

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Registration & Scholarship Branch

No. R&S/R-5/14/590-890

Dated: 03.02.14

To

All the
Principals of Education Colleges,
Affiliated to
M.D. University, Rohtak,

**Sub:- INSTRUCTIONS/GUIDELINES TO BE STRICTLY ADHERED TO WHILE
SENDING THE ONLINE REGISTRATION RETURN/CONTINUATION
RETURN IN RESPECT OF B.ED./M.ED. REGULAR COURSE**

Sir,

1. It has been observed that at the time of admission, Rules and Regulations provided in the Ordinances /Admission Brochure and as also the guidelines in the Seat Allotment letters issued by the Counseling Agency are not being adhered by some of the Colleges/Institutes in letter and spirit. Such violation of Rules invites litigation at a later stage. It is requested to ensure that admissions must be made in accordance with the Rules and Regulations provided in Ordinances governing B.Ed./M.Ed. admissions and instructions/guidelines given in the Seat Allotment Letter issued by the Counseling Agency to avoid litigations at a later stage.
2. All the Colleges/Institutes after uploading the Data of admitted students as per schedule, shall download FTR (Fund Transfer Report) which includes list of admitted students for depositing the fees / mentioned amount of FTR in the concerned Bank in the given time. Only after confirmation of depositing the mentioned amount of FTR in the Bank in the given time, the Colleges will be able to generate the Online Registration Return Report.
3. After generating the Online Registration Return Report, the Colleges are required to submit 'Hard Copy' of the same alongwith photocopies of required documents/certificates (duly attested) migration certificate(s), if any, for checking of Eligibility and copies of FTR, duly stamped by the concerned Bank, in the Registration and Scholarship Branch (New Admn. Block) as per schedule.
4. If, a College/Institute fails to generate the Online Registration Return Report-cum-Examination Form and submission of Hard Copy of the same alongwith

documents/certificates as per schedule, a penalty of @ Rs. 5/- per day per student will be charged on each type of fees separately for late days as per University Rules.

- 5 In case, a College fails to deposit the mentioned amount of FTR in the concerned Bank in the given time, the fresh process of downloading the FTR will be followed and late fees beyond the (cutoff) date will be charged for late days as per University Rules.
- 6 In case, the Colleges concerned do not follow the process of generating the online Registration Return Report and submitting the Hardcopy of the same alongwith required documents/certificates and proof of depositing the mentioned amount (Fees) of FTR in the concerned Bank as per schedule, Admit Card/Roll Nos. for appearing in the concerned examination will not be issued in any case.
- 7 All required documents and certificates to be submitted alongwith the Hard Copy of Registration Return should be as per Sr. No. of the Registration Return. No institute shall retain original certificates/testimonials. The original certificates be handed to the students. In case of doubt only, original certificates be retained for verification.
- 8 Incomplete Registration Return in the shape of Hard Copy will not be entertained in any circumstances. The College shall be held responsible for this and college will have to pay the late fees as per rules.
- 9 In case, any mistake/discrepancy comes to the notice of the Principal's office after the date of submission of the Registration Return to the University, intimation in this regard must be sent immediately to the Registration & Scholarship Branch.
- 10 For excess admissions, there will be penalty in the shape of reduction of seats, imposition of financial penalty and it will invite disaffiliation of the colleges.
- 11 There is a growing tendency among the students of various Colleges to approach the University for redressal of their grievances and for removal of discrepancies which is not fair. If the practice remains so, the working of the University will come to a standstill. Therefore, the Colleges should refrain to direct the students to visit the University for redressal of their grievances and for removal of discrepancies. Instead of doing so, the College staff should be deputed to visit the concerned Branch of the University for resolving the discrepancies, if any.

- 12 It has been observed that the Colleges/Institutes do not take timely steps for removal of discrepancy(s) and rush to the University for removal of the same only at the time of examinations which very often creates hardship for the University as also for the students. Therefore, Colleges/Institutes should take timely step in this regard.
- 13 The Principal while sending the Registration Return must certify the following:
- i) That the spelling of name/ father's name/ mother's name, date of birth noted in this return have been checked and are in accordance with the particulars entered in the original certificates of lower qualifying examination i.e. UG/PG or its equivalent examination on the basis of which admissions has been made.
 - ii) The admissions of the students are as per Eligibility norms and as per Guidelines of the Seat Allotment letters. In case of any lapse, undersigned being the Head of the College/Institution owes the entire responsibility including remittance of fee to the University.
- 14 All the Colleges are requested to furnish the following information alongwith the Registration Return without which the returns shall not be accepted and late fee shall be charged as per rules:

Sr. No.	Class	Total Students	Male	Female	General		SC		BC		Minority Students	Physical Handicap
					M	F	M	F	M	F		

Superintendent (R&S)
For Registrar