

Approved by the Executive Council vide Annexure-3
Resolution no. 23 in its 7th meeting
held on 3/6/2016.

**INSTRUCTIONS/GUIDELINES
FOR
ADMISSION
TO
B.ED. /M.Ed. (REGULAR) COURSE**

SESSION: 2016-17



CHAUDHARY RANBIR SINGH UNIVERSITY
JIND (HARYANA)-126202
(Established by the State Legislature Act- XXXVIII of 2014)
Website:- www.crsu.ac.in

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CHAUDHARY RANBIR SINGH UNIVERSITY JIND (HARYANA)

GENERAL INSTRUCTIONS/GUIDELINES FOR ADMISSION TO B.ED./M.Ed. COURSE

(A) ADMISSION COMMITTEE AND ADMISSIONS

Every College/Institute shall constitute an Admission Committee to be appointed by the Principal/Director from amongst the teachers of the College/Institute and Schedule Caste representative must be included in the Admission Committee.

All the admissions should be made by the College/Institute through the **Admission Committee** to be constituted strictly in accordance with the rules as contained in the University Ordinance for the relevant course. In case any rule is not framed by University the same will be dealt in accordance to relevant Ordinance / University Calendar Volume of Kurukshetra University, Kurukshetra.

Responsibility for wrong/irregular admission/excess admission, if any, will entirely rest upon the Principal/ Director of the College/Institute concerned. A certificate from each student seeking admission to the effect that any University/Board has not disqualified him/her, must invariably be obtained at the time of admission. Certificates/ Detailed Marks Cards of all such students seeking admission on having passed the qualifying examination from other Universities/Boards may categorically be checked exhaustively at the time of admission and it may also be ensured that the candidate seeking admission is eligible. If there is any doubt, a clarification to this effect must be sought from the **O/o Dean Colleges** before the finalization of admission.

(B) ALLOCATION OF SEATS

Admission of students in no case should exceed the Intake approved for the session: 2016-17 by NCTE or sanctioned by University (whichever is minimum) for B.Ed/M.Ed. course. Admissions allowed in excess of the sanctioned strength will be the sole responsibility of the Principal/Director of the College/Institute concerned and the University will take strict action for allowing wrong/excess admission. Before making admissions to B.Ed./M.Ed. course, it is the responsibility of concerned Principal/Director that they possess NCTE approval for this course valid for Session 2016-17 and have affiliation of this University for same. The Dean of Colleges will exercise control and supervise the admissions in the affiliated Colleges. A copy of the details showing sanctioned strength of each class/course/subject be prepared on format **RF-10A (with photocopy of affiliation letter)** by the Principal/Director and required to be sent along with the Registration Returns. Any delay in this regard will be viewed seriously. Admissions of students are made only if permission/affiliation has been granted by the University.

(C) RECOGNITION OF EXAMINATION

Regarding recognition of Examinations of a University/Institute/Board, University follows rules and regulations of Kurukshetra University, Kurukshetra. Complete information regarding Recognition/Equivalence of examinations of other Universities/Institutes /Boards and the rules of Equivalence for higher studies at this University are available in the Books of Equivalence of Kurukshetra University and the same has been displayed on Kurukshetra University, Kurukshetra website i.e. www.kuk.ac.in. However, in a particular case where equivalence of examination of any University/Institute has not been considered so far, the eligibility of such case can be finalized for the purpose of higher studies, keeping in view the terms and conditions mentioned in Book of Equivalence of Kurukshetra University, Kurukshetra.

A list of de-recognized Board/ Universities and fake Universities as circulated by the UGC is attached for your ready reference. However, updated list can be downloaded from the UGC website i.e. www.ugc.ac.in.

10+2 level Examination of various States/Boards of Education recognized by the Kurukshetra University, Kurukshetra for the purpose of Higher Education, lists in the Books of Equivalence be treated as recognized

Intermediate Examination (10+2 standard) of Bihar Intermediate Education Council, Patna has been recognized by this University subject to checking and verification of the certificate issued by that Board (Bihar Intermediate Education Council Senior Secondary, Patna). The verification of the documents can be done from Board's website: www.biharboard.bih.nic.in. In case, any certificate of the students is found fake, Principals are requested to send Rs. 100/- each in such case in the shape of Demand Draft/IPO in favour of Secretary, Bihar School Examination Board (Senior Secondary), Patna payable at Patna for verification of documents.

