

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Registration & Scholarship Branch

No. R&S/Misc.R-5/2015/ 6485

Dated: 30-9-15

To

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

**Sub:- INSTRUCTIONS/GUIDELINES TO BE STRICTLY ADHERED TO WHILE
SENDING THE ONLINE REGISTRATION RETURN-CUM EXAMINATION
FORMS IN RESPECT OF (REGULAR COURSES) FOR THE SESSION
2015-16**

Sir/Madam,

1. It has been observed 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 at a later stage.
2. All the Colleges/Institutes after uploading the Registration Return cum Examination form of the admitted students as per prescribed schedule, shall download the CHALLAN which includes list of admitted students for depositing the required fees mentioned in the CHALLAN in the concerned Bank as per available arrangement in the given time period/validity. Only after confirmation of having deposited the fee in the bank as per online CHALLAN in the given time period, the College will be able to generate the Online Registration Return Report and Continuation Return Report.
3. After generating the Online Registration Return Report, the Colleges are required to submit 'Hard Copy' of the same using **A-3 size** paper alongwith photocopies of required documents/certificates duly attested, alongwith a copy of counseling/list of candidates admitted by the HSTES (in the case of students who have been admitted by the HSTES through Counseling only), Original Migration Certificate(s), if any, for checking the final Eligibility of the students and copies of CHALLAN with

- student Fee details report, duly stamped by the concerned Bank, in the Registration and Scholarship Branch (New Admn. Block) as per prescribed schedule.
- 4 If, a College/Institute fails to generate the Online Registration Return Report-cum-Examination Form(s) and submission of Hard Copy of the same alongwith documents/certificates as per prescribed schedule, penalty @ of Rs. 5/- per day per student head-wise will be charged on each type of fees separately for late days as per University Rules besides the late fee of Rs. 20/- as examination late fee/fine i.e. Rs. 65/- per day per student.
 - 5 In case, a College fails to deposit the said amount of CHALLAN in the concerned Bank in the given time period, the fresh process of downloading the CHALLAN will be followed and late fee after 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 having depositing the required amount of Fees through CHALLAN in the concerned Bank as per schedule, Admit Card/Roll Nos. of the students for appearing in the concerned examination will not be issued in any case.
 - 7 All the required letters, documents and certificates (duly marked with Sr. Nos.) alongwith the Hard Copy of Registration Return should be submitted as per Sr. No. of the Registration Return. No institute/college shall retain original certificates/testimonials of the students and the original certificates be returned to the students after checking his/her eligibility. In case of doubt only, original certificates may be retained for verification.
 - 8 **It is made clear that the RR/CR-cum-Examination Form without supporting certificates/documents for eligibility verification (Except Migration Certificate) of any student(s) will be considered late and accepted only with head-wise late fine as stated at point no. 4 above. Inter University Migration Certificate after the expiry of schedule will be accepted with late fee as mentioned in admission brochure for the session 2015-16 with the modification E.C . Resolution no. 24 Dated 03-08-2015.**
 - 9 Incomplete Registration Return/Continuation Return in the shape of Hard Copy will not be entertained in any circumstances. The College shall be held responsible for this and will have to pay the late fees as per rules laid down by the University.

- 10 In case, any mistake/discrepancy is detected by the Principal's office after the submission of the Registration Return to the University, intimation in this regard must be sent immediately to the Registration & Scholarship Branch.
- 11 The admission in various courses/classes must be as per sanction intake/seats and 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.
- 12 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 unfair. This malpractice jeopardize the smooth working of the University. 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, as already mentioned in the Admission Brochure 2015-16.
- 13 It has also 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 certainly creates hardship for the University as well as for the students. Therefore, Colleges/Institutes should take timely step to settle the discrepancy beforehand.

14 **CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL/DIRECTOR**

The Principal/Director while sending the Registration Return must furnish the following certificate on Letter PAD of the college (Duly Stamped):

- i. That the spellings of Student Name, Father's Name, Mother's Name, Date of Birth, Registration no. (if any), Marks Obtained etc. noted in this Registration Return have been checked and are in accordance with the particulars mentioned in the original certificate(s) of lower qualifying examination i.e. UG/PG or its equivalent examination passed from the recognized University/Board (as per Current MDU Recognition/Equivalence List) on the basis of which the admissions of the students have been made.
- ii. That the admission have been made as per provision given in the of the concerned Course/class.
- iii. That every student has been admitted (Fresh or Continued) according to Admission Brochure/University Calendar/Ordinances in force at the time of admission and they fulfill all the Eligibility Conditions/norms and as per Guidelines of the Seat Allotment letter. In case of any lapse, undersigned being

the Head of the College/Institution owes the entire responsibility including remittance of fee to the University.

- iv. That the number of students admitted to the course(s) is within the seats sectioned by the University/State Govt. and the University has already accorded affiliation to run these courses/classes.
- v. That the distribution of seats as well as Reservation Policy as applicable and notified by the Government and University from time to time has been implemented by the College/Institute into and any deviation in this regard is the responsibility of the Principal/Director of the College/Institute.

15 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/ Course	Category of Course (Regular/SFS)	Total Sanction- Intake	Total No. of Students Admitted	Sem ester	Male	Female	General		SC		BC-A		BC-B		Minor ity Students		Physic al Handi cap	
								M	F	M	F	M	F	M	F	M	F		M

16. College Details Required in below format:

Sr. No.	College Code	Name of the College	Address	Pincode	District	Type of College_Govt. /Aided /SFS/	Co-education /Women Only	Year of Estt.

Program	Course (S)	Approve Intake	Course Category Regular/SFS	Name of Chairman/ Director/ Principal	Telephone No./ Mobile No.	Alternate Telephone No./ Mobile No.	Email Id	Alternate e-mail id	Remarks

393251

RR/CR 2015-16 Help Desk Contact No.01262-393250/393251

Contact the following branches for their relevant issue on the Landline No. or e-mail id mentioned against each during Office Hours (9.00 a.m to 5.00 p.m on all working days):

Type of issues/Grievances	Contact Person	Phone no.	Email id
Registration/Continuation Return, Eligibility	DR (R&S)/ SA (R&S)	01262-393049	rrcr@mdurohtak.ac.in
Course, Scheme of Exam, Recognition of University/Board	DR(Academic Branch)	01262-393548	academic.br@mdurohtak.ac.in
College, Course Affiliation, Course Category, Intake	I/c (College Branch)	01262-374532	collegesbranch@gmail.com
Fee Challan, Challan Cancel, Bank Payment, Fee Allied matters.	Finance Officer/ Programmer (F.O)	01262-266055 01262-393444	feeissue@mdurohtak.ac.in
Result Tags, Result etc.	Concerned_Result Branch	01262-266454 01262-266463 01262-286475 01262-215573	result1@mdurohtak.ac.in result2@mdurohtak.ac.in result3@mdurohtak.ac.in result4@mdurohtak.ac.in
Technical Error/Support, Server error etc.	Director, UCC	01262-393594 95/96	ucc@mdurohtak.ac.in

M. *Sripal*
30/7/15
Dy. Registrar(R&S)
for Registrar