



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द

Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)



एक कदम स्वच्छता की ओर

Notification

The applications are invited from Self Financing Colleges affiliated to CRSU Jind for creating Examination Centre at their respective campus for B.Ed. First & Second Year and other Examinations commencing in August, 2023. The detailed criterion, procedure and application form are attached herewith. The application must be submitted to Controller of Examinations, CRSU Jind latest by 25.05.2023 till 5:00 PM.

Note:- The college which have applied last year need not to apply.

N. S. S.
Controller of Examinations

No. CRSU/EXAM/COE/2023/250-256

Date:- 12-05-2023

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

1. Dean of Colleges, Ch. Ranbir Singh University, Jind.
2. Chairperson, Department of Education, Ch. Ranbir Singh University, Jind.
3. Finance Officer, CRSU, Jind.
4. Principal of all Affiliated Colleges of Ch. Ranbir Singh University, Jind.
5. System Analyst, Ch. Ranbir Singh University, Jind (for uploading on website and E-mail to all affiliated colleges).
6. P.S. to the Vice Chancellor (for kind information of the Vice Chancellor), Ch. Ranbir Singh University, Jind.
7. P.A. to the Registrar (for kind information of the Registrar), Ch. Ranbir Singh University, Jind.

N. S. S.
Controller of Examinations



Criterion for Creating Examination Centre in self-financing B.Ed. Colleges
affiliated to CRSU Jind

1. The college must have minimum seating capacity for 200 students and has required furniture in good condition.
2. The college must have Power Back Up (With Electrical-Generator) and Computation and Internet facilities with minimum speed of 2 MBPS.
3. The college must have printing facilities including computer printers and photocopier machine for successful implementation of SRPD (Secure Remote Paper Distribution).
4. The college must have strong room, separate toilets for boys and girls, drinking water availability and security arrangement.
5. The college must have minimum 07 approved teachers other than Principal and non-teaching staff for smooth conduct of examinations.
6. The college must be easily approachable.

On the basis of above criterion, the following process will be followed to create an examination centre in a self-financing B.Ed. college.

- i. The self-financing colleges are required to apply to the Controller of Examinations, CRSU Jind for creation of Examination Centre in their college through prescribed application form along with application Fee of Rs. 5000/- (Non-refundable) deposited in the account of the Registrar, CRSU Jind and an Affidavit (duly attested by Notary) as per Annexure-1 latest by 25.05.2023 till 5:00 PM.
- ii. The Examination Centre (s) may be directly created at the self-financing college (s) fulfilling the above mentioned criterion by the Vice Chancellor, CRSU Jind on the recommendations of the Controller of Examinations

Or

The Vice Chancellor, CRSU Jind may constitute a committee comprising of minimum two members on the recommendations of the Controller of Examinations to physically verify the information provided by the applicant before creating the centre.

- iii. The TA/DA and Honorarium @ Rs 1000/- per member per college inspected to members of inspection team will be paid by CRSU Jind.
- iv. The concerned self-financing college in which the centre is created by CRSU Jind will have to deposit a centre fee of Rs 15000/- in the Account of the Registrar, CRSU Jind before commencement of Examinations.



- v. The college (s), from where the students are going to appear at examination centre (s) being created by CRSU Jind is / are required to deposit Rs 4000/- in case of annual examination system and Rs 2000/- per semester in case of semester examination system. These colleges should deposit the amount directly to the Principal of concerned college (s), where examination centre (s) is being created by CRSU Jind before the commencement of examinations. This amount is to be paid to cope up the miscellaneous at the examination centre (s) under the head of building charges/ furniture charges/ electricity and generator charges etc.



Annexure-I

(To be submitted on Stamp Paper of Rs 100/-)

Affidavit

We _____ (Name) S/D/o _____ Age _____
Resident of _____, Chairperson of _____ (Name of Institution/Society/
Trust with complete address) and _____ (Name) S/D/o _____
age _____ Resident of _____, Principal of _____
(Name of Institution with Complete address) hereby affirms and undertake that

1. The information provided by us in application form of CRSU Jind for creation of Examination Centre for B.Ed. examination at self financing colleges is true and correct Noting is concealed and misrepresented and no wrong information is provided.
2. We are responsible for smooth running of Examination Centre if created at _____ (Name of Institution).
3. We are responsible for security of Question Papers and Answer Sheets to be kept in our custody. Failing which, the CRSU Jind can take legal action against us for breach of security of Question Papers and Answer Sheets, if any.
4. We are responsible for providing full support to invigilators and other concerned staff members on examination duty for smooth conduct of examinations.
5. We will ensure that there will be no nuisances and disturbance at the examination centre from outside.

DEPONENTS

VERIFICATION

We, the above named deponents do hereby verify that the facts stated in the above affidavit are true to our knowledge. No part of the same is false and nothing material has been concealed there from.

DEPONENTS



Application

For Creation of Examination Centre for B.Ed. Examination at Self Financing Colleges
 (To be filled by the Institution)

1.	Name of Institution	
2.	Complete Address:	
3.	Name of Principal with Mobile No and Email id	
4.	Accreditation Status by NAAC	Grade Valid Till
5.	Seating Capacity and Availability of Furniture in good condition for minimum 200 Students	For _____ Students in single shift
6.	Availability of Power Back Up (With Electrical Generator)	
7.	Availability of Computation and Internet Facility (Minimum 2 Mbps)	
8.	Computer Printer Available	_____ No.
9.	Availability of Photostat Machine	
10.	Availability of Strong Room	
11.	Availability of Drinking Water Facilities	
12.	Availability of Toilet (Boys)	
13.	Availability of Toilet (Girls)	
14.	No. of Regular Teaching Staff (Approved Staff Members from CRSU/ KUK/ MDU and CDLU to be mentioned only)	(Minimum requirement 7 other than Principal)
15.	No of Supdtt./ Clerks available	
16.	No. of Water Men / Peons available	
17.	No. of Security Personals available	



18.	Availability o Medical/ First Aid facilities	
19.	Details of nearest Police Station / Thana with Contact No.	

Enclosures:

1. Copy of Seating Capacity Room/ Block wise along with Building Plan
2. Detailed Staff List (Teaching and Non Teaching Both)
3. Proof of Deposit of Application Fee of Rs 5000/- (Non-refundable)
4. List of Self-Financing B.Ed. Colleges of Haryana in the 20 KM Vicinity of the Institute.

**Signature of Principal
with Name and Seal**

**Signature of Chairperson
with Name and Seal**

Important Instructions:

1. The duly filled Application Form along with Application Fee should be submitted to the Controller of Examinations, CRSU Jind latest by 25/05/2023 till 5:00 PM.
2. Fees:
Application fee: Rs. 5000/- (Non-refundable) along with Application Form
Centre Fee: Rs. 15000/- to be paid by self-financing college, where Examination Centre is to be created to CRSU Jind.
All Fees must be deposited in Account No. 9941000100000259 (PNB, CRSU Jind) in the name of the Registrar, CRSU Jind through RTGS/ NEFT.
3. An affidavit duly signed by Principal and Chairperson of the institution on a Stamp paper of Rs. 100/- and attested by Notary as per Annexure-I should be submitted along with this application form.
4. Merely submission of application form and payment of application fee does not assure creation of examination centre.
5. No TA/ DA and Remuneration to the members of the inspection team will be paid by the college. The same will be paid by CRSU Jind.

Controller of Examinations