



REGISTRATION & SCHOLARSHIP BRANCH

email: registration@crsu.ac.in

Assistant Registrar

Dated: 2-9-2019

No. CRSU/R&S/2019/4830

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 B.Ed. COURSE RUN BY EDUCATION COLLEGES FOR SESSION 2019-2020.

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 with in 40 days i.e. up to 29/10/2019 with requisite fee circulated by the Assistant Registrar (Academic), CRSU, Jind vide letter No. CRSU/Acad./S-1/2019/3819-4001 dated 25/07/2019. Non-compliance of instructions shall not be allowed to submit the Registration Return in any way.
- 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 and 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 For 1-7 days late after expiry of extended due date	Rs. 100/- per day per student with maximum of Rs. 25,000/- -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 with maximum of Rs. 50,000/- -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. 300/- per day per student with maximum of Rs. 1,00,000/- -do-
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 Hon'ble Vice-Chancellor may consider to allow/to admit the Registration Return as a special case with late fees applicable with late fee of Rs. 500/- per day per student maximum of Rs. 2,00,000/-

- 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 enclosed 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.

[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 (**Alphabetic Name 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.
- (vi) 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



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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. For any correction sought later for one reason or the other, candidates shall be required to pay Rs. 220/-.

- (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 **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 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 INTEGRATED LEARNING IN MANAGEMENT, UNIVERSITY and CMJ UNIVERSITY, MEGHALIYA IS AS UNDER :-

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

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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.

DIFFERENT TYPES OF FEES TO BE CHARGED FROM THE STUDENTS FOR THE ACADEMIC SESSION 2019-2020

I. Registration Fee for candidates for B.Ed Course for the session 2019-2020 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. 1,000/-
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./S-1/2019/3819-4001 dated 25/07/2019 and same mention in the Prospects for the session 2019-20 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 2019
With late fee of Rs. 500/-	31 st of January of next year (2020)
With late fee of Rs. 1,000/-	31 st March of next year (2020)
With late fee of Rs. 2,000/-	1 st April to 30 th of September of next year (2020)
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 (2020)

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.

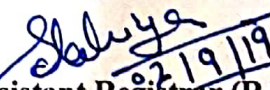
**Assistant Registrar (R&S)
for Registrar**

Endst. No.CRSU/R&S/2019/4831-4838

Dated: 2-9-2019

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. System Analyst, CRSU, Jind to upload the same on the university website
6. Co-ordinator/Incharge, HKCL, CRSU, Jind
7. PA to Vice Chancellor (for kind information of the Vice Chancellor), CRSU, Jind
8. PA to Registrar (for kind information of the Registrar), CRSU, Jind


2/9/19
**Assistant Registrar (R&S)
for Registrar**

