

# CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)



No. R&S/2024/A-II/F 10 / 1265-92

Dated: 13/06/2024

## THROUGH E-MAIL

To

All the Chairpersons,  
University Teaching Departments/  
Dean University School for Graduate Studies/Principals, 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 2024-25.**

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 Provisional Registration Numbers. The University has adopted admission process of students by online mode from the Academic Session 2017-18. The UITDC provides login credential to the UTDs/ University School for Graduate Studies/ 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.cdlu.ac.in](http://www.cdlu.ac.in). The said proformas are required to be supplied alongwith necessary documents to **R&S Branch**. The 72<sup>nd</sup> Meeting of the Executive Council held on 27.06.2023 vide **Resolution No. 72.7** has resolved that the revised late fee per course per year for submission of Registration Return/Continuation Return of all UG and PG courses including B.A. B.Ed./ B.Sc. B.Ed./ B.Com. B.Ed. Courses is given as under:

Submission of Registration Return/Continuation Return with late fees (per course per year)	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

## For UG

The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.

**For PG**

The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.

**The last date of admission will be 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 (legal size paper)** be supplied alongwith necessary documents i.e. photocopies of certificates of qualifying exams duly attested by the Principal for early allotment of registration numbers to the students of Departments/Colleges. 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.** The Migration Certificates of the students be supplied after submission of Registration Return, within stipulated time period.

After feeding of data of the students online by the UTDs/University School for Graduate Studies/Affiliated Colleges at their logins, the process of allocating the Registration Numbers to the admitted students will be started by marking their eligibility online by this Branch. **It is also intimated that the sanctioned seats (Course wise) on the prescribed format RF 10-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 School for Graduate Studies/Affiliated Colleges:

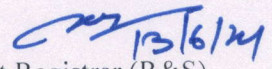
1. The Registration Return may be supplied **course-wise in single lot with all filled proformas.**
2. All the particulars must be same as per qualifying exam/Matric document.
3. The Registration Return must be filled in capital letters only.
4. Each and every page of Registration Return should be signed by the Principal/Chairperson.
5. **The hard copy of Registration Return alongwith soft copy in MS Excel (legal size paper) format should be supplied within the stipulated time as mentioned above, failing which the following penalty will be charged for delay subject to maximum of Rs. 20,000/-.**
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 2024-25. 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 30.09.2024.

Further, it is also intimated that the passing documents of such students, if any, who remain reappear in 10+2 (already admitted in UG course)/ 5<sup>th</sup> & 6<sup>th</sup> semester of UG (already admitted in PG course) in UTDs/Affiliated Colleges may be supplied within stipulated period.

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

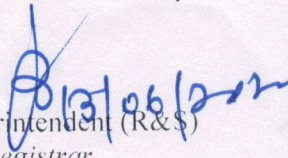
Yours faithfully,

  
Assistant Registrar (R&S)  
for Registrar

Endst. No. R&S/A-II/2024-25/F-10 / 1292-1299 Dated: 13/06/2024

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 Director, UITDC, Chaudhary Devi Lal University, Sirsa.
3. The Deputy Registrar (Academic), Chaudhary Devi Lal University, Sirsa.
4. The Incharge, EDP Cell, Chaudhary Devi Lal University, Sirsa.
5. The Incharge, Website with the request to upload the same alongwith PDF (which is already sent to you) on the University website, Chaudhary Devi Lal University Sirsa.
6. P.S. to Vice-Chancellor (for kind information of the Vice-Chancellor), Chaudhary Devi Lal University, Sirsa.
7. P.A. to Registrar (for kind information of the Registrar), Chaudhary Devi Lal University, Sirsa.

  
Superintendent (R&S)  
for Registrar

  
13/6/2024

**REGISTRATION RETURN FOR STUDENTS WHO HAVE PASSED THE SENIOR SECONDARY CERTIFICATE EXAMINATION FROM THE BOARD OF SCHOOL EDUCATION, HARYANA AND ARE TO BE REGISTERED FOR THE FIRST TIME**

**Important Note:** Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.

Name of College/Department..... Last Date of Admission without late fee ..... Class/Course.....Year .....

Academic Session: ..... Date of Submission of Registration Return..... Group (Arts, Medical, Non-Medical, Commerce etc.) .....

Total No. of sanctioned seats ..... Total candidates admitted: (i) Through Counseling ..... (ii) By Management .....

Sr. No.	Regn. No. to be assigned by the University	Date of Admission	College Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Date of Birth(As per Matric Certificate)	Particulars of passing of 10+2/ Lower qualifying Examination				For Office use
								Year and Session	Roll No.	Result/ Marks Obtained/ Total Marks	Whether belongs to SC/ST	
				<b>(Spellings should be typed as per certificate of qualifying examination)</b>								
	1	2	3	4	5	6	7	8	9	10	11	12
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7												

Note : Please prepare data in MS – Excel format.

**Signature of the Dean/Chairperson/Principal  
With`Seal**

## 1. INSTRUCTIONS

The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as per prescribed schedule.

<b>Submission of Registration Return/Continuation Return with late fees (per course per year)</b>	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

### For UG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

### For PG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical, Arts, etc.

## **CERTIFICATE**

Certified that

- i) Every student has been admitted according to relevant Ordinance of the examination in force at the time of admission as printed in the Chaudhary Devi Lal University Calendars and they fulfill all the eligibility conditions
- ii) The equivalence of lower examination passed by each student has been checked and found in order.