As far as the admission on the basis of having passed various diplomas/vocational courses, mere recognition of any examination be not taken as proof of granting admission. Eligibility conditions prescribed in the respective Ordinance(s) must strictly be adhered to.

In case any dispute arise regarding equivalency of any course or recognition of any university / degree / diploma/ certificate case may be referred to Dean Colleges for quick disposal. The Dean Colleges may decide the case within one week of receipt of such case. In case Dean Colleges is unable to decide the case as per relevant rules or find that rules are vague, he may forward the case to Hon'ble Vice Chancellor for final decision. In such case the decision of Hon'ble Vice Chancellor shall be final and abiding.

3-year diploma course examination conducted by various State Boards of Technical Education in India, which are recognized by the Director, Technical Education Haryana, Chandigarh be recognized as equivalent to +2 level examination for

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admission to 1st year of 3-year Bachelor Degree Course at this University, provided the candidate shall pass the subject of Hindi Core of +2 level examination, if not already pass at the supplementary examination only of the same year of admission.

THE RULES REGARDING THE ADMISSION OF EASTERN INSTITUTE FOR INTERGRATED LEARNING IN MANAGEMENT (EILLM) UNIVERSITY AND CMJ UNIVERISTY, MEGHALIYA IS AS UNDER:

- i. The candidates who have passed their qualifying examination from EILLM University through Regular mode (who submitted the proof of regular course of EILLM University, Sikkim at the time of admission) if otherwise eligible, may be considered for admission in the course.
- ii. The candidates who have passed their qualifying examinations from EILLM 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 EILLM University, Sikkim at the time of admission may not be considered for admission in the course.
- iii. Regarding the CMJ University, the Academic branch has already circulated the notification Endst. No. ACM-11/ Mics.30146-30205 dated 29-7-2013, issued by the Principal Secretary to the Governor of Meghalia.

The Principal/Director of the College/ Institute concerned will be responsible for all the admissions made in his College/Department/Institute.

(D) ELIGIBILITY

Eligibility of students who have passed their qualifying examination from Board of School Education, Haryana/other Boards/Universities, be checked properly and admissions be allowed in accordance with the provision of rules of the Ordinance concerned. The particulars of the candidate i.e. **Name, Father's Name, Mother's Name should strictly be the same as mentioned on the qualifying examinations** and their Registration Return must reach in the O/o Dean Colleges as per schedule along with legible photocopies of the certificates of the qualifying examination, duly attested by the Principal/Director of the concerned College/Institute himself/herself and/or by a teacher deputed for the purpose.

- (a) **Ensure that ineligible candidate(s) is/are not allowed admission in the College/Institute and for this every precaution must be taken. Responsibility for any wrong/irregular admission or admission allowed on the basis of fake certificate or promotion allowed to next higher class without registration number, in contravention of the Ordinance, if any, will rest entirely with the Principal/Director of the College/ Institute concerned, admission of such students may be treated as cancelled ab-initio and necessary steps will be initiated against the college/institute as per University rules. In case any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended**

by the College/Institute concerned and in case it is to be defended by the University, the expenses incurred on the said civil suit will have to be borne by the College/Institute concerned.

- (b) While deciding the CWP No.16591 of 2001 – Mr. Bhupesh Gupta, resident of Naraingarh(Ambala) Versus Kurukshetra University and others, the Hon'ble Punjab & Haryana High Court at Chandigarh has observed that the University should take steps to ensure that the educational institutions strictly follow the eligibility criteria while granting admission to the students and not play with the career of young men/women just for their own financial gains. Therefore, all the Principals/Director of the Colleges/Institute be directed to be more vigilant and consider only those students, who are eligible for admission to the Course/Class and his/her admission is as per provision of rules contained in the concerned Ordinance.

The above mentioned decision of the Hon'ble High Court should be strictly adhered to in letter and spirit.

The Eligibility of all the students, even if they are admitted through Central counseling, should be checked by the College itself before the confirmation of admissions. Any excuse like admissions are made through Counseling etc., Wrong admissions pointed out by the University on the receipt of documents, will not be accepted and Principals/Directors of Colleges/Institution will fully be responsible for any wrong admission.

