



No. CRSU/R&S/2025/ Y03

Dated: W 08 2015

To

- 1. All Chairpersons, UTDs, CRSU, Jind
- 2. The Directors/Principals of all the Colleges/Institutes Affiliated to Chaudhary Ranbir Singh University, Jind.

SUBJECT: SUBMISSION OF REGISTRATION RETURNS FOR ALL COURSES FOR THE SESSION 2025-26.

Sir/Madam,

Kindly refer to the admission schedule announced in the Prospectus for Admissions in various Courses and subsequent notifications for admissions to be announced for the Academic Session 2025-26 by State Government and Chaudhary Ranbir Singh University, Jind. Accordingly, the Schedule for submission of Registration Returns of all courses is as under:

1. Submission of Schedule of Registration Return

- a) The UTDs/ Affiliated Colleges will have to compete the process of online submission of Registration Return on the portal of the University i.e. http://crsuiums.com of only eligible students within 40 days without fine from the last date of normal admission/counseling of a course by State Government/ University 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 binding mode) in the Registration Branch after completing all formalities i.e. depositing of requisite fee mentioned in the Prospectus.
- b) All the UTDs/ Affiliated Colleges 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.
- c) If any College/Institute/ Department 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	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/-

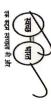




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		extended due date	due date (ii) After 20 days late after expiry of Vice-Chancellor may consider to	(i) After 20 days late after expiry of normal No Registration Return will be	(ii) For 15-20 days late after expiry of extended due date	3. (i) For 15-20 days late after expiry of Rs. 300/- per day per student with normal due date maximum of Rs. 1,00,000/-
per student maximum of Rs. 2,00,000/-	Return as a special case with late fee applicable of Rs. 500/- per day	allow/to admit the Registration	entertained. However, the Hon'ble	No Registration Return will be	· •	Rs. 300/- per day per student with maximum of Rs. 1,00,000/-

- **a**) not be entertained for which concerned Director/Principal will be responsible prescribed fee/fine preferable in one lot, failing which the Registration Returns will clear photocopy of qualifying examination, Original Migration Certificate etc.) and The Registration Returns must be accompanied with required documents (attested &
- e affiliation/extension in affiliation for the course with the specified sanctioned intake The online agency i.e. M/s IUMS in consultation with Academic and Colleges Branch the online portal. by the competent authority for which the Registration Returns have been accepted on that the institute/college/ department has
- Ð No Registration Return will be entertained without complete required documents Certificate etc.) and late document submission will be allowed with late fine only. (Attested & clear photocopy of qualifying examination, Original Migration
- 8 the father/mother name if the same is not mentioned in the qualifying examination The Director/Principal of the concerned Colleges/Institutions will send the ID proof if
- b) The online agency i.e. M/s IUMS will ensure that Registration Returns of only those action will be taken against the defaulter. Registration Returns; the candidature of the student(s) will be cancelled and the strict College/Institute in College Branch. In case of any mismatch in admission list with Directorate of Higher Education or as per the admitted students list submitted by the students will be accepted whose admissions have been done by the agency/
- <u>.</u> College/Institute concerned as the case may be. Responsibility for ineligible/wrong/irregular admission/excess admission, if any, will upon the Chairperson of UTDs or Director/Principal of
- No Registration Return, Documents and fee/fine will be entertained through e-mail.





PREPARATION AND SUBMISSION OF REGISTRATION RETURN

submission of Registration Return on the portal of the University in addition to The UTDs, affiliated Colleges/institutes will complete the process of online hardcopy (Registration Return on Proforma).

 Ξ The UTDs, affiliated Colleges/institutes are requested to send the Online Registration

Return in addition to hardcopy (Registration Return on Proforma).

(iii) UTDs, affiliated Colleges/institutes concerned are requested to send the Registration preferably in one lot, failing which the Registration Returns will not be accepted. documents, affiliation letters (issued by the Colleges Branch) and prescribed fee Returns, Online complete in all respect and duly signed, along with required

(iv) The Registration Returns downloaded from University portal only will be accepted. Hand written/typed Registration Returns will not be accepted in any case.

3 The Registration Returns of all the students admitted in these courses (Alphabetic streams. The names of students of two different groups should not be entered on the University and sufficient space should be given after each line (Double Space) Returns are computerized, the format should be the same as prescribed by the same sheet. Separate sheets are to be used for each group. In case the Registration Name Wise) are to be prepared in Group-wise i.e. separate Returns for separate

(¥.) Registration Returns may be kept by the UTD/College/Institute concerned for record other person on behalf of the Chairperson/Principal/Director. Office copies of the purpose by the Chairperson/Principal/Director himself/herself and not by any The Registration Returns are to be signed at the specified place provided for the

(vii) The last date prescribed for the submission of Registration Returns and Migration Certificates (in original) is required to be followed strictly. and future references

(viii) In case any concession is granted to a particular student under the rules of the the Registration Return with documentary proof thereof for record/reference and invariably while sending the Registration Returns to the University. verification by the University Office. The prescribed Proformas must be used University for determining the eligibility for admission, the same must be included in

3. REGISTRATION RETURN (RF-1 & 21)

from the Board of School Education, Haryana and are to be registered for the first These are meant for only those students who have passed their qualifying examination