3. Office copies of each sheet on plain paper must be retained for record and future references.
  4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
  5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return. **The responsibility for incorrect/incomplete particulars of student will be on the part of college.**
  6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
  7. Photocopies duly attested only by the Head of the Inst./Dept. of the lower examination passed and the Migration Certificate in Original of each student must be submitted in one lot and the eligibility application form should be retained alongwith Admission form of the student in College/Dept.
- iii) The number of students, admitted to this course, is within the quota of seats sanctioned by the University.
  - iv) This college has been granted affiliation by the Chaudhary Devi Lal University for the course vide letter No. \_\_\_\_\_ dated \_\_\_\_\_. Copy of affiliation letter attached.
  - v) It has been checked that the students admitted have not been disqualified by any University/Board in India. An undertaking to this effect has also been taken from each student.
  - vi) The spellings of student's name, father's and mother's name, date of birth, marks obtained and Regn. No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned.
  - vii) A sum of Rupee..... on account of Registration and Eligibility Fee has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No..... drawn on Bank..... or deposited vide University Fee Receipt No.....Dated.....

**Signature of the Dean/Chairperson/Principal  
With`Seal**

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

**RF-2**

**REGISTRATION RETURN FOR STUDENTS WHO HAVE MIGRATED FROM OTHER UNIVERSITIES/BOARDS OTHER THAN THE BOARD OF SCHOOL EDUCATION, HARYANA, BHIWANI AND ARE TO BE REGISTERED FOR THE FIRST TIME**

**Important Note:** Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.

Name of College/Department..... Last Date of Admission without late fee ..... Class/Course.....Year .....Academic

Session: ..... Date of Submission of Registration Return..... Group(Arts, Medical, Non-Medical, Commerce etc.).....

Total No. of sanctioned seats ..... Total candidates admitted: (i) Through Counseling ..... (ii) By Management .....

Sr. No.	Date of receipt of Migration	Regn. No. to be assigned by the University	Date of Admission	College Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Particulars of passing of 10+2/ Lower qualifying Examination						Whether belongs to SC/ST	For office use only
								Date of Birth(As per Matric Cert.	Name of Univ/ Board	Name of Exam	Year and Session	Roll No.	Result/marks Obtained/ %age Total Marks		
(Spellings should be typed as per certificate of qualifying examination)															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Note: Please prepare data in Ms. Excel format.

**Signature of the Dean/Chairperson/Principal  
With`Seal**

## 1. INSTRUCTIONS

The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as per prescribed schedule.

<b>Submission of RegistrationReturn/Continuation Return with late fees (per course per year)</b>	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

### For UG

***The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.***

### For PG

***The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.***

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical, Arts, etc.

## **CERTIFICATE**

Certified that

i)

Every student has been admitted according to relevant Ordinance of the examination inforce at the time of admission as printed in the Chaudhary Devi Lal University Calendars and they fulfill all the eligibility conditions

ii)

The equivalence of lower examination passed by each student has been checked and found in order.



3. Office copies of each sheet on plain paper must be retained for record and future references.
  4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
  5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return. **The responsibility for incorrect/incomplete particulars of student will be on the part of college.**
  6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
  7. Photocopies duly attested only by the Head of the Inst./Dept. of the lower examination passed and the Migration Certificate in Original of each student must be submitted in one lot and the eligibility application form should be retained alongwith Admission form of the student in College/Dept.
- iii) The number of students, admitted to this course, is within the quota of seats sanctioned by the University.
  - iv) This college has been granted affiliation by the Chaudhary Devi Lal University for the course vide letter No. \_\_\_\_\_ dated \_\_\_\_\_. Copy of affiliation letter attached.
  - v) It has been checked that the students admitted have not been disqualified by any University/Board in India. An undertaking to this effect has also been taken from each student.
  - vi) The spellings of student's name, father's and mother's name, date of birth, marks obtained and Regn. No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned.
  - vii) A sum of Rupee..... on account of Registration and Eligibility Fee has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No..... drawn on Bank..... or deposited vide University Fee Receipt No.....Dated.....

**Signature of the Dean/Chairperson/Principal  
With`Seal**

## CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

**RF-4**

**REGISTRATION RETURN FOR STUDENTS WHO ARE PLACED UNDER COMPARTMENT IN ONE SUBJECT ONLY IN THE SENIOR SECONDARY CERTIFICATE EXAMINATION FROM THE BOARD OF SCHOOL EDUCATION, HARYANA, BHIWANI AND ARE TO BE REGISTERED FOR THE FIRST TIME**

*Important Note: Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.*

Name of College ..... Last Date of Admission with late fee of Rs.100/- and so on Course/Class.....

Academic Session: ..... Date of Submission of Registration Return..... Group (Arts, Medical, Non-Medical, Commerce etc.).....

Sr. No.	Regn. No. to be assigned by the University	Date of Admission	College Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Date of Birth (As per Matric Cert.	Particulars of passing of 10+2/Lower qualifying Examination						Whether belong to SC/ST (attach attested photocopy of certificate)	Remarks
								Year and Session	Roll No.	Subject of compartment	Total marks obtained after taking into accounts of mini. Pass marks of compartment subject (see example overleaf	Max Marks	Result/ Marks Obtained/ Total Marks or %age of marks		
(Spellings should be typed as per lower examination certificate)															
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.

Note : Please prepare data in Ms. Excel format.

**Signature of the Dean/Chairperson/Principal  
With`Seal**

1. **INSTRUCTIOS**

The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as per prescribe schedule.

