

PROSPECTUS
For Admission to
M.Phil/Ph.D. Programme
and
Award of University Research Scholarship (URS)

For the session 2019-20



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
(NAAC Accredited 'A+' Grade)

विश्वविद्यालय कुलगीत

ओम् भूर्भुवः स्वः ।
तत्सवितुर्वरेण्यं भर्गो देवस्य धीमहि ।
धियो यो नः प्रचोदयात् ॥

अनुसन्धान से विज्ञान से हम ज्ञान को अर्जित करें,
निःस्वार्थ हो श्रम भाव को हम राष्ट्र को अर्पित करें ।
ऋषिकुल का सम्मान ही हम सब का स्वाभिमान हो,
जब कोई व्यवधान हो, अनुष्ठान हो व्याख्यान हो ।

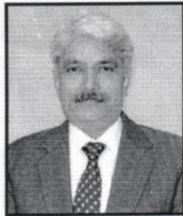
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संगम है कला संस्कृतियों का
संचय उत्तम मनोवृत्तियों का
ज्ञान का गूँजे तराना है
वेदों को जग ने माना है
विकृतियों का दमन करें
ऋषिकुल तुमको नमन करें
राष्ट्र का नव निर्माण हो
ऋषिकुल तुमको प्रणाम हो
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ऋषिकुल तुमको प्रणाम हो
ओम् भूर्भुवः स्वः ।

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Prof. Rajbir Singh
Vice-Chancellor



Message

Maharshi Dayanand University, Rohtak has made rapid strides in all fields and emerged as a leading educational institution of the Country. Enjoying excellent track record in academics, research, literary and cultural activities, sports and social outreach, the university draws students from far and wide.

During its four decades of existence, MDU has consistently set new benchmarks in higher education eco-system. The university was awarded 'A+' grade by NAAC in March, 2019 with an institutional score of 3.44. It has been placed at 90th rank among Indian universities by the Ministry of HRD, Government of India, under the NIRF Survey 2019. I take pride in stating that its Department of Pharmaceutical Sciences has been placed at 32nd rank among the pharmaceutical sciences institutions of India, and 1st in Haryana. Besides, the university has topped in SWACHH CAMPUS Ranking 2018 conducted by the Ministry of HRD, Government of India, among the state-run Universities, and has been declared the Cleanest University of the Country.

The university has 38 Post-Graduate Departments (UTDs), 11 faculties and one off-campus centre-M.D.U. - Centre for Professional & Allied Studies in Gurugram. Its Directorate of Distance Education is providing quality education to the students with various under-graduate and post-graduate courses. The University has established several Honorary Chairs to conduct research on the lives and contributions of eminent and illustrious Indians in their respective spheres.

Besides excellent standards of teaching and research, well-qualified faculty members, effective administrative and responsive set-up, congenial academic environment, pulsating campus life and key national and international linkages, the university enjoys reputation for timely holding of examinations and time-bound declaration of results, and offers ample avenues for holistic development of the personality of students.

Its community-service approach, special emphasis on providing opportunities for students coming from rural background, girl students, and students from marginalized sections of the society, and e-linked delivery-centric administrative set-up make the University stand out and be counted.

Having sprawling verdant campus and state-of-art department buildings, the university provides excellent infrastructural facilities and student support services. A Modern Tagore Auditorium, spacious IT-enabled Vivekanand Library, engaging Students' Activity Centre, Yajnashaala, Faculty Club and Radhakrishnan Auditorium mark the campus which has become a big draw. A modern Central Instrumentation Laboratory (CIL) is all set to enrich the infrastructure in the new session. Modern hostel facilities for are available for boys and girl students of the university on the campus.

Having an enviable track record in games and sports, the university ranks among the leading varsities of the country in hosting sports events. In 2018-2019, its sports persons/teams won 87 inter-university positions. Hundreds of university students have represented India both at national and international level, including the Olympic Games, Commonwealth Games, and Asian Games. University sportspersons have been honoured with Arjuna Award, Bhim Award, Dronacharya Award, etc. Given its overall excellence, global outlook and deep commitment towards social and community causes, MDU is set to emerge as a hub of higher education drawing students from all over the country and the world.

