

# PROSPECTUS-2019

*for centralized online admission in*

*Seven State Universities of Haryana (Maharshi Dayanand University, Rohtak; Chaudhary Devi Lal University, Sirsa; Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan; Indira Gandhi University, Meerpur; Chaudhary Bansi Lal University, Bhiwani; Chaudhary Ranbir Singh University, Jind and Gurugram University, Gurugram)*

*for*

M.Com.; M.A. (Economics); MBA/MBA (General)/MBA (Hons.)/MBA (Business Economics)/MBA (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech); M.A. (Journalism & Mass Communication)/M.Sc. (Mass Communication)/M.A. (Mass Communication)/Master of Journalism & Mass Communication (MJMC); LL.M./LL.M. (Specialization in Corporate Law, Criminal Law & International Law) (except LL.M. of BPSMV, Khanpur Kalan); M.A. (Political Science); M.A. (Public Administration)/M.A. Public Administration (Specialization in Public Policy & Governance); M.A. (English); M.A. (Hindi); M.A. (History); M.A. (Geography)/M.Sc. (Geography); M.P.Ed./M.P.E.S.; M.A. (Psychology)/M.Sc. (Psychology)/M.A. (Applied Psychology)/ M.Sc. (Applied Psychology); M.A. (Sociology) and M.A. (Social Work)/Master of Social Work (MSW).



## **KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

(Category-I University, 'A+' Grade NAAC Accredited)

**Website:** [www.kuk.ac.in](http://www.kuk.ac.in)

**Admission Portal:** <https://coahry.in>

**Helpline No. :** +91-9057047584, +91-9057047585, +91-9057047586, +91-9057047587,  
+91- 9057047588, +91-9057047589

<b>CONTENTS</b>		
	<b>Title</b>	<b>Page No</b>
	About the State Universities	1
	University-wise Admission Coordinators/Nodal Officers	1
	Abbreviations	2
Chapter-1	Schedule of Entrance Exam. and Counselling	3
Chapter-2	Admission Procedure	5
Chapter-3	University-wise Courses, Intake, Seat Matrix and Fees	15
Chapter-4	Course-wise Admission Eligibility and Criteria	20
Chapter-5	List of Documents to be Brought by the Candidates at the Time of Reporting to the Allotted University	22
Chapter-6	Reservation of Seats and Guidelines for Reservation	23
Chapter-7	Eligibility Certificate	26
Chapter-8	Guidelines for Cancellation of Seats and Refund/ Adjustment of Fee	26
Chapter-9	List of University-wise Chairpersons/Directors, Depts./Institutes, Telephones, Mobile No., Emails and Courses	28
Chapter-10	Academic Calendar	31
Chapter-11	Curbing the Menace of Ragging	32
Appendix-A	Guidelines for Bonafide Residents of Haryana	33
Appendix-B	List of SC/BC of Haryana	35
Annexure- I to XIII	Proformas for Character, SC, BC, EWSs, Differently Abled, DFF, Deceased or Disabled or Discharged Military/ Paramilitary Personnel, Ex-servicemen or Ex-personnel of Para-Military Forces, Ex-employees of Indian Defence Services/Paramilitary Forces Certificates, Self Declaration by the Student, Self Declaration by Parent/Guardian, Students Information Form, Application for Adjustment of dues/fee and Application for Withdrawal of Admission and Refund of Fee.	37
	Sample of OMR Answer Sheet	48

# ABOUT THE STATE UNIVERSITIES

The websites of participating State Universities in Centralized Online Admissions are given below. The aspirants, if they desire to know the detailed profile of any University, they may visit the respective university website:

Sr.No.	Name of the State University	Website
1.	Maharshi Dayanand University, Rohtak	<a href="http://www.mdu.ac.in">www.mdu.ac.in</a>
2.	Chaudhary Devi Lal University, Sirsa	<a href="http://www.cdлу.ac.in">www.cdлу.ac.in</a>
3.	Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)	<a href="http://www.bpswomenuniversity.ac.in">www.bpswomenuniversity.ac.in</a>
4.	Indira Gandhi University, Meerpur (Rewari)	<a href="http://www.igu.ac.in">www.igu.ac.in</a>
5.	Chaudhary Bansi Lal University, Bhiwani	<a href="http://www.cblu.ac.in">www.cblu.ac.in</a>
6.	Chaudhary Ranbir Singh University, Jind	<a href="http://www.crsujind.org">www.crsujind.org</a>
7.	Gurugram University, Gurugram	<a href="http://www.gurugram.ac.in">www.gurugram.ac.in</a>

The admissions to all courses of Kurukshetra University, Kurukshetra are being made separately by the Kurukshetra University. The details can be seen at its website : [www.kuk.ac.in](http://www.kuk.ac.in)

## UNIVERSITY-WISE ADMISSION COORDINATORS/NODAL OFFICERS

Sr. No.	University	Admission Coordinator/Nodal Officer	Contact No.	Email ID
1.	MDU, Rohtak	Prof. Mehtab Singh	9416306053	mstrana241@gmail.com
2.	CDLU, Sirsa	Prof. Vishnu Bhagwan	9812556101	<a href="mailto:Bhagwan_vishnu2007@rediffmail.com">Bhagwan_vishnu2007@rediffmail.com</a>
		Dr. Rohtash	9896017462	rohtashkait@gmail.com
3.	BPSMV, Sonapat	Prof. Ajit Singh	9416104183	Ghanghas_ajit@rediffmail.com
4.	IGU, Meerpur, Rewari	Dr. Satinder Bal	9466338880	
		Dr. Ishwar Sharma	8930192093	
5.	CBLU, Bhiwani	Dr. Mayank Kinger	9034359496	<a href="mailto:drmayankkinger@cblu.ac.in">drmayankkinger@cblu.ac.in</a>
6.	CRSU, Jind	Dr. Anupam Bhatia	8295445800	anupambhatia@crsu.ac.in
7.	GU, Gurugram	Dr. Badruddin, Advisor (Law)	9896863313	<a href="mailto:dr.badrudinbadar@gmail.com">dr.badrudinbadar@gmail.com</a>

## ABBREVIATIONS

### Abbreviations used, stand for:

MDU	Maharshi Dayanand University, Rohtak	BPSMV	Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, (Sonepat)
CDLU	Chaudhary Devi Lal University, Sirsa	CRSU	Chaudhary Ranbir Singh University, Jind
GUG	Gurugram University, Gurugram	IGU	Indira Gandhi University, Meerpur (Rewari)
AIC	All India Category	CBLU	Chaudhary Bansi Lal University, Bhiwani
DA	Differently Abled	IQAC	Internal Quality Assurance Cell
DFP	Dependent of Freedom Fighter	HGC	Haryana General category
ESM	Ex-servicemen and their wards	HONS.	Honours
SFS	Self-Financing Scheme	HRY	Haryana
NAAC	National Assessment and Accreditation Council	NTA	National Talent Awards
G.D.	Group Discussion	TFC	Throughout First Class
		UGC	University Grants Commission
EWSs	Economically Weaker Sections	CEE	Common Entrance Examination

## CHAPTER-1

### SCHEDULE OF ENTRANCE EXAM AND COUNSELLING

The Admission/Entrance Exam/Counselling Schedule for centralized online admissions to various courses will be as under:

#### SCHEDULE OF ADMISSION/ENTRANCE EXAM

Sr. No.	Important events	Date
1.	Filling of Online Application Form will commence w.e.f.	15.06.2019
2.	Last date for submission of Online Application Form	01.07.2019 (23:59 hrs. Midnight)
3.	Admit Card along with details of Examination Centre will be available for download onwards	02.07.2019 ( after 12.00 Noon)
4.	<b>Common Entrance Tests by K.U., Kurukshetra :</b>	
	Course	Date of Common Entrance Exam
(i)	M.A. (English)	07.07.2019 at 10.00 a.m.
(ii)	M.A. (Hindi)	07.07.2019 at 1.00 p.m.
(iii)	M.A. (Economics)	07.07.2019 at 3.30 p.m.
(iv)	M.Com.	08.07.2019 at 10.00 a.m.
(v)	LL.M./LL.M. (Specialization in Corporate Law, Criminal Law & International Law)	08.07.2019 at 10.00 a.m.
(vi)	M.P.Ed./M.P.E.S.	08.07.2019 at 01.00 p.m.
(vii)	MBA/MBA (General)/MBA (Hons.)/MBA (Business Economics)/MBA (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech);	08.07.2019 at 03.30 p.m.
(viii)	M.A. (Political Science)	09.07.2019 at 10.00 a.m.
(ix)	M.A. (Public Admn.)/ M.A. Public Administration (Specialization in Public Policy & Governance)	09.07.2019 at 1.00 p.m.
(x)	M.A. (History)	09.07.2019 at 3.30 p.m.
(xi)	M.A. (Sociology)	10.07.2019 at 10.00 a.m.
(xii)	M.A.(Psychology/ M.Sc.(Psychology)/ M.A. (Applied Psychology)/ M.Sc. (Applied Psychology)	10.07.2019 at 1.00 p.m.
(xiii)	Master of Social Work (MSW)/M.A. (Social Work)	10.07.2019 at 3.30 p.m.
(xiv)	M.A. (Journalism & Mass Communication)/M.Sc. (Mass Communication)/M.A. (Mass Communication)/Master of Journalism & Mass Communication (MJMC)	11.07.2019 at 10.00 a.m.
(xv)	M.A. (Geography)/M.Sc. (Geography)	11.07.2019 at 01.00 p.m.

- Note :**
- For M.P.E.D./M.P.E.S. courses, Physical Efficiency Test (PET) will be conducted in the Dept. of Physical Education, KUK on **13.07.2019 and 14.07.2019**. The schedule and respective groups of PET will be notified on **07.07.2019** on the Centralized Online Admissions Portal of KUK.
  - For MBA 2-Yr. programme, G.D. & Interview will be conducted in the University School of Management, KUK during **13.07.2019 to 14.07.2019**. The schedule and respective group of G.D. & Interview will be notified on **07.07.2019** on the Admission Portal of Centralized Online Admissions.
  - Admission/Entrance Exam. schedule may change without any prior notice.

## COUNSELLING SCHEDULE

Candidates are given a nine days window i.e. 14.07.2019 to 22.07.2019 to register for counselling and to fill-in their choices. This window will not be extended under any circumstance. Candidate **MUST LOCK** their choices. If candidates **DO NOT LOCK** their choices, last saved choices will be locked automatically in the last minute of last date of choice filling. Candidates will not be able to change their choices/preference order any more.

Counselling	Category	Display of merit list	Reporting date for admission at the allotted University	Fee/dues Deposited upto	Seats updation by the respective University
<b>First Counselling</b>	All Categories	24.07.2019 at 10.00 hrs.	24.07.2019 to 26.07.2019 upto 16.00 hrs.	26.07.2019 upto 17:00 hrs.	26.07.2019 by 23:59 hrs. (midnight)
<b>Second Counselling (if seats remain vacant)</b>	All Categories	29.07.2019 at 10.00 hrs.	29.07.2019, 30.07.2019 and 01.08.2019 upto 16:00 hrs.	01.08.2019 upto 17:00 hrs.	01.08.2019 by 23:59 hrs. (midnight)
<b>Third Counselling (if seats remain vacant)</b>	All Categories	02.08.2019 at 10.00 hrs.	02.08.2019 to 03.08.2019 upto 16:00 hrs.	03.08.2019 upto 17:00 hrs.	03.08.2019 by 23:59 hrs. (midnight)
<p>Final Counselling will be carried out (if seats remain vacant after 3<sup>rd</sup> counselling) by respective universities on the basis of physical presence from <b>05.08.2019 to 07.08.2019</b> as per the procedure given below :</p> <p><b>Procedure for Counselling:</b> If seats remain vacant in any course in any university after 3<sup>rd</sup> counselling, the same will be filled up by respective universities in the Final Counselling on the basis of marks of CEE. For Final Counselling the candidates must report to Chairpersons/Directors of the Concerned Depts./Institutes of the University between 9.00 a.m. to 11.00 a.m. as per schedule notified by the concerned university. Benefit of reservation will be given to all the reserved categories as per State Reservation Policy. In case, no eligible candidate of the reserved category (other than SC category) is available, these vacant seats will be filled up on open merit basis.</p> <p>After display of Final List, if any seat(s) remain vacant or fall vacant due to drop out by the admitted students, the vacated seat(s) first be filled up from the candidates of respective category on merit basis. If no reserved candidate is available, then it will be filled up on open merit basis by the concerned University from the waiting list drawn on the day/date of physical presence upto <b>20.08.2019</b> with prescribed late fee. The candidates who do not mark their presence on the day of final list will only be considered for admission against any subsequent vacant seat, if there is no candidate in the waiting list drawn on the day of Physical presence.</p> <p><b>Physical Counselling for Additional/Supernumerary Seats :</b> No online counselling will be held for additional/supernumerary seats. All additional/supernumerary seats will be filled up on the basis of physical presence in the concerned Department/Institute on the day of Final Counselling to be notified by the concerned University. The candidates who have appeared in the Entrance Test may be participated in the physical counselling.</p>					<p><b>07.08.2019 by 23:59 hrs. (midnight)</b></p>
Commencement of Classes will be from					27.07.2019
Last date for receiving of application for refund of fee					04.08.2019

**Note:** 1. Counselling schedule may change without any prior notice.

## CHAPTER-2 ADMISSION PROCEDURE

### 2.1 HOW TO APPLY

1. Download Prospectus. Read it carefully to ensure your eligibility and acquaint with the requirements for submission of Online Application Form, no separate information will be sent to any candidate in this regard. Prospectus can be downloaded from the website of Kurukshetra University, Kurukshetra: [www.kuk.ac.in](http://www.kuk.ac.in) or **Admission Portal: <https://coahry.in>**
2. Candidates have to apply for Centralized Online Admissions 2019 “**Online**” **ONLY** by accessing the website. [kuk.ac.in](http://kuk.ac.in) or **Admission Portal: <https://coahry.in>**. Application forms other than online mode will not be accepted in any case. Only one application for a course/courses is to be submitted by a candidate. More than one application i.e. **Multiple** application forms submitted for the same course/courses by a candidate will be rejected.
3. The candidates willing to take admission in Post Graduate (PG) courses in MBA/MBA (General)/MBA (Hons.)/MBA (Business Economics)/MBA (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech); M.A. (Journalism & Mass Communication)/M.Sc. (Mass Communication)/M.A. (Mass Communication)/Master of Journalism & Mass Communication (MJMC); LL.M./LL.M. (Specialization in Corporate Law, Criminal Law & International Law) (except LL.M. of BPSMV, Khanpur Kalan); M.A. (Political Science); M.A. (Public Administration)/M.A. Public Administration (Specialization in Public Policy & Governance); M.A. (English); M.A. (Hindi); M.A. (History); M.A. (Geography)/M.Sc. (Geography); M.P.Ed./M.P.E.S; M.A. (Psychology)/M.Sc. (Psychology)/M.A. (Applied Psychology)/M.Sc. (Applied Psychology); M.A. (Sociology) and M.A. (Social Work)/Master of Social Work (MSW) are suggested to visit the **Kurukshetra University website [kuk.ac.in](http://kuk.ac.in)** to register themselves and fill the Online Application Form for Centralized Online Admissions 2019 for PG Admissions.
4. Candidates applying for admission are advised to carefully read "Prospectus", all "Notifications" available on **KUK** website and also ensure their "Eligibility" before filling the online Application Form.
5. All the particulars in the **Application Form** must be filled carefully and no entries should be left unfilled. Incomplete applications are liable to be rejected.
6. The admission portal will remain functional for registration and filling Application Forms as per schedule mentioned in Prospectus and on KUK website.
7. **It is suggested that you have the following ready before starting the filling of the application form:**
  - A computer with good Internet connectivity
  - All your qualification details
  - Scanned clear passport photograph in JPG/JPEG format (size between 10 kb–200 kb)
  - Scanned clear signature in JPG/JPEG format (size between 4 kb–50 kb)
  - Scanned copy of Matric Certificate (in .jpg file of size not more than 50 KB).
  - A valid e-mail Id as all communication will be made on this e-mail Id
  - A valid mobile number as all information via SMS will be sent to this number
  - A valid debit/credit card or Net banking account, if you want to pay ONLINE
  - A printer connected to your system to print confirmation pageNo correction can be made at a later stage after submission of an application. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.
8. **Follow 4 (Four) Steps to Apply Online:**

**Step-1: Register Online:** For online registration “**Applicant is advised to fill up the e-mail ID carefully, failing which the registration process shall not get completed, since a verification link shall be sent to the applicant’s e-mail ID and the registration process shall get completed only when the verification link is clicked upon and the E-mail ID is verified.**” Once the registration process is completed. A registration ID of the candidate will be generated. This registration ID will be communicated to the registered mobile and email ID of the candidates. The candidate can login into its account through button "**Applicant Login**" available on the admission portal using their registration ID / registered email ID and password and complete/edit its Application Form.