NOTE:-

obtained/charged from the students who have passed their Panchkula as they are not required to do so Education, Haryana, and Haryana State Technical Board qualifying Migration examination Certificate from the Board of School and its fee





4. REGISTRATION RETURN (RF-2 & 22)

examination from an Institution other than the Ch. Ranbir Singh University, Jind. The Registration Returns on the Format, referred to above must accompany:are meant for only those students who have passed their qualifying

- (i) Migration certificates in original.
- (ii) Attested photocopies of qualifying examination.
- (iii) Eligibility Form
- (F) SC/ST Certificate in case of relaxation in admission

5. REGISTRATION RETURN (RF-3)

the procedure of admission given under admission of foreign students is kept in from the Foreign University/Boards. For admission under this category of students, These are meant for those students who have passed their qualifying examination

6. REGISTRATION RETURN (RF-4)

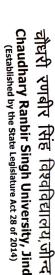
same must be attached with the Registration Return cards, the photocopy of the same must be collected from all such students and the compartment subject. Haryana, Bhiwani and have been admitted provisionally subject to qualifying their subject only in the qualifying examination from the Board of School Education, These are meant for those students who have been placed under Compartment in one Since the admission is finalized on the basis of compartment

7. REGISTRATION RETURN (RF-4 A)

qualifying their compartment subject. The following documents may be sent alongwith subject only in the qualifying examination from other than the Board of School Registration Return (RF-4A):-These are meant for those students who have been placed under compartment in one Haryana, Bhiwani and have been admitted provisionally subject to

the same must be attached with Eligibility Form except Central Board of Secondary the same alongwith Migration Certificate must be collected from all such students and Since the admission is finalized on the basis of compartment cards, the photocopy of send along with the Registration Return: Education where eligibility form RF-12 is not necessary and Migration Certificate and

- (i) Migration Certificate in original.
- Ξ confirmed Attested photocopies of Compartment Card/DMC, since the eligibility on the basis of having compartment in qualifying exam.
- Eligibility Form (except of those students who have passed 10+2 exam. from CBSE & seeking admission in B.A./B.Sc./B.Com. Class).





REGISTRATION RETURN (RF-6)

Singh University, Jind. These are meant for those students who are already registered with Chaudhary Ranbir

9. Colleges/Institutes are requested to submit the Registration Returns along with RF 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 Chairperson/Principal/Directors after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Branch Head (Registration & Scholarship Branch).

10. UTDs, affiliated Colleges/institutes are requested to intimate this office after stucking 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

- The candidates who have passed their qualifying examination from EIILM University through Regular mode (who submitted the proof of regular course of EILLM University, Sikkim at the time of admission) if otherwise eligible, may be considered
- 5 for admission in the course. University, Sikkim through Distance mode or whose mode has not been mentioned. not be considered for admission in the course. The said University is not functioning qualifying examination from EIILM University, Sikkim at the time of admission may and who have not submitted any proof/information regarding the mode of passing the since December 2014. candidates who have passed their qualifying examinations from EIILM

FEES TO BE DEPOSITED TO UNIVERSITY BY AFFILIATED COLLEGES

:

- All the affiliated Education College/Institute the Registration Return fee will be
- a) The Fee other than portal will not be entertained directly by any other mode i.e. deposited through Registration Portal. RTGS/NEFT/direct bank transfer/google pay/Paytm/any other app. etc. For offline payment i.e. Demand Draft in favor of Registrar, CRSU, Jind and University Cash
- If there is Holiday in the next working day will be consider for all offline activities

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SCHEDULE FOR SUBMISSION OF MIGRATION CERTIFICATE.

Fees	up to
Without late fee	31 st Dec., 2025
With late fee of Rs. 500/-	31 st Jan., 2026
With late fee of Rs. 1,000/-	31 st March, 2026
With late fee of Rs. 2,000/-	1 st April 2026 to 31 st July, 2026
With late fee of Rs. 4,000/-	1 st August, 2026 to 31 st Dec., 2026

ONE YEAR COURSES: SCHEDULE FOR SUBMISSION OF MIGRATION CERTIFICATE (FOR

Fees	up to
Without late fee	31 st Dec., 2025
With late fee of Rs. 500/-	31 st Jan., 2026
With late fee of Rs. 1,000/-	31 st March, 2026

through 'Demand Draft' or 'University Bank Receipt' only and will not be entertained by any other mode The above rates of fee will be applicable to foreign students also. The Migration Fee accepts

online fee Note:- However, if any technical problem i.e. issue of New Login ID & Password, ucic@crsu.ac.in. landline no. and submission of online Registration Return data may contact to the 01681-241021, 58, 08 or send by e-mail at crsucare@gmail.com and

Dy. Registrar (R&S) for Registrar

Endst. No.CRSU/R&S/2025/204-210

Dated: 22 8 20 W

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

- a) Dean of Colleges, CRSU, Jind
- b) Controller of Examinations, CRSU, Jind
-) In-charge, IUMS, CRSU, Jind
- d) Finance Officer, CRSU, Jind
- System Analyst, CRSU, Jind for uploading on the University website
- PS to Vice Chancellor (for kind information of the Vice Chancellor), CRSU, Jind
- PA to Registrar (for kind information of the Registrar), CRSU, Jind

Dy. Registrar(R&S) for Registrar