



चौधरी रणबीर सिंह विश्वविद्यालय, जिन्द
Chaudhary Ranbir Singh University, Jind
 (Established by the State Legislature Act 28 of 2014)
 (Recognized under Section u/s 2(f) & 12-B of UGC Act, 1956)



No. CRSU/R&S/20/3902-4037

Dated: 23/12/2020

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 B.ED., B.ED. (SPECIAL), D.P.ED., B.P.ED. AND B.P.ES. COURSES RUN BY EDUCATION COLLEGES FOR THE SESSION 2020-21.

Sir/Madam,

It is submitted that while making admission, rules and regulations provided in the Ordinances/Admission Brochure and the guidelines specified in the Seat Allotment letters issued by the Counseling Agency 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 given in the Seat Allotment Letters issued by the Counseling Agency to avoid unnecessary litigations.

1. Submission of Schedule of Registration Return

- The Directors/Principals/ of affiliated education colleges will completed the process of online submission of Registration Return **new portal of the University** of only eligible students within 40 days (i.e. 09/02/2021) without fine from the last date of normal admission/counseling of a course 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 the Registration Branch after completing all formalities i.e. depositing of requisite fee mentioned in the Prospectus.
- All the affiliated Education Colleges/Institutes 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 with late fee as fixed by the University from time to time.

- c) If any College/Institute 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 with late fee 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 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 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.
- 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 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.

- h) The admitted students list submitted by the College/Institute in College Branch and admission/counseling list provided by the College Branch/Counseling agency found mismatch with Registration Return; the candidature of the students will be cancelled and the university will take strict action against College/Institute.
- i) Responsibility for ineligible/wrong/irregular admission/excess admission, if any, will entirely rest upon the Director/Principal of the College/Institute concerned.
- j) **No Registration Return, Documents and fee/fine will be entertained through e-mail.**

2. PREPARATION AND SUBMISSION OF REGISTRATION RETURN

- (i) The Principals/Directors of affiliated Colleges/institutes will complete the process of online submission of Registration Return new portal of the University in addition to hardcopy (Registration Return on Proforma).
- (ii) 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).
- (iii) 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.
- (iv) 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.**
- (v) The Registration Returns of all the students admitted in B.Ed./M.Ed & other courses (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)
- (vi) 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.
- (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 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.

DIFFERENT TYPES OF FEES TO BE CHARGED FROM THE STUDENTS FOR THE ACADEMIC SESSION 2020-21

- I. Registration & Continuation Fee for candidates for every case in Arts/Science/Commerce except 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. 200/-

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

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

- The Fee will not be entertained by any other mode i.e. RTGS/NEFT/direct bank transfer/google pay/Paytm/any other app. etc.
- If university holiday the next working day will consider for all offline activities.

SCHEDULE OF SUBMISSION OF MIGRATION CERTIFICATE:

Fees	up to
Without late fee	28 th February 2021
With late fee of Rs. 500/-	31 st March 2021
With late fee of Rs. 1,000/-	30 th April 2021
With late fee of Rs. 2,000/-	30 th September 2021
With late fee of Rs. 4,000/-	31 st December 2021 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 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, 22 or send by e-mail at crsucare@gmail.com and ucic@crsu.ac.in.

Vijay Kumar
23.12.2020
OSD (R&S)
for Registrar

Endst. No.CRSU/R&S/2020/.....

Dated:

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 (Exam), CRSU, Jind
5. System Analyst, Ch. Ranbir Singh University, Jind with request to upload on the University website.
6. PS to Vice Chancellor (for kind information of the Vice Chancellor), CRSU, Jind
7. PA to Registrar (for kind information of the Registrar), CRSU, Jind

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OSD (R&S)

up to	Fees
28 th February 2021	Without late fee
31 st March 2021	With late fee of Rs. 500/-
30 th April 2021	With late fee of Rs. 1,000/-
30 th September 2021	With late fee of Rs. 2,000/-
31 st December 2021 and thereafter submission will be treated as cancelled	With late fee of Rs. 4,000/-