**Step-2: Complete the Application Form:** Candidate can login with the registered email ID and created Password for completing the Application Form. The candidate should enter all the details while filling the Online Application Form. After successful submission of the personal details.

**Step-3:** Upload Scanned Images of Candidate Photograph and Candidate Signature.

- a) Scanned photograph and signature should be in JPG/JPEG format. The photograph should be coloured or black/white (but clear contrast).
- b) Size of scanned photograph should be between 10 kb to 200 kb.
- c) Size of scanned signature should be between 4 kb to 30 kb.
- d) Scanned copy of Matric Certificate (in .jpg file of size not more than 50 KB).

**Note:** Upload the correct Photograph and Signature as the facility for correction in images will not be given.

**Step-4: Payment by Debit/Credit Card/Net Banking:** After successfully completing the above steps, fee will be calculated according to the category and number of course(s) applied for. After that candidate will be directed to online payment gateway to pay the fee through Internet Banking/Debit Card/Credit Card. The application processing fee of a subject has been fixed Rs. 800/- (Rs.200/-for SC/BC/Blind candidates of Haryana). If a student applies for more than one course, he/she will deposit Rs.400/- (Rs.100/-for SC/BC/Blind candidates of Haryana) for each additional course. Such concession is applicable to a maximum of three additional courses. Suppose, a candidate applies for additional 03 courses, he/she will deposit a total of Rs.2000/- (Rs.500/-for SC/BC/Blind candidates of Haryana). If a candidate applies for more than four courses (including additional courses), he/she will apply further for each course along with fee of Rs. 800/- (Rs.200/-for SC/BC/Blind candidates of Haryana). For taking admissions to the following courses candidates need not to apply on separate Application Form, they will submit only one Application Form as mentioned against each:

Sr. No.	Name of group of Courses	Candidates will submit Application Form
1.	M.P.Ed./M.P.E.S	One
2.	MBA/MBA (General)/MBA (Hons.)/MBA (Business Economics)/MBA (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech)	One
3.	M.A. (Psychology)/M.Sc. (Psychology)/M.A. (Applied Psychology)/ M.Sc. (Applied Psychology)	One
4.	Master of Social Work (MSW)/M.A. (Social Work)	One
5.	M.A. (Journalism & Mass Communication)/M.Sc. (Mass Communication)/M.A. (Mass Communication)/Master of Journalism & Mass Communication (MJMC)	One
6.	M.A. (Geography)/M.Sc. (Geography)	One
7.	LL.M./LL.M. (Specialization in Corporate Law, Criminal Law & International Law)	One
8.	M.A. (Public Administration)/M.A. Public Administration (Specialization in Public Policy & Governance)	One

- a. KUK does not take any responsibility for the candidates not being able to submit their Application Forms by the last date and time on account of any reason beyond the control of the KUK.
- b. Candidates can check their fee status after login to their account and can download/print the receipt.
- c. Candidate can call the helpline for any technical queries related to the submission of Online Application Form during office hours.

**These steps can be done together and separately also.**

**Note:**

- I. The final submission of online Application form will remain incomplete, if all the steps are not completed. Such form will stand rejected and no correspondence on this account will be entertained.
- II. No request for refund of fee once remitted by the candidate will be entertained
- III. The entire application process of Centralized Online Admissions 2019 is online, including uploading of scanned images, documents, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to Kurukshetra University through Post/Fax/ By Hand.



- IV. Candidates are advised to keep visiting the Kurukshetra University admission's website regularly for latest updates and also to check their SMS/e-mails.
  - V. The Kurukshetra University can make use of the data generated for the purpose of research and analysis.
  - VI. All the candidates who have submitted the online application and paid the application processing fee within the last date will be eligible to appear in Common Entrance Exam. for Centralized Online Admissions 2019 to seven state universities of Haryana in prescribed subjects and their admit cards will be uploaded on the website as per schedule. The Kurukshetra University neither verify the information filled by the candidates in the application form nor verify any certificate of category/educational qualification for deciding the eligibility of candidates. The certificates of educational qualification and category (if applied under reserved category) will be verified by the concerned institution at the time of admission. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category). The Kurukshetra University will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in their online application form. Any letter/e-mails in this regard will not be entertained by the Kurukshetra University.
  - VII. The candidates are required to check the status of fee payment at Kurukshetra University website (kuk.ac.in) and if the status is "OK", the candidate will be able to take the **printout of Confirmation Page**. In case, the fee payment status is not "OK" the candidates are advised as following:-
    - i. If the fee is paid through credit/debit card/Netbanking and status is not OK, it means that transaction is cancelled and the amount will be refunded as per University Rules after completion of admission process.
9. **Information regarding Entrance Exam. and Process of Online Counselling :**
- i) **Common Entrance Examination** for various courses will be held as per schedule mentioned in Chapter-1.
  - ii) **Admit Card** for the Entrance Examination will be available for download/print through website as per schedule mentioned in Chapter-1.
  - iii) **Result of Common Entrance Exam** for various courses will be available on website as per the schedule given in Chapter-1.
  - iv) **Online Counselling and Reporting** will be held as per counselling schedule given in Chapter-1. After declaration of results of Common Entrance Exams of all the courses, candidates who are willing to participate in counselling shall **have to register** themselves online on web portal by paying a one-time counselling fee of Rs.500/- online (Rs.125/-for SC/BC/Blind candidates of Haryana) for all rounds of counselling at the time of registration for the 1<sup>st</sup> counselling. No separate counselling fee have to be deposited by the candidate for subsequent 2<sup>nd</sup>, 3<sup>rd</sup> and final round of counselling. **The Counselling fee once paid shall not be refunded (full or partially) under any circumstances.**
  - v) **To register for counselling and choice filling**, candidates are given **a nine days window** as per schedule mentioned in Chapter-1. **This nine days window** will not be extended under any circumstances. Candidates must **"LOCK"** their choices within date and time given in the counseling schedule. If candidates **DO NOT LOCK** their choices, last saved choices will be locked automatically in the last minute of last date of choice filling. Candidates will **NOT** be able to change their choices/preferences order any more.
  - vi) **In case of M.P.Ed./M.P.E.S courses, the candidates shall register for online counselling only after qualifying the Physical Efficiency Test (PET) as per the schedule mentioned in Prospectus.**
  - vii) **For MBA 2-Yr. courses, the candidates shall register for online counselling only after completion of G.D. and Interview as per the schedule mentioned in Prospectus.**

## 2.2 ABOUT ENTRANCE TEST AND GROUP DISCUSSION & INTERVIEW

### 2.2.1 The Scheme/Pattern of Common Entrance Exam. is as under:

Course	Scheme of Entrance Exam.	Marks	Duration
<b>M.A. in</b> English; Hindi; History; Political Science; Economics; Psychology/ Applied Psychology; Mass Comm./Journalism & Mass Communication/Master of Journalism & Mass Communication; Social Work/Master of Social Work (MSW); Public Admn.; Geography; Sociology; <b>M.Sc. in</b> Geography ; Mass Communication; Psychology/ Applied Psychology; <b>M.Com.</b>	Entrance Exam. will be of the level of qualifying examination. There shall be 100 objective multiple choice type questions of 1 mark each. The candidates will be awarded 1 (one) mark for every correct answer. There will be negative marking. ¼ Marks (.25 marks) for each wrong answer will be deducted.	100 Marks	1 ½ Hrs.
MBA/MBA (General)/MBA (Hons.)/MBA (Business Economics)/MBA (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech)	The pattern and level of Entrance Exam. shall be similar to the other national level management admission test such as MAT, CMAT, and CAT etc. . <b>The Entrance Exam. will consist of four parts : 80 Marks</b> (i) English comprehension : 20 Marks (ii) General Awareness : 20 Marks (iii) Management Aptitude and Data Interpretation : 20 Marks (iv) Logical Reasoning : 20 Marks <b>Group Discussion and Interview : 20 Marks</b> (i) Group Discussion : 10 Marks (ii) Personal Interview : 10 Marks	80 Marks	1 ½ Hrs.
LL.M./LL.M. (Specialization in Corporate Law, Criminal Law & International Law)	The standard of Entrance Exam. shall be of LL.B. (Professional) Degree level.	100 Marks	1 ½ Hrs.
M.P.Ed./M.P.E.S.	Entrance Exam. will be of the level of qualifying examination. There shall be 100 objective multiple choice type questions of 1 mark each. The candidates will be awarded 1 (one) mark for every correct answer. There will be negative marking. ¼ Marks (.25 marks) for each wrong answer will be deducted. The candidate must qualify the PET (Canadian Test).	100 Marks	1 ½ Hrs.
			The criteria and specification of the individual events of the Canadian Test are given at <b>Chapter-4.</b>

### 2.2.2 INSTRUCTIONS FOR ENTRANCE EXAM.

- The Admit Cards for the Entrance Exam. will be available for printing from the University website or admission portal w.e.f. 02.07.2019 after 12:00 noon. The candidate can download and take a print of it before the scheduled date of Common Entrance Exam. Roll No. and the Centre of the Entrance Exam. will be mentioned on the Admit Card. However, if any candidate due to any reason, cannot get his/her Admit Card up to two days before the Entrance Exam., he/she must contact to the **Helpline No. : +91-9057047584, +91-9057047585, +91-9057047586, +91-9057047587, +91-9057047588, +91-9057047589.** No Admit Card will be issued on the day of Entrance Exam.
- Candidates must not write or change any entry made in the Admit Card after it has been received by them.
- Candidates must bring the Admit Cards with them at the time of Entrance Test. Without Admit Card, the candidates will not be allowed to appear in the Entrance Test.
- Candidates should reach the Examination Hall well before time and should occupy their seats in the Examination Hall atleast half an hour before the examination starts.

5. Candidates will be given a sealed Entrance Test Booklet containing questions as well as the OMR answer sheet 15 minutes before the start of the test. During these 15 minutes, the candidates should read the instructions and fill all the required particulars in the test booklet and OMR sheet.
6. Candidates must sign with a ball-point pen at the appropriate place on the front page of the question booklet as well as on the OMR answer-sheet.
7. Candidates should open the paper seal of the Test Booklet only when they are asked to do so by the Invigilator.
8. The OMR Answer Sheet must be returned to the invigilator before leaving the Examination Hall and the Question Booklet may be carried by the candidates.
9. The candidates are advised to go through the instructions carefully given on the OMR Answer Sheet at the time of Entrance Test.
10. Candidates should bring their own good quality blue/black ball-point pens for making entries in the OMR Answer-Sheet. These will not be supplied by the University.
11. Candidates are advised not to fold, put any stray mark or do any rough work on the OMR answer sheet. However, the candidate can do rough work on the last page of Question Paper Booklet.
12. All the entries in the OMR Answer Sheet should be made strictly according to the instructions given to the candidates in the Examination Hall.
13. Use of books, papers, slide rules, log tables, cellular phones, calculators, pagers, digital diaries etc. will not be allowed in the Examination Hall.
14. If any candidate is found guilty of breach of any rules mentioned in the Prospectus or guilty of using unfair means, he/she will be liable to be punished by the competent authority of the University.
15. The candidates will be allowed to appear in the Entrance Test provisionally, subject to fulfilling the prescribed eligibility conditions/criteria given in the Prospectus. **The candidates shall have no right to claim admission to any course merely due to their appearing in the Entrance Test.**
16. To avoid impersonation if, Videography of the candidates appearing in the Entrance Test and/or interview may be done by the **concerned Chairperson/Director at his own level.**
17. Specimen OMR Answer Sheet alongwith relevant instructions is appended.

### 2.2.3 INSTRUCTIONS FOR GROUP DISCUSSION AND INTERVIEW FOR MBA COURSES

1. Admission for all the programs (Chapter-I) will be made on the basis of merit determined by composite marks of the candidates in the Entrance Exam. and Group Discussion & the Personal Interview.
2. The number of candidates to be called for Group Discussion and Personal Interview **will be four times** the total number of seats available in the programme.
3. Final merit list of the candidates called for Group Discussion and Personal Interview will be prepared category-wise on the basis of their aggregate marks in the Entrance Exam., Group Discussion and Personal Interview. **Admission will be made on the basis of final merit list. Appearance in Group Discussion and Personal Interview is must for admission.**
4. The Group Discussion and Personal Interview of the short-listed candidates will be held at the University School of Management, Kurukshetra University Kurukshetra, wherein the candidates will have to present themselves at their own cost from **13.07.2019 to 14.07.2019 at 9.00 a.m.** onwards. Respective group of G.D. & Interview will be notified on **07.07.2019** on the Admission Portal.
5. (a) The candidates appearing in the final year/semester of qualifying examinations in **April/May, 2019** are eligible to apply provisionally. **However, those candidates who have reappear(s) in lower years/semesters examination and their results are awaited on the day of counselling will not be eligible.**  
 (b) **The result of the qualifying examination should be submitted by 31.08.2019 positively failing which the provisional admission shall be cancelled ab-initio.**

The candidates must bring all the relevant original documents along with two sets of self-attested photocopies of documents/certificates/testimonials as listed in **Chapter-5** for verification at the time of reporting to the allotted university.

### 2.3 REGISTRATION FOR COUNSELLING AND LOCKING OF CHOICES

1. After declaration of results of Common Entrance Exams for all the courses, the candidates shall register online on web portal for participating in online counselling (choice filling and seat allotment). **In case of M.P.Ed./M.P.E.S courses, the candidates shall register online only after qualifying the Physical Efficiency Test as per the schedule mentioned in Prospectus.**
2. **For MBA 2-Yr. courses, the candidates shall register online after completion of G.D. and Interview as per the schedule mentioned in Prospectus.**

3. Online Counselling and reporting will be held as per counselling schedule given in Chapter-1. After declaration of results of Common Entrance Exams for all the courses, candidates who are willing to participate in counselling shall **have to register** themselves separately on online web portal by paying one time online counselling fee of Rs.500/-Rs.125/-for SC/BC/Blind candidates of Haryana) for all rounds of counselling (i.e. at the time of registration for the 1st counselling). No separate counselling fee for any subsequent 2<sup>nd</sup>, 3<sup>rd</sup> and final round of counselling have to be deposited by the candidate. **The Counselling fee once paid shall not be refunded (full or partially) under any circumstances.**
4. For counselling and choice filling, candidates are given **a nine days window as per schedule mentioned in Chapter-1 to fill-in their choices. This nine days window will not be extended under any circumstances.** Candidates must **“LOCK”** their choices within date and time given in the counseling schedule. **If candidates DO NOT LOCK their choices, last saved choices will be locked automatically in the last minute of last date of choice filling. Candidates will NOT be able to change their choices/preferences order any more.**
5. **To ensure candidate do not lock their choice in an inadvertent manner the process of locking confirmation has been linked to OTP. Before locking candidate will receive an OTP at their registered mobile number / email ID. This OTP is must to confirm the locking of choices.**
6. The candidates are advised to remember that choices once LOCKED cannot be modified.
7. Candidates opting to participate in counselling shall be allowed to update their qualification details only; on the counselling websites/portal, if required, before locking of choices during counselling period.

