



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

R&S/Misc./21/ 906-1106

Dated: 27/01/21

THROUGH  
E-MAIL

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 Courses (Except B.Ed, M.Ed. courses) for the session 2020-21**

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 the schedule specified by the R&S branch 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. If a College /Institute fails to submit the documents/Certificate along with the hard copy of RR, the late fee as under will be charged as prescribed schedule:-
  - (a) For 1-30 days late after the expiry of normal due date: 500/- per student
  - (b) For 31-45 days late after the expiry of normal due date: 1,000/- per student
  - (c) For 46-60 days late after the expiry of normal due date: 2,000/- per student
  - (d) For one week before commencement of examination Rs. 3,000/- with the permission of the Vice-Chancellor. After that no request will be considered in any circumstances.



Provided that in case a candidate 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 31 <sup>st</sup> March	- With late fees of Rs. 500/-
Upto 31 <sup>st</sup> May	- With late fees of Rs. 1,000/-
Upto 31 <sup>st</sup> July	- With late fees of Rs. 2,000/-

**B.Ed & M.Ed (Regular Courses)**

Upto 31 <sup>st</sup> March	- With late fees of Rs. 500/-
Upto 30 <sup>th</sup> April	- With late fees of Rs. 1,000/-
Upto 31 <sup>st</sup> May	- With late fees of Rs. 2,000/-

- ii.) Migration Certificate received after the above mentioned schedule will not be accepted in any case and the candidature of the student concerned will stand automatically cancelled.
- iii.) In case of late admission, the registration return-cum-examination form and continuation return will be accepted within 15 days from the date of admission/counselling.

In case a College/Institute fails to submit the Registration Return-cum-Examination Form and Continuation Return within prescribed time limit (without late fees), the same will be accepted with late fees @ Rs. 2/- per day per student in respect of each kind of fee including examination fee (total @ Rs. 20/- per day per student) for first 7 days and after this @ Rs. 65/- per student per day i.e., (Rs. 5X9=45+Rs. 20 examination fee) shall be charged in respect of each kind of fee separately as already provided in ordinance before one month of the commencement of examination of a program.

Thereafter, the Registration Return-cum-Examination Form with late fee as referred above will be accepted before 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.

- iv.) The student(s) should not be made liable to pay fine as per the above provisions, if he/she is not at fault. But, the office must examine the case minutely to establish the fact that the student is not at fault, on the basis of the recommendations received through the Principal/Director/HOD concerned.



- v.) The student be also not made liable to pay late fee on this account if the result is declared late by the University.
  - vi.) In case, after examining the case by the office, it is established that the fault lies with the College/Institute/UTD, then the Principal/Director/HOD or the person concerned be made liable to pay the fine on this account and the Vice-Chancellor be authorised to consider all such cases to remove the hardship, in relaxation of rules only when the request is received from the College/Institute/UTD and it is established that the student(s) is/are not at fault.
  - vii.) The list of documents required be mentioned in the Prospectus and at the time of admission, a receipt be issued by the HOD/Principal of the College that the student has submitted the required documents and the documents required, if any be submitted by him/her in the prescribed period. The signature of the student be obtained in the matter. Otherwise fine will be charged from the student if he/she fails to submit the required documents. For this purpose, a standard proforma be devised by R&S branch and be sent to all concerned HODs/Principals of Colleges.
- 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 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 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.

#### **7 Rules for promotion to various courses:-**

It has been decided by the University that in the courses governed under Common Ordinance for 2 Year, 3-Year, 4-Year, 5-Year and 6-Year (except where there is separate Ordinance is prescribed e.g. B.Ed., M.Ed., B.Arch., M.Arch.) the students who were admitted in 1<sup>st</sup> semester in the session 2017-18 will be promoted to the next semesters



according to the provision stated below:-

**Common Ordinance for 2-Year PG Courses: Clause 12(ii)**

The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause-8 of the Ordinance.

**Common Ordinance for 3-Year UG Courses: Clause 11(ii)**

The candidate shall be treated as promoted to the next semester/class automatically subject to the fulfilment of conditions as laid down in clause-7 of the Ordinance.

**Common Ordinance for 5-year Integrated Courses: Clause-12**

The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in Clause-9 of the Ordinance.

However, promotion to 7<sup>th</sup> semester will be allowed only when he/she has cleared the 1<sup>st</sup> Module (1<sup>st</sup> to 6<sup>th</sup> Semesters).

