



No. CRSU/R&S/2024/ 481-482

Dated: 27/08/2024

To

1. All Chairpersons, UTDs, CRSU, Jind
2. The Directors/Principals of all the Colleges/Institutes Affiliated to Chaudhary Ranbir Singh University, Jind.

SUBJECT: SUBMISSION OF REGISTRATION RETURNS FOR ALL COURSES FOR THE SESSION 2024-25.

Sir/Madam,

Kindly refer to the admission schedule announced in the Prospectus for Admissions in various Courses and subsequent notifications for admissions to be announced for the Academic **Session 2024-25** by State Government and Chaudhary Ranbir Singh University, Jind. Accordingly, the Schedule for submission of Registration Returns of all courses is as under:

1. Submission of Schedule of Registration Return

- a) The UTDs/ Affiliated Colleges will have to complete the process of online submission of Registration Return on the portal of the University i.e. <http://crsuiums.com> of only eligible students within 40 days without fine from the last date of normal admission/counseling of a course by State Government/ University and a 'Hard Copy' of the same will be submitted alongwith all types of required certificates/documents (photocopies duly attested) exhibiting their eligibility and original migration certificate (in binding mode) in the Registration Branch after completing all formalities i.e. depositing of requisite fee mentioned in the Prospectus.
- b) All the UTDs/ Affiliated Colleges will have to submit the Registration Return of only eligible students to Registration Branch within 10 days each of the extended last date of admission/counseling, if applicable with late fee as fixed by the University from time to time.
- c) If any College/Institute/ Department submits the Online and Offline Registration Return after 40 days in respect of (a) above and 10 days in respect of (b) above, Registration Returns should be submitted with the following fine applicable:

1.	(i) For 1-7 days late after expiry of normal due date (ii) For 1-7 days late after expiry of extended due date	Rs. 100/- per day per student with maximum of Rs. 25,000/-
2.	(i) For 8-14 days late after expiry of normal due date (ii) For 8-14 days late after expiry of extended due date	Rs. 200/- per day per student with maximum of Rs. 50,000/-



3.	(i) For 15-20 days late after expiry of normal due date (ii) For 15-20 days late after expiry of extended due date	Rs. 300/- per day per student with maximum of Rs. 1,00,000/-
4.	(i) After 20 days late after expiry of normal due date (ii) After 20 days late after expiry of extended due date	No Registration Return will be entertained. However, the Hon'ble Vice-Chancellor may consider to allow/to admit the Registration Return as a special case with late fee applicable of Rs. 500/- per day per student maximum of Rs. 2,00,000/-

- d) The Registration Returns must be accompanied with required documents (attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and prescribed fee/fine preferable in one lot, failing which the Registration Returns will not be entertained for which concerned Director/Principal will be responsible.
- e) The online agency i.e. M/s IUMS in consultation with Academic and Colleges Branch will ensure that the institute/college/ department has been granted affiliation/extension in affiliation for the course with the specified sanctioned intake by the competent authority for which the Registration Returns have been accepted on the online portal.
- f) No Registration Return will be entertained without complete required documents (Attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and late document submission will be allowed with late fine only.
- g) The Director/Principal of the concerned Colleges/Institutions will send the ID proof if the father/mother name if the same is not mentioned in the qualifying examination DMC.
- h) The online agency i.e. M/s IUMS will ensure that Registration Returns of only those students will be accepted whose admissions have been done by the agency/ Directorate of Higher Education or as per the admitted students list submitted by the College/Institute in College Branch. In case of any mismatch in admission list with Registration Returns; the candidature of the student(s) will be cancelled and the strict action will be taken against the defaulter.
- i) Responsibility for ineligible/wrong/irregular admission/excess admission, if any, will entirely rest upon the Chairperson of UTDs or Director/Principal of the College/Institute concerned as the case may be.
- j) No Registration Return, Documents and fee/fine will be entertained through e-mail.**