#### 2.4 PROCEDURE FOR PREPARING OF MERIT LIST AND COUNSELLING

1. Admission during centralized counselling shall be made on the basis of the inter-se-merit of Entrance Exam. except MBA 2-Yr and M.P.Ed./M.P.E.S. 2-Yr. courses. After 3<sup>rd</sup> counselling remaining unfilled/vacant seats of centralized counselling shall be filled by the concerned University **through Physical Counselling as per the schedule given in Chapter-1.**
2. **Tie Breaking Criteria :**
  - (i) Marks of 10+2 Exam.,
  - (ii) if there is still tie then Marks of Matriculation Examination,
  - (iii) if there is still tie then senior in age.
3. On the basis of the merit of the candidate and choices filled by him/her the seat allotment process will be carried out.
4. A candidate who has been allocated a seat is allowed to download the “Provisional Seat Allocation Letter” and remit a seat acceptance fee/admission fee (Refer to section 2.5).
5. Admission fee varies across the Institutes/category of candidates. Hence, at the time of seat acceptance, candidates have to remit only the seat acceptance fee/admission fee. The seat acceptance fee/admission fee will be adjusted against the admission fee by the admitting institute.
6. After getting seat(s) allotted; the candidate must (i) report to (any of) the allotted University Teaching Department(s) where he/she has been offered the seat(s), (ii) get his/her documents verified and (iii) deposit the necessary acceptance fee.
7. Failure to report in person for seat acceptance will be considered as if the candidate has rejected the offer and is not willing to participate further rounds of counseling’s. Such candidate will not be eligible to participate in the subsequent rounds of counseling’s. **However, he/she will only be considered for final counselling on the basis of physical presence.**
8. Seat will be confirmed by the Reporting University after verification of the original documents and ensuring that the candidate meets all the eligibility norms. Seat will be cancelled if, at any time, any of the documents / certificates is found to be invalid / fraudulent and/or the candidate does not meet all the eligibility norms.
9. If a candidate has been offered his first choice and he/she reports to the concern department and remit the fee there than he/she will be out of subsequent rounds of counseling’s.
10. If a candidate has been offered other than his/her first choice, at the time of accepting the seat, candidate can opt to either **‘freeze’** or **‘float’** the choice of course for subsequent round(s), if any, of Centralize seat allocation.
  - **Freeze:** Candidates accept the offered seat and indicate that they are content with the allocated course and institution and that they do not want to participate in further rounds of seat allocation. Such candidates will **NOT** be considered in subsequent rounds of counselling.
  - **Float:** Candidates accept the offered seat and indicate that, if admission to a course of better/higher preference in any Institute has been offered, they will accept it. Else, they will continue with the currently accepted course and institute. Such candidates will be considered in subsequent rounds of counselling.

11. **For candidates who choose the float option, allocation of a seat in a course and/or institute of their higher preference would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round.**
12. Default Float options will be available to only for those candidates who are NOT offered admission to their first choice.
13. Float options are NOT available in the last round of seat acceptance.
14. Except in the last round of seat allocation, a candidate can change from float to freeze by reporting at allotted institute by submitting an undertaking to this effect.
15. If a candidate opts freeze against a seat, the option cannot be changed. However, during the seat allotments period, if there is a change in the credentials of a candidate due to failure in producing valid certificates and the allotted seat gets cancelled then the candidate will be put in to the default option float. If the changes in the credentials are not leading to cancellation of the seat, then the option freeze continues
16. A candidate has to report only in one programme during one counselling. Reporting in more than one programme during one counselling will be considered invalid and will be debarred from next round of counselling also.
17. The candidate has to ensure that he/she has paid counselling fee before proceeding for online counselling, else he/she will not be considered for online counselling at any stage and candidate would not have any claim. **For participation in online counselling (registration, filling application form, submission of choices, downloading of seat allotment letters etc.), candidates are advised to visit the web site [www.kuk.ac.in](http://www.kuk.ac.in) or admission portal from any internet point.**
18. Three online counselling will be conducted by the Kurukshetra University, Kurukshetra for admissions of all the seats of various courses of all the State Universities (for details about schedule, refer **Chapter -1**).
19. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice-versa.
20. Final counselling based on physical presence will be done by the participating Universities at their own level. At the time of final counselling, all the vacant seats of reserved categories **except SC category seats** will be converted into General Category, in case, no candidate of respective reserve category is available and the same will be filled up on merit basis of CEE. Seats of SC category will not be filled up from another category.
21. While displaying the status of availability of seats, the number of seats available in a specific Department/Institute/College/School of a University will be displayed as per eligibility/ category.

## **2.5 POST COUNSELLING INSTRUCTIONS FOR THE CANDIDATES**

1. After allotment of a seat/seats in any university, the candidates will report to the concerned University with following requisite documents and prescribed fee.

### **Documents Required at the Reporting University**

*(Original documents for verification/submission along with one set of self-attested copies)*

- i) Computer generated application form and provisional allotment letter duly signed by the applicant.
  - ii) 10th Certificate
  - iii) 12th Certificate
  - iv) Mark sheet of the qualifying examination (B.A./B.Com./B.SC./B.Pharmacy etc.).
  - v) Latest Character Certificate
  - vi) Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Prospectus.
  - vii) Income certificate, if required.
  - viii) Haryana Residence Certificate, if applicable
  - ix) Undertaking certificate from the candidate and parents regarding antiragging as per norms of the concerned University.
  - x) Certificate of gap year, if any.
2. After verification of documents, he/she will deposit the admission fee and get admission. If he/she wants to participate in next round of counselling, he/she will deposit full fee (in the courses where tuition fee is equal or less than Rs.5000/-) and in the case where tuition fee is above Rs.5000/- he/she will deposit Rs.5000/-. If he/she gets admission in another course in the same university in next round, amount of fee/ Rs.5000/- deposited by the applicant will be adjusted. Balance amount, if any, will be paid/refunded to the applicant.



However, if the applicant leaves the seat and takes admission in any other university, fee deposited by the applicant will be refunded later on as per fee adjustment/refund rules. (**Chapter-8**)

3. **The candidate who has reported in the allotted University/Institute teaching department and deposited the required fee will only be allowed for next counselling. In case any candidate is upgraded and seat is allotted in 2<sup>nd</sup> or subsequent rounds of counselling's, the earlier allotted/reported seat in University/Institute teaching department will be cancelled automatically & the candidate will have to report again in University/Institute teaching department allocated in 2<sup>nd</sup> or subsequent rounds of counselling. Thus candidates are advised to fill their choices in the order of priority only.**
4. After the result of each counselling, the candidate shall report in the allotted **University/Institute teaching department** alongwith the provisional allotment letter generated from the website alongwith all requisite documents/ certificates/testimonials and password (if any), as per dates mentioned in **Chapter-5**. The joining shall be deemed to be confirmed only after the concerned universities do the online reporting.
5. The participating Universities will update the status of joining/non-joining by a candidate online through portal as per the schedule given in **Chapter-1**.
6. The Chairpersons/Directors of the concerned University Teaching Departments/Institutes have to ensure that ineligible candidate(s) is(are) not allowed admission in the Dept./Institute and for this every precaution must be taken. Responsibility for any wrong/irregular admission or admission allowed on the basis of fake certificate, in contravention of the Ordinance, if any, will rest entirely with the Chairperson/Director of the University Teaching Departments/Institutes concerned, admission of such students may be treated as cancelled ab-initio. In case any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended by the Department/Institutes concerned of the respective university.
7. In case any candidate is found to have supplied false information, certificate, documents etc. or is found to have withheld or concealed some information in his/her Admission Application Form he/she shall be liable to be debarred from admission to the course. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Department/Institute may also take further action, as deem fit, against the candidate.

## **2.6 REPORTING OF THE SELECTED CANDIDATE IN THE ALLOTTED UNIVERSITY/ DEPT./INSTITUTE**

1. The candidate shall get the print out of the application form and provisional allotment letter from website [www.kuk.ac.in](http://www.kuk.ac.in) or admission portal and will report to the allotted university and deposit the requisite fees.
2. Selected candidates are required to report during reporting period as given in **Chapter-1** for that particular counselling at the allotted university for which they have been selected, **with the allotment letter generated from the website along with all requisite documents/certificates/ testimonials/proof of annual parental income from all sources (where ever applicable).**
3. The candidates who have reported at the allotted university will get a system generated Provisional Admission Slip from the allotted university after completing the admission formalities including depositing of admission fees.

## **2.7 POST COUNSELLING INSTRUCTIONS FOR THE PARTICIPATING UNIVERSITIES**

1. Verification of the credentials of the candidate will be done by the respective Universities/ Department/ Institutes at the time of reporting for admission. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of admission.
2. The candidates found eligible for admission, will be required to complete other admission formalities as per norms. The candidate must be in possession of all the relevant documents.
3. Online Reporting of each selected candidate shall be done by allotted university. Online reporting should be done as and when candidate reports at university and not on the last date of admission.
4. The candidates who have reported at the allotted university will get a system generated Provisional Admission Slip from the allotted university after completing the admission formalities including depositing of admission fees.
5. Universities are required to update the admissions online on [www.kuk.ac.in](http://www.kuk.ac.in) or admission portal as per schedule in **Chapter-1**.
6. **No excuse from universities regarding non-updation of admissions because of Internet not working, etc. would be entertained in any case. If institute's internet facility does not work, they should use the facility**

**of nearby institute or other Internet Points or Cyber Café for Reporting. The counselling would not be delayed because of them and no seats of university would be filled after that.**

7. No excess admission shall be made by any university.

## **2.8 GENERAL INSTRUCTIONS FOR ADMISSION**

1. Admissions for all courses shall be made purely on the basis of marks obtained in the Common Entrance Examination (CEE) except MBA (where admission will be made on the basis of composite merit of CEE- 80% and G.D. & Interview -20%). There will be absolutely no weightage of any kind during admission.
2. Admission to additional/supernumerary seats for Kashmiri Migrants (K.M.) category and under any other category i.e., Outstanding Sports Persons, NSS/NCC Certificate Holders, Single Girl Child, Transgender etc. shall be made on the basis of Common Entrance Examination (CEE).
3. There will be no Entrance Examination for Foreign Students.
4. If the University authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her in the University/Department/ Institute/College. In order to ensure academic standards, discipline and peaceful atmosphere in the University/Department/ Institute/College, the Vice-Chancellor of the University concerned may cancel the admission of any student for a specified period.
5. Canvassing in any form is strictly prohibited. Further, if any candidate, person or official engages himself/herself in any act that results in the use of unfair means in this counselling, he/she shall be liable to prosecution under relevant law, including the Indian Penal Code. Candidates indulging in any such activity and/or canvassing may also be denied admission.
6. **The decision of the Centralized Online Admission Coordination Committee of the University in all matters relating to the admissions shall be final.**
7. Haryana Residents are also entitled for admission against All India Category seats.
8. All disputes pertaining to counselling for making admissions to the courses for the session 2019-20 are subject to the jurisdiction of the district court of the concerned University (i.e. where admission taken).
9. All the rules and regulations for submission of migration certificate by the candidates who have passed the qualifying examinations from other Universities / Boards will be applicable as per the rules of the concerned university.
10. Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. **List of Anti Ragging Committee and Instructions of each university is uploaded on the website of respective university.**
11. Each admitted student shall have to furnish Self Declaration by him/her and his/her Parent/Guardian as per specimen given at **Annexure-IX & X** that he/she was never found guilty of ragging and shall not indulge in any act of ragging. At the time of admission every candidate shall be required to give an undertaking of good conduct & behaviour and not to indulge in ragging. If a candidate after his/her admission is found indulging in any kind of ragging, his/her admission is liable to be cancelled.
12. For the guidance of candidates, List of Universities along with Departments/Institutes, Courses, Intakes and fees thereof is provided at **Chapter-3**. Candidates should go through this Chapter for preparation of his/her mind set for selection of preferences of choices to be filled by the candidate during online counselling.
13. Under no circumstances the original certificates of the candidate should be retained by any Department/Institute of the University. (i) Self-attested photocopies of Certificates/DMCs & documents for Date of Birth, Weightages etc. and (ii) Recent photograph duly attested by a Gazetted Officer must be attached with the Admission Form. The self attested documents/certificates like mark-sheet, Date of Birth certificates etc. would be accepted from the applicants as per Under Secretary General Administration o/o Chief Secretary to Govt. Haryana letter No. 62/09/2010-6GSI dated 22.08.2016 copy received from the Director Higher Education Panchkula order No.12/21-2016 Admn.(5) dated 07.09.2016 and UGC, MHRD, GOI, Bahadur Shah Zafar Marg, New Delhi letter No. D.O. No.1-3/2007 (CPP-II) dated 06.12.2016. Anyhow, if the Department/Institute, so desires, the original certificates from the candidate can be demanded for any purpose whatsoever and after doing the needful the same will be returned immediately.
14. The University reserves no right to change the allotment of seat for any particular individual as the allotment is done purely as per the defined counselling procedure/ admission guidelines. No such request will be considered.
15. For refund of semester/admission fee deposited in the University Teaching Department/Institute, in case of admission cancellation, candidate has to give application for refund to the concerned Dept./Institute of the

respective University well within time. Remember you are required to apply for refund of fee, in case you want to get the admission cancelled in allotted University (Department/Institute/College/School) **on or before 04.08.2019. The ultimate responsibility of refund the fee lies with the concerned University as per refund rules of that university.**

16. As per directions of the Director, Higher Education, Haryana, Panchkula vide their letter No. 18/30-2015 UNP(4) dated 08.03.2017 link AADHAR ID with the bank account is mandatory for all the students to be admitted in the University Teaching Departments/Institutes and affiliated Colleges/Institutes w.e.f. the session 2017-18. Every student shall be in possession of AADHAR Number at the time of admission. All the Chairpersons/Directors of University Teaching Departments/Institutes will ensure the implementation of the above instructions of the State Government w.e.f the session 2018-19.
17. Nothing contained in this Prospectus should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
18. To increase the probability of getting a seat, candidates are advised to fill maximum choices.
19. **State-wise List of Fake Universities and Examinations of Board not recognized for the purpose of higher studies :** List of Fake Universities declared by UGC and Examinations of Board not recognized for the purpose of higher studies by the Board of School Education, Haryana, Bhiwani is available on their websites. Before finalizing the admissions the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is required to be consulted [www.ugc.ac.in/page/Fake-Universities.aspx](http://www.ugc.ac.in/page/Fake-Universities.aspx) and [www.bseh.org.in](http://www.bseh.org.in)



### CHAPTER-3

## UNIVERSITY-WISE COURSES, INTAKE, SEAT MATRIX AND FEES

University/Dept./Institute wise distribution of seats as per the reservation policy of the State Govt., details of supernumerary/additional seats and fees as supplied by the concerned University are given here. Any change in intake, supernumerary/additional seats/fees for the session 2019-20 will be incorporated at the time of counselling.