<b>Submission of RegistrationReturn/Continuation Return with late fees (per course per year)</b>	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

For UG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

For PG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

**CERTIFICATE**

**Certified that**

- i) The spelling of the names, father's and mother's names and date of birth noted in the Return are in accordance with the particulars entered in the Result gazette/original certificate;

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical, Arts, Commerce etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return.
6. Photocopy of 10+2 (Compt. Card) in one subject only duly attested by the Principal of the college concerned must be sent with the Regn. Return.
7. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
8. In Compartment cases percentage of marks for admission shall be determined by taking into account the marks obtained in the subject passed by the candidates plus the minimum pass marks in the compartment subject as per example given below:-  
Suppose a student seeking admission to B.Com-I, who has been placed under Compartment in the subject of Accountancy in the 10+2 Examination and has obtained the marks in each Subject as under:- Hindi Core 45/100, English 50/100, Accountancy 10/100 (Compartment) Commerce 52/100, Economics 40/100.  
His eligibility will be determined as under:-  
Hindi Core 45+English50+Accountancy33(minimum pass marks)+Commerce52+Economics40=220/500=44%.  
If by calculating the percentage of marks of the candidate comes to less than 40% Commerce Group he will not be eligible for admission.
9. Separate Regn. Return may be filled up for paid/Non-paid seats in each course.

- ii) the students fulfill the conditions of percentage of marks laid down under the Ordinance in force for admission to the course concerned and the combination of the subjects offered by each student is in consequence with the syllabus and Ordinances.
- iii) This college has been granted affiliation by the University for this course;
- iv) The students admitted have not been disqualified by any University/Board as per undertaking given by each student to this effect.
- v) The students admitted have compartment in one subject only in the lower exam i.e. 10+2 .....
- vi) A sum of Rupees..... on account of Registration and Eligibility Fee has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No. .... drawn on Bank ..... or deposited vide University Fee Receipt No..... dated.....
- vii) Certified that actual sanctioned strength approved by the University vide letter No.....dated ..... for the said course/class is..... students and actual admission made by the college is ..... Students.

**Signature of the Dean/Chairperson/Principal  
With`Seal**

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

**RF-4A**

**REGISTRATION RETURN FOR STUDENTS WHO HAVE MIGRATED FROM OTHER UNIVERSITY/BOARDS OTHER THAN BOARD OF SCHOOL EDUCATION, HARYANA, BHIWANI AND PLACED COMPARTMENT IN ONE SUBJECT ONLY BE REGISTERED FOR THE FIRST TIME**

**Important Note:** Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.

Name of College ..... Last Date of Admission with late fee of Rs.100/- and so on Course/Class.....

Academic Session: ..... Date of Submission of Registration Return..... Group(Arts, Medical, Non-Medical, Commerce etc.).....

Sr. No.	Date of receipt of Migration	Regn. No. to be assigned by the University	Date of Admission	College Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Particulars of passing of 10+2/Lower qualifying Examination						Remarks	
								Date of Birth(As per Matric Cert.	Year & Session	Roll No.	Subject of Comp tt.	Total marks obtained after taking into accounts of mini. Pass marks of compartment subject (see example overleaf	Result / Marks Obtained/ Total Marks or %age of marks		Whether belongs to SC/ST
					(Spellings should be typed as per certificate of qualifying examination)										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Note : Please prepare data in Ms. Excel format.

**Signature of the Dean/Chairperson/Principal  
With`Seal**

## 1. INSTRUCTIOS

The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as per prescribe schedule.

<b>Submission of RegistrationReturn/Continuation Return with late fees (per course per year)</b>	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

### For UG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

### For PG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

## CERTIFICATE

### Certified that

- i) The spelling of the names, father's and mother's names and date of birth noted in the Return are in accordance with the particulars entered in the Result gazette/original certificate;

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical, Arts, Commerce etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return.
6. Photocopy of 10+2 (Compt. Card) in one subject only duly attested by the Principal of the college concerned must be sent with the Regn. Return.
7. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
8. In Compartment cases percentage of marks for admission shall be determined by taking into account the marks obtained in the subject passed by the candidates plus the minimum pass marks in the compartment subject as per example given below:-  
Suppose a student seeking admission to B.Com-I, who has been placed under Compartment in the subject of Accountancy in the 10+2 Examination and has obtained the marks in each Subject as under:- Hindi Core 45/100, English 50/100, Accountancy 10/100 (Compartment) Commerce 52/100, Economics 40/100.  
His eligibility will be determined as under:-  
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If by calculating the percentage of marks of the candidate comes to less than 40% Commerce Group he will not be eligible for admission.
9. Separate Regn. Return may be filled up for paid/Non-paid seats in each course.

- ii) the students fulfill the conditions of percentage of marks laid down under the Ordinance in force for admission to the course concerned and the combination of the subjects offered by each student is in consequence with the syllabus and Ordinances.
- iii) This college has been granted affiliation by the University for this course;
- iv) The students admitted have not been disqualified by any University/Board as per undertaking given by each student to this effect.
- v) The students admitted have compartment in one subject only in the lower exam i.e. 10+2 .....
- vi) A sum of Rupees..... on account of Registration and Eligibility Fee has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No. .... drawn on Bank ..... or deposited vide University Fee Receipt No..... dated.....
- vii) Certified that actual sanctioned strength approved by the University vide letter No.....dated ..... for the said course/class is..... students and actual admission made by the college is ..... Students.

**Signature of the Dean/Chairperson/Principal  
With`Seal**

**CHAUDHARY LAL UNIVERSITY, SIRSA**

**REGISTRATION RETURN FOR STUDENTS WHO HAVE PASSED THE SENIOR SECONDARY CERTIFICATE EXAMINATION FROM THE BOARD OF SCHOOL EDUCATION, HARYANA AND ARE TO BE REGISTERED FOR THE FIRST TIME**

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Name of College/Department..... Last Date of Admission without late fee ..... Class/Course..... Year .....

