



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-2/2023/6932-7131

Dated: 24-08-2023

THROUGH E-MAIL/WEBSITE

To

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

Sub: Instructions/Guidelines to be strictly adhered to while sending the online Registration Return-cum-Examination Forms/Continuation Return in respect of UG/PG Programs (Except OTMIL, B.Ed, M.Ed. Programs) for the session 2023-24

Sir/Madam,

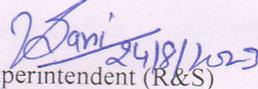
It is hereby notified that the instructions/guidelines (as enclosed) should be strictly adhered to while sending the Online RR/CR in respect of UG/PG programs (except OTMIL, B.Ed, M.Ed programs) for the session 2023-24.

Further, it is mandatory to prepare ABC ID of the fresh admitted students and fill the details of ABC ID on the online portal at the time of filling of Registration Return for the session 2023-24. The same was also intimated by Academic Branch to you vide letter No. AC-VI/F-13/A/23/7555-7754 dated 03.05.2023 and No. AC-I/23/8734-8933 dated 16.05.2023.

This is for your information and further necessary action.

Encl: As Above

Yours faithfully,


Superintendent (R&S)
for AR (R&S)

Endst. No. R&S/R-2/2023/_____

Dated: _____

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

1. Controller of Examination, M.D. University, Rohtak
2. Finance Officer, M.D. University, Rohtak
3. Director, University Computer Centre, M.D. University, Rohtak with the request to upload this letter on the University website and make ensure that provision in the ERP panel has been made by you to fill the ABC ID of the fresh students as mandatory fields.
4. Nodal Officer, Samarth, M.D. University, Rohtak with the request to make ensure that provision in the Samarth panel has been made by you to fill the ABC ID of the fresh students as mandatory fields.

Superintendent (R&S)
for AR(R&S)

Instructions/Guidelines to be strictly adhered to while sending the online Registration Return-cum-Examination Forms in respect of UG/PG Courses (Except OTMIL, B.Ed, M.Ed. courses) for the session 2023-24

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/counselling of a Programs and a 'Hard Copy' of the same will be submitted alongwith all types of required certificates/documents (photocopies duly attested) exhibiting their eligibility and 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 or any other date notified by the University from time to time.

If a College /Institute fails to submit any document/certificate along with the hard copy of RR, the late fee as under will be charged as per 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 30th November

- With late fees of Rs. 500/-

Upto 31st January

- With late fees of Rs. 1,000/-

Upto 31st March

- With late fees of Rs. 2,000/-

B.Ed & M.Ed (Regular Courses)

Upto 31st 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) 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 applications for Inter College/Inter University Migration will be accepted upto 30th September. The application received after this date will not be considered for migration in any case. The R&S branch will complete all formalities for Inter College and Inter University Migration and branch changes latest by 30th October, 2023.
- 3 i) 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.

- ii). The student be also not made liable to pay late fee on this account if the result is declared late by the University.
- iii) 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.
- iv) 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.
- 4 The College should fill old MDU Student details of RR with MDU student Registration Number as ask on first page of registration process.
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 (Cut off) date late 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 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.
7. **Aadhar Number, Mobile Number, Photo and Date of Birth should be made mandatory for every student** as the same is required by the UGC for uploading the results of students for online verification. Student himself/herself will be responsible for providing the correct information and the Principal/HoD/Director will certify that the information as submitted by the student is being forwarded as such.
8. Selection/merit list in respect of all the Programs be sent by the Colleges/Institute category wise such as SC, BC, and Male/Female etc. to the R&S Branch, M.D.University, Rohtak alongwith Registration Returns (RRs).

9. Students, in any case, will not be dealt with directly by the University and their requests/applications should not be sent to the University in piece meal. However the doubts, if any, may be got cleared by deputing an official/teacher to the University.
10. Rule for promotion to various Programs:- It has been decided by the University that in the Programs 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. etc.) the students will be promoted to the next semesters automatically, according to the provisions mentioned in the Ordinances.
11. 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.
12. 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).
13. 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.
14. 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.
15. 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.
16. 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.
17. Before sending the RR/CR of the students by the college, the College should evolve a mechanism to check and verify all particulars from the concerned students.
18. 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/Samarth 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.

19. In any case, no Not Eligible (NE) candidate should be allowed to admission/appear in the examination failing which the Principal/Centre Supdt. of the college shall be responsible.
20. It is further instructed that grievance of the students be sorted out at their College level. If it is required to resolve the problem at the University level, the matter be brought into the notice of the concerned branch of the University through email and not to send student(s) frequently to the University regarding his/her grievance.
21. The particulars of the students may be filled up in Hindi version also at the time of submission of RR/CR in the R&S branch, especially name of the student, father's name, mother's name and name of the College.
22. It is **mandatory to prepare ABC ID** of all the **fresh students** admitted during the session 2023-24 by the college/Institute and fill the details of ABC ID on the online portal at the time of filling of Registration Return for the session 2023-24.
23. The other necessary details i.e. income of the student and PPP ID is also required to be filled on the portal, as the information is sought by government from time to time.
24. You are also requested to get upload the RR/CR data of students with proper photograph. The size of image to be affixed should as per following specifications:-
 - i) The size of image be between "50 KB-200 KB" in .jpg format & in passport size. Size of image should not exceed from 200 KB, in any case.
 - ii) The background of Image must be white/plain. The photo-print should be clear covering front view, eyes open and full face top of hair to shoulders.
25. 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 for resolution for their issues.
26. The RR/CR of Affiliated Colleges and CR of University Teaching Departments and MDU-CPAS, Gurugram will be filled & received through ERP portal (www.erp.mdu.ac.in) as usual, whereas RR of University Teaching Departments including MDU-CPAS, Gurugram will be filled & received through newly developed Samarth Portal.
27. **RR/CR Helpdesk for the session 2023-24**
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,	DR (R&S)	dr.reg.br@mdurohtak.ac.in

Eligibility, Gap Year		
Course, Scheme of Exam, Recognition of University/Board	AR(Academic)	academic.br@mdu.ac.in
College, Course affiliation, Course category, Intake	AR (College Branch)	collegesbranch@mdu.ac.in
Fee Challan, Challan Cancel, Bank Payment, Fee Allied matters	Supdt. (Fee Section)	feeissue@mdu.ac.in
Result Tags, Result etc.	I/C concerned Result Branch	result1@mdu.ac.in result2@mdu.ac.in result3@mdu.ac.in result4@mdu.ac.in
Technical Error/ Support, Server error etc.	SA, UCC	ucc.rr@mdu.ac.in

28. 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

