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

R&S/Misc./17/ 3903
Dated: 03/07/2017

To
All the HODs/Directors/Principals,
Affiliated Colleges/Institutes/Departments,
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 Regular Courses) except B.Ed/M.Ed courses for the session 2017-18

Sir/Madam,

1. It has been observed that while making admission, rules and regulations provided in the Ordinances/ Admission Brochure and 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.
2. i) The Principals of affiliated/maintained colleges/institutes will complete the process of online submission of Registration Return-cum-Examination Form and Continuation Return (particulars in the RR/CR should be as per original documents of the students) within 10 days from the last date of normal admission/counseling of a course and a 'Hard Copy' of the same will be submitted alongwith all types of required certificates/documents (photocopies duly attested) exhibiting their eligibility, Aadhar Card copy and original migration certificate in the R&S branch within 7 days after completing all formalities i.e. depositing of required fee mentioned in the Fund Transfer Report (FTR) relating to different type of fees applicable for a session latest by 12th September.

If a College/Institute fails to submit the documents/certificate alongwith the hard copy of the RR/CR, the late fee as under will be charged as per prescribed schedule:-

- a) For 1-15 days late after the expiry of normal due date: Rs. 750/- per student
- b) For 16-30 days late after the expiry of normal due date: Rs. 1,500/- per student
- c) For 31-45 days late after the expiry of normal due date: Rs. 2,500/- per student
- d) For one week before commencement of examination and after that no request will be considered in any circumstances: Rs. 5,000/- per student with the permission of the Vice-Chancellor

Provided that in case a college is not able to submit the migration certificate while sending registration return, the migration of such candidates may be forwarded in original to the Registration & Scholarship Branch as per the schedule given below alongwith late fees mentioned against each:-

All UG/PG Courses (except B.Ed & M.Ed Regular Courses)

| | | |
|--------------------------------|---|-------------------------------|
| Upto 30 th November | - | With late fees of Rs. 500/- |
| Upto 31 st January | - | With late fees of Rs. 1,000/- |
| Upto 31 st March | - | With late fees of Rs. 2,000/- |

B.Ed & M.Ed (Regular Courses)

| | | |
|-----------------------------|---|-----------------------------|
| Upto 31 st March | - | With late fees of Rs. 500/- |
|-----------------------------|---|-----------------------------|

Upto 30th April - With late fees of Rs. 1,000/-
Upto 31st May - With late fees of Rs. 2,000/-

- ii) In case of admission made with late fees beyond the normal date of admission, the Registration Return-cum-Examination Form and Continuation Return will be accepted within 15 days from the date of admission/counseling completing other requirements as provided in clause i) above.

In case a College/Institute fails to do the needful, the RR-cum-exam form shall be accepted with requisite fee in one go and penalty of Rs. 5/- per student per day shall be charged in respect of each kind of fee separately i.e. Rs. 65/- per day 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 the ten days of the commencement of examination with the approval of the Vice-Chancellor.

In case of students who are already registered with the University, the registration number shall be indicated in Registration Return, but such a student shall pay the prescribed continuation fee.

- iii) Migration certificate received after the above mentioned schedule will not be accepted in any case and the candidature of the student shall stand automatically cancelled.
3. The College should fill old MDU Student details of RR with MDU student Registration Number as ask on first page of registration process.
 4. 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 (Cut off) date late fee will be charged for late days as per University rules.
 5. In case, the Colleges concerned do not follow the process of generating the online Registration Return Report and submitting the Hard Copy 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.
 6. **The panel for submission of RR/CR will be opened by the University w.e.f. date of admission and will be closed on 5th September, 2017.**
 7. **Aadhar No., Mobile No., Photo and Date of birth is mandatory for every student as the same is required by the UGC for uploading the results of students for online verification.**
 8. **As from the session 2017-18, the promotion rules for 3rd, 5th, 7th semesters are to be followed, therefore, the Principal/Director/HOD should submit the documents/result copy duly attested by the Principal/Director/HOD exhibiting the eligibility of the students for the concerned semesters alongwith the Continuation Return.**
 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 sanctioned intake/seats and for excess admissions, there will be 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 from directing 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 2017-18.
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 steps 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 has been made as per provision given in the Admission Brochure/Ordinance.
 - 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 sanctioned 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 and any deviation in this regard is the responsibility of the Principal/Director of the College/Institute.
16. All the Colleges are requested to furnish the following information (Hard Copy as well as soft copy in excel format) along with 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 | Semester | Male | Female | General | | SC | | BC-A | | BC-B | | Minority Students | | Physical Handicap | |
|---------|---------------|----------------------------------|-----------------------|--------------------------------|----------|------|--------|---------|---|----|---|------|---|------|---|-------------------|---|-------------------|---|
| | | | | | | | | M | F | M | F | M | F | M | F | M | F | M | F |
| | | | | | | | | | | | | | | | | | | | |

| Sr. No. | College Code | Name of College | Address | Pin Code | 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 Email ID | Remarks |
|---------|-----------|----------------|-----------------------------|-------------------------------------|--------------------------|------------------------------------|----------|--------------------|---------|
| | | | | | | | | | |

| Sr. No. | Name of Course | Total no. of students admitted in the following categories/fields | | | | | |
|---------|----------------|---|--------|-----------|-------|------|--------|
| | | Hindu | Muslim | Christian | Buddh | Jain | Others |
| | | | | | | | |

| Sr. No. | Name of Course | Kashmiri Student | Other States | Total |
|---------|----------------|------------------|--------------|-------|
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Note:-

There is necessary requirement of sending the details of Aadhar Nos alongwith hard copies in respect of all students admitted/registered in a college at the time of submitting the Registration Returns/Continuation Returns, failing which the RR/CR will not be accepted in the branch.


 Dy. Registrar(R&S)
 31.7.2017
 31.7.17