Academic Session: ..... Date of Submission of Registration Return..... Group(Arts, Medical, Non-Medical, Commerce etc.).....

Total No. of sanctioned seats ..... Total candidates admitted: (i) Through Counseling ..... (ii) By Management .....

Sr. No.	Regn. No. to be assigned by the University	Date of Counseling	Date of Admission	College / Class Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Date of Birth (As per Matric Certificate)	Particulars of passing of 10+2/Lower qualifying examination				Marks in PCB/PCM	Category Open	Merit Rank No.	For office use only
									Year and Session	Roll No.	Result/marks Obtained/ Total Marks	Whether belongs to SC/ST				
(Spellings should be typed as per Certificate of qualifying examination)																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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9																

Note : 1. Please prepare data in Ms. Excel format.  
2. Please also attach merit list.

**Signature of the Dean/Chairperson/Principal  
With Seal**



1.

## INSTRUCTIONS

The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University as per prescribed schedule.

Submission of Registration Return/Continuation Return with late fees (per course per year)	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

### For UG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

### For PG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

## CERTIFICATE

### Certified that

i)

Every student has been admitted according to relevant Ordinance of the examination in force at the time of admission as printed in the Chaudhary Devi Lal University Calendars and they fulfill all the eligibility conditions

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return. The responsibility for incorrect/incomplete particulars of student will be on the part of college.
6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
7. Photocopies duly attested only by the Head of the Inst./Dept. of the lower examination passed and the Migration Certificate in Original of each student must be submitted in one lot and the eligibility application form should be retained alongwith Admission form of the student in College/Dept.

- ii) The equivalence of lower examination passed by each student has been checked and found in order.
- iii) The number of students, admitted to this course, is within the quota of seats sanctioned by the University.
- iv) This college has been granted affiliation by the Chaudhary Devi Lal University for the course vide letter No. \_\_\_\_\_ dated \_\_\_\_.
- v) It has been checked that the student admitted have not been disqualified by any University/Board in India. An undertaking to their effect has also been taken from each student
- vi) The spellings of student's name, father's and mother's name, date of birth, marks obtained and Regn.No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned.
- vii) A sum of Rupee..... on account of Registration and Eligibility Fee has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No..... drawn on Bank..... or deposited vide University Fee Receipt No.....Dated.....

**Signature of the Dean/Chairperson/Principal  
With`Seal**

(FOR PROFESSIONAL COURSES)

**RF-22**

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

**REGISTRATION RETURN FOR STUDENTS WHO HAVE MIGRATED FROM OTHER UNIVERSITIES/BOARDS OTHER THAN THE BOARD OF SCHOOL EDUCATION, HARYANA, BHIWANI AND ARE TO BE REGISTERED FOR THE FIRST TIME**

**Important Note: Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.**

Name of College/Department..... Last Date of Admission without late fee ..... Class/Course..... Year .....

Academic Session: ..... Date of Submission of Registration Return..... Group(Arts, Medical, Non-Medical, Commerce etc.).....

Total No. of sanctioned seats ..... Total candidates admitted: (i) Through Counseling ..... (ii) By Management .....

Sr. No.	Date of Receipt of Migration Certificate	Regn. No. to be assigned by the University	Date of Counseling	Date of Admission	College/Class Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Date of Birth (As per Matric Certificate)	Particulars of passing of 10+2/Lower qualifying examination				Marks in PCB/PCM	Category Open/Mgt.	Merit Rank No.	For office use only		
										Year and Session	Roll No.	Result/marks Obtained/ Total Marks	Whether belongs to SC/ST						
						(Spellings should be typed as per Certificate of qualifying examination)													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			

Note : 1. Please prepare data in Ms. Excel format.  
2. Please also attach merit list.

**Signature of the Dean/Chairperson/Principal  
With`Seal**



## INSTRUCTIONS

The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as per prescribe schedule.

<b>Submission of Registration Return/Continuation Return with late fees (per course per year)</b>	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

### For UG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

### For PG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

## CERTIFICATE

### **Certified that**

- i) Every student has been admitted according to relevant Ordinance of the examination inforce at the time of admission as printed in the Chaudhary Devi Lal University Calendars and they fulfill all the eligibility conditions

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return. The responsibility for incorrect/incomplete particulars of student will be on the part of college.
6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
7. Photocopies duly attested only by the Head of the Inst./Dept. of the lower examination passed and the Migration Certificate in original of each student must be submitted in one lot and the Eligibility application form should be retained alongwith Admission form of the student in College/Dept.

- ii) The equivalence of lower examination passed by each student has been checked and found in order.
- iii) The number of students, admitted to this course, is within the quota of seats sanctioned by the University.
- iv) This college has been granted affiliation by the Chaudhary Devi Lal University for the course vide letter No. \_\_\_\_\_ dated \_\_\_\_\_. Copy of Affiliation is attached.
- v) It has been checked that the student admitted have not been disqualified by any University/Board in India. An undertaking to this effect has also been taken from each student.
- vi) The spellings of student's name, father's and mother's name, date of birth, marks obtained and Regn.No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned.
- vii) A sum of Rupee..... on account of Registration and Eligibility Fee has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No..... drawn on Bank..... or deposited vide University Fee Receipt No.....Dated.....

**Signature of the Dean/Chairperson/Principal  
With`Seal**

(FOR TDC/PROFESSIONAL COURSES)

RF-6

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA  
CONTINUATION FEE RETURN

Academic Session: .....

