

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

No. CB-1/2015/ \_\_\_\_\_  
Dated: \_\_\_\_\_

**MOST URGENT/TIME BOUND**

To

The Principal(s),  
All the Degree Colleges,  
Affiliated with M.D. University,  
Rohtak

**Sub:- Supply the information regarding sanctioned seats of all the courses running in your college (i.e. B.A. B.Com. B.Sc., M.A./M.Sc. etc.)**

Sir/Madam,

It has been noticed that in the absence of certified documents regarding number of sanctioned seats in various U.G/P.G courses, the institutions are taking liberty for admitting students over and above the sanctioned seats. It is very difficult for the University to accept the Registration Return of students admitted by your college against sanctioned seats.

Sometimes, the number of admitted students exceeds the actual number of seats allotted to the college by the University. The University Grants Commission and other Govt. agencies ask for information regarding sanctioned seats in a particular course run by the institution but in the absence of certified documents for which seats were allotted by the University, it is difficult to supply the information to the quarter concerned. So, you are requested to kindly furnish the requisite information as per placed below format:-

Sr. No.	Name of the Course	Existing Sanctioned/ approved seats by the University	Letter No. & Date issued by the University (please attached copy of the same)
1.	B.A		
2.	B.Com		
3.	B.Sc.		
4.	M.A		
5.	Other courses		

This may be treated as **Most Urgent**.

Yours faithfully,

Superintendent (Colleges)

Endst. No. CB-1/2015/ 14894

Dated: 30-4-15

✓ Copy of the above is forwarded to Director, Computer Centre, M.D.U. Rohtak with the request to upload the same on our University Website, please.

Superintendent (Colleges)

*[Signature]*  
11/5/15

*[Handwritten initials]*  
11/5/15

CO