My best wishes to all students seeking admission in this premier institute of higher education. May you all not only achieve your career goals but also excel in life!

(Prof. Rajbir Singh)

OFFICERS OF THE UNIVERSITY

Chancellor

Sh. Satyadev Narayan Arya,
Hon'ble Governor, Haryana

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Dean, Faculty of Engineering & Technology Prof. VineetSingla	293180
Dean, Faculty of Humanities Prof. Surendra Kumar	293008
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Dean, Faculty of Life Sciences Prof. PushpaDahiya	293115
Dean, Faculty of Management Sciences Prof. Raj Kumar	293087
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Dean, Faculty of Pharmaceutical Sciences Prof. Munish Garg	293224
Dean, Faculty of Physical Sciences Prof. Satender Pal Khatkar	293215
Dean, Faculty of Social Sciences Prof. (Mrs.) Nina Singh	293034

Rohtak STD Code-01262

ABOUT THE UNIVERSITY

Introduction

Maharshi Dayanand University, Rohtak is a State University established under Haryana Act No. 25 of 1975 with the objective to promote inter-disciplinary higher education and research with special emphasis on studies of environmental, ecological and life sciences. The University offers 159 Programs through 11 faculties inhabiting 38 University Teaching Departments/Centers/ Institutes and a satellite campus at MDUCPAS, Gurugram.

The University is fast marching ahead with determined efforts to achieve academic excellence of reckoning. Well-qualified experienced faculty and superior academic credentials, hardworking members of the staff, congenial academic and administrative environment, transparent, dynamic, responsive, and responsible administrative set-up, strategic academic and research linkages at national and international level, Wi-Fi CAMPUS, state-of-the-art library services, a time-tested tradition of timely holding examinations and time bound result declaration, pulsating campus life, ample career growth opportunities for students, and harmonious relationship among all stakeholders are its essential hallmarks. It is truly growing to be a Centre of Academic Excellence, cherishing a will to deliver quality education, with decisive focus on upliftment of women and rural students, and a sense of commitment to contribute its mite to social, community, and national cause.

The University has a rich past, excellent present, and immensely promising future, which combines the best of traditional and modern educational endeavors, and is indeed all set to empower the students in their desire and drive to be the best and the most relevant ahead of times. Backed by visionary leadership, University is committed for fulfillment of its vision and mission.

Awards and Recognitions

- The University is awarded Grade A+ by NAAC during its assessment and evaluation in March 2019.
- The University is placed among top 100 Universities (ranked 90th) among Indian Universities awarded by MHRD during NIRF survey 2019.
- Department of Pharmaceutical Sciences of the University ranked 32nd among Pharmacy Institutes of India by MHRD during NIRF survey 2019.
- The University is awarded 1st Rank in All India Swachhta Ranking among Government Universities by MHRD in 2018.

Curricular Aspects

Effective curriculum delivery is attained through well planned and documented process. Academic Council Board of Studies and other academic committees work in coordination to strengthen curricular, co-and extracurricular activities. Activities are

planned in advance to accomplish vision and mission of the University. University offers as many as 159 academic programmes through its departments. **Introduction of Choice Based Credit System (CBCS)** in academic programmes of the University offered more academic flexibility to enhance employability skills of the students by integrating discipline specific, interdisciplinary/multidisciplinary electives in curricula to meet student's interests and aspirations. Courses relevant to Gender Sensitivity, Professional Ethics, Human Values and Community Outreach are also integrated in relevant programmes. Environmental issues and its sustainability is an integral part of most of the UG/PG programmes. Value-added certificate programs inculcate research aptitude, soft skills, personality development, transferable and life skills to keep students conversant with current global scenario. While value-addition courses like Communication Skills, Foreign Languages and training in music facilitate holistic development of students.

