



### NOTICE

Ref. No. : 05/02/2025/A&R/3391

Dated : 22-08-2025

**Subject:- Schedule for submission of Registration Return (RR) alongwith relevant documents in respect of students admitted in Affiliated Institutes of the University onward from AY 2025-26.**

All concerned are hereby informed that University has implemented SAMARTH portal for all academic activities and the Registration Return (RR) of the students admitted in Affiliated Institutes onward from AY 2025-26 will be accepted in accordance of SAMARTH portal as per the schedule mentioned below:-

1. Affiliated Colleges/Institutes required to submit the program wise RR of admitted students in softcopy/Ms-Excel sheet as per the excel format of SAMARTH portal within 15 days from the last date of admission along with the RR fee submission details/Challan/receipts in a single lot.
2. Affiliated Colleges/Institutes required to submit the hardcopy of RR (submitted as per point 1) along with photocopy/hardcopy of all the relevant documents of admitted candidates duly signed and stamped by the Institute's Director/Principal within 20 days from the last date of admission in a single lot.
3. Institute Director/Principal will submit an affidavit that the Institute is submitting the RR in hardcopy of the same RR excel sheet which was submitted in softcopy as mentioned at Point 1. (Affidavit format attached)

If any institutes/colleges failed to submit the Registration Return in physical form within 20 days of last date of admissions, same may be accepted with following standard rule:-

|  |  |
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| For 1- 10 days after expiry of due date  | Along with late fine of Rs. 750/- per student  |
| For 11 -20 days after expiry of due date | Along with late fine of Rs. 1500/- per student |
| For 21- 30 days after expiry of due date | Rs. 5,00,000/- (Rs. Five Lakh only)            |

After the expiry of above schedule **No Registration Return will be entertained**. However, the Vice-Chancellor may consider to allow/to admit the Registration Return as a special case.

- If the Institute is not able to submit the attested documents of a student including photocopy of Grand Total Final Marksheets of 10<sup>th</sup>/12<sup>th</sup>/Diploma/UG/PG and Original Migration or Digi-Locker/Online issued Migration Certificate along with affidavit while sending registration return, the said certificates of such student may be submitted in the Affiliation & Registration Branch as per the University notice ref no. 05/02/2025/A&R/3172 dated 06.03.2025
- **Documents received after the schedule mentioned vide notice ref no. 05/02/2025/A&R/3172 dated 06.03.2025 will not be accepted in any case and the candidature of the student shall stand automatically cancelled.** Internet result copies are only allowed till 90 days from the last date of admission. Attested Photocopy of original DMC must be submitted in Affiliation & Registration Branch within 90 days from the last date of admission of the said programme.

The officials of affiliated Institutes/Colleges are advised to approach in Affiliation & Registration Branch before 01.00 PM during office hour for submission of Registration Return otherwise case will be entertained on next day as per applicable notified fees/rule and University shall not be responsible for any delay in such cases.

DA:-

1. General instructions for submission of Registration /Continuation Return
2. RR softcopy format in MS- Excel
3. Format for Details of Documents submitted along with RR
4. Affidavit format
5. List of documents to be submitted along with Registration Return (RR).

- The Director/Principal of all Affiliated Institutes/Colleges.

Copy of the above is forwarded to the followings for information please:-

- PA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor
- PA to Registrar for kind information of W/Registrar
- Dean (Institutions)/ COE/COF/DAA
- System Analyst to upload the notice on University website for affiliated Institutes.

