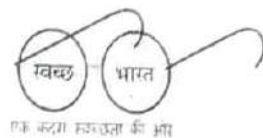




चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
(Recognized under Section u/s 2(f) & 12-B of UGC Act, 1956)



No. CRSU/R&S/2021/... 4488

Dated: 28/5/2021

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 M.Ed., M.Ed. (SPECIAL) AND PGDRP
COURSES RUN BY EDUCATION COLLEGES FOR THE SESSION 2020-21.**

Sir/Madam,

Kindly refer to the admission schedule for M.Ed., M.Ed. (Special) and PGDRP Courses announced in the Prospects for admission to these courses for the academic session 2020-21. Accordingly, the Schedule for submission of Registration Returns of these courses is as under:

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 70 days (i.e. up to 09/06/2021) 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, if applicable with late fee as fixed by the University from time to time.
- If any College/Institute submits the Online and Offline Registration Return after 70 days in respect of (a) above and 40 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 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 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.

1. 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 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 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 FOR SUBMISSION OF MIGRATION CERTIFICATE:

Fees	up to
Without late fee	30 th June 2021
With late fee of Rs. 500/-	31 st July 2021
With late fee of Rs. 1,000/-	31 st August 2021
With late fee of Rs. 2,000/-	31 st October 2021
With late fee of Rs. 4,000/-	31 st January 2022.

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@ersu.ac.in.

Assistant Registrar (R&S)
for Registrar

Dated: 28/5/2021

Endst. No. CRSU/R&S/2021/4489 to 4495

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. Finance Officer, CRSU, Jind
4. Assistant Registrar (Exam), CRSU, Jind
- ✓ 5. System Analyst, CRSU, Jind for uploading 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


Assistant Registrar (R&S)