Name of College/Department..... Last Date of Admission without late fee ..... Class/Course..... Year .....

Date of Submission of Registration Return..... Group(Arts, Medical, Non-Medical, Commerce etc.).....

Total No. of sanctioned seats ..... Total candidates admitted: (i) Through Counseling ..... (ii) By Management .....

**Important Note: Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.**

Sr. No.	Regn. No. of CDLU, Sirsa	Date of Counseling	Date of Admission	College/Class Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Date of Birth (As per Matric Certificate)	Particulars of passing of 10+2/lower qualifying examination				Marks in PCB/PCM	Category Open/Mgt.	Merit Rank No.	For office use only
									Year and Session	Roll No.	Result/marks Obtained/ %age / Total Marks	Whether belongs to SC/ST				
(Spellings should be typed as per Certificate of qualifying examination)																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																
5																
6																
7																
8																
9																

Note: Please prepare data in Ms. Excel format.

Signature of the Dean/Chairperson/Principal  
With Seal

## INSTRUCTIONS

1. The Registration Return duly typed, College/Dept. Roll No. wise on double space must reach the University office as per prescribe schedule.

Submission of Registration Return/Continuation Return with late fees (per course per year)	
Upto 30 days	Rs. 100/- per day
Upto 60 days	Rs. 200/- per day
Upto 90 days	Rs. 500/- per day
	Maximum Rs. 20,000/-

### For UG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days from the date of actual admission, whichever date is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

### For PG

*The Registration Return/Continuation Return must reach the R&S Branch within 21 days of the last date of admission or within 15 days after submission of final semester result (final year) as per HBI, whichever is later, failing which a penalty will be charged for each day's delay subject to maximum of Rs. 20,000/-.*

2. The Registration Return of each Class (Men and Women separately) should be prepared group-wise, i.e. separately for Medical, Non-Medical, Arts, Commerce etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformas of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.

## CERTIFICATE

### Certified that

- i) the student's admitted have secured the required percentage of marks in the lower examination as required under the Ordinances prescribed for admission to.....
- ii) the names and Regn. Nos. noted in this Return are in accordance with the names and Regn. Nos. entered in Result Gazette or supplied by the University;
- iii) Number of students admitted in this class does not exceed the number of sanctioned seats;
- iv) The names of all the students admitted in the above class have been included in the Regn. Return;
- v)



5. The spellings of name, father's and mother's name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return. The responsibility for incorrect/incomplete particulars of student will be on the part of college.
6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson only at the specified place and not by any other or on behalf of the Principal.
7. Percentage of marks in Col. No. 12 be shown only for admission to all such courses when the condition of minimum percentage of marks is required under the relevant Ordinance.
8. The students who are already registered and still stand migrated from this University to another University/Board, be not shown in this Return. Instead, these students may be shown in RF-2 Return.
9. No student may be promoted in next-higher class until/unless he/she has been registered.

These students have not migrated from this University to another University/Board.

- vi) The College/Dept. is exclusively responsible for wrong admissions of student's, if any, indicated in the Regn. Return.
- vii) The College has been granted affiliation by the University for this course vide letter No. .... dated.....
- viii) The students admitted have not been disqualified by this or any other University/Board; and a sum of Rupees.....on account of Continuation fee of the students has been remitted to the Registrar, CDLU, Sirsa vide Bank Draft No..... dated..... University Receipt No.....dated.....

**Signature of the Dean/Chairperson/Principal  
With`Seal**

**FORWORDING LETTER FOR SUBMISSION OF REGISTRATION RETURNS**

**(This letter along with the registration return must reach the university office within ..... days from the date of actual admission without late fees).**

Ref. No..... Registered Parcel Dated:-.....

From To

The Principal/Chairman, .....  
 The Superintendent (Registration & Scholarship),  
 Chaudhary Devi Lal University,  
 Sirsa -125055

Dear Sir/Madam,

I am sending here with Registration Return of this college/Department, duly filled in and arranged according to the guidelines/instruction supplied by the University.

Number of students admitted to various classes is in accordance with the schedule of dates for admissions circulated by the University for the current session (In no case the name of the students have been included in the Registration Returns, whose late admissions have not so far been got approved by the University, as required under the rules). The students who belong to Scheduled caste/ Scheduled Tribe/Backward classes have been noted in the list mentioned overleaf. Performa of 10A duly filled in is allotted herewith. Further, the names, Father’s Name, Mother’s Name are also correct and as per documents.

It is certified that the admissions have been made as per provisions given in the Prospectus/University Calendar/Ordinances of the concerned Course/class.

It is also certified 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/Department in toto and any deviation in this regard is the responsibility of the Principal/Department.

Category of Regn. Return	Course/Class	No. of students	Rate	Amount remitted
R.F-1	.....	.....	.....	.....
R.F-2	.....	.....	.....	.....
R.F-3	.....	.....	.....	.....
R.F-4	.....	.....	.....	.....
R.F-4A	.....	.....	.....	.....
R.F-6	.....	.....	.....	.....
R.F-13	.....	.....	.....	.....
R.F-21	.....	.....	.....	.....
R.F-22	.....	.....	.....	.....

Note : Separate sheet may be used for each course.

Enclosures:-

- (i) Total pages of Registration Return .....
- (ii) Total original Mig. Certificate(s).....
- (iii) D.D No./University Receipt No..... for Rs.....Dated.....
- (iv) Full fee received .....
- (iv) Proforma 10A

Yours faithfully,

Signature of Dean/ Chairperson/ Principal/  
 (Office Stamp).....