The University has application oriented programmes through internship, projects, field work etc. The academic programmes offered by MDU are designed and developed to fulfill the vision and mission of the University and at the same time taking into account the feedback obtained from various stakeholders (Students, Parents, Alumni, Teachers and Employer) as well adhering to Regulatory requirements (as per guidelines of regulatory bodies like AICTE, PCI, BCI and NCTE wherever applicable).

Teaching-learning and Evaluation

Maharshi Dayanand University, a fast growing hub of wide range of programmes/courses in the traditional, professional, and job-oriented streams and consistently endeavor to improve and strengthen the system and procedures related to Teaching Learning and Evaluation. The major initiatives include introduction of CBCS, examination reforms including IT integration and continuous internal assessment system, student life cycle management system, launching learning management systems etc., to name a few. University assesses the learning levels of the students, after admission and organizes special programmes for advanced learners and slow learners and for this purpose, faculty mentors provide their mentees one to one counseling on improvement areas to slow learners.

As part of quality initiatives, University has defined **programme outcomes, programme specific outcomes and course outcomes** in academic programmes and displayed on the university website to facilitate accessibility to various stakeholders including the teachers and students. University has developed a resource of experienced and well qualified teaching faculties to impart better academic and research training to the students. University teachers tend to equip themselves with latest knowledge through various online and offline resources for development of better teaching learning outcome. University has developed congenial academic environment to efficiently inculcate graduate attributes among its students. University's quality initiatives has attracted quality students in various programs which in turn has significantly improved, student demand ratio, pass percentage of students and minimal dropout rate. University has maintained student's diversity, along with adhering to government reservation policy.

The University has a **Digital Learning Initiatives and Monitoring (DLIM) Cell**, which reviews and monitors the use of digital resources and suggests ways and initiatives to improve proper utilization of these resources. The purpose of the cell is to encourage the students, faculty of the University and its affiliated colleges to enhance and improve their learning processes. The university has created Learning Management System (LMS) that facilitates university students with free and open access to all LMS resources (Presentations/Documents/PDF files/Videos, etc.) created & uploaded by the faculty members of the University.

The **Directorate of Distance Education (DDE)**, originally established as a Correspondence Cell in 1988, is contributing significantly towards achieving the national objective of providing quality education to one and all by fulfilling its motto to reach the unreached by offering useful distance education programs to learners belonging to different parts of the State/Country. The various programs offered by the Directorate range from conventional to professional as per needs of the area and employment opportunities available in the country. In order to meet the growing demands of open and distance learning, the Directorate has acquired resources for further access to rural areas. The Directorate has evolved the concept of -Students Support Services Camps (SSSCs)l to help and groom the distance learners in several ways.

Faculty Development Centre (FDC) of the University developed under Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) is approved by MHRD, New Delhi and considered as an integral component of the University and contributes significantly towards the accomplishment of the University Vision and Mission. FDC regularly organizes comprehensive range of activities from Personal development to professional Excellency to equip participant teachers with updated knowledge and skills.

Research and Innovation

University has state of the art academic and research facilities, financial support system to promote advanced research. In the last five years, 73 research projects worth Rs. 25.22 Crore were funded by government and non-government agencies. In line, twelve University Teaching Departments have received financial grant under the UGC-SAP, CAS, DST-FIST, DBT, ICSSR etc. The University faculty has published research papers in the quality journals duly notified on UGC website. The university has h-index 30 (SCOPUS including self citation) calculated for last five years. 629 books/books chapters/ proceedings are published since last accreditation. A total number of 897 scholars including 457 JRFs, SRFs, Post Doctoral Fellows, Research Associates and Project Fellows have been enrolled in the university in last five years.