*DR (Affiliation & Registration)  
For Registrar*

*22/8/2025*



## GENERAL INSTRUCTIONS FOR SUBMISSION OF REGISTRATION /CONTINUATION RETURN

1. PPP ID shall remain mandatory for Haryana students for taking admissions, the PPP ID must be filled for the Haryana Candidates. The details of the candidate like his/her name, father name, mother name, Annual Family Income, Category etc. must be as per their PPP ID which should be marked as verified in family information data repository (FIDR). The caste/reservation/annual income/financial benefits given to the candidate shall be on the basis of verified caste/income fetched through PPP as per the State Govt. PPP ID in physical form duly verified and attested by concerned Director/Principal of Institute/College should be submitted alongwith Registration Return.
2. Aadhaar Card shall remain mandatory for all students to taking admissions and should be correctly entered during filling registration return as verified Aadhaar number is essentially required for students registration in ABC portal.
3. In compliance of guidelines regarding Authentication Verification of Aadhar issued by Haryana Government Citizen Recourses Information Department through Memo No. : Admn/364/1SIT/18925 dated 11.07.2023, Aadhaar shall be verified and attested by concerned Director/Principal of Institute/College; same shall be submitted along with Registration Return.
4. The Institute will submit the programme wise Registration Return in softcopy (Ms-Excel) strictly as per the format of SAMARTH portal. The colleges are required to submit hard copy of the same softcopy of RR/Ms-Excel printed on A1/A-2 size paper along with photocopies of required documents duly signed and stamped by the Director/Principal of the concerned Institute/College. Incomplete Registration Return or without complete documents shall be liable for late fee as per schedule till the Registration Return is completed in all respect. Registration Return will be entertained in **single lot only**. Documents should be in properly filled in Index files and arrange as per the sequence in RR. Blur Photocopies are treated as nil and shall be liable for late fee as per schedule. For correction of wrong entries (only one time correction is allowed) fine of Rs. 500/- per student will be charged after registration of the student with the University. **Responsibility for wrong/irregular admission/excess admission, if any, will entirely rest upon the Principal/Director of the College/Institute/Department Concerned.**
5. The Institutes/Colleges will have to submit the Registration Return in Physical form (only of eligible students) along with all types of required certificates/documents(photocopies duly attested by concerned Principal/Director no stamp of signature of principal/director will be entertained) exhibiting their eligibility, aadhaar card copy, HSTES list B.Tech/B.Tech LEET only) and migration certificate in original/online issued migration certificate along with affidavit in the Affiliation & Registration as per specified schedule.
6. Institute will have to submit the HSTES portal admitted students list along with RR in respect of students admitted in B.Tech/B.Tech (Lateral Entry)
7. The Registration Return/Continuation Return fees accepted through ERP/Fee payment link provided by the University with valid challan only. No other mode of payment shall be accepted.
8. The Directors/Principals of the concerned institutes/colleges will also enclose the affiliation/ extension letter along with the Registration Returns. At the time of checking the eligibility of the students admitted in the institute/colleges, the Registration Branch

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will ensure that the institute/college has been granted affiliation/extension in affiliation for the course with the specified sanctioned intake in which the students have been admitted by the institute/college concerned.

9. The Registration Return as per above instructions should be printed in double space on both side as per the prescribed format, programme wise separately with Font size of 12, Font Type: Arial. RR with single space /hand written will not be accepted in any case.
10. The Institute also required to submit the details of documents submitted in softcopy as well as in hardcopy along with RR (format for the same is also attached)
11. The students who have pass-out from foreign university/board, a certificate from AIU is required that foreign university/board has been approved by AIU.
12. If wrong Board/Institute/University (which is not mentioned in the approved list of Boards/Universities) filled by the Institute/College, a fine of Rs. 2000/- per students on the Institute will be imposed and admission stand cancelled. There will be no refund of any type of fee submitted by the Institute to the University e.g. RR Fee/Exam fee etc.
13. If any mismatch of the Board/University etc. has been found during verification of RR and documents submitted by the Institute (if student passed from approved Board/University) a fine of Rs. 500/- per student will be applicable for correction of such mistakes.
14. If wrong admission category is filled by Institute/College, a fine of Rs. 2000/- per student will be charged from Institute and applicable admission category will be update in RR record after the request of the Institute subjected to eligibility of such category, if no vacant seat is available in relevant applicable admission category in the said course of the concerned Institute then admission in such case stand cancelled and there will be no refund of any type of fee submitted by the Institute to the University (RR Fee/Exam Fee)  
  
