

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)



No. R&S/2021-22/A-II/ **2114-2172**

Dated: **20.08.2021**

E-MAIL

To

All the Chairpersons/Principals,
University Teaching Departments/ University College/Affiliated Degree Colleges,
Chaudhary Devi Lal University, Sirsa.

Sub: Supply of Registration Return for fresh candidates and continuation of 2nd year onward for the Academic session 2021-22.

Sir/Madam,

I have been directed to inform you that the Registration Return of fresh students admitted in your College/Department is to be supplied to the University for Allotment of Permanent Registration Numbers (PRN). The University has adopted admission process of students by online mode through the software provided by HKCL/EDP Cell from the Academic Session 2017-18 so as the Registration Return of fresh Students is being admitted by the College/Department received in the University for Allotment of Registration numbers. The University has implemented 'Digital University Framework' (DUF) via URL **cdlu.digitaluniversity.ac**. The EDP Cell will provide login credential to Colleges for login to the DUF through the above said URL for carrying online activities like feeding/uploading of details of students etc., if required, for any technical assistance, they may contact with them. The prescribed proformas may be downloaded from the University website; **www.cdlu.ac.in** and said proformas are to be required to send alongwith necessary documents to this office within 21 days from last admission date **issued by University/DGHE** (without late fee). **Thereafter, the late fee on account of Registration Return will be charged as per University rules.** The duly filled up Registration Return without PRN number may be typed in Ms Excel format and the hard copy be supplied to this office alongwith necessary documents i.e. photocopies of qualifying exams duly attested by the Principal, Migration Certificate etc. for early allotment of Registration Numbers to the students of College/Department to avoid further hardship. Further, return without required documents shall be considered late and accepted with late fee. Further, it is also clarified that for the session 2021-22, the Registration Return of the fresh students will have to submit in online mode and the hard copy of the same alongwith the required documents to be sent in the R&S Branch within the stipulated time period. The Continuation Return of the students shall be accepted through offline mode only as per RF-6 proforma.

After feeding of data of students online by the Colleges/ UTDs/ University College at their Logins the process of allocating the PRN number (Permanent Registration Number) 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 (new established Colleges) may also be supplied.**

The following instructions may be followed while preparing Registration Return by the Colleges/UTDs/University College:

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 in CD should be supplied within 21 days from last 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 to onward must be reached (hard Copy) within the prescribed time alongwith fees otherwise no DMC will be issued to the students. 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 2021-22. 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 sent alongwith proformas of Registration Return for supplying the data as on 30.9.2021.

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 sem of UG/PG course respectively during the session 2021-22 may be supplied at the earliest.

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

Yours faithfully,

-Sd/-
Superintendent (R&S)
for Registrar

Endst. No. R&S/A-II/2021-22/ **2173-80**

dated: **20.08.2021**

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. P.S. to Vice-Chancellor (for kind information of the Vice-Chancellor), Chaudhary Devi Lal University, Sirsa.
8. P.A. to Registrar (for kind information of the Registrar), Chaudhary Devi Lal University, Sirsa.

-Sd/-
Superintendent (R&S)
for Registrar