The University has well defined “**Research Promotion Policy**” to promote research culture among the faculty and research scholars. In this policy, there is a provision of several incentives and awards for the researchers of the University. The University has “**Code of Ethics for Academic Integrity and Plagiarism**” to promote research and to check malpractices and Plagiarism. University has adopted “**IPR policy**” to address intellectual property issues. The IPR cell has conducted 20

workshops and sensitization programs on IPR issues and Industry-Academia Innovative practices and enabled the faculty members to fetch, 13 Patents.

The University has entered into **National and International level strategic tie-ups** with academic and research organizations for joint academic and research programs. 24 MoUs have already been signed and one is under consideration. Recently University has also signed MoU with National Skill Development Corporation (NSDC) to provide skill development avenues to the University students and with Global Village Foundation (GVF) for collaborative work in higher education, policy planning and social issues. University has also signed an MoU with EUSAI for promotion of sports activities. The various University Teaching Departments are having active research collaborations with 48 national and 15 international institutions. Funding for Global Initiative for Academic Network (GIAN), Ministry of Human Resource and Development, Government of India has also been received to the various departments of University and a few programs have already been conducted successfully in this programme.

To promote research on its own account, the University provides 40 **University Research Scholarships** annually, accumulating to about 160 in a given financial year. Fifteen (15) additional University Research Scholarships are exclusively meant for SC category students. At, present, 325 students are registered for Ph.D. in different departments. There are 279 JRFs and 72 SRFs, besides 54 Rajiv Gandhi National Fellows have availed fellowship for pursuing their research degrees.

Infrastructure and Learning Resources

The physical facilities of the University are enormous to support the teaching-learning activities. The campus spreaded over an area of 622 acres with a built up area of 3,75,000 sq. meters, with 18 teaching blocks accommodate 38 University Teaching Departments. Total 279 classrooms including 245 with LAN and Wi-Fi, 177 departmental laboratories and one Central Instrumentation Laboratory, 2285 PCs, 150 laptops are of great help. Sports facilities of the University are state-of-the-art in nature. Counting a few synthetic athletics track (8 lane 400 mtr), Grassy Cricket Ground (50000 sq. mtr), Football Ground (10000 sq. mtr.), Hockey Ground, Volley Ball Courts, Badminton Courts etc.

The **University library**, named after the revered social reformer Swami Vivekananda, offers highly conducive and enabling academic environment. It functions in its best mode as an effective knowledge treasury for the students and teachers in the contemporary information era. Strategically located, the Vivekananda library with excellent state-of-the art computer facilities and latest infrastructure is housed in a magnificent 3 storeyed building with 84000 sq. ft. carpet area and a seating capacity of 963 users, a separate air-conditioned reading hall with 80 seats for the researchers with another 14000 sq. ft. carpet area and 315 reading seats in its five off-shoots. It has an air-conditioned Internet Lab with 80 PCs, 1Gbps bandwidth internet connectivity, a multimedia library with 20 PCs, and an advanced Videoconferencing facility. Application of RFID technology for self check-out check-in with security gates has been implemented and the CCTV system for library security is in operation. The library has

rich collection of books, journals and other reading materials in print and digital format. International databases – CMIE, Manupatra, Emerald, Scopus, and ICI are some of the emphasized available resources. Library system has fully computerised its operations and services using LibSys7 (Rel. 3.0) software. Remote access to e- resources is provided through EZproxy.

The University has best in class ICT infrastructure for education. **University Computer Centre** houses a data centre having 16 Blade Servers (Dual CPU – 16 to 24core, with upto 256 GB RAM on each server) hosting more than 50 Virtual servers with more than 600 TB of unified storage is being used for CCTV surveillance and 25 TB of SAN storage for Student Life Cycle Management besides other servers and storage devices. The servers are running on Windows 2012/2016 Server data centre edition in high availability mode. Data base server (MS SQL Server 2012 Enterprise Edition being upgraded to 2016) and Web Server (MS IIS) uses 10TB IBMSAN Storage. SAP servers (purchased in 2015) with 25TB SAN storage (20,000 IOPs) are all hosted locally. Video Management System Servers with 600 TB of Unified Storage and manages 400 video surveillance cameras. Round the clock Comprehensive Security and Surveillance Control Room monitors all those cameras.