However, no change in any type of category will be applicable in case of B.Tech/B.Tech(Leet) programme students; the admission category of students admitted in B.Tech programme strictly must be as per the details uploaded on HSTES portal by the concerned Institute.
15. Registration no. will be issued along with roll no.s in respect of all the students as submitted in RR by the Institute. The Institute is required to clear all the documents deficiency (if any). The affiliation & registration branch will notify the list of students whose RR has been rejected due to not submitting the documents
16. Aadhar no., Mobile No., Photo and Date of birth is mandatory for every student as the same is required by the UGC for uploading the result of students for online verification.
17. If the admission of any student is cancelled or detained by the college, such information must be supplied immediately to the Affiliation & Registration Branch and Exam Branch of the University.
18. No Registration Return shall be accepted in the absence of any kind of fee.
19. It is mandatory to provide the attested detailed marks cards of qualifying examination, original migration certificate/online issued migration certificate along with affidavit/ documents showing the date of birth, father's name, mother's name and SC/ ST/ BC/ PH/Copy of Parivar Pehchan Patra certificate etc of all fresh students failing which

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registration of the students will not be entertained.

20. Incomplete registration return in the shape of hard copy will not be entertained under any circumstance. The college shall be held responsible for this and will have to pay the **late fees as per rules** laid down by the university.
21. Complimentary copy of the prospectus of the college must be sent along with the Registration Returns.
22. The Registration Returns are to be signed at the specified place for the purpose by the **Principal /Director himself and not by any other person on behalf of the Principal/Director no stamp or signature of Principal/Director will be entertained**, office copies of the Registration Returns may be kept by the college /institute concerned for record and future references. The last date prescribed for the submission of **Registration Returns and Migration Certificates (in original)/online issued Migration Certificate along with affidavit is required to be followed strictly**.
23. There is growing tendency among the students of various colleges to approach the university for Redressal of their grievances and for removal of discrepancies which is unfair. This malpractice jeopardizes the smooth functioning of the university. Therefore, the college should refrain to direct the students to visit the university for Redressal of their grievances and for removal of discrepancies. Instead of doing so, the college staff should be deputed to contact the concerned branch of the University for resolving the discrepancies, if any.
24. It has also been observed that the college /institutes do not take timely steps for removal of discrepancy (s) and rushed 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 students. Therefore; colleges/institutes take timely step to settle the discrepancy beforehand.
25. The colleges shall send all records to be verified by the **Affiliation & Registration branch as per specified date, else all students of first year (not just the ones whose records are not received) of the college not adhering to the stipulated date will be debarred from appearing in the university examinations of the first year.**
26. The affiliated Institutes/Colleges are advised to approach in office before 01.00 PM during office hour for submission of Registration Return otherwise case will be entertained on next day as per applicable notified fees/rule and University shall not be responsible for any delay in such cases.
27. Students address in RR strictly as per the Aadhar card or Domicile/Resident certificate of the student. In case of mismatch of address filled in RR and document submitted by Institute, the same will be updated on the request of Institute and particular update fee of Rs. 500/- per student will be charged in such cases.
28. If the Instructions/Guidelines for any session could not be issued in future due to administrative reason then the Instruction/Guidelines of previous year will be applicable in toto.

*Yours etc*

*[Signature]*

**List of documents to be submitted alongwith registration return (All documents should be verified and duly stamped and signed by Director/Principal of concerned Institute/College).**

| Sr. No. | Name of Documents   |
|---------|---|
| 1.      | 10 <sup>th</sup> DMC (Photocopy)  |
| 2.      | 12 <sup>th</sup> / Diploma / UG/PG Grand total final semester DMC (Photocopy) as applicable |
| 3.      | HSTES admitted student list (for B.Tech / B.Tech (Lateral entry) admitted students          |
| 4.      | Migration certificate in original/Online issued Migration Certificate along with affidavit  |
| 5.      | PPP ID (Photocopy)  |
| 6.      | Aadhar Card (Photocopy)   |
| 7.      | Category Certificate (if applicable)  |
| 8.      | Paid Challan Receipts (Original)  |

The details about the above documents submitted along with RR must be submitted as per the format provided in this regard.

*Vasant*

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