### Seat Matrix : Maharshi Dayanand University, Rohtak

Name of Course, Duration	No. of sanctioned seats	Break up of seats as per State Govt. Reservation Policy							Total fee (1 <sup>st</sup> & 2 <sup>nd</sup> Sem)
		AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/ PwD/ PH/ESM/ DFF	
M.A. (History) 2-Yr.	70	10	30	12	10	06		02	2684/-
M.A. (Psychology) 2-Yr.	40	06	16	07	06	04		01	3684/-
M.A. (Applied Psychology) 2-Yr.	30	04	13	05	04	03		01	3684/-
M.Com 2-Yr.	60	09	25	10	08	06		02	2744/-
M.A. (Journalism & Mass Comm.) 2-Yr.	30	04	13	05	04	03		01	2984/-
M.A. (Hindi) 2-Yr.	60	09	25	10	08	06		02	2684/-
M.A. (Public Admn.) 2-Yr.	40	06	17	07	05	04		01	2684/-
MBA (General) 2-Yr.	60	09	26	10	08	06		01	38694/-
MBA (Hons.) 2-Yr.	60	09	26	10	08	06		01	51214/-
MBA (Business Economics) 2-Yr.	60	09	26	10	08	06		01	38694/-
M.A. (Geography) 2-Yr.	50	07	21	09	07	05		01	2984/-
M.A. (Sociology) 2-Yr.	40	06	17	07	05	04		01	2684/-
M.A. (Political Sc.) 2-Yr.	60	09	26	10	08	06		01	2984/-
M.A. (English) 2-Yr.	65	10	27	11	09	06		02	2684/-
LL.M. 2-Yr.	30(shift 1)	04	13	05	04	03		01	9137/-
	30(shift 2)	04	13	05	04	03		01	58717/-
M.A. (Economics) 2-Yr.	60	09	25	10	08	06		02	2684/-
<b>For MDU Centre for Professional &amp; Allied Studies (MDUCPAS), Gurgaon</b>									
LL.M. 2-Yr.	30	04	13	05	04	03		01	58597/-
MBA (General) 2-Yr.	120	18	51	21	16	11		03	53094/-

**Note:** The above mentioned category-wise distribution of seats is subject to the Reservation policy to be notified by the State Govt for the session 2019-20. The 10% seats under EWS category will be filled in accordance with the instructions of the State Government. However, the eligible candidates may apply for admission under this category.

#### Details of Additional/ Supernumerary seats over and above the sanctioned seats :

Sr. No.	Category	No. of Seats
1.	Kashmiri Migrants	02
2.	Kashmiri Students	01(maximum 5% of intake- except professional/technical programs).
3.	Outstanding Sports Persons	01 (where number of sanctioned seats is less than 30), and 02 (where number of sanctioned seats is more than 30)
4.	Youth Festival/Cultural Activities	01(except professional/technical programs)
5.	Supernumerary Seats for Foreign Students	15% (out of which 5% seats have been earmarked for the children of Indian workers in the Gulf countries and Southeast Asia)
6.	Supernumerary Seats for Single Girl Child	01
7.	Additional Seats for NRI, their children and wards	10%
8.	Supernumerary/Additional seats for wards of University employees	01
9.	Centre and State nominated/sponsored personnel	01(except professional/technical programs)

**Note:** Additional/Supernumerary seats for MDU, Rohtak will be filled up as per norms, guidelines and eligibility prescribed by the MDU, Rohtak on the basis of physical presence on the day of Final counselling.

#### Supernumerary seats for Defence Personnel deputed by Director General Military Training, New Delhi :

Sr. No	Name of Department	Name of course	Seats reserved
1	IMSAR	MBA 2 Yr.	05
2	Journalism & Mass Communication	M.A	02
3	Law	LL.M.	01
4	MDUCPAS, Gurugram	LL.M.	01

### Seat Matrix :Ch. Devi Lal University, Sirsa

Name of Course, Duration	No. of Sanctioned Seats	Break up of seats as per State Govt. Reservation Policy							Total Fee** (1 <sup>st</sup> & 2 <sup>nd</sup> Sem.) (Amount Rs.)
		AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/ PwD/ PH/ESM/ DFF	
MBA (General) 2-Yr.	100	15	34	17	14	09	09	02	22,350/-
MBA (Hons.) 2-Yr.	40	06	14	07	05	04	03	01	22,350/-
M.Com. 2-Yr.	60	09	20	10	08	06	05	02	6,350/-
M.A. (Journalism & Mass Comm.) 2-Yr.	60	09	20	10	08	06	05	02	10,350/-
M.P.Ed. 2-Yr.	25+5*	04	09	04	03	02	02	01	8,350/-
M.A. (English) 2-Yr.	60	09	20	10	08	06	05	02	8,350/-
M.A. (Economics) 2-Yr.	50	08	17	08	07	05	04	01	5,650/-
M.A. (Public Admn.) 2-Yr.	50	08	17	08	07	05	04	01	5,650/-
LL.M. 2-Yr.	30	05	10	05	04	03	02	01	20,450/-
M.A. (Hindi) 2-Yr.	60	09	20	10	08	06	05	02	5,650/-
M.A. (History) 2-Yr.	60	09	20	10	08	06	05	02	5,650/-
M.A. (Geography) 2-Yr.	50	08	17	08	07	05	04	01	6,650/-

\*These seats are meant for outstanding sports persons.

\*\*The finalization of the fees under consideration of the fees committee.

Note : 30% seats shall be reserved for female candidates in each category for M.P.Ed. programme.

#### Details of Additional/Supernumerary Seats over and above the sanctioned seats

Sr. No.	Category	No. of seats
1.	Kashmiri Migrants	02
2.	Outstanding Sports Persons for M.P.Ed. Students only	05
3.	NCC	01
4.	NSS	01
5.	Supernumerary seats for foreign Students	15% (10% seats for foreign students and 5% seats for Indian working in Gulf and South East Asia.
6.	Supernumerary/Additional Seats under any other category (if applicable) Parsi Students	01

\* For admission against such seats the candidate will be required to submit the grading certificate of sports issued by the Director of Sports and Youth Welfare, Govt. of Haryana, Chandigarh.

Note: Additional/Supernumerary seats for CDLU, Sirsa will be filled up as per norms, guidelines and eligibility prescribed by the CDLU, Sirsa on the basis of physical presence on the day of Final counselling..

### Seat Matrix : Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)

Name of Course, Duration	No. of Sanctioned Seats	Break up of seats as per State Govt. Reservation Policy									Total Fee (1 <sup>st</sup> & 2 <sup>nd</sup> Sem.) (Amount Rs.)
		AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/PwD/ PH/ESM/ DFF	KKGC*	BKGC*	
M.Com. 2-Yr.	60	9	17	10	8	6	5	2	2	1	20000/-
MBA 2-Yr.	60	9	17	10	8	6	5	2	2	1	25000/-
M.A. (Political Science) 2-Yr.	40	6	12	7	5	4	3	1	1	1	15000/-
M.A. (History) 2-Yr.	40	6	12	7	5	4	3	1	1	1	15000/-
M.A. (Social Work) 2-Yr.	40	6	12	7	5	4	3	1	1	1	15000/-
M.A. (English) 2-Yr.	30	4	8	5	4	3	3	1	1	1	15000/-
M.A. (Economics) 2-Yr.	30	4	8	5	4	3	3	1	1	1	10000/-
MPES 2-Yr.	30	4	8	5	4	3	3	1	1	1	10000/-
M.Sc. (Geography) 2-Yr.	30	4	8	5	4	3	3	1	1	1	20000/-

#### Details of Additional/Supernumerary Seats over and above the sanctioned seats :

Sr. No.	Category
1	* The reservation for the students of Khanpur Kalan (KKGC) and Bhainswal Kalan (BKGC) has duly been approved by the State Govt. Haryana.
2.	Note: In addition to above two supernumerary seats have also been allowed to the students from Jammu & Kashmir in every course offered by the University.

Note: Additional/Supernumerary seats for BPSMV, Khanpur Kalan (Sonapat) will be filled up as per norms, guidelines and eligibility prescribed by the BPSMV, Khanpur Kalan (Sonapat) on the basis of physical presence on the day of Final counselling.

## Seat Matrix : Indira Gandhi University, Meerpur (Rewari)

Name of Course, Duration	No. of Sanctioned Seats	Break up of seats as per State Govt. Reservation Policy							Total Fee (1 <sup>st</sup> & 2 <sup>nd</sup> Sem.) (Amount Rs.)
		AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/ PwD/ PH/ESM/ DFF	
M.A.( English) 2-Yr.	60	09	20	10	08	06	05	02	5,840/-
M.A. (Hindi) 2-Yr.	60	09	20	10	08	06	05	02	5,840/-
M.A. (Economics) 2-Yr.	60	09	20	10	08	06	05	02	5,840/-
M.A. (Political Sc.) 2-Yr.	60	09	20	10	08	06	05	02	5,840/-
M.A. (History) 2-Yr.	60	09	20	10	08	06	05	02	5,840/-
M.Sc. (Geography) 2-Yr.	20	03	07	03	03	02	02	-	10,840/-
M.Com. 2-Yr.	60	09	20	10	08	06	05	02	8,840/-
MBA 2-Yr.	60	09	20	10	08	06	05	02	37,040/-

**Note :** for more details regarding fee structure and other fee to be charged i.e. hostel fee, examination fee etc. the website of the university be visited.

### Details of Additional/Supernumerary Seats over and above the sanctioned seats :

Sr. No.	Category	No. of seats
1.	Kashmiri Migrants (except the courses run under the norms of BCI, PCI and NCTE)	02
2.	Outstanding Sports Persons (except the courses run under the norms of PCI, AICTE and NCTE)	01 (where number of sanctioned seats is less than 30), and 02 (where number of sanctioned seats is more than 30)
3.	Supernumerary seats to promote cultural activities (except the courses run under the norms of BCI, PCI, AICTE and NCTE)	01
4.	Supernumerary Seats for International Students (except the courses run under the norms of BCI, PCI, AICTE and NCTE)	15% (10% seats for foreign students and 5% seats for Indian working in Gulf and South East Asia.
5.	Supernumerary Seats for actual NRI candidates and their children (except the courses run under the norms of BCI, PCI, AICTE and NCTE)	10%
6.	Supernumerary/Additional Seats for Meerpur Village candidates (except the courses run under the norms of AICTE and NCTE)	02 (where the intake is around 50. In case, intake is more than 50, then 02 seats in every block of 50 could be added)
7.	Additional Seats for Single Girl Child (except PCI and AICTE courses/programmes)	01
8.	Additional Seats for Spouse/Ward of regular employees of Indira Gandhi University, Meerpur, Rewari (except the courses run under the norms of BCI, PCI, AICTE and NCTE)	02

### Supernumerary seats for Defence Personnel deputed by Director General Military Training, New Delhi :

Sr. No	Name of Department	Name of course	Seats reserved
1.	Management	MBA 2 Yr.	05
2.	Law	LL.B.	01
3.	Computer Science & Engg.	MCA	02

**\*Note:** Additional/Supernumerary seats for IGU, Meerpur (Rewari) will be filled up as per norms, guidelines and eligibility prescribed by the IGU, Meerpur (Rewari) on the basis of physical presence on the day of Final counselling..

### Seat Matrix : Ch. Bansilal University, Bhiwani

Name of Course, Duration	No. of Sanctioned Seats & Additional seats, if any	Break up of seats as per State Govt. Reservation Policy							Total Fee* (1 <sup>st</sup> & 2 <sup>nd</sup> Sem.) (Amount Rs.)
		AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/ PwD/ PH/ESM/ DFF	
M.Com. 2-Yr.	50	07	17	09	07	05	04	01	8,150/-
M.A. (Economics) 2-Yr.	40	06	14	07	05	04	03	01	5,150/-
MBA 2-Yr.	40	06	14	07	05	04	03	01	35,150/-
M.A. (English) 2-Yr.	40	06	14	07	05	04	03	01	5,150/-
M.A. (Hindi) 2-Yr.	40	06	14	07	05	04	03	01	5,150/-
M.A. (Journalism & Mass Comm.) 2-Yr.	30	04	10	05	04	03	03	01	6,150/-
M.Sc. (Geography) 2-Yr.	40	06	14	07	05	04	03	01	10,150/-
M.A. (History) 2-Yr.	40	06	14	07	05	04	03	01	5,150/-
M.A.(Political Sc.) 2-Yr.	40	06	14	07	05	04	03	01	5,150/-
Master of Social Work (MSW) 2-Yr.	30	04	10	05	04	03	03	01	10,150/-
M.Sc. (Psychology) 2-Yr.	40	06	14	07	05	04	03	01	10,150/-
M.P.E.S. 2-Yr.	30	04	10	05	04	03	03	01	8,150/-

\*For more details regarding fee structure and other fee to be charged i.e. hostel fee, examination fee, etc. the website of the University be visited.

#### Details of Additional/Supernumerary Seats and above the sanctioned seats :

Sr. No.	Category	No. of Seats
1	Kashmiri Migrants	02
2	Outstanding Sports Person	01
3	Supernumerary Seats for International Students (10% seats for foreign students and 5% seats for Indian working in Gulf and South East Asia.	15%
4.	Supernumerary seat for a single girl child.	01
5.	Supernumerary /Additional Seats for NRI candidates	10%
6.	Supernumerary Seat for participating in Cultural Activities	01

**Note:** Additional/Supernumerary seats for CBLU, Bhiwani will be filled up as per norms, guidelines and eligibility prescribed by the CBLU, Bhiwani on the basis of physical presence on the day of Final counselling.

### Seat Matrix : Chaudhary Ranbir Singh University, Jind

Name of Course, Duration	No. of Sanctioned Seats	Break up of seats as per State Govt. Reservation Policy							Total Fee (1 <sup>st</sup> & 2 <sup>nd</sup> Sem.) (Amount Rs.)
		AIC	HGC	SC	BC(A)	BC(B)	EWS	DA/ PwD/ PH/ ESM/ DFF	
M.Com. 2-Yr.	50	08	18	08	06	05	04	01	7,370/-
M.A. (Economics) 2-Yr.	50	08	18	08	06	05	04	01	7,370/-
MBA 2-Yr.	50	08	18	08	06	05	04	01	22,370/-
M.A. (Mass Comm.) 2-Yr.	30	05	10	05	04	03	02	01	8,570/-
M.A. (English) 2-Yr.	50	08	18	08	06	05	04	01	8,570/-
M.A. (History) 2-Yr.	50	08	18	08	06	05	04	01	7,370/-
M.Sc. (Geography) 2-Yr.	50	08	18	08	06	05	04	01	17,220/-
M.P.Ed. * 2-Yr.	40	06	14	07	05	04	03	01	10,070/-
M.A. (Psychology) 2-Yr.	50	08	18	08	06	05	04	01	8,570/-

Note: \* 30% seats in M.P.Ed. Course will be reserved for female candidates in all categories

#### Details of Additional/Supernumerary Seats and above the sanctioned seats :

Sr. No.	Category	No. of Seats
1.	Kashmiri Migrants	02
2.	Outstanding Sports Persons	02
3.	NCC cadets who have attended the Republic Day (R.D.) Parade an Camp over and above the sanctioned seats.	01
4.	NSS Merit Certificate holders who have attended the Republic Day (R.D.) Parade an Camp over and above the sanctioned seats.	01

5.	Supernumerary seats for International Students (10% seats for foreign students and 5% seats for Indian working in Gulf and South East Asia.	15%
6.	Supernumerary seats for Single Girl Child	01

**Note:** Additional/Supernumerary seats for CRSU, Jind will be filled up as per norms, guidelines and eligibility prescribed by the CRSU, Jind on the basis of physical presence on the day of Final counselling.

