

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)



No. R&S/2022-23/A-II/ 2365-2423

Dated: 04.08.2022

E-MAIL

To

All the Chairpersons/Principals,
University Teaching Departments/ University College/
University School for Graduate Studies (USGS)/Affiliated Degree Colleges,
Chaudhary Devi Lal University, Sirsa.

Sub: Supply of Registration Return for fresh candidates and continuation of 2nd year onwards for the Academic session 2022-23.

Sir/Madam,

I have been directed to inform you that the Registration Return of fresh students admitted in your Department/ College is to be supplied to the University for Allotment of Registration Numbers. The University has adopted admission process of students by online mode from the academic session 2017-18. The Registration Return of fresh Students is being admitted by the Department/ College received in this Branch for Allotment of Registration numbers. The UITDC provides login credential to the UTDs/ University College/ University School for Graduate Studies (USGS)/ Affiliated Colleges for login to the software for carrying online activities like feeding/uploading of details of students etc. The technical assistance, if any, may be obtained from the O/o UITDC. The prescribed proformas may be downloaded from the University website; www.cdлу.ac.in. The said proformas are required to be supplied alongwith necessary documents to **R&S Branch of the University within 21 days from the last date of admission issued by University/DGHE (without late fee). Thereafter, the late fee on account of Registration Return will be charged as per University rules.** The hard copy of duly filled Registration Return in Ms Excel format be supplied alongwith necessary documents i.e. photocopies of certificates of qualifying exams duly attested by the Principal, Migration Certificate etc. for early allotment of registration numbers to the students of Department/ College. Further, Registration/ Continuation Return without required documents shall be considered late and accepted with late fee as per University rules. It is also clarified that the Continuation Return of the students shall also be **accepted through hard copy as per RF-6 proforma within 21 days from last date of admission.**

After feeding of data of the students online by the UTDs/ University College/ University School for Graduate Studies (USGS)/ Affiliated Colleges at their logins, the process of allocating the Registration Numbers to the admitted students will have to start by marking their eligibility online by this Branch. **It is also intimated that the sanctioned seats (Course wise) on the prescribed format RF10-A alongwith letter of approval (in case of newly established Colleges/ Course/ increasing seats) may also be supplied.**

The following instructions may be followed while preparing Registration Return by the UTDs/ University College/ University School for Graduate Studies (USGS)/ Affiliated Colleges:

1. The Registration Return may be supplied course-wise in single lot.
2. All the particulars must be same as per qualifying exam/Matric document.

3. The Registration Return must be filled in capital letters only.
4. Each and every page of Registration Return should be signed by the Principal/Chairperson.
5. **The hard copy of Registration Return alongwith soft copy in MS Excel format should be supplied within 21 days from last date of admission (without late fee) failing which a penalty @ Rs.100/- will be charged for each day delay subject to maximum of Rs.5000/-.** Further, the late admission made by the College/and Registration Return in format RF-13 **must be supplied within 15 days after the last date specified by the University, failing which late fee of Rs.100/- per day (Maximum Rs. 5000/-)** will be charged upto 14 days from the date specified by the University.
6. Continuation (RF-6) for 2nd year onwards must be reached (hard Copy) within the prescribed time alongwith prescribed fee. **No further reminder will be issued.**

In addition to above, the guidelines/instructions circulated by the Deputy Registrar (Academic), CDLU, Sirsa are also required to be followed for the Academic Session 2022-23. It is also intimated that the statistics of enrolment of students may be supplied to the UGC/HEC and other bodies for information and the format has already been uploaded on University Website alongwith proformas of Registration Return for supplying the data as on 30.09.2022.

Further, it is also intimated that the list of students, after cancellation of their admission, if any, who remains fail to clear 10+2 (already admitted in UG course)/ 5th & 6th semester of UG (already admitted in PG course) within stipulated period and have provisionally admitted in 3rd semester of UG/PG course respectively during the session 2022-23 may be supplied at the earliest.

Therefore, it is requested to **kindly prepare the Registration/ Continuation Return immediately after admission and send to this office duly authenticated, within the scheduled time.**

Yours faithfully,

-sd/-

Assistant Registrar (R&S)
for Registrar

Endst. No. R&S/A-II/2022-23/ 2424-2431

Dated: 04.08.2022

A copy of the above is forwarded to the following for information and necessary action:

1. The Dean, Academic Affairs, Chaudhary Devi Lal University, Sirsa.
2. The Dean of Colleges, Chaudhary Devi Lal University Sirsa with the request to supply the total no. of seats of courses offered to the Colleges.
3. The Controller of Examinations, Chaudhary Devi Lal University, Sirsa.
4. The Deputy Registrar (Academic), Chaudhary Devi Lal University, Sirsa.
5. The Incharge, EDP Cell, Chaudhary Devi Lal University, Sirsa.
6. The Incharge, Website with the request to upload the same on the University website, Chaudhary Devi Lal University Sirsa. (Soft Copy enclosed).
7. O.S.D. to Vice-Chancellor (for kind information of the Vice-Chancellor), Chaudhary Devi Lal University, Sirsa.
8. P.S. to Registrar (for kind information of the Registrar), Chaudhary Devi Lal University, Sirsa.

-sd/-

Assistant Registrar (R&S)
for Registrar