A **Unified Threat Management Solution** has been implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities, and blocking unwanted sites on the 1G Internet connectivity provided by NKN using Forti Gate 1500D(upgraded from Forti Gate 3200B in 2016), supported by Forti Analyser 1000D. The Internal LAN having backbone speed of 10G is governed by the core switch Nexus9505 (CISCO). The university network has more than 15KM Optical Fibre cables, 5000 I/O points and nearly 500 enterprise class secure controller based devices Wi-Fi Access Points. The University is implementing **SAP ERP modules** for Student Life cycle Management and e-Governance (Finance and Human Capital Management). Parts of the custom built ERP are still operational and under migration to SAP. In-house development team manages the data centre and develops and deploys solutions for ad-hock requirements of the university.

Student Support Services

The University has a very **conducive, student centric, ragging free and supportive** environment where students of diverse sections of the society come to pursue higher education. University has well established financial and non financial student support system. University has financially supported approximate 10000 students in last five year under various government and non government fellowships schemes. Additionally, University has offered various capabilities enhancement schemes for personal, interpersonal and professional development of the students for better job opportunities. University efforts have enabled more than 4000 students to fetch job opportunities in various job sectors. University`s conducive academic environment, excellent support of UCCE has enabled a large fraction of the students to quality various national level examinations, as well as to progress toward higher studies in reputed academic institutions. Proactive University Foreign student cell has attracted a number of international students to pursue studies in various programmes.

The University has an effective, unbiased **Grievance redressal system** to have check on unethical, unhealthy and unprofessional activities in the campus. University has well established Department of Students Welfare and Directorate of Sports for holistic development of students through engaging them in cultural and sport activities. University sports centre is a proud incubation centre which has nurtured a number of Olympian, Commonwealth Asian and national games medalists/awardees. Alumni are asset to an institution; accordingly University nurtures the alumni association/chapters to facilitate them to take active part in the growth and development of the University through financial and non-financial means.

Directorate of Sports of the University has the distinction of producing a large number of sportspersons of national and international repute including several Arjuna and Bheem Awardees— who brought laurels not only to the University and the state, but to the nation as well. For harnessing the potential of the youth and promoting sports, the University has created excellent infrastructure including fully air-conditioned Dr. Mangal Sen Multipurpose Gymnasium, Sardar Vallabhbhai Patel Cricket Stadium and Swimming Pool of international standards. Synthetic athletics track, lawn tennis courts, boxing hall, wrestling hall, kabaddi hall, squash hall, separate sports hostel, and a sprawling sports complex having playfields are available for the students. The Directorate of Sports of the University organizes approximately 70 inter-college events for student players of the University, colleges and other universities. It also holds coaching camps for selected student players and sends teams for inter-University and world University games/tournaments. The University awards the position holders in various events with handsome cash prizes every year during the Annual Sports Prize Distribution Function.

The University lays special emphasis on students' welfare, and, therefore, has a full-fledged **Dean Students' Welfare** office for this purpose. The office is housed in a magnificent Students Activity Centre, equipped with all modern amenities. It has a Bookshop with availability of all types of books and stationery, Cyber Café for internet surfing, Conference Hall with Internet connectivity, well-designed modular furnished separate Common Rooms for boys and girls with the facilities of newspapers, magazines, and indoor games, and above all, a happening place for student community. It organizes various activities viz Fine Art, Literary & Culture and Adventure sports, etc. A large number of camps and adventure courses like Trekking, Youth Leadership Training Camps, Rock Climbing, Snow Skiing, Value-based Spiritual Courses, Personality Development Camp, etc. are organized. Five Zonal Youth Festivals and one Inter-Zonal Youth Festival consisting of 40 events of Music, Dance, Theatre, Literary, Fine Arts and Culture are organized during an academic session. A Techno-Management Fest, especially designed for the students of Engineering, Management and other technical Institutions and EDUFEST for Colleges of Education are organized.