### Seat Matrix : Gurugram University, Gurugram

Name of Course, Duration	No. of Sanctioned Seats	Break up of seats as per State Govt. Reservation Policy							Total Fee (1 <sup>st</sup> & 2 <sup>nd</sup> Sem.) (Amount Rs.)
		AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/ PwD/ PH/ ESM/ DFF	
M.Com. 2-Yr.	40	06	14	07	05	04	03	01	30,000/-
M.A. (Economics) 2-Yr.	30	05	10	05	04	03	03	-	10,000/-
MBA 2-Yr. (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech)	40	06	14	07	05	04	03	01	40,000/-
M.A. (English) 2-Yr.	30	05	10	05	04	03	03	-	10,000/-
M.A. (Applied Psychology) 2-Yr.	30	05	10	05	04	03	02	01	20,000/-
Master of Journalism & Mass Communication (MJMC) 2-Yr.	30	05	10	05	04	03	03	-	20,000/-
Master of Social Work (MSW) 2-Yr.	30	05	10	05	04	03	03	-	20,000/-
M.A. (Public Administration ) with specialization in Public Policy Governance 2-Yr.	30	05	10	05	04	03	02	01	10,000/-
Mater of Laws(LLM) Specialization-(Corporate Law, Criminal Law and International Law) 1-Yr.	30	05	10	05	04	03	03	-	30,000/-

#### Details of Additional / Supernumerary Seats over and above the sanctioned seats (if any)

Sr.No.	Category	No. of Seats	Remarks
1	Kashmiri Migrants	02	In each programme (except the programmes run under the BCI, NCTE & PCI)
2	Outstanding Sports Persons	01 (where strength is upto 30) 02 (for strength above 30)	Except programmes run under the AICTE, NCTE & PCI)
3	NCC	-	-
4	NSS	-	-
5	Foreign Students	15% of sanctioned intake	Out of which 1/3 <sup>rd</sup> have been earmarked for the children of Indian workers in the Gulf Countries. Except the programmes runs under the AICTE/PCI)
6	Single Girl Child	01	Except the programmes runs under the BCI, PCI & NCTE)
7	Transgender	-	-
8	For Central / State Govt. nominated sponsored personnel	01	Except the programmes runs under the BCI, PCI & NCTE)
9	NRI	10% of the sanctioned intake	Except the programmes runs under the AICTE, PCI & NCTE)
10	Youth Festival/Cultural Activities	01	Except the programmes runs under the AICTE, PCI & NCTE)

**Note:** Additional/Supernumerary seats for Gurugram University, Gurugram will be filled up as per norms, guidelines and eligibility prescribed by the Gurugram University, Gurugram on the basis of physical presence on the day of Final counselling.

## CHAPTER-4

### COURSE-WISE ADMISSION ELIGIBILITY AND CRITERIA

Sr. No.	Name of Course & Duration	Eligibility (passed one of the following examination from University/Board of School of Education, Haryana or any other recognized university)	Admission Criteria
1.	M.A. (English) 2-Yr.	Bachelor Degree in any discipline with atleast 45% marks in aggregate (42.75% in case of SC/ST/Blind/Visually/Differently Abled etc. candidates).	On the basis of marks obtained in the Common Entrance Exam.
2.	M.A. (Hindi) 2-Yr.	-do-	-do-
3.	M.A. (Economics) 2-Yr.	-do-	-do-
4.	Master of Social Work (MSW)/ M.A. (Social Work) 2-Yr.	-do-	-do-
5.	M.A. (Sociology) 2 Yr.	-do-	-do-
6.	M.A. (Political Sc.) 2-Yr.	-do-	-do-
7.	M.A.(Public Administration)/ M.A. PublicAdministration (Specialization in Public Policy & Governance)2-Yr.	-do-	-do-
8.	M.A. (History) 2-Yr.	-do-	-do-
9.	M.A. (Psychology)/M.Sc. (Psychology)/M.A. (Applied Psychology)/ M.Sc. (Applied Psychology) 2-Yr.	-do-	-do-
10.	M.A. (Journalism & Mass Comm.)/M.Sc. (Mass Comm.)/ M.A. (Mass Comm.)/Master of Journalism & Mass Comm. (MJMC)2-Yr.	-do-	-do-
11.	M.Sc.(Geography) 2-Yr/ M.A. (Geography) 2-Yr.	B.A./B.Sc. (General or Hons.) with Geography as a subject with atleast 45% marks in aggregate (42.75% in case of SC/ST/Blind/Visually/Differently Abled etc. candidates).	-do-
12.	M.Com. 2-Yr.	B.Com./BBA/BTM/BIM/ Bachelor of Arts/Science with Economics/ Mathematics with 45% marks in aggregate (42.75% in case of SC/ ST/Blind/Visually/Differently Abled etc. candidates).	-do-
13.	LL.M./LL.M. (Specialization in Corporate Law, Criminal Law & International Law) 2-Yr. (except LL.M. of BPSMV, Khanpur Kalan)	LL.B. (Professional) Examination or an examination recognized as equivalent thereto with atleast 50% marks in the aggregate (Minimum Pass marks for SC/ST candidates) shall be eligible to join First Semester of the LL.M. Course.	-do-
14.	MBA/MBA(General)/MBA (Hons.)/ MBA (Business Economics)/MBA (Specialization in Health Care Management, Data Analytics, Logistics & Supply Chain Management and Fintech)	Bachelor's Degree of three year duration in any discipline with not less than 50% marks in the aggregate (47.5% in case of SC/ST/Blind/Visually/ differently abled etc. candidates).	Merit determined by composite marks of the candidates in, the Common Entrance Exam.-80% followed by Group Discussion and the personal interview-20%.
15.	M.P.Ed./M.P.E.S. 2-Yr.	<p><b>i) Education Qualification:</b> B.Sc. (Physical Education, Health Education &amp; Sports) with atleast 50% marks in aggregate. or Bachelor of Physical Education (B.P.Ed.) with atleast 50% marks in aggregate.</p> <p><b>(ii) Physical Efficiency Test:</b> All the eligible candidates will be required to qualify the Physical Efficiency Test (Canadian Test) (PET) and the criteria for PET are as under :</p> <p><b>Male :</b></p> <ol style="list-style-type: none"> <li>1. Total Distance of the Circuit 75 mt. (excluding the length of Long Jump Pit &amp; Width of River Crossing).</li> <li>2. Long Jump 10 ft.</li> </ol>	After qualifying the Physical Efficiency Test (PET) admission to M.P.Ed./M.P.E.S course will be based on the marks obtained in the Common Entrance Exam.

		<p>3. River Crossing 7 times-(6.0 ft width)</p> <p>4. Vaulting Horse Height 5.0 ft.</p> <p>5. Forward Roll.</p> <p>6. Hurdle Height 3.6 ft.</p> <p>7. Two Buckets of 10 kg each.</p> <p>8. Timings to complete Circuit 33 sec.</p> <p><b>Female :</b></p> <p>1. Total Distance of the Circuit 75 mt. (excluding the length of Long Jump Pit &amp; Width of River Crossing).</p> <p>2. Long Jump 8 ft.</p> <p>3. River crossing 5 times-(4.0 ft width)</p> <p>4. Vaulting Horse Height 4.0 ft.</p> <p>5. Forward Roll.</p> <p>6. Hurdle Height 2.6 ft.</p> <p>7. Two Buckets of 5 kg each.</p> <p>8. Timings to complete circuit 35 sec.</p> <p><b>The description of the placement of obstacles :</b></p> <p>1. Distance from Starting Line to Long Jump – 12m.</p> <p>2. Distance from Long Jump to River Crossing-10m.</p> <p>3. Distance from River Crossing to Vaulting Horse -9m.</p> <p>4. Distance from Vaulting Horse to Front Roll-7m.</p> <p>5. Distance from Front Roll to Hurdle-15m.</p> <p>6. Distance from Hurdle to Buckets-10m.</p> <p>7. Distance from Buckets to Finish Line -12m.</p> <p><b>Note :</b></p> <p><b>1. All the candidates required to bring original ID proofs (Aadhar Card/ Driving Licences/ PAN Card/Voter Card) at the time of PET.</b></p> <p><b>2.</b> In case of two fouls during the whole circuit the candidate will be treated as fail.</p> <p><b>3.</b> In case the candidate complete the circuit without any foul but not within the prescribed duration (Male-33 sec. &amp; Female-35 sec.) he/she will be treated as fail.</p> <p><b>4.</b> In case of one foul during the whole circuit and the candidate completes the circuit within time limits (Male-33 sec. &amp; Female-35 sec.) he/she will be given second chance. Further in the second chance/attempt, if he/she commits any foul he/she will be treated as fail.</p> <p><b>5.</b> If a candidate skips any station during the circuit he/she will be treated disqualified.</p> <p><b>6.</b> If any obstacles brakes during the course of the circuit, fresh chance will be given to the candidate.</p> <p><b>7.</b> The decision of obstacle judge will be final.</p> <p><b>8.</b> Any misbehaviour/misconduct by the candidate before/during/after the PET test will be treated as disqualified for the PET.</p> <p><b>9.</b> Only the candidates who are appearing for the PET will be allowed to enter the PET Hall with their Roll No.</p> <p><b>10.</b> The candidates appearing in the PET must wear proper sports kit, otherwise he/she will not be allowed for the test.</p> <p><b>11.</b> The result of PET will be declared on the spot.</p> <p><b>Note :</b> Married female selected candidates will have to submit a certificate from RMO/MO of the University Health Centre that she is not in family way, alongwith an undertaking that if during the course of study, it is found that she is in family way, her admission would be liable to be cancelled IPSO-FACTO and all dues paid by her shall be forfeited.</p>	
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## CHAPTER-5

### LIST OF DOCUMENTS TO BE BROUGHT BY THE CANDIDATES AT THE TIME OF REPORTING TO THE ALLOTTED UNIVERSITY

The candidates must be in possession of the following original documents, certificates and testimonials along with two sets of self attested photocopies of all the relevant documents and photographs duly attested by a Gazetted Officer at the time of reporting to the allotted University for ascertaining their Date of Birth, Eligibility, Category and so on. The original certificates shall be returned after verification by the Dept./Institute :

- a) Certificate showing marks obtained and maximum marks in each subject of the qualifying examination(s) (for example, for admission to M.A., M.Sc., or M.Com. courses, the self-attested photocopies of the DMCs of Bachelor Degree Part-I, II & III are required). **Admission is to be given irrespective of the declaration of final year result. however, the candidate must submit the proof of qualifying examination by 31.08.2019 failing which, the admission will be cancelled.**
- b) Matriculation or equivalent examination certificate in support of the date of birth, and +2 certificate.
- c) **Character Certificate :**
  - (i) **Private candidates:** Candidates who have passed the qualifying examination as private candidates should submit their character certificate duly signed by a First Class Magistrate.
  - (ii) **Candidates with Gaps in study:**
    - a) Male candidates who have gaps in their academic career after the qualifying examination, must furnish a certificate of **gap year AND character certificate** for the gap period duly attested by Notary Public.
    - b) Male candidates who are/were in service during the gap period, must furnish a certificate of employment from the employer AND should also furnish separately a character certificate of the gap period duly attested by Notary Public.
    - c) Female candidates who have gaps in their academic career after the qualifying examination, must furnish character certificate from the last institution attended.
  - (iii) **Candidates who have recently qualified:** Candidates who have passed/appeared in the qualifying examination in 2019 session must submit Character Certificate from the Head of the Institution last attended as per specimen given in **Annexure-I**.
- (d) Certificate on the prescribed proforma for candidates belonging to SC/BC/EWSs/DFF/ESM/DA categories of Haryana, if applicable:
  - (i) Scheduled Caste (SC) Certificate as per **Annexure-II**, if applicable.
  - (ii) Backward Class (BC) Certificate as per **Annexure-III**, if applicable.
  - (iii) Income Certificate of Parental Income from all sources, in case of BC (A) & (B) Category candidates.
  - (iv) EWSs Certificate as per **Annexure-IV**, if applicable.
  - (v) Certificate in respect of Differently Abled (DA) Candidates, as per **Annexure-V**, if applicable.
  - (vi) Certificate required to be furnished by the children and grand-children of Freedom Fighters (DFF) as per **Annexure-VI**.
  - (vii) Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-VII**.
  - (viii) Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Paramilitary Forces as per **Annexure-VIII**.
  - (ix) Undertaking of Anti Ragging by the students as per **Annexure-IX**.
  - (x) Undertaking of Anti Ragging by the Parent/Guardian as per **Annexure-X**.
  - (xi) Affidavit on Stamp Paper worth Rs.20/- duly attested by 1<sup>st</sup> Class Magistrate from the parents of the Single girl child for Supernumerary Seat for Single Girl Child as per guidelines of the concerned university, if required.
  - (xii) Bonafide Resident Certificate as per **Appendix-A**, if applicable. Candidates who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit a certificate of bonafide resident of Haryana as per guidelines of Appendix A.
- (e) Employer's Certificate in case of employee, if applicable.
- (f) The candidates seeking admission under Kashmiri Migrants seats should submit attested copies of the following documents alongwith the Admission Application Form and bring the same in original at the time of counselling:
  - (i) Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.



- (ii) Proof of current residence such as Ration Card, Aadhar Card, Photo Identity Card/Voter Card, issued by the Election Commissioner, Driving Licence etc.
- (g) Admit Card.
- (h) Aadhar No. (if available)
- (i) Coloured photographs

**THE CANDIDATES MUST ENSURE THAT THEY HAVE OBTAINED THE RELEVANT CERTIFICATE(S) FROM THE APPROPRIATE COMPETENT AUTHORITY APPROVED AND NOTIFIED BY GOVT. OF HARYANA.**

**IT IS THE SOLE RESPONSIBILITY OF THE CANDIDATE TO ATTACH ALL NECESSARY DOCUMENTS/ CERTIFICATES/ TESTIMONIALS/FEES WITH THE APPLICATION FORM. DISCREPENCY, IF ANY, SHALL NOT BE COMMUNICATED TO THE CANDIDATES BY THE DEPARTMENT/INSTITUTE.**

**APPLICATIONS WHICH DO NOT HAVE THE REQUIRED DOCUMENTS WILL BE TREATED AS INCOMPLETE AND SUCH APPLICATIONS MAY NOT BE CONSIDERED FOR ADMISSION.**

## CHAPTER-6

### RESERVATION OF SEATS AND GUIDELINES FOR RESERVATION

The reservation policy notified by the State Government Haryana is applicable to all the Universities. State reservation policy at the time of counselling (**for preparation of seat matrix**) shall be followed. **Seats will be allotted to each university as per the seat matrix given by them at Chapter-3.**

**(A) Distribution of seats**

The seats shall be distributed as under :

- (1) All India Category including Haryana : 15%
- (2) Bonafide Residents of Haryana : 85%\*

\*(**60% of the seats** earmarked for bonafide residents of Haryana will be reserved for the categories as mentioned at (B) below, as per State Govt. policy and remaining **40% seats** will be filled from among Haryana General Category)

**(B) Reservation of seats for Bonafide Residents of Haryana**

The seats shall be reserved for the categories as under :

(i)	Scheduled Castes	20%
(ii)	Backward Classes of Haryana (except Socially Advanced Persons/Sections (Creamy Layer)	27% (16 % for Block-A) (11 % for Block-B)
(iii)	Economically Weaker Sections (who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Class (Block-A &B) other than category (i) & (ii) above.	10%
(iv)	Differently Abled	03% if the seats reserved for differently abled persons remain vacant due to non-availability of suitable differently abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).
(v)	Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/ institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2019, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2020 and so on. The concerned Chairperson/Director of the Department/Institute shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.	