**To be filled by the Registration Branch**

- 1. File no. of College/Deptt.....
- 2. Date of receipt in the University Office .....vide R.P No. ....Dated.....

.....  
 Dealing Hand Assistant Dy. Superintendent (R&S) Supdt/A. R. (R&S)

**To be filled in by the fee Receipt Section**

Received Rs..... vide University Receipt No. ....Dated.....

.....  
 Fee Receipt Clerk Asstt. (fee Receipt)

**List of the Students who belong to Scheduled Caste/Scheduled Tribe/Backward Classes for the Academic Session .....**

<b>Sr. No.</b>	<b>Regn. No.</b>	<b>College/Deptt. Roll No.</b>	<b>Class</b>	<b>Name of the Student</b>	<b>Remarks</b>

.....  
Signature of the Dean/Chairperson/Principal  
(Office Stamp).....  
Dated.....

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

STATEMENT SHOWING THE SANCTIONED SEATS VIS-À-VIS STUDENTS ADMITTED IN VARIOUS COURSES/CLASSES

NAME OF COLLEGE/INSTITUTE..... ACADEMIC SESSION .....

<b>Sr. No.</b>	<b>Name of Course/Class.</b>	<b>No. of Sanctioned Seats</b>	<b>CDLU. Letter No. &amp; Date vide which sanction of seats allowed</b>	<b>No. of Students admitted As shown in Regn. Return</b>	<b>No. of Excess admissions, if any</b>	<b>Remarks/Reasons in case excess admissions</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						

**Certified that :-**

- 1. The above statement has been checked and found correct.**
- 2. The University has already accorded affiliation to run these courses/classes.**
- 3. Number of students admitted does not exceed the number of sanctioned seats.**
- 4. The admissions have been made in accordance with the University Rules & Ordinances.**

Signature of the Dean/Chairperson/Principal  
(Office Stamp).....

Dated.....

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

**APPLICATION FORM FOR OBTAINING ELEGIBILITY CERTIFICATE FOR SEEKING ADMISSION TO THE POST-GRADUATE COURSES OF THE UNIVERSITY TEACHING DEPARTMENTS AND AFFILIATED COLLEGES FOR THE SESSION .....**

A student who wishes to join the University Teaching Department/affiliated colleges on the basis of the qualification obtained from another University or Board, shall obtain Eligibility certificate by completing this form which must be accompanied with the prescribed fee of Rs. 80/- and so on alongwith the Original Detailed Marks Certificate of the lower examination on the basis of which admission is sought. Admission to the University Teaching Departments/Post Graduate affiliated colleges without production of Eligibility certificate shall be invalid. As regards other details of admission procedure, Chairperson/Principal of the concerned Dept./College should be contacted.

1. Name of Candidate (Mr./Miss/Mrs.)..... (in block letters)
2. Father's Name : Shri.....
3. Mother's Name: Mrs.....
4. Date of Birth:.....(attach photo attested copy of Matric Certificate).
5. Registration No. of CDLU, Sirsa (if any).....
6. Name of University Department you wish to join.....
7. Course to which admission is being sought.....Semester/Year.....
8. (a) Fill in the below given columns on the basis of which the eligibility to this course is claimed (Also attach original Certificates)

Name of the Examination Passed	Year	Month	Roll No.	Subject/ Papers	Marks Obtained	Minimum Pass Marks	Aggregate %age of Marks	University	Result/Pass/ Fail/Re-appear

- (b) Original Certificate attached:  
 (i) .....(ii).....(iii).....

9. Permanent home Address.....  
 .....

10. University Receipt/Postal Order No Rs. 80/- and so on ..... Dated .....

11. Do you belong to Scheduled Caste/Scheduled Tribe .....? (if so, also attach original certificate).

12. Are you appearing at any other examination from this or other University simultaneously .....  
 If yes, Give full particulars.

Name of Examination ..... Roll No..... Session..... University.....

13. Have you ever been disqualified from any examination by any Board/University..... (Yes/No) If yes, decision thereof..... Examination..... University..... Year & Session.....

**DECLARATION TO BE GIVEN BY THE CANDIDATE**

I do hereby declare that the statement given above is true to the best of my knowledge and belief and nothing has been concealed. If any information is found incorrect, I own the responsibility and the University may take any action against me. I further

- declare:
- (i) that I have not passed the same or equivalent examination from this or any other University/Education Board for which I am seeking admission.
  - (ii) that no action of any kind against me is pending or has been decided in any University/Education Board which makes me ineligible for admission to the course.

Encl.: (As above) Dated.....

.....  
 Signature of Applicant

**Important Note:-** Migration certificate is to be submitted by the applicant to the Chairperson/Principal of the Department/Colleges concerned within one month from the date of admission.

Certified that the name of the said candidate is to the Selection list at Sr. No.....

Certified that the eligibility of the candidate has been checked and he/she is eligible to take admission in the Department for the above course under the latest University Rules/Ordinance and as per list of examinations recognized by this University. The admission has been allowed provisionally to the candidate at his/her own risk and responsibility subject to confirmation of the eligibility by the University.

DA:

- (i).....
- (ii).....

**Signature of the Dean/Chairperson/Principal  
 (With Office Seal)**

**FOR OFFICE USE**

1. Name of the Course.....Group.....  
.....Examination passed from .....University is recognized as  
equivalent to ..... as at Sr. No.....Page No..... of the list of Examination of the  
Kurukshetra University.
2. Percentage of marks and other condition Prescribed in the Ordinance.....
3. Eligibility for admission to.....Class/Course.  
The applicant has obtained.....marks out of.....and has obtained the percentage of  
marks for admission to the Course.
4. His admission is provisional subject to submission of .....
5. Fee has been entered in the Fee Register at Sr. No .....Eligibility ..... Certificate  
No.....  
Eligibility checked on the basis of original documents and provision of the ..... Allowed Ordinance.