All students will be admitted by the College/Department provisionally at their own risk and responsibility after obtaining undertaking in writing from the students. This undertaking must be got printed in the College Admission Form in the following form:-

"I solemnly declare that the information detailed by me in the Admission Form is correct to the best of my knowledge and belief and nothing has been concealed therein. I also do undertake to abide by all the rules, regulations and instructions of the College and also of the University. I am taking admission in the College provisionally at my own risk and responsibility subject to confirmation of my admission by the University. If, at any stage, I am declared ineligible and my admission is cancelled by the University ab-initio, I will abide by the orders of the University and forego every right to claim for it."

Additional Seats :

There shall be No additional seats in B.Ed./M.Ed. course above the NCTE sanctioned intake.

(E) SCHEDULE OF ADMISSION

All admissions to B.Ed/M.Ed. course are made strictly according to schedule issued by University. The schedule of admissions will also be made available on University website as and when it will be declared. For any update / amendment in admission

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schedule College/Institute are advised to visit the University website regularly www.crsu.ac.in.

The lectures/attendance of students will be counted from the date of admission. Permission for joining late shall not be accepted as a justification for condoning deficiency in lectures. Provided that in case of a candidate who is allowed late admission, as a result of any change in the Rules/Admission Policy made by the University, the lectures shall be counted from the date of admission or from the 11th day of the date on which the decision to change the results/admission policy is taken, whichever is earlier.

The shortage of lectures is notified atleast thrice during the session by the Principals.

If a student fails to attend his/her classes continuously for seven days from the date of commencement of the classes or from the date of admission, his/her admission shall be cancelled.

Weekly attendance report of all students will be put on the College Website. If a student remains absent from the class for 14 days or more in a month, his name will be struck off from the rolls and his/her parents will also be informed.

An Official E-mail ID may be allotted and communicated to every regular student by the concerned Colleges/Institutes for sending Official Communication to him/her.

(F) SENDING OF DOCUMENTS

As no original documents except Migration Certificates are to be sent along with the Eligibility Forms/Registration Returns, strict vigilance may be exercised by the College/Institute concerned about the genuineness of the DMCs/Passing Certificates/Degrees and other relevant record produced by the candidate(s) and in case of doubt, it should be got verified from concerned Board/University, if found fake, the same be dealt with accordingly and such candidates should be debarred from admission ab-initio.

(G) COMBINATION OF SUBJECTS

All the Principal / Directors are requested that the combination of subjects offered by a candidate must be checked carefully with the provisions of the rules as contained in the relevant Scheme of Examinations before his/her admission is finalized. The responsibility of having allowed wrong combination of subjects/papers to a candidate will rest entirely with the Principals/Chairpersons of the Colleges/Departments concerned.

(H) SOME OTHER GENERAL INSTRUCTIONS

1. All legal disputes relating to admissions of students will be subject to District Courts at Jind or Courts having jurisdiction at Jind.

2. There shall be no rounding off percentage of marks from 0.5% and above to next higher number for determining the eligibility for admission to various courses. In case two or more candidates in the merit list have equal percentage of marks, the candidate senior in age will be considered first.
3. All admission application should accompany with all requisite documents/certificates for eligibility weightage, reservation and other concession, failing which such applications for admission will not be considered and finally rejected. The rates of fee/funds etc., shall be the same as prescribed by the University from time to time.
4. Admissions in Colleges would be strictly on merit. No separate intimation would be sent to the students. They would themselves be responsible for checking of the list displayed on the specified dates for admissions on Notice Board of respective colleges. If any student whose name appeared in the merit list but did not deposit his/her fees in the fixed scheduled time would forego his/her right for admission and would not be reconsidered in any case.
5. No Inter-College Migration shall be allowed by the University unless the student has been registered in this University.
6. No Inter-Varsity or Inter College Migration shall be considered during the 1st year of any Course or in the Course having one year duration.
7. Inter-College Migration shall not be allowed from affiliated/maintained Colleges to the University Teaching Departments or vice-versa.
8. **Reservation Policy of the State shall continue to be followed as uploaded on University website. In case of any doubt, clarification may be sought from the Dean Colleges of this University. Deviations in the implementation of the RESERVATION POLICY will not be tolerated and any lapse therein will be dealt with severely.**

9. **Relaxation of the condition of eligibility :**

Unless otherwise specifically provided for a course in the concerned Ordinance, the eligibility condition for Scheduled Castes will be prescribed in prospectus.