**(C) Guidelines for Reservation :**

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.

3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
4. If a candidate of Haryana General, SC, BC and EWSs also apply for Differently Abled/ESM/ DFF category will be considered first for Haryana General, SC, BC and EWSs category.
5. Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-II**, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per **Annexure-III** and **Income Certificate from the Competent Authority** at the time of Counseling. Vide Notification No. 1282-SW(1) dated 28.08.2018 the Government of Haryana Welfare of Scheduled Castes and Backward Classes Department has intimated that the Government Notification No. 808-SW(1) dated 17.08.2016 has been examined in consultation with the Advocate General Haryana. The Advocate General relying upon the judgment of the Hon'ble Punjab and Haryana High Court has opined that the criteria for computing annual income as prescribed under the above notification as gross annual income shall include income from all sources. All previous notifications or instructions which provided for a different mode of computing annual income stands over-ridden.

Income certificate mentioning gross annual income issued after 17.08.2016 shall only be considered for availing any benefit under BC(A) and BC(B) category.

Instructions for gross annual income of BC (A) and BC(B) category issued vide Haryana Government, Welfare of Schedule Castes and Backward Classes Department Notification No. 1282-SW(1) dated 28.08.2018 be followed and Haryana Government Notification No. 808-SW(1) dated 17.08.2016 be set aside as the Hon'ble Punjab & Haryana High Court, Chandigarh vide its judgment dated 07.08.2018 rendered in CWP 15731 of 2018, titled as Nisha vs. State of Haryana and ors. while deciding bunch of CWPs including CWP No. 18234, Anupama & Anuradha Vs. State of Haryana and Others (relating to admission under BC category in LL.B. 3-Yr. course of the KUK session 2018-19) while allowing the said CWPs the Hon'ble High Court has set aside the Haryana Govt. Notification dated 17.08.2016 and has further directed that the counselling shall be held afresh **on the basis of the earlier existing criteria limiting the preference to those BCs with an income upto Rs.6 lakhs with no further sub-classification.**

**If any amendment in the above criteria received from the State Govt. later on, the same will be uploaded on the University Website.**

6. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently abled candidates belonging to Haryana are required to submit the certificate as per **Annexure-V**.
7. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per **Annexure-VI**.
8. Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/ Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-VII**.
9. Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Paramilitary Forces as per **Annexure-VIII**.
10. For horizontal reservation, ESM/DFF candidates of General, SC and BC category will also have to furnish ESM/DFF certificate.
11. In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11.04.2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Sh. Ishwar Singh Vs KUK & Others, preference shall be **given** to ESM first before giving admission to wards against ESM reserved seats.
12. As per instructions of the Government of Haryana, General Administration Department, General Services-III Branch, Chandigarh containing in letter No. 22/10/2013-IGSIII dated 10.08.2017 for giving following priorities for reservations or preferences to the wards of Armed Forces personnel for admission in medical/professional/non-professional courses running in the University Teaching Departments/Institutes/ Affiliated/Maintained Colleges/ Institutes :
  - (a) Priority-I : Widows/Wards of Defence personnel killed in action.
  - (b) Priority-II : Wards of disabled in action and boarded out from service.
  - (c) Priority-III : Widows / Wards of Defence personnel who died while in service with death attributable to military service.
  - (d) Priority-IV : Wards of disabled in service and boarded out with disability attributable to military service.

(e) Priority-V : Wards of Ex-servicemen who are in receipt of Gallantry Awards:

- (i) Param Vir Chakra
- (ii) Ashok Chakra
- (iii) Sarvottam Yudh Seva Medal
- (iv) Maha Vir Chakra
- (v) Kirti Chakra
- (vi) Uttam Yudh Seva Medal
- (vii) Vir Chakra
- (viii) Shaurya Chakra
- (ix) Yudh Seva Medal
- (x) Sena, Nau Sena, Vayu Sena Medal
- (xi) Mention - in-Despatches

(f) Priority-VI : Wards of Ex-servicemen.

13. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
14. A candidate, who applies for reserved category will be considered first in general category. In case, he/she does not get a seat of his/her choice in general category, then he/she will be considered for reserved category as applicable. The category of allotted seat may be higher than the actual category of the candidate.
15. If the number of seats in any particular category is not a round figure, 0.5 or above will be taken as one and less than 0.5 shall be ignored, except that in Physically Handicapped, Children & Grand-children of Freedom Fighters and Ex-Servicemen and their Wards Categories, at least one candidate will be admitted from all the three categories in total.
16. Under differently abled category, atleast one candidate will be admitted, even if the share is less than 0.5 seat.
17. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
18. 30% seats in M.P.Ed., B.P.Ed. and P.G.Diploma in Yoga will be reserved for female candidates in all categories.
19. Differently Abled candidates will not be considered for admission to M.P.Ed., B.P.Ed. and P.G. Diploma in Yoga.
20. **Admission Criteria for EWSs derived from the Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under :**

**(a) Income & Assets Certificate issuing Authority :**

- (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.
- (ii) As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No.22/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified in instruction No. 22/28/2003-3GS-III, dated 30.01.2004.
- (iii) The prescribed format for EWS Income and Asset Certificate shall be provided at **Annexure-V.**

**(b) Criteria of Income & Assets :**

- (i) Persons who are not covered under the existing scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs.6.00 lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation, Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- (ii) Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
  - a) 5 acres of agricultural land and above;
  - b) Residential flat of 1000 sq. ft. and above;
  - c) Residential plot of 100 sq. yards and above in notified municipalities;
  - d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
  - e) Total immovable assets owned are valued at Rs. One Crore or more.
- (iii) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

- (iv) The term “Family” for this purpose will include the person who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

**Note : For any other clarification, Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 will be referred.**

## CHAPTER-7

### ELIGIBILITY CERTIFICATE

The eligibility for admission to various courses will be checked by the Chairperson/Director of the Department/Institute concerned at their own level and after provisional admission, the Registration Branch **of the concerned University** will check all documents of admitted candidates **except** State Universities/Board of Haryana.

The candidates who have passed their lower examination from any University **except** State Universities/Board of Haryana, are required to obtain an Eligibility Certificate from the Registration Branch before they are admitted provisionally by the Department/Institute concerned. For Eligibility Certificate, the prescribed form can be had from the concerned Department/Institute. Application Form alongwith original certificates should be submitted to the Branch Officer (Regn. Branch) for issuing the Eligibility Certificate. No such students will be given even provisional admission without obtaining Eligibility Certificate.

### FOREIGN STUDENTS

Candidates who have passed lower/qualifying examinations from Foreign Universities or Boards are required to submit Eligibility Certificate. The Eligibility Certificate will be issued by the Registration Branch on checking the required documents, such as student’s visa and original documents of a Foreign student. No Foreign student will be given even provisional admission without obtaining Eligibility Certificate.

## CHAPTER-8

### GUIDELINES FOR CANCELLATION OF SEATS AND REFUND/ADJUSTMENT OF FEE

1. For withdrawal of admission Fee, the candidate should submit a request in the concerned university as per the date given at **Chapter-1**. After withdrawal, the seat shall be cancelled and shall be allotted to next eligible candidate. Proforma of **Application for Adjustment of Dues/Fees at Annexure-XII and Application for withdrawal of admission and refund of fee at Annexure-XIII**.
2. In case a candidate gets a new seat in subsequent counselling, the earlier allotment/ admission, if any, will stand cancelled automatically.
3. In case a candidate upgrades to a new discipline in the same university, he/she should report again in the allotted institution but need not to deposit one semester fees again. He will deposit the balance fee if any. Surplus fee will be adjusted/refunded by the concerned university.
4. If a candidate upgrades to a new University, one semester fees shall be required to deposit in the new University along with all relevant documents for verification and should submit fee withdrawal request in the previous institution.
5. The candidates who did not get seat in previous counselling or who are not satisfied with the allotted seat may try in subsequent counselling for getting a seat as per the case respectively. **Once the seat in subsequent counselling is allotted, the previous seat allotted (if any) will automatically be cancelled. After allotment of seat in subsequent counselling, the candidate must report at the allotted institute and in case of non reporting by the candidate, the newly allotted seat will also be cancelled and that seat will be automatically offered to the candidates in the next subsequent counselling. Previously allotted seat once withdrawal by a candidate, the same will not be given to him again by any means after new allotment of seat in the subsequent counselling even if it remains vacant.**
6. **Refund of Fee in case student leaves after joining the course:** The refund of fee will be done as per the fee refund rules of the concerned university. The Rules for Adjustment/Refund of Fee will be uploaded on the website by the concerned Universities and also pasted on the Notice Board of the Departments/Institutes for information of the students. It would not be permissible for university to retain the last Institution Leaving Certificates in original. **Application for withdrawal of admission and refund of fee at Annexure-XIII.**

7. Adjustment of Fee in case of candidate after having deposited fee for admission in one course, join another course in the same university is permitted, after withdrawal of his/her candidature from the previous course. Balance fees/funds, if any will be deposited and surplus amount, if any will be adjusted/refunded to the candidate. **Application for adjustment of dues/fees (after the change of Department) as per Annexure-XII.**

### **Benefits of Fee for Candidates of Haryana belonging to the Scheduled Caste Category**

There is a Post Matric Scholarship Scheme of GOI for welfare of candidates belonging to the Scheduled Caste Category. As per letter No.3/44-2012 Sch.(2) dated 19.06.2013 of the Director General Higher Education, Haryana, Panchkula. such students whose parents/guardian income is upto Rs. 2.50 lac per annum, are eligible for benefits under the said scheme. The benefits include enrollment/registration, tuition, games, union, library, magazine, Medical Examination and such other fees compulsorily payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit are, however, excluded. For students admitted under this scheme, the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/ Institute.

**Note:** An income declaration shall be furnished by the self-employed parents/guardian. Employed parents are required to obtain income certificates from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.

1. No fee will be charged by the University from the students belonging to the Scheduled Caste Category, whose parent's Income is upto 2.50 lac p.a.. They shall be admitted during the academic session 2019-20 as per instructions of the Director Higher Education, Haryana and the Director General, Technical Education Department, Panchkula, Haryana. However, as per instructions dated 01.09.2019 of the Director, Welfare of SC/BC Classes Department Haryana, Chandigarh, the students belonging to the Scheduled Caste Category who after verification of record by the office are found eligible for the PMS Scholarship, shall have to submit an undertaking in the Fee Section of the Accounts Branch that they will deposit their fee immediately to the institution as soon as they receive the Scholarship in their bank account.
2. Students belonging to the Scheduled Caste category who are eligible for Post Matric Scholarship Scheme should get their Saving Bank Account linked with Aadhaar Number to get transferred the funds in their respective bank accounts.
3. Students who are eligible for Scheduled Caste and Backward Class Scholarship(s) as the case may be, may apply online on the dates which will be announced/published in the newspapers/ [hryscbschemes.in/](http://hryscbschemes.in/) [higherduhry.com](http://higherduhry.com) portal by the State Govt./Funding Agencies.

**Free Education for Dependent Children of Leprosy Affected Persons (LAPs) :**No fee/dues will be charged from the dependent children of Leprosy Affected Persons and education in the University Teaching Departments/Institutes will be free for them.

## CHAPTER-9

### List of University-wise Chairpersons/Directors of the Departments/Institutes, Telephone, Mobile No., Email and Courses

#### M.D.U., Rohtak

Sr. No.	Name of Chairperson/ Director	Dept./Institute	Telephone, Mobile No. & Email I.D	Name of Courses
1	Dr. Jaiveer Dhankhar	History	9416337944 hod.history@mdurohtak.ac.in	M.A. History
2	Dr. Nov Rattan Sharma	Psychology	9355612805 hod.psychology@mdurohtak.ac.in	M.A. Psychology M.A. Applied Psychology
3	Dr. R.R. Saini	Commerce	9215612006 hod.commerce@mdurohtak.ac.in	M.Com.
4	Dr. Harish Kumar	Journalism & Mass Communication	01262-393563, 9416051022 hod.journalism@mdurohtak.ac.in	M.A. Journalism & Mass Communication
5	Prof. Sushila	Hindi	9896115567 hod.hindi@mdurohtak.ac.in	M.A. Hindi
6	Dr. Anjana Rani	Public Administration	9416214150 hod.public.admin@mdurohtak.ac.in	M.A. Public Administration
7	Dr. Rajkumar	IMSAR	9416210236 dir.imsar@mdurohtak.ac.in	MBA (General) MBA (Hons.) MBA (Business Economic)
8	Dr. (Mrs.) Binu Sangwan	Geography	9813533311 binusangwan1@gmail.com	M.A. Geography
9	Dr. Desraj	Sociology	01262-393464, 9416357414 <a href="mailto:hod.sociology@mdurohtak.ac.in">hod.sociology@mdurohtak.ac.in</a>	M.A. Sociology
10	Dr. Rajender Sharma	Political Science	8295943390 hod.pol.science@mdurohtak.ac.in	M.A. Political Science
11	Dr. Loveleen	English	8901570607 hod.english@mdurohtak.ac.in	M.A. English
12	Dr. A.S. Dalal	Law	9315813273 hod.law@mdurohtak.ac.in	LL.M.
13	Dr. Anita Dagar	Economics	9466565655 hod.economics@mdurohtak.ac.in	M.A. Economics
14.	Dr. Santosh Nandal	MDUCPAS, Gurugram	0124-2383343, 2383443, <a href="mailto:dirmducpas@mdurohtak.com">dirmducpas@mdurohtak.com</a>	LLM MBA (Gen.)

#### CDLU, Sirsa

Sr. No.	Name of the Chairpersons/ Director	Dept. / Institute	Telephone (code No.01666), Mobile No. & Email	Name of Course
1.	Prof. J.S. Jakhar	Law	247115, <a href="mailto:chairpersondolaw@cdlu.ac.in">chairpersondolaw@cdlu.ac.in</a>	LL.M.
2.	Prof. Deepti Dharmani	Hindi	9215031224, <a href="mailto:chairpersonohindi@cdlu.ac.in">chairpersonohindi@cdlu.ac.in</a>	M.A. (Hindi)
3.	Prof. Deepti Dharmani	History	9812556101 <a href="mailto:Chairpersonohistory@cdlu.ac.in">Chairpersonohistory@cdlu.ac.in</a>	M.A. (History)
4.	Dr. Abhey Singh Godara	Economics	247132, <a href="mailto:chairpersondoeco@cdlu.ac.in">chairpersondoeco@cdlu.ac.in</a>	M.A. (Economics)
5.	Prof. Deepti Dharmani	English	239816 <a href="mailto:chairpersondoenglish@cdlu.ac.in">chairpersondoenglish@cdlu.ac.in</a>	M.A. (English)
6.	Prof. Deepti Dharmani	JMC	247081, <a href="mailto:chairpersondojmc@cdlu.ac.in">chairpersondojmc@cdlu.ac.in</a>	M.A. (JMC)
7.	Prof. Deepti Dharmani	Public Administration	248600, <a href="mailto:chairpersondopubadm@cdlu.ac.in">chairpersondopubadm@cdlu.ac.in</a>	M.A. (Public Administration)
8.	Prof. Sultan Singh	Commerce	239831 chairpersondocommerce@cdlu.ac.in	M.Com.
9.	Dr. Monika Verma	Physical Education	9416782066 chairpersondophyedu@cdlu.ac.in	M.P.Ed.
10.	Prof. Deepti Dharmani	Geography	9812556101 <a href="mailto:chairpersondogeo@cdlu.ac.in">chairpersondogeo@cdlu.ac.in</a>	M.A. (Geography)
11.	Prof. Sultan Singh	Business Administration	239817, <a href="mailto:chairpersondobadm@cdlu.ac.in">chairpersondobadm@cdlu.ac.in</a>	MBA MBA (Hons.)

