

- i) The Registration Number of each student must be entered in the concerned column.
 - ii) When the admission of a student is made after the last date of admission, the justification for late admission, if any, must be indicated.
 - iii) The result of each student must be indicated in the concerned column. In case of re-appear, number of re-appear papers must be indicated. However, pass provisional are not eligible for promotion/admission to next higher class.
13. Colleges are requested to submit the Registration Returns along with RF-10 and RF-10-A Form (along with affiliation letters issued by the Colleges Branch of this University). **Without RF-10 and RF-10-A Form Registration Return will not be accepted in any case**
14. In case of M.A./M.Sc. etc. where minimum %age is required, the same may be mentioned by taking into account the marks of all three years/all semesters. Similarly while considering the marks in the subject of M.A./M.Sc., the marks obtained in Post-Graduate subjects in all three years are to be counted.
- In case any mistake comes to the notice of the Principal after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Assistant Registrar (Registration).*
15. Principals of all affiliated/maintained Colleges are to be requested to intimate this office after striking off the name from the College roll, of any student for any reason within three days from the date of action to be initiated.

SCHEDULE OF SUBMISSION OF MIGRATION CERTIFICATE

Fees	up to
Without late fee	31 st of 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/-	1 st April to 30 th of September of next year
With late fee of Rs. 4,000/-	1 st October to 31 st December of next year and thereafter admission will be treated as cancelled

(a) "If any student who has got issued his/her Inter University Migration Certificate earlier from this University, shall be fully responsible for submission of the inter University Migration in the College at the time of admission, failing which the late migration fee to restore his/her old Regn. No. will be charged as per schedule given in the Instructions Guidelines for admission to various courses.

The above rates of fee will be applicable to foreign students also.

Note: As Chaudhary Ranbir Singh University, Jind has already adopted digitization system, it is necessary to submit the online data of the students on the University portal also.


03/08/18
Assistant Registrar (R&S)
for Registrar

Endst. No. CRSU/R&S/18/.~~2278~~ 2285

Dated: 03/08/2018

A Copy of the above is forwarded to the following for information:

1. Dean of Colleges, CRSU, Jind
2. C.O.E, CRSU, Jind
3. Finance Officer, CRSU, Jind
4. Assistant Registrar, (Academic), CRSU, Jind
5. Assistant Registrar, Exams, CRSU, Jind
6. System Analyst, CRSU, Jind to upload the same on the university website
7. PA to Vice Chancellor (for kind information of Vice Chancellor), CRSU, Jind
8. PA to Registrar, (for kind information of Registrar) CRSU, Jind


03/08/18
Assistant Registrar (R&S)
for Registrar