**Dealing Official**

**Assistant**

**Superintendent (R&S)**

**Dy./Asstt .Registrar (R&S)**

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

APPLICATION FORM FOR OBTAINING ELEGIBILITY OF STUDENT SHOWN IN RF-2 RETURN

- Important Note :-**(i) The Application Form duly filled in by the student and completed in all respect, must be sent to the University within 10 days from the date of admission;  
 (ii) A student joining a college affiliated to this University, on the basis of having passed qualifying exam., from another recognized University/Board (except Board of School Education, Haryana), are required to apply for eligibility by completing this form;  
 (iii) The application Form with the prescribed fee of Rs. 80/- and so on alongwith Photostat copy of detailed Marks Certificate duly attested by the Principal of the college concerned alongwith original Migration certificate must be sent.

1. Name of Candidate (Mr./Miss/Mrs.)...  
 2. .... (in block letters as per lower exam)  
 3. Father's Name : Shri.....  
 4. Mother's Name Mrs.....  
 5. Date of Birth.....(as recorded in Matric Certificate)  
 6. Registration No. of CDLU, Sirsa (if any).....  
 7. Class/Course to which admission is sought..... Section.....  
 Class Roll No.....Subject offered (i).....(ii).....  
 (iii).....(iv).....(v).....(vi).....  
 8. Fill in the below given columns on the basis of which the admission is sought.

Name of the Examination Passed	Year	Month	Roll No.	Subject/Papers	Marks Obtained in each subject	Max. Marks in subject	Total marks obtained	Aggregate %age of Marks	Result Pass/Fail/ Re-appear	University/ Board
				1.....	.....	.....				
				2.....	.....	.....				
				3.....	.....	.....				
				4.....	.....	.....				
				5.....	.....	.....				

8. Are you appearing in any compartmental/deficient subject in the supplementary examination from this or any other University/Board?  
 If so, name of University/Board..... Name of Exam.....  
 Comptt./deficient subject.....  
 9. Correspondence Address.....  
 10. Permanent Home Address.....  
 11. Do you belong to Scheduled Caste/Scheduled Tribe.....

I do hereby declare as under:-

- (i) That the statement given above is true to the best of my knowledge and belief and nothing has been concealed.  
 (ii) That I have not passed the same or equivalent examination from this or any other University/Education Board of which I am seeking admission.  
 (iii) That no action of any kind against me is pending or has been decided in any University/Education Board which makes me ineligible for admission to the course.  
 (iv) That I am taking admission in the college at my own risk and responsibility subject to confirmation of my eligibility by the University. If I am declared ineligible at any stage no admission to the course and my admission is cancelled by the University abinitio, I shall have no claim whatsoever for this.

Date.....  
 (Signature of the Father/Guardian) (Signature of Student)

Certified that the eligibility of the candidate has been checked and he/she is eligible to take admission in the college for the above course under the latest University rules/Ordinance and as per list of examination recognized by this University. The admission has been allowed provisionally to the candidate at his/her own risk and responsibility subject to confirmation of the eligibility by the University. The original certificate/DMC has been checked and a Photostat copy duly attested by the undersigned alongwith original migration certificate is attached herewith for the purpose. If the candidate is declared ineligible for admission to the above course for non-fulfillment of any of the eligibility conditions and the provisional admission of candidate is cancelled, the college shall have no claim whatsoever for this.

DA: Original certificate attached  
 (i).....  
 (ii).....  
 Dated .....

**Signature of the Dean/Chairman/Principal  
 (With Office Seal)**

**FOR OFFICE USE**

1. Name of the Course applied for .....Subject Offered .....  
(If applicable)
2. Name of the Lower Examination passed.....  
University/Board..... Recognized as equivalent to  
..... at Sr. No.....Page No..... of the Equivalency list.
3. Percentage of marks and other condition Prescribed in the Ordinance.....  
Other conditions prescribed in the Ordinance.....
4. Percentage of marks obtained by the student.....  
Other conditions which the candidate fulfils.....
5. (i) Whether the student belong to SC/ST (Mention Category).....  
(ii) Percentage of concession allowed.....
6. Dated of Receipt of Original Migration Certificate.....  
Fee for late submission of Migration Certificate of Rs.....  
Entered in the Registrar (if applicable at Sr. No.....
7. Eligible subject to submission of.....

**Clerk**

**Assistant**

**Superintendent (R&S.)**

**Dy./Asstt.Registrar(Regn.)**

**REASON IF NOT ELIGIBLE**

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**Clerk**

**Assistant**

**Superintendent (R&S)**

**Dy./Asstt.Registrar(Regn.)**



**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

**APPLICATION FORM FOR OBTAINING ELEGIBILITY CERTIFICATE IN RESPECT OF FOREIGN STUDENTS FOR THE SESSION .....**

A student who wishes to join the University Teaching Department/affiliated colleges/Directorate of Correspondence Courses on the basis of the qualifications obtained from another Foreign University or Board shall obtain Eligibility certificate by completing this form which must be accompanied with the prescribed fee of Rs. 500/- alongwith the Original Detailed Marks Certificates of the lower examination on the basis of which admission is sought. Admission to the University Teaching Department/affiliated colleges/ Directorate of Correspondence Courses without production of Eligibility certificate shall be invalid. As regards other details of admission procedure concerned Chairperson/Principal/Director of Correspondence Courses is to be contacted.

