



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-5/16/ 5525
Dated: 29-09-16

To

The HODs/Principals/Directors,
All the affiliated Education Colleges/Institutes,
M.D. University, Rohtak

Sub: Schedule for Online submission of Registration Return-cum-Examination Forms/Continuation Return for the session 2016-17 in respect of the students of all UG/PG (Regular) Courses

Sir/Madam,

It is hereby notified for information of all the Colleges/ Institutes affiliated with this University, running UG/PG Regular Courses that the Schedule for submitting Online Registration Return-cum-Examination Forms/Continuation Return will be as under in respect of the students admitted in various colleges for the session 2016-17:-

1.	Online submission of Registration Return-cum-Examination Form and generating challan for depositing fees without late fees in respect of all Regular Course	Upto 05.10.2016
2.	Online submission of Continuation Return and generating challan for depositing fees without late fees in respect of all Regular Courses	Upto 18.10.2016
3.	Submission of Hardcopy of the Registration Return alongwith required Certificates/Documents for checking of eligibility and Migration Certificates, if any, with proof of depositing fees (Challan of fees) in the concerned bank without any late fees by all the Colleges/Insitutes (Alphabetically)	A to F 06.10.16 G 07.10.16 H to M 10.10.16 N to Z 13.10.16 Remaining 14.10.16
4.	Submission of Hard Copy of the Continuation Return with proof of depositing fee (Challan of Fees) in the concerned bank without any late fees	Upto 24.10.2016

The conditions mentioned in the Instructions/Guidelines enclosed with this letter should also be strictly adhered while sending the Online RR/CR.

Encl: As above

Assistant Registrar (R&S) 29.9.2016
for Registrar

Endst. No. R&S/R-5/2016/ _____ Dated: _____

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

- 1 The Controller of Examination, M.D. University, Rohtak
- 2 The Director, University Computer Centre, M.D. University, Rohtak with the request to upload this letter on the University Website and ensure the smooth functioning of SAP panel during the above schedule.
- 3 P.A. to Registrar, M.D. University, Rohtak for kind information of the Registrar

Assistant Registrar (R&S)
for Registrar

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Registration & Scholarship Branch

No. R&S/Misc.R-5/2016/ 5525

Dated: 29-03-16

To

All the HODs/Directors/Principals,
Affiliated Colleges/Institutes,
M.D. University, Rohtak.

Sub:- INSTRUCTIONS/GUIDELINES TO BE STRICTLY ADHERED TO WHILE SENDING THE ONLINE REGISTRATION RETURN-CUM EXAMINATION FORMS IN RESPECT OF (UG/PG/B.Tech & M.Tech (CR only) REGULAR COURSES) FOR THE SESSION 2016-17

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, Index Page alongwith photocopies of required documents/certificates duly attested, Document submission report of all students, Page Numbering, Serial number, a copy of counseling/list of candidates admitted by the HSTES/DHE (in the case of students who have been admitted by the HSTES/DHE 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 Admin Block) as per prescribed schedule.
- 4 College should fill old MDU Student Details of RR with MDU Student Registration number as ask on first page of registration process.
 - 5 The RR-Cum-Examination Form shall be accepted with requisite fee in one go and in case a College/ Institute fails to submit the same, penalty of Rs. 5/- per student per day shall be charged in respect of each kind of fee separately besides Rs. 20/- late fees per day per student on Examination Form as already provided in Ordinance before one month of the commencement of examination of a course after that the Registration Return-cum-examination form with late fee as referred above, will be accepted before 10 days of the commencement of examination with the approval of the Vice-Chancellor.
 - 6 If, a College/Institute fails to submit the documents/certificates alongwith the Hard Copy of RR, the late fee as under will be charged as per prescribed schedule:
 - For 1-15 days late after the expiry of Normal due date: **Rs. 750/- per student.**
 - For 16 to 30 days late after the expiry of normal due date: **Rs. 1500 per student.**
 - For 31 to 45 late after the expiry of normal due date: **Rs 2500 per student.**
 - For one week before commencement of Examinations and after that no request will be considered in any circumstances: **Rs. 5000 per student and permission of Vice-Chancellor.**
 - 7 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 late fee will be charged for late days as per University Rules.
 - 8 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.

- 9 All the required letters, documents and certificates (duly marked with Sr. Nos. and Page 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.
- 10 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.
- 11 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.
- 12 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.
- 13 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 jeopardizes 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 2016-17.
- 14 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.

15 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.
16. The Schedule of Receiving the Hard Copy of RR alongwith required documents will be as under:-

Date	All Colleges in Alhabatic order
06.10.2016	A to F
07.10.2016	G
10.10.2016	H to M
13.10.2016	N to Z
14.10.2016	Remaining Colleges who will be unable to submit the same due to unavoidable circumstances

- 16 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	F	

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

RR/CR 2016-17 Help Desk Contact No.01262-393250

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	AR (R&S)/ SA (UCC)	01262-393594	rrcr@mdurohtak.ac.in sa@mdurohtak.ac.in
Course, Scheme of Exam, Recognition of University/Board	I/C(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.	A.R.(FEE SECTION), Accounts Department	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	ucc@mdurohtak.ac.in