### BPSMV, Khanpur Kalan (Sonapat)

Sr. No.	Name of the Chairpersons/ Director	Dept. / Institute	Telephone (code No.01666), Mobile No. & Email	Name of Course
1.	Dr. Bhavna Sharma	Commerce	9729177502 <a href="mailto:bhavnasharma.uni@gmail.com">bhavnasharma.uni@gmail.com</a>	M.Com.
2.	Prof. Sanket Vij	Management	9812310310 <a href="mailto:sanketvij@gmail.com">sanketvij@gmail.com</a>	M.B.A.
3.	Dr. Ashok Verma	Political Science	9416371411 <a href="mailto:ashokgverma@gmail.com">ashokgverma@gmail.com</a>	M.A. Political Science
4.	Dr. Babita	History	9728859526 Babita.ruhai@gmail.com	M.A. History
5.	Dr. Manju Panwar	Social Work	9996086737 panwarmanju@gmail.com	M.A. Social Work
6.	Dr. Ashok Verma	English	9416371411 <a href="mailto:ashokgverma@gmail.com">ashokgverma@gmail.com</a>	M.A. English
7.	Prof. Surender Singh Mor	Economics	9729185100 <a href="mailto:surendermor71@gmail.com">surendermor71@gmail.com</a>	M.A. Economics
8.	Dr. Yogesh Chander	Physical Education	9416768558 <a href="mailto:yogeshvolley@gmail.com">yogeshvolley@gmail.com</a>	Master of Physical Education
9.	Dr. Kokila Malik	Geography	9996123005 <a href="mailto:drkokilamalik@gmail.com">drkokilamalik@gmail.com</a>	M.Sc. Geography

### Indira Gandhi University, Meerpur ( Rewari)

Sr. No.	Name of the Chairpersons/ Director	Dept. / Institute	Telephone, Mobile No. & Email	Name of Course
1.	Prof. Tej Singh	Economics	Mob. No. 9416372012 <a href="mailto:tejsinghnagar@gmail.com">tejsinghnagar@gmail.com</a>	M.A. Economics
2.	Prof. Tej Singh	Commerce	Mob. No. 9416372012 <a href="mailto:tejsinghnagar@gmail.com">tejsinghnagar@gmail.com</a>	M.Com.
3.	Sh. Satish Kumar	Management	Mob. No. 9813083689 <a href="mailto:skkhouran11@gmail.com">skkhouran11@gmail.com</a>	M.B.A.
4.	Dr. Mamta Kamra	Political Science	Mob. No. 9416882322 <a href="mailto:mkhaneja15@gmail.com">mkhaneja15@gmail.com</a>	M.A. Political Science
5.	Prof. Subhash C. Sharma	English	Mob. No. 9416347438 Subhashcsharma23@gmail.com	M.A. English
6.	Prof. Romika Batra	Hindi	Mob. 9810125130 romikasukhija@gmail.com	M.A. Hindi
7.	Prof. Manju Pruthi	History	Mob. 9416237281 manju.pruthi@yahoo.com	M.A. History
8.	Dr. Devinder Hooda	Geography	Mob. 9416487037 hdevender@gmail.com	M.Sc. Geography

### Ch. Bansi Lal University, Bhiwani

Sr. No.	Name of the Chairpersons/ Director	Dept. / Institute	Telephone, Mobile No. & Email	Name of Course
1.	Dr. Satvir Singh	Psychology	9466818568, <a href="mailto:cbludyw@gmail.com">cbludyw@gmail.com</a>	M.Sc.(Psychology)
2.	Dr. Suresh Malik	Physical Education	9416378762, <a href="mailto:chairperson.phyedu@cblu.ac.in">chairperson.phyedu@cblu.ac.in</a>	M.P.E.S.
3.	Ms. Preeti	Commerce	01664-274211 Preeti.commerce@cblu.ac.in	M.Com.
4.	Sh. Pawan Kumar	Geography	98717112900, <a href="mailto:pawankumar@cblu.ac.in">pawankumar@cblu.ac.in</a>	M.Sc. (Geography)
5.	Dr. Babu Ram	MJMC	9315844906, <a href="mailto:mjmc361@cblu.ac.in">mjmc361@cblu.ac.in</a>	M.A. (Journalism & Mass Communication)
6.	Dr. Vikas Kumar	MSW	01664-274208, <a href="mailto:fc@cblu.ac.in">fc@cblu.ac.in</a>	Master of Social Work
7.	Ms. Preeti Devi	Economics	01664-274208, <a href="mailto:fc@cblu.ac.in">fc@cblu.ac.in</a>	M.A. (Economics)
8.	Dr. Vikas Kumar	Management	01664-274208, <a href="mailto:fc@cblu.ac.in">fc@cblu.ac.in</a>	MBA
9.	Dr. Sneha Lata	English	9813247292,	M.A. (English)

			<a href="mailto:incharge.english@cblu.ac.in">incharge.english@cblu.ac.in</a>	
10.	Dr. Babu Ram	Hindi	9315844906, <a href="mailto:mjmc361@cblu.ac.in">mjmc361@cblu.ac.in</a>	M.A. (Hindi)
11.	Dr. Kuldeep Kumar	Political Science	9416296889, <a href="mailto:incharge.polsc@cblu.ac.in">incharge.polsc@cblu.ac.in</a>	M.A. (Political Science)
12.	Dr. Kuldeep Kumar	History	9416296889 <a href="mailto:incharge.polsc@cblu.ac.in">incharge.polsc@cblu.ac.in</a>	M.A. (History)

### **CRSU, Jind**

Sr. No	Name of the Chairperson/ Convener Admissions	Dept./Institute	Telephone, Mobile No & Email	Name of Course
1.	Prof. S.K. Sinha	Commerce	01681-241031, 9416382552 <a href="mailto:chcommerce@crsu.ac.in">chcommerce@crsu.ac.in</a>	M.Com.
2.	Dr. Jasvir Singh	Economics	9466778222 <a href="mailto:checonomics@crsu.ac.in">checonomics@crsu.ac.in</a>	M.A. (Economics)
3.	Prof. S.K. Sinha	Management	01681-241018, 9416382552 <a href="mailto:chmanagement@crsu.ac.in">chmanagement@crsu.ac.in</a>	MBA
4.	Prof. S.K. Sinha	Mass Communication	01681-241013, 9416382552 <a href="mailto:chmmc@crsu.ac.in">chmmc@crsu.ac.in</a>	M.A. (Mass Comm.)
5.	Dr. Jyoti Sheoran	English	9416721206 <a href="mailto:chenglish@crsu.ac.in">chenglish@crsu.ac.in</a>	M.A. (English)
6.	Dr. Jasvir Singh	History, Culture & Archaeology	9466778222 <a href="mailto:chhistory@crsu.ac.in">chhistory@crsu.ac.in</a>	M.A. (History)
7.	Dr. Vishal Verma	Geography	9416252332, <a href="mailto:chgeography@crsu.ac.in">chgeography@crsu.ac.in</a>	M.Sc. (Geography)
8.	Dr. Ajmer Singh	Physical Education	9316519667 <a href="mailto:chyogascience@crsu.ac.in">chyogascience@crsu.ac.in</a>	M.P.Ed.
9.	Dr. Jyoti Sheoran	Psychology	9416721206 <a href="mailto:chpsychology@crsu.ac.in">chpsychology@crsu.ac.in</a>	M.A. (Psychology)

### **Gurugram University, Gurugram**

Sr. No	Name of the Chairperson/ Director	Dept./Institute	Telephone, Mobile No & Email	Name of Course
1.	Dr. M.S. Turan, HOD	Commerce & Management	9992159425	M.Com., MBA,
2.	Dr. Aman Kumar, Incharge	English, Public Admn. & Psychology	999600600	M.A (English), M.Sc. (Applied Psychology), Public Admn., M.A (Economics)
3.	Dr. Badruddin	Law	9896863313	L.L.M.



## CHAPTER-10

### SCHEDULE OF ACADEMIC CALENDAR FOR THE SESSION 2019-20 FOR UNDER-GRADUATE COURSES

EVENT	DURATION
Admissions	02.07.2019 to 15.07.2019
<b>Odd Semester</b>	
<b>1<sup>st</sup> Teaching Term</b>	16.07.2019 to 23.10.2019
Vacation-I (Diwali)	24.10.2019 to 30.10.2019
<b>2<sup>nd</sup> Teaching Term</b>	31.10.2019 to 18.11.2019
Examinations	19.11.2019 onwards
Winter Vacation-II	20.12.2019 to 31.12.2019
<b>Even Semester</b>	
<b>1<sup>st</sup> Teaching Term</b>	01.01.2020 to 07.03.2020
Vacations-I (Holi)	08.03.2020 to 15.03.2020
<b>2<sup>nd</sup> Teaching Term</b>	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacations	20.05.2020 to 30.06.2020

### FOR POST-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2019 to 20.07.2019
<b>Odd Semester</b>	
<b>1<sup>st</sup> Teaching Term</b>	22.07.2019 to 23.10.2019
Vacation-I	24.10.2019 to 30.10.2019
<b>2<sup>nd</sup> Teaching Term</b>	31.10.2019 to 23.11.2019
Examinations	25.11.2019 onwards
Winter Vacation-II	20.12.2019 to 31.12.2019
<b>Even Semester</b>	
<b>1<sup>st</sup> Teaching Term</b>	01.01.2020 to 07.03.2020
Vacations-I (Holi)	08.03.2020 to 15.03.2020
<b>2<sup>nd</sup> Teaching Term</b>	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacations	20.05.2020 to 30.06.2020

**Examinations be completed of each class within 25-30 days and the evaluation of Answer Books, etc. be got done in remaining days and during Vacations.**

**Note : 1. The next academic Session 2020-21 will start from 01.07.2020.**

- If the number of teaching days falls less than 180 days (90 days in each semester) in the academic session 2019-20 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.
- In case results of the Even Semester are not declared in time, provisional admission in case of ongoing Semesters will be made and classes may commence w.e.f. 16<sup>th</sup> July, 2019 of U.G. and 22<sup>th</sup> July, 2019 of P.G. courses.
- The examinations of 6<sup>th</sup> Semester of U.G. will be start w.e.f. 20.04.2020 onwards.
- The State Universities are authorized to make minor changes/adjustment according to their local condition at their own level, keeping in view the condition of minimum 90 teaching days in each semester.

## CHAPTER-11

### CURBING THE MENACE OF RAGGING

1. Ragging in educational institutions is banned and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the penal law for the time being in force.
2. **The following will be termed as the act of ragging : any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.**
3. Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.
4. Each university will upload the instructions against ragging on its website alongwith Anti Ragging Helpline Toll Free Number and will also make a Anti Ragging Committee as per UGC Regulations.
5. Candidates are required to submit the following two undertakings to ensure that they shall not be indulge in ragging (above type of activities). Undertaking by the Student (Annexure –IX) Undertaking by Parents/Guardian (Annexure –X)

## Appendix-A

Instructions regarding Bonafide Residents of Haryana issued vide letter No.62/17/95-6 GSI dated 3<sup>rd</sup> October, 1996, No.62/32/2000-6GSI dated 23<sup>rd</sup> May, 2003, No.62/27/2003-6GSI dated 29<sup>th</sup> July, 2003 and No.62/62/2011-6GSI dated 17<sup>th</sup> January, 2012 by the Chief Secretary to Government, Haryana.

Subject: **Bonafide residents of Haryana - Guidelines regarding.**

1. I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/ medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate :-
  - (i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
  - (ii) Children/Wards (if parents are not living)/Dependents : -
    - (a) of the regular employees of Haryana State posted in or outside Haryana State or working on deputation;
    - (b) of the regular employees of the statutory bodies/corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
    - (c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
  - (iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
  - (iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
  - (v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
  - (vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
  - (vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are:
    - (a) Citizen of India;
    - (b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.
  - (viii) Children & Wards of the accredited journalists residing at Chandigarh and recognised by Govt. of Haryana.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions/Tehsildars of Revenue to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/ Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of

the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.

3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. The children/wards/dependents of the employees of Punjab & Haryana High Court, who are discharging their duties in connection with the affairs of the State of Haryana and have not availed facility from their parent State, the State of Punjab and U.T. Administration Chandigarh, would also be eligible for grant of Resident Certificate of the State of Haryana only for the purpose of admission in academic/technical/ medical institutions of the State of Haryana. However, in that case the employees of the Punjab & Haryana High Court shall be entitled to draw this benefit at one place/State only. Head of the Department of the Punjab & Haryana High Court would be competent to issue such a certificate.

**LIST OF THE SCHEDULED CASTES IN HARYANA**

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	14.	Dhanak	26.	Od
1(A).	Aheria, Aheri, Hari, Heri, Thori, Turi				
2.	Balmiki	15.	Dhogri, Dhangri, Siggri	27.	Pasi
3.	Bangali	16.	Dumna, Mahasha, Doom	28.	Perna
4.	Brar, Burar, Berar	17.	Gagra,	29.	Pherera
				29(A)	Rai Sikhs
5.	Batwal, Barwala	18.	Gandhila, Gandil, Gondola	30.	Sanhai
6.	Bauria, Bawaria	19.	Kabirpanthi, Julaha	31.	Sanhal
7.	Bazigar	20.	Khatik	32.	Sansi, Bhedkut Manesh
8.	Bhanjra	21.	Kori, Koli	33.	Sansoi
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhatoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasias	22.	Marija, Marecha	34.	Sapela, Sapera
10.	Chanal	23.	Mazhabi, Mazhibi Sikh	35.	Sarera
11.	Dagi	24.	Megh, Meghwal	36.	Sikligar, Bariya
12.	Darain	25.	Nat, Badi	37.	Sirikiband
13.	Daha, Dhaya, Dhea				

**LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)**

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Naik	25.	Gorkhas	49.	Raigar
2.	Barra	26.	Gawala. Gowala	50.	-
3.	Beta, Hensi or Hesi	27.	Gadaria, Pal, Bagnel Diaya	51.	Rechband
4.	Bagria	28.	Garhi –Lohar	52.	Shorgir, Shergir
5.	Barwar	29.	Hajjam, Nai, Naie, Sain	53.	Soi
6.	Barai, Tamboli	30.	Jhangra Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barahai, Baddi	54.	Singhikant, Singiwala
7.	Baragi, Bairagi, Swami, Sadh	31.	Joginath, Jogi, Nath, Yogi	55.	Sunar, Zargar, Soni
8.	Battera	32.	Kanjar or Kanchan	56.	Thathera, Tamera
9.	Bharbhunja Bharbuja	33.	Kurmi	57.	Teli
10.	Bhat, Bhatra, Darpi, Ramiya	34.	Kumhars, Prajapati	58.	Banzara, Banjara
11.	Bhuhalia Lohar	35.	Kamboj	59.	Weaver (Jullaha)
12.	Changar	36.	Kanghera	60.	Badi/Baddon
13.	Chirimar	37.	Kuchband	61.	Bhattu/Chattu
14.	Chang	38.	Labana	62.	Mina
15.	Chimba, Chhipi, Chimpa Darzi, Rohilla	39.	Lakhera, Manihar, Kachera	63.	Rahbari
16.	Daiya	40.	Lohar, Panchal-Brahmin	64.	Charan
17.	Dhobis	41.	Madri	65.	Chaaraj (Mahabrahman)
18.	Dakaut	42.	Mochi	66.	Udasin

19.	Dhimar, Mallah, Kashyap-Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra Nishad Sakka, Bishti, Sheikh-Abbasi	43.	Mirasi	67.	Ramgarhia
20.	Dhosali, Dosali	44.	Nar	68.	Rangrez, Lilgar, Nilgar, Lallari
21.	Faquir	45.	Noongar	69.	Dawala, Soni-Dawala, Nyaaria
22.	Gwaria, Gauria or Gwar	46.	Nalband	70.	Bhar, Rajbhar
23.	Ghirath	47.	Pinja, Penja	71.	Nat (Muslim)
24.	Ghasi, Ghasiara or Ghosi	48.	Rehar, Rehara or Re	72.	Jangam

**LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-B)**

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ahir/Yadav	3.	Lodh/Lodha/Lodhi	5.	Meo
2.	Gujjar	4.	Saini, Shakya, Koeri, Kushwaha, Maurya	6.	Gosai/Gosain/Goswami

At present, Raigar, Mochi, Weaver (Julaha) (BC) and Julaha (SC) and Badi Castes find a mention in the list of both Scheduled Castes and Backward Classes. The persons belonging to these Castes who are not covered under the Scheduled Castes on account of being Non-Hindus and Non -Sikh can take the benefits under the backward classes only.