The University was the proud host of a cultural extravaganza, the 21st National Youth Festival from January 12-16, 2017. The Festival (NYF) was organized by the Centre and Haryana government in collaboration on the theme 'Youth for Digital India'. In this carnival, more than 6000 delegates participated and more than 4 lakh spectators

visited the festival site. The Mega Event was a great success, winning accolades from Government of India, Government of Haryana, participating States, and other stake holder organizations.

A **Youth Centre for Skill Development** is functioning especially for enhancing communication skills and providing guidance for SSB interview for selection in Armed Forces. The Department is also running Samarth scheme, from interest earned on special corpus, for physically challenged students. -Earn while learn scheme is also there for the benefit of the students.

The University provides **Residential accommodation** on the campus to over 5000 students in the 19 hostels (Ten for girls and nine for boys). Maintenance of salubrious and caring environment in the hostel complexes and provision of hygienic food at reasonable charges always remains the endeavour of the University authorities. Mess in each hostel has facilities for indoor games, recreation, STD and canteen. All girls' hostels have been provided Wi-Fi internet connectivity. Each Girls Hostel is looked after by a full time Lady Warden.

All efforts have been made to have an aesthetically pleasing side of the entire campus. Well laid out figures and meaningful creations installed on important road crossings, like the ones named as Jai Jawan – Jai Kisan Chowk, Kranti Chowk, and Maharshi Dayanand Chowk, testify to the vision and purpose in campus planning. Blooming flowers in the Rose Garden, well-paved sidewalks, carefully pruned plants along both sides of the campus roads, abundant greenery, and the resulting eco-friendly ambience give a majestic look to our clean, green and eco-friendly campus.

To imbue a sense of confidence and appreciation of the moral virtues throughout the campus, the University has taken following **Initiatives for value creation and nation building**.

- Daily *Hawan* program initiated in University at *Yajshala*.
- Initiating University academic program (s) with University *Kulgeet*, and marking the closure of program (s) with *National Anthem*.
- Naming and marking of University Lanes in the names of National luminaries i.e. Shaheed Bhagat Singh Marg, Shaheed Rajguru Marg, and Shaheed Sukhdev Marg.
- Digital Health Card Scheme (after comprehensive health check-up of the 1st year students) was introduced. The health data of the students shall be available on University website through the password allotted to the student. This is going to be unique initiative for any State University which will help in promoting the *Swachh Bharat: Swasth Bharat* Mission with healthy Young India.

The University has a full-fledged **Centre for International Academic Affairs** headed by Dean, International Affairs. The Centre acts as the Nodal Agency and assists the International students community in acquiring information about registration, various courses, tuition fee structure, eligibility, visa requirements and their overall welfare through a unique 'single window system'. There is a provision of 15% supernumerary seats for International students in each University Teaching Department

subject to the fulfillment of eligibility conditions as per University rules. Separate prospectus for International students is published every year for admission of International students to various courses.

The University has established **Career Counseling and Placement Cell** together information on job avenues and placements in different institutions and concerns related to the courses that the University offers. This information is analyzed in the local, regional and national context to explore its relevance utility for the students for their career counseling and placement needs. The cell organizes seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks. Training is also imparted through workshops related to communication skills, personality development, resume writings, confidence building, preparing for interview etc. Eminent industrialists, HR personnels and eminent persons in different fields are invited for delivering lectures wherein they help students in getting the latest market requirements and trends in the job market. Efforts are also made to help the students to develop healthy outlook and positive attitude. The Cell is housed on the second floor of Students' Activity Centre.