In case where specific relaxation of 5% marks in the eligibility condition is to be given to SC/ST/Blind /Visually/Differently Abled etc candidates, the minimum less marks against 55%, 50% and 45% marks shall be calculated as under:-

$$55 \text{ marks} - 2.75 \text{ marks} = 52.25 \text{ marks } (5/100 \times 55 = 2.75);$$

$$50 \text{ marks} - 2.50 \text{ marks} = 47.50 \text{ marks } (5/100 \times 50 = 2.50);$$

$$45 \text{ marks} - 2.25 \text{ marks} = 42.75 \text{ marks } (5/100 \times 45 = 2.25);$$

10. If the last date for admission falls on a holiday or that day is declared a holiday by the University/College, the next working day will be considered as the last date for the purpose.

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11. The Principal of the College is permitted to admit the students after a gap of studies, if, the student is otherwise, eligible and his/her case falls under the admission policy.
12. No student is allowed promotion to the next higher class without Registration Number. If Principal of, concerned College allows promotion without Registration Number to any student, he/she will be responsible for this lapse and admission of such students may be treated as cancelled ab-initio.
13. It may also be ensured that no regular student be allowed to appear in the examination of the University until and unless his/her Registration Return has been sent to the University.
14. In no case, the college should mention any clause in their prospectus which is in violation of University rules and ineligible candidate being not admitted in the College by the Principal. Any violation of the rules in admission will be personal responsibility of the Principal of the College and the Vice-Chancellor is authorized to impose penalty on College for admission of such students who do not fulfill the minimum qualification on case-by-case basis.

(I) SCHEDULE OF SUBMITTING REGISTRATION RETURN

- (i) 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.
- (ii) All the affiliated colleges/institutes will have to submit the Registration Return of only eligible students to the University within 40 days without fine 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 Returns 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. <u>OR</u> (ii) For 1-7 days late after expiry of extended due date.	Rs. 100/- per day per student
2	(i) For 8-14 days late after expiry of normal due date. <u>OR</u> (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)
	(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.

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- (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. 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 institutes/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.

(J) PREPARATION AND SUBMISSION OF REGISTRATION RETURN.

- (i) The Principals/Directors of all the affiliated Colleges/Institutes are requested to send the Registration Return in CD form in addition to hardcopy (Registration Return on Proformas). This CD must reach in the Registration Branch along with Registration Return.
- (ii) Principals/Directors of the College/Institute 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 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 otherwise will not be accepted in any case.**
- (iv) The Registration Returns of all the students admitted in B.Ed./M.Ed. (Roll Number Wise) are to be prepared in Group-wise i.e. separate 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. Below mentioned registration Returns are to be used invariably for the purposes mentioned below:-

(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 Universities/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 (along with affiliation letters issued by this University). Without RF-10 and RF-10-A Form 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).

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- (ii) Principals/Directors of all affiliated Colleges / Institutes 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.

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

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

RF-4A (Students other than this University).

Registration Fee Rs.1,000/-

RF-3 (Foreign Students)

Registration Fee Rs.2,000/-

Already registered students of this University:

Continuation Fee Rs.300/- (per student)

II. OTHER FEES:

Fee for Migration during the Course from other Universities

Rs.15,000/-

Correction in Name

Rs.200/-

Intercollege Migration Fee

Rs. 10,000/-

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 Bank Draft in the favour of "Dean Colleges".

- (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 in 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.

Youth Red Cross Fee Rs. 60/- p.a. to be charged and @ Rs. 30/- per student is to be deposited with the University by the affiliated Colleges/Institutes.

Rs. 100/- per student per year will be charged from the students, out of which Rs. 50/- will be sent to the University and Rs. 50/- will be retained by the college for their cultural activities.

Rs. 500/- per student per year will be charged from the students, out of which Rs. 375/- will be sent to the University and Rs. 125/- will be retained by the College for their cultural activities.

The Development fee to be charged from all the Colleges /Institutes affiliated with University at following rates for the session 2016-17:

Rs. 1000/- per student (60 % to be remitted to the University)

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SCHEDULE OF SUBMISSION OF MIGRATION CERTIFICATE

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/-	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 and thereafter admission will be treated as cancelled

SCHEDULE OF SUBMISSION OF EXAMINATION FORMS ALONG WITH EXAMINATION FEE

Sr. No.	Examinations	For Regular Students.
1.	B.Ed./M.Ed.	Rs. 1,000/-