

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No. R&S/R-7/15/_____

Dated: _____

To

The Principals of Affiliated Education Colleges,
M.D. University, Rohtak.

Sub: Schedule for Online submission of Registration-cum-Examination Form for the session 2014-15 in respect of the students for M.Ed. (Regular Course)

Sir,

It is hereby notified for information of all the Education Colleges affiliated with this University, running M.Ed. (Regular Course), that the **Schedule for submitting Online Registration-cum-Examination Forms** will be as under in respect of the students of M.Ed (Regular Course), admitted through **Online Counseling and Manual Counseling**, conducted by the M.D. University, Rohtak for the session 2014-15:-

1.	Last date for submission of Online Registration Return-cum-Examination Forms	02.03.2015 (without late fees)
2.	Submission of Hard Copy of Registration Return-cum-Examination Forms alongwith Fund Transfer Report, after depositing the mentioned amount of FTR in the Bank and Certificates/Documents for checking of Eligibility in the Registration and Scholarship Branch. Hard Copy of the Registration Return will not be accepted without Certificates/Documents and copy of FTR duly stamped by the Bank.	09.03.2015

If the Colleges fail to submit their Registration Return-cum-Examination Forms alongwith the FTR & required certificates/documents for checking of eligibility as per given schedule, **the late fees will be charged as per University rules mentioned in the Admission Brochure for the session 2014-15. The Colleges should carefully go through the rules regarding submission of Registration Returns mentioned in the Admission Brochure of the University for the session 2014-15. The Colleges are further requested also to check the instructions available on the University website before filling their Registration Returns.**

Asstt. Registrar (R&S)

Endst. No. R&S/R-7/15/ 1569

Dated: 12/2/2015

Copy of the above is forwarded to the following for information and necessary action:-

1. The Controller of Examinations, M.D. University, Rohtak
2. The Director, University Computer Centre, M.D. University, Rohtak with the request to upload this letter alongwith the instructions on the University website.
3. The Incharge (R-IV), M.D. University, Rohtak.

Asstt. Registrar (R&S)

[Signature]
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MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Registration & Scholarship Branch

No. R&S/R-7/15/ 1572

Dated: 12/2/2015

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-CUM EXAMINATION FORMS IN RESPECT OF M.ED. (REGULAR COURSE) FOR THE SESSION 2014-15

Sir,

1. It has been observed that while making admission of M.Ed. students the Rules and Regulations provided in the Ordinances /Admission Brochure and the guidelines mentioned 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 the admissions must be made in accordance with the Rules and Regulations provided in the Ordinances governing B.Ed./M.Ed. admissions and instructions/guidelines given in the Seat Allotment Letters issued by the Counseling Agency to avoid litigations at a later stage.
2. All the Colleges/Institutes after uploading the Registration Return of the students as per schedule, shall download the 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 i.e. within 48 hours of the date of generating the FTR. 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) alongwith original migration certificate(s), if any, for checking the final Eligibility of the students 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 per head 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 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 the required letters, documents and certificates (duly marked with Sr. Nos.) 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 of the students and the original certificates be handed over to the students after checking his/her eligibility. 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, as mentioned in the Admission Brochure 2014-15.

- 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 of candidate/ his/her father's/ 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 the admissions of the students have 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	M	F	M	F


Asstt. Registrar (R&S)
for Registrar

12/1/15