- 8 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.
- 9 Every College/Department will retain a copy of the receipt issued to the students at the time of admission; in their College/Department for further future reference if required by R&S branch (Copy of Receipt Performa enclosed).
- 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 and it will invite disaffiliation of the colleges.
- 13 There is 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 Procedure and Regulations 2020-21.

- 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 After checking of eligibility of students, the status tags of the student i.e. Not Eligible, RL MIG etc. will be updated on the SAP portal. The Department/College/Institute may check the eligibility status of the students through Cut List Report available on their online portal. No other mode of correspondence will be made in this regard.
- 16 For Issues/queries related to the GAP YEAR STUDENTS, Data Correction, ELIGIBILITY, Migration, the College/Department may contact on the mail id [dr.reg.br@mdurohtak.ac.in](mailto:dr.reg.br@mdurohtak.ac.in) for resolution for their issues.
- 17 From the session 2020-21, the Registration Return/Continuation Return will be received through the new software developed for the purpose. The College/Institute may go to the link [www.student.mdu.ac.in](http://www.student.mdu.ac.in) and perform the Registration Return/Continuation Return. The Registration Return/Continuation Return should be as per format enclosed on A3 size paper.

#### 18 **RR/CR Helpdesk for the session 2020-21**

Contact the following branches for their relevant issue on the email id mentioned against each during the office hours (09:00 am. to 5:00 pm on all working days):

Type of issues/Grievances	Contact Person	Email id
Registration Return, Eligibility, Gap Year	AR (R&S)	<a href="mailto:dr.reg.br@mdurohtak.ac.in">dr.reg.br@mdurohtak.ac.in</a>
Course, Scheme of Exam, Recognition of University/Board	DR(Academic)	<a href="mailto:academic.br@mdu.ac.in">academic.br@mdu.ac.in</a>
College, Course affiliation, Course category, Intake	I/c (College Branch)	<a href="mailto:collegesbranch@mdu.ac.in">collegesbranch@mdu.ac.in</a>
Fee Challan, Challan Cancel, Bank Payment, Fee Allied matters	Supdt. (Fee Section)	<a href="mailto:feeissue@mdu.ac.in">feeissue@mdu.ac.in</a>
Result Tags, Result etc.	I/C concerned Result Branch	<a href="mailto:result1@mdu.ac.in">result1@mdu.ac.in</a> <a href="mailto:result2@mdu.ac.in">result2@mdu.ac.in</a> <a href="mailto:result3@mdu.ac.in">result3@mdu.ac.in</a> <a href="mailto:result4@mdu.ac.in">result4@mdu.ac.in</a>



Technical Error/ Support, SA, UCC Server error etc.		<a href="mailto:ucc.rr@mdu.ac.in">ucc.rr@mdu.ac.in</a>
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**19 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 the Student Name, Father's Name, Mother's Name, Date of Birth, Registration No. (if any), Marks obtained etc. noted in the 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 admissions have 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 Calender/Ordinances in force at the time of admission and they fulfil 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 into and any deviation in this regard is the responsibility of the Principal/Director of the College/Institute.

- 20 All the Colleges/Institutes/Departments are requested to furnish the information (Hard Copy as well as soft copy in excel format) as per the performa enclosed, alongwith the Registration Return without which the returns shall not be accepted.

Encl: As above

*Aradana*  
Assistant Registrar(R&S)  
27/11/21



## REGISTRATION RETURN OF NEW REGISTRATIONS FOR THE YEAR 2020-21

[illegible]

[illegible][illegible]



*Information to be submitted*

Sr. No.	Class/ Course	Category of Course (Regular/SFS)	Total Sanctioned Intake	Semester	Male	Female	*Transgender	General	SC	BCA	BCB	Minority students	Physically Handicap
								M F T	M F T	M F T	M F T	M F T	M F T

Sr. No.	College Code	Name of College	Address	Pin Code	District	Email ID	Mob. No.	Type of College Govt/Aided/SFS	Year of Estt.

Program	Name of Course	Semester	Total No. of students admitted in the following categories/fields																				
			Hindu			Muslim			Christian			Buddh			Jain			Sikh			Other		
			M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T

Sr. No.	Name of Course	No. of Kashmiri Students		No. of students from Other states (except Haryana)		No. of Students from Haryana		Total	
		M	F	M	F	M	F	M	F

Sr. No.	Name of Course	No. of Foreign *		No. of students with Indian Origin *		Total	
		M	F	M	F	M	F

\*List of Foreign students and students with Indian Origin, if any is to be supplied to this office.

Note:-

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