1. Name of Candidate (Mr./Miss/Mrs.)..... (in block letters as per lower exam)
2. Father's Name : Shri.....
3. Mother's Name Mrs.....
4. Date of Birth.....(attach attested photocopy of Matric Certificate)
5. Registration No. of CDLU, Sirsa (if any).....
6. Name of University Department you wish to join.....
7. Course to which admission is being sought.....Semester/Year.....
8. (a) Fill in the below given columns on the basis of which the eligibility to this course is claimed

Also attach original Certificates)

Name of the Examination Passed	Year	Month	Roll No.	Subject/ Papers	Marks Obtained	Minimum Pass Marks	Aggregate %age of Marks	University	Result/Pass/ Fail/Re-appear

(b) Original Certificate attached:

(i) .....(ii).....(iii).....

(c) Other Documents Attached:

(i) Student Visa.....(ii) Passport..... (iii) Medical Aid Certificate.....

(iv) Residential Permit.....

9. Permanent home Address.....  
.....

10. University Receipt/Postal Order No Rs. 500/- ..... Dated .....

11. Do you belong to Scheduled Caste/Scheduled Tribe ..... (if so, also attach original certificate).

12. Are you appearing at any other examination from this or any other University simultaneously ..... If yes, Give full particulars.

Name of Examination ..... Roll No.....Session..... University.....

13. Have you ever been disqualified from any examination by any Board/University..... (Yes/No)

If yes, decision thereof.....Examination.....University.....Year & Session.....

**DECLARATION TO BE GIVEN BY THE CANDIDATE**

I do hereby declare that the statement given above is true to the best of my knowledge and belief and nothing has been concealed.

If any information is found incorrect, I own the responsibility and the University, may take any action against me. I further

declare:

(iii) that I have not passed the same or equivalent examination from this or any other University/Education Board for which I am seeking admission.

(iv) that no action of any kind against me is pending or has been decided in any University/Education Board which makes me ineligible for admission to the course.

Encl.: (As above) Dated.....

.....  
Signature of Applicant

**Note:-** Migration certificate is to be submitted by the applicant to the Chairperson of the Department/Principal of the Colleges concerned within one month from the date of admission.

**P.T.O.**

**Signature of the Dean/Chairman  
(With Office Seal)**

**FOR OFFICE USE**

1. Name of the Course.....Group.....  
.....Examination passed from .....University is  
recognized as equivalent to ..... as at Sr. No.....Page No..... of the  
list of Examination of the Kurukshetra University.
2. Percentage of marks and other condition Prescribed in the Ordinance.....
3. Eligibility for admission to.....Class/Course.  
The applicant has obtained.....marks out of.....and has obtained the  
percentage of marks for admission to the Course.
4. His admission is provisional subject to submission of .....
5. Fee has been entered in the Fee Register at Sr. No .....Eligibility .....  
Certificate No.....

Eligibility checked on the basis of original documents and

Allowed provision of the Ordinance.

**Dealing Official**

**Assistant**

**Superintendent (R&S)**

**Dy./Asstt. Registrar(R&S)**

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA****Academic Year .....**

Return for supplying particulars and remittance of late admission fee of the students provisionally admitted late in various courses after the last date with late fee of Rs. 100/-.

Note:- (i) In addition to late fee of Rs. 100/- (to retained by the College/Deptt.) as additional late fee @ Rs. 100/- per day, subject to minimum of Rs. 5000/-

(ii) The consolidated list completed in all respects, alongwith late fee, must reach the University latest by the last date fixed as per schedule already notified or within 15 days of the date of late admission.

(iii) No admission be allowed after the last date fixed for admission unless otherwise allowed by the University.

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Class/Course</b>	<b>Roll No.</b>	<b>Last date of admission with late fee of Rs. 100/-</b>	<b>Date of Admission</b>	<b>Delay involved (No. of Days)</b>	<b>Amount of Late Fee @ Rs. 100/- per day Min. of Rs. 100/- and Max. Rs. 5000/-</b>

Certified that the late fee chargeable under the Rules has been realized from all the students admitted late.

Encl.: Bank Draft No.....

Dated.....

For Rs.....

.....

Signature of the Dean/Principal/Chairperson

.....

Verification of Receipt of Fee by the Fee Section in respect of University Teaching Department only.

Receipt of Rs..... verified

Dated.....

(Incharge Fee Section/A.O., CDLU, SIRSA)

Name of the Department/College \_\_\_\_\_

<b>CHAUDHARY DEVI LAL UNIVERSITY , SIRSA</b>																																		
Enrollment status as on 30 <sup>th</sup> September of session _____																																		
Sr. No.	Faculty/COURSE	Enrolled			GEN			SC			BC-A			BC-B			SBC			PHC			BPL			MUSLIM			SIKH /MINORITY			J&K		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total			
<b>(A)</b>	<b>UNDER GRADUATE</b>																																	
(i)	ARTS																																	
(ii)	COMMERCE																																	
(iii)	SCIENCE																																	
<b>(B)</b>	<b>POST GRADUATE</b>																																	
(i)	ARTS																																	
(ii)	COMMERCE																																	
(iii)	SCIENCE																																	
<b>(C)</b>	<b>ANY OTHER COURSE</b>																																	
<b>(D)</b>	<b>Ph.D</b>																																	
<b>(E)</b>	<b>M.Phil.</b>																																	
<b>G. Total</b>																																		

**DEAN/CHAIRPERSON/PRINCIPAL  
WITH OFFICE SEAL**