**CHARACTER CERTIFICATE**

Name of the Department/College.....Session.....Certified that Mr./Miss/Mrs.....son/daughter of Shri.....has been a bonafide student of this Department/College during the period.....He/She appeared in the ..... Examination of the University/Board held in .....under Roll No.....and \*passed obtaining.....marks out of .....marks or \*failed/\*placed under compartment in the subject of .....

1. Academic Distinction, if any.....
2. Co-curricular activities, if any.....
3. Brief particulars of disciplinary action by College/Department/University (including punishments such as expulsion, warning, fined for violation of College/Department/Hostel rules, UMC/ Disqualification etc., if any.....
4. General Conduct during stay in the Institution: Good/Satisfactory/Unsatisfactory.

Dated:.....

Signatures of the Principal/  
Chairperson of the Deptt.  
(with office seal)

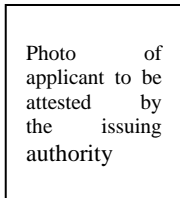
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\*Strike out whichever is not applicable.  
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**HARYANA GOVERNMENT**

**Certificate Sr.No.** \_\_\_\_\_ **/Year** \_\_\_\_\_ **Tehsil** \_\_\_\_\_ .

**SCHEDULED CASTE CERTIFICATE**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe, which is recognised as a Schedule Caste/Schedule Tribe under the Constitution (Scheduled Caste) Order, 1950.



Signature with seal of issuing Authority

Full Name .....

Designation .....

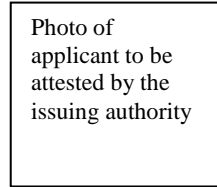
Address with Telephone No. with code .....

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

**Issuing Authority:** Tehsildar-cum Executive Magistrate,  
Naib Tehsildar-cum Executive Magistrate,  
Head of Department in case of Govt. employees

**BACKWARD CLASS CERTIFICATE (BLOCK 'A' or 'B')**



This is to certify that Shri/Smt./Kumari\_\_\_\_\_ son/daughter of Shri\_\_\_\_\_ resident of Village/Town\_\_\_\_\_ Tehsil\_\_\_\_\_ Distt.\_\_\_\_\_ of the State/Union Territory\_\_\_\_\_ belongs to the \_\_\_\_\_Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block 'A' or 'B').

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995 & No.213-SW(1)-2010 dated 31.08.2010, No. 22/22/2004 3GS-III dated 14.06.2016 and No. 1282-SW(1) dated 28.08.2018.

This certificate is being issued to him/her on the basis of verification of Sarpanch/ Patwari/Kanungo.

Signature with seal of issuing Authority

Full Name .....

Designation .....

Address with Telephone No. with code .....

Sr. No.:.....

Place :.....

Dated :.....

**Issuing Authority** : Tehsildar or Naib Tehsildar  
Head of Department in case of Govt. employees



**Government of Haryana**  
**(Name & Address of the authority issuing the certificate)**  
**(ECONOMICALLY WEAKER SECTIONS)**  
**EWS INCOME AND ASSET CERTIFICATE**

Certificate no.....

Date : .....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... is permanent resident of ....., Village/Street ....., Post Office ....., District ....., Pin Code ..... whose photograph is affixed below and attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.6 lakh (Rupees Six Lakh only) for the financial year .....

It is further certified that His/her family does not own or possess any of the following assets\*\*\*

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
- V. Total immovable assets owned are valued at Rs. One Crore of more.

2. Shri/Smt./Kumari ..... belongs to the ..... caste, which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Recent Passport  
size attested  
photograph of  
the applicant

Signature with seal of Office  
Name  
Designation

- 
- \*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.  
\*\*Note 2: The term 'Family' for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.  
\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

**MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED  
OFFICE OF THE CHIEF MEDICAL OFFICER \_\_\_\_\_**

No. \_\_\_\_\_

Dated \_\_\_\_\_

Certified that Sh./Km./Smt \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_ resident of \_\_\_\_\_ District \_\_\_\_\_ appeared before the Medical Board for medical check up. On his/her Medical Examination, it is found that the nature of Differently Abled/ disability is \_\_\_\_\_% and (as applicable), is as under :

1. Blind or Low vision \_\_\_\_\_
2. Hearing impairment \_\_\_\_\_
3. Locomotor disability/cerebral palsy \_\_\_\_\_

Thus the candidate is Differently Abled as per standard norms of Haryana.

(Signature of the Applicant)

Chief Medical Officer

Dated : \_\_\_\_\_

\_\_\_\_\_, Haryana

Place : \_\_\_\_\_

\*The Differently Abled disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/Architecture/Technician etc.

**CERTIFICATE TO BE FURNISHED BY  
CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTER**

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of (Complete address) \_\_\_\_\_ Freedom Fighter of Haryana (Identity No. \_\_\_\_\_) is father/grandfather of Mr./Ms. \_\_\_\_\_ of Village/Town \_\_\_\_\_ Police Station \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

Sr.No. : \_\_\_\_\_

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

Deputy Commissioner of concerned  
District of Haryana  
(Office Stamp)

**CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED MILITARY/  
PARAMILITARY PERSONNEL, EX-SERVICEMEN OR EX-PERSONNEL OF PARA-MILITARY  
FORCES**

Certified that Number..... Rank..... Name ..... Son/  
Daughter of..... Father..... Resident of  
Village..... Post Office ..... Tehsil .....  
District..... belonging to the State of Haryana has served in the Army/ Air-Force/Navy/  
..... Name of the Para Military Force) from ..... to ..... and  
subsequently invalidated out of service as under:

(1) Medical Category

- i. for JCO's .....
- ii. for ORS : Shape-I, II, III etc. ....
- iii. for Rank / Designation (in case of Para-Military Forces).....

(2) Reason of discharge/ retirement .....

(3) Death

- whether killed in action.....
- or any other reason.....

(4) If killed in action .....

name of the war / operation .....

(5) Disabled : Whether disabled during the war / operation (name).....

(6) Nature of disability

- i. Whether permanent i.e. for life .....
- ii. Whether temporary up to what extent) .....

Next RSMB IS DUE .....

Name of Records.....

Case No. ....

Signature of the issuing authority  
with designation and official  
Seal and stamp

Date : .....

Place : .....

---

Note: Only the certificate issued by the Officer duly authorized by the Army/ Navy / Air-Force/ Concerned  
Para-Military Force Headquarters, as the case may be, shall be entertained.

**CERTIFICATE FOR THE EX-EMPLOYEES OF INDIAN DEFENCE SERVICES/PARAMILITARY FORCES**

Certified that Number..... Rank..... Name ..... S/o or D/o  
..... Father/Mother of .....Resident of Village  
..... Post Office ..... Tehsil.....  
Distt..... belonging to the State of Haryana, as per his/her service record at the time  
of entry into service, had served in the Army/ Air-Force/ Navy/ ..... (Name of the Para-  
Military Force) from .....to ..... and subsequently  
discharged/retired from the service on ..... as per his/her service record. At the time of  
entry into service the home address given is ..... (Distt. ....)  
Haryana.

Signature  
Officer Commanding/  
Zila Sainik Board/  
Competent Authority  
(with Official Seal)

Place:.....

Date:.....

---

\*(Strike out whichever is not applicable)

**SELF DECLARATION BY THE STUDENT**

(No affidavit required)

1. I, \_\_\_\_\_ (*full name of student with admission/registration/enrollment number*) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (*name of the institution*), have carefully read “THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that :
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under the Ordinance.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2019.

**Signature of the Student**  
**Name :**

**SELF DECLARATION BY PARENT/GUARDIAN**

(No affidavit required)

1. I, Mr./Mrs./Ms \_\_\_\_\_ (*full name of parent/ guardian*)  
father/mother/guardian of, \_\_\_\_\_ (*full name of student with  
University Roll Number*), having been admitted to \_\_\_\_\_ (*name of the  
institution*) have carefully read “THE HARYANA PROHIBITION OF RAGGING IN  
EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions  
contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes  
ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and  
administrative action that is liable to be taken against my ward in case he/she is found guilty of or  
abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that :
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the  
Ordinance.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission  
that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to  
Ordinance without prejudice to any other criminal action that may be taken against my ward under  
any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in  
the country on account of being found guilty of, abetting or being part of a conspiracy to promote,  
ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my  
ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2019.

Signature of the Parent/Guardian

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
Telephone/Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

Paste passport size color unattested photograph (Not to be stapled)
---

**STUDENTS INFORMATION FORM**

*(This form is to be filled completely by the candidate in his/her own handwriting at the time of admission and is to be signed by the parents of the students)*

Name	:	Phone No.	:
Father's Name	:	Phone No.	:
Mother's Name	:	Phone No.	:
Class	:	E-mail ID	:
Roll No.	:		
Dept./Institute	:		
Do you reside in Hostel	:(Yes/No)_____		
	(Mentioned the name of Hostel, if yes)		
Permanent Address	:	_____	
	:	_____	
	:	_____	
<b>(Attach a copy of Ration Card/Aadhaar Card in support of the above address)</b>			
Phone No. of a person who is to be contacted in case of an Emergency	:		
Blood Group	:		
Whether your name exist in a voter list of any Assembly/Parliament Constituency (If yes, attach copy of Voter Identity Card	:		
Dated : _____			<b>(Signature of Student)</b>
<b>Declaration :</b>			
Certified that all the above information given by my ward are correct to the best of my knowledge. <b>(Attach a photocopy of Voter ID Card/PAN Card/Aadhaar Card of Father/Mother)</b>			
Dated : _____			<b>(Signature of Father/Mother)</b>

**APPLICATION FOR ADJUSTMENT OF DUES/FEES  
(After the change of Department)**

I \_\_\_\_\_ Student of \_\_\_\_\_ Class Roll No \_\_\_\_\_ is now leaving the Department after taking admission in class \_\_\_\_\_ as I have been selected for admission in the Department of \_\_\_\_\_ at Sr. No. \_\_\_\_\_ in the admission list. Please adjust my security/other dues already paid by me for the course of \_\_\_\_\_ except admission fee.

Date :

**Signature of Student**

The above student has left the Department after taking admission. His/her security/other dues may be adjusted under the rules, as nothing is due against the student.

Date:

**Signature of Chairperson  
with Official Seal**

(a) Certified that the above student has taken admission in Class \_\_\_\_\_ Department of \_\_\_\_\_ Roll No. \_\_\_\_\_

Date:

**Signature of Chairperson  
with official Seal**

**For Office Use Only**

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) may kindly be adjusted, please.

Adjustment Allowed

**Assistant Incharge  
(Fee Section)**



**APPLICATION FOR WITHDRAWAL OF ADMISSION AND REFUND OF FEE**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

It is submitted that I want to withdraw my admission. So you are hereby requested to refund my fee after deduction as per University Rules. My details are as under:

Course : \_\_\_\_\_  
Department/Inst./College : \_\_\_\_\_  
Academic Session : \_\_\_\_\_  
Name of the Candidate : \_\_\_\_\_  
Father's Name: : \_\_\_\_\_  
Category : \_\_\_\_\_  
Date of Admission : \_\_\_\_\_  
Reason for Withdrawal : \_\_\_\_\_  
Date of withdrawal : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Bank Account Number : \_\_\_\_\_  
IFSC Code of the Bank : \_\_\_\_\_  
Name of Bank/Branch : \_\_\_\_\_  
Aadhar Number : \_\_\_\_\_

Document to be attached:

- (a) Self attested photo copy of the fee receipt
- (b) Self attested photo copy of the Aadhar
- (c) Self attested photo copy of the page of Bank Pass book indicating Account Holder Name/Number/IFSC etc.

Date :

(Signature of the Candidate)

**VERIFIED AND RECOMMENDED**

Signature with seal of Chairperson/Director/Principal/Head  
of Department/Institute/College



# KURUKSHETRA UNIVERSITY

(Established by the State Legislature Act XII of 1956)

SIDE - 1

## OMR ANSWER SHEET

निम्न प्रविष्टियों को केवल बॉल प्वाइन्ट पेन से ही भरें  
FILL THE FOLLOWING ENTRIES WITH A BALL  
POINT PEN ONLY

Test Booklet Code

Question Booklet No.

Name of Exam

Date of Exam

ROLL NUMBER

अनुक्रमांक

NAME OF THE CANDIDATE (IN CAPITAL LETTERS)

अभ्यर्थी का नाम

DATE OF BIRTH

जन्म तिथि

Day

Month

Year

NAME OF EXAMINATION CENTRE (IN CAPITAL LETTERS)

परीक्षा केन्द्र का नाम

NAME OF THE COURSE

कोर्स का नाम

SIGNATURE OF CANDIDATE

INSTRUCTIONS FOR MARKING ON SIDE - 2  
पृष्ठ-2 पर (पीछे) उत्तर अंकित करने के लिए अनुदेश

- केवल काले या नीले बॉल प्वाइन्ट पेन का प्रयोग करें।  
USE BLACK OR BLUE BALL POINT PEN ONLY



- जिलने प्रश्न दिये गए हैं केवल सतने ही उत्तर क्रमांक का प्रयोग करें।  
Use the Answer serials to the extent question are given.
- प्रत्येक प्रश्न का उत्तर उसकी नीचे बने खाने में से एक को जिसे आप सही समझने हो पूरा-पूरा गहरा भरें जैसा कि नीचे दर्शाया गया है।  
Darken completely only one response which you think is correct as shown in the figure below.

Correct Method



- निम्न प्रकार से अपना उत्तर न भरें अन्यथा यह गलत ही जायेगा।  
Do not fill the Response as shown below otherwise it will be treated as wrong.

Wrong Methods



- उत्तर के लिए दिये खाने को भरिए। इस उत्तर पत्र पर अन्य कोई खरौंच या निशान न लगाए।  
Mark only in the space provided. Please do not make any stray marks on the answer sheet.
- इस उत्तर पत्र पर किसी भी तरफ रफ कार्य न करें।  
Rough work must not be done on either side of this answer sheet.
- प्रत्येक प्रश्न का उत्तर घाट में दिये गये संबंधित क्रमांक के सामने बने खाने को गहरा भरकर दीजिये।  
Mark you answer only in the appropriate space given against the number corresponding to the question you are answering.

SIGNATURE OF INVIGILATOR