The University has established a **-Guidance and Counseling Cell** – A Centre for Positive Healthll in the Department of Psychology for the University Facutly and with the objective to provide Health Care, Moral Boosting and Promotional Services. The Cell also provides Educational and Vocational guidance. In addition, to catering to the psychological needs of the students, the Centre provides personal and career counseling to them. Boosting harmonious relationship and developing effective communication skills at the campus are the primary objectives of the cell.

The University provides financial assistance to the meritorious and needy students in the form of Scholarships, Stipends, Prizes, etc. as under:

Scholarships
University Merit Scholarship
University Research Scholarship
Haryana State Merit Scholarship
L.P.S. Scholarship & L.P.S. Bossard Scholarship
Lion Joseph McLoughlin Scholarship
Sh. Bimal Prashad Jain Memorial Scholarship
Dr. Rajesh Malhotra Memorial Scholarship and Medals
Dr.Sarojini Devi Memorial Scholarship
Dr. P.P. Singh Memorial Scholarship
Ch.Badlu Ram Scholarship
Sh. K.C. Shastri M. Charitable Trust Scholarship
Mr. Devesh Mehra Memorial Scholarship
Sita Ram Jindal Foundation Gold Medals
Sh. Prem Avtar Sharma Memorial Scholarship

Sh. R.K. Deswal Memorial Scholarship	
Sh. Lachmandas Garg Gold Medals	
Stipends	
Post Matric Scholarship/ Stipends for the students of SC/BC categories	Stipends awarded by the District Soldiers, Sailors and Airmen's Boards
Post Graduate Stipends	General Stipends
Prizes	
Acharya Ram Dev Prize for First Position holder in M.A. (History)	
Students" Aid Fund	
The Directorate of Students' Welfare provides financial assistance to the poor and deserving students out of the Students' Aid Fund, Dr. Radhakrishnan Fund, etc. in the form of lump-sum grants.	

Governance

Competent leadership at different levels of the University with a well-defined system support and organizational structure enhanced the academic and administrative effectiveness by ensuring that the action plans are specifically aligned to the vision and mission of the University. The University follows decentralized and participative management approach in all kinds of academic and administrative activities. Every activity of the University is governed by the Act, Statute`s and Ordinances. Recruitments/promotions are made following an established and transparent process. The grievances are attended promptly. E-governance has been implemented in almost all areas of operation. The University's bodies/cells/ committees function effectively.

The University has various effective **Welfare measures** for its staff. Teachers are provided with adequate necessary support to attend conferences, workshops, professional development programmes, etc. The University organizes sufficiently good number of professional development/ administrative training programmes for its staff. The University has a well devised performance appraisal system for teaching as well as non-teaching staff. The University has a well-structured mechanism for its internal and external financial audits. University generates/mobilizes funds from various sources and has identified more sources for the same. To monitor effective utilization of funds, the University has codified its own financial rules and regulations.

Internal Quality Assurance Cell (IQAC), established as per guidelines of NAAC, acts as a beacon of quality assurance and maintenance of academic standards with respect to various important functional requirements. Academic Audit of the teaching departments has been got done as per required norms to ensure better performance on all internal quality parameters. Other measures, like seeking students' feedback and reactions of other stakeholders, are routinely pursued to incorporate them as healthy decision-making inputs for academic quality improvements. Timely holding of examinations and declaration of results in accordance with the pre-determined schedule are other marked achievements of the University.

The University has embraced the use of latest technological advancement in

overnance system and has already acknowledged as a front runner in taking e-governance initiatives. Admission process to the various programs of University Teaching Departments and Directorate of Distance Education were made online and to stop admission related malpractices, especially to stop impersonation in the entrance tests, introduction of Biometric attendance in entrance tests has been introduced. The major e-governance initiatives taken by the University in last two years include online file tracking system, computerization of examination work and establishment of separate college portal. To provide and facilitate DIGIDHAN initiative of Government of India, POS have been installed at University Cashier Office and DIGIDHAN Awareness Programs have been organized by the University to make the employees and students aware about digital financial transactions.

