



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/.....

Dated:.....

To

The

Directors/Principals,
All Affiliated Education Colleges/Institutes
to Chaudhary Ranbir Singh University,
Jind.

**SUBJECT: INSTRUCTIONS/GUIDELINES AND SCHEDULE FOR RECEIPT OF
REGISTRATION RETURN OF ALL NCTE/RCI COURSES (EXCEPT M.ED.
COURSE) RUN BY EDUCATION COLLEGES FOR SESSION 2018-2019.**

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 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. Schedule for Submission of Registration Return

- a) After submitting the Online Registration Return the Colleges are required to submit hard copy of the same using **Legal Size** paper along with photocopies of required documents duly attested along with a copy of counseling 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.
- b) The affiliate colleges/institutes will have to submit/upload the Online Registration Return on the HKCL portal and hardcopy of the Registration Return only eligible students with required documents in a single lot to the Registration Branch within 40 days i.e. up to **22/11/2018** (all B.Ed. and Physical Courses) with requisite fee circulated

by the Assistant Registrar (Academic), CRSU, Jind vide letter No. CRSU/Acad./2018/5597-5699 dated 23/07/2018 and same mention in the Prospects for the session 2018-19. Non-compliance of instructions shall not be allowed to submit the Registration Return in any way.

In case of B.A/B.Sc. B.Ed. Four Year Integrated will have to submit/upload the Online Registration Return on the portal and hardcopy of the Registration Return only eligible students with required document in a single lot to the Registration Branch up to 28/11/2018 and B.El.Ed four year Professional Degree Programme up to 01/12/2018 with requisite fee mention in the Prospects for the session 2018-19.

- c) All the affiliated Education Colleges/Institutes 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.
- d) If any College/Institute submits the Online/Offline Registration Return after 40 days in respect of (b) above and 10 days in respect of (c) 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 student -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 day 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. 5,00,000/- (Five Lacs) (The Hon'ble Vice Chancellor, CRSU, Jind may reduce/waive off the late fee, if any, in case of cogent reason)
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.

- e) 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.
- f) After issuing no objection from the Registration Branch, Examination Branch will issue the Roll nos. to the Colleges/Institutes.
- g) The Directors/Principals of the concerned Institutes/Colleges will also enclose the affiliation/extension letter; if issued by the College Branch 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.
- h) 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.
- i) The Directors/Principals 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.
- j) The admitted students list submitted by the College/Institute in College Branch found mismatching with Registration Return; the candidature of the students will be cancelled and the University will take strict action against College/Institute.
- k) Responsibility for ineligible/wrong/irregular admission/excess admission, if any, will entirely rest upon the Principle/Chairperson/Director of the College/Institute/Department concerned.
- l) **No Registration Return, Documents and fee will be entertained through e-mail.**

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 Colleges Branch) 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 sides using **Legal Size Paper** having **font size 12** in capital letters and top & bottom margin should not be less than **1.5 inches** on the prescribed forms and send class-wise separately. **Returns on single space/hand written 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. 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.

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

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 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/Directors after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Assistant Registrar (Registration).

- (ii) Principals/Directors of all affiliate 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.

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

1. The candidates who have passed their qualifying examination from EILM University through Regular mode (who submitted the proof of regular course of EILM 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 EILM 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 EILM 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.

DIFFERENT TYPES OF FEES TO BE CHARGED FROM THE STUDENTS FOR THE ACADEMIC SESSION 2018-19

- I. **Registration & Continuation Fee for candidates for all NCTE/RCI Courses for the session 2018-19 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. 550/- (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. 25,000/-

Correction in Name Rs. 220/-

III. FEES TO BE DEPOSITED TO UNIVERSITY BY AFFILIATED EDUCATION COLLEGES

All the fees mentioned below account are to be deposited by affiliated Education College / Institute to University through RTGS/NEFT/University Bank Receipt in the account of "Registrar", CRSU, Jind as per fee structure circulated by the Assistant Registrar (Academic), CRSU, Jind vide letter No. CRSU/Acad./2018/5597-5699 dated 23/07/2018 and same mention in the Prospects for the session 2018-19 dated (except M.Ed.).

Bank Name	Punjab National Bank
Address	Chaudhary Ranbir Singh University, Jind
Account No.	9941000100000259
IFSC/RTGS Code No.	PUNB0994100

OR

* Through Demand Draft in favour of "Registrar", CRSU, Jind

"The Demand Draft/University Bank Receipt will be deposited in the Account Branch with the details of admitted students" with forwarding letter to Finance Officer, CRSU, Jind."

Note: (The Principle of the Colleges/Institutes are requested to submit the Online data before the last date because the Mandate/Challane generate after 24 hour.)

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

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 through RTGS/NEFT.

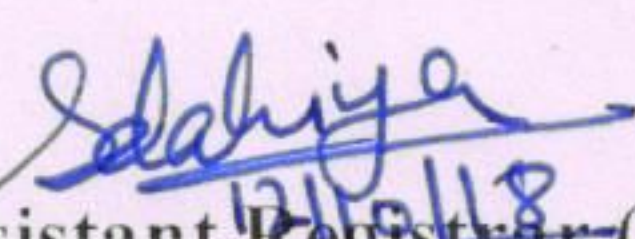
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Assistant Registrar (R&S)
for Registrar

Endst. No. CRSU/R&S/2018/2426-34

Dated: 12/10/18

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

1. Dean of Colleges, CRSU, Jind
2. Controller of Exams., CRSU, Jind
3. Finance Officer, CRSU, Jind
4. Assistant Registrar (Academic), CRSU, Jind
5. Assistant Registrar (Exam), CRSU, Jind
- ✓ 6. System Analyst, CRSU, Jind to upload the same on the university website
7. Co-ordinator/Incharge, HKCL, CRSU, Jind
8. PA to Vice Chancellor (for kind information of the Vice Chancellor), CRSU, Jind
9. PA to Registrar (for kind information of the Registrar), CRSU, Jind


Assistant Registrar (R&S)
for Registrar