2. PREPARATION AND SUBMISSION OF REGISTRATION RETURN

- (i) The UTDs, affiliated Colleges/institutes will complete the process of online submission of Registration Return on the portal of the University in addition to hardcopy (Registration Return on Proforma).
- (ii) The UTDs, affiliated Colleges/institutes are requested to send the Online Registration Return in addition to hardcopy (Registration Return on Proforma).
- (iii) UTDs, affiliated Colleges/institutes 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 Colleges Branch) and **prescribed fee preferably in one lot**, failing which the Registration Returns will not be accepted.
- (iv) The Registration Returns downloaded from University portal only will be accepted. **Hand written/typed Registration Returns will not be accepted in any case.**
- (v) The Registration Returns of all the students admitted in these courses (Alphabetic Name Wise) are to be prepared in Group-wise i.e. **separate Returns for separate streams**. 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)
- (vi) The Registration Returns are to be signed at the specified place provided for the purpose **by the Chairperson/Principal/Director himself/herself and not by any other person on behalf of the Chairperson/Principal/Director**. Office copies of the Registration Returns may be kept by the UTD/College/Institute concerned for record and future references.
- (vii) **The last date prescribed for the submission of Registration Returns and Migration Certificates (in original) is required to be followed strictly.**
- (viii) 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 Proformas must be used invariably while sending the Registration Returns to the University.

3. 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.



4. 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
- (iv) SC/ST Certificate in case of relaxation in admission.

5. 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.

6. 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.

7. 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 along with Registration 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, 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).

8. REGISTRATION RETURN (RF-6)

These are meant for those students who are already registered with Chaudhary Ranbir Singh University, Jind.

9. Colleges/Institutes 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 Chairperson/Principal/Directors after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Branch Head (Registration & Scholarship Branch).**
10. UTDs, affiliated Colleges/institutes are 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.

THE RULES REGARDING THE ADMISSION OF EASTREN INSTITUTE FOR INTERGRATED LEARNING IN MANAGEMENT, UNIVERSITY

1. The candidates who have passed their qualifying examination from EIILM University through Regular mode (who submitted the proof of regular course of EIILM University, Sikkim at the time of admission) if otherwise eligible, may be considered for admission in the course.
2. The candidates who have passed their qualifying examinations from EIILM University, Sikkim through Distance mode or whose mode has not been mentioned, and who have not submitted any proof/information regarding the mode of passing the qualifying examination from EIILM University, Sikkim at the time of admission may not be considered for admission in the course. The said University is not functioning since December 2014.

I. FEES TO BE DEPOSITED TO UNIVERSITY BY AFFILIATED COLLEGES

All the affiliated Education College/Institute the Registration Return fee will be deposited through Registration Portal.

- a) The Fee other than portal will not be entertained directly by any other mode i.e. RTGS/NEFT/direct bank transfer/google pay/Paytm/any other app. etc. For offline payment i.e. Demand Draft in favor of Registrar, CRSU, Jind and University Cash Receipt (In original).
- b) If there is Holiday in the next working day will be consider for all offline activities.



SCHEDULE FOR SUBMISSION OF MIGRATION CERTIFICATE:

Fees	up to
Without late fee	31 st Dec., 2024
With late fee of Rs. 500/-	31 st Jan., 2025
With late fee of Rs. 1,000/-	31 st March, 2025
With late fee of Rs. 2,000/-	1 st April 2025 to 31 st July, 2025
With late fee of Rs. 4,000/-	1 st August, 2025 to 31 st Dec., 2025

SCHEDULE FOR SUBMISSION OF MIGRATION CERTIFICATE (FOR ONE YEAR COURSES:

Fees	up to
Without late fee	31 st Dec., 2024
With late fee of Rs. 500/-	31 st Jan., 2025
With late fee of Rs. 1,000/-	31 st March, 2025

The above rates of fee will be applicable to foreign students also. The Migration Fee accepts through 'Demand Draft' or 'University Bank Receipt' only and will not be entertained by any other mode.

Note:- However, if any technical problem i.e. issue of New Login ID & Password, online fee and submission of online Registration Return data may contact to the landline no. 01681-241021, 58, 08 or send by e-mail at crsucare@gmail.com and ucic@crsu.ac.in.

Sd/-
Asstt. Registrar (R&S)
for Registrar

Endst. No. CRSU/R&S/2024/ 483-490

Dated: 27/08/2024

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

1. Dean of Colleges, CRSU, Jind
2. Controller of Examinations, CRSU, Jind
3. Director (Academic), CRSU, Jind
4. In-charge, IUMS, CRSU, Jind
5. Finance Officer, CRSU, Jind
6. System Analyst, CRSU, Jind for uploading on the University website.
7. PS to Vice Chancellor (for kind information of the Vice Chancellor), CRSU, Jind
8. PA to Registrar (for kind information of the Registrar), CRSU, Jind

Sd/-
Asstt. Registrar(R&S)
for Registrar