Moral Values and Societal Contribution

Maharshi Dayanand University Rohtak named after iconic social reformer of India Maharshi Dayanand, functions to promote humanitarian, moral, nationalistic, gender-equity, socially-inclusive, environmental consciousness, scientific and modern outlook related values. University has incorporated various values and attributes within its regular functioning and organizes sensitization programmes on Women Safety, Gender Equality, and Environmental Sustainability etc. As an initiative towards safety-security of girl students, University have proactive cell for -Prevention of Violence and Sexual Harassment against Women, 24 x7 CCTV surveillance check and security checks. University is actively engaged in outreach activities and organized numerous extensions cum outreach programmes in collaboration with industry, community and Non-Government Organizations. The University fervently celebrates all important days of national importance and birth/death anniversaries of great Indian personalities. A whole lot of activities/events is organized to promote universal values, national values, human values, communal and social cohesion, and national integration.

Fulfilling its commitment towards the society, the University has launched several **Outreach initiatives** and programs in order to inculcate awareness in the about important social, digital, financial issues. Awareness Program (s) about cashless transactions and digital financial transactions were organized under the aegis of **Centre for Haryana Studies** in the current session. Affiliated colleges organized Public Outreach Programs in various villages focusing on social issues. The state of Haryana proudly acknowledges the rectification of skewed sex ratio with more than 900 girls per 1000 boys reflecting the positive outcome of efforts such as -Beti Bachao Beti Padhao. Keeping up the spirit of gender sensitization, the University endeavors to create a congenial, secure and progressive environment for the girl students. At the same time the awareness regarding gender is disseminated to all and sundry through Women Study Centre, Anti Sexual Harassment Cell in collaboration with the Haryana police.

The University has successfully established an **Environmental Sustainability Management Cell** with a sole purpose to inculcate a proper understanding of waste management issues. The cell organizes various competitive activities as well by promoting awareness and ensuring participation of young people particularly students. In order to generate awareness about waste management , the cell organizes various activities in the form of seminars, conferences, poster presentations, etc. highlighting the issues of environmental pollutants and their remedies, environmental sustainability, climate changes, green renewal energy systems, so on and so forth.

Established in January, 2010 with financial support from University Grants Commission, New Delhi, **Women's Studies Centre** at Maharshi Dayanand University is a leading interdisciplinary centre. From the very beginning, the thrust has been to understand women's issues from gender perspective and thereby develop a comprehensive and critical approach to strengthen gender equality for overall empowerment of women in the society. The Centre is engaged in micro-level field studies and generation of awareness programs. For this, it actively collaborates with academia, government establishments and civil society to have broader perspective on wider issues concerning women in contemporary India in general and Haryana in particular. Women's Studies Centre also strives to disseminate knowledge among different strata of society by promoting dialogue between academia and activists, social work and policy making. By facilitating research, advocacy, documentation and extension work, efforts are initiated to enhance the visibility of women in the community and wider society. As a strategy, it seeks to strengthen individual and institutional efforts to enable women empowerment in the society.

The **University Youth Red Cross** provides an opportunity to the students to devote part of their time to the service of humanity. It trains the volunteers by organizing First Aid and Home Nursing training, workshops relating to disaster management, rescue operations and how to save themselves and others in calamities (natural or man-made). Volunteers are trained through health and hygiene workshop, how to keep themselves healthy and also expect them to convey this to the masses. It also motivates them for blood and organ donation. It provides the opportunity to attend seven days YRC training camps organized by University Youth Red Cross, Indian Red Cross Merit Certificate and other awards. University Youth Red Cross works on the Motto of -Health, Service and Friendship. Interested students can work in the service of humanity by joining Youth Red Cross Unit in UTD and Colleges/Institutes affiliated to Maharshi Dayanand University.

The **SC/ST Cell** has been established by the University to ensure the effective implementation of the Reservation Policy in admission, recruitment and allotment of Hostels etc. SC/ST Cells are established in the Universities in order to process the grievances of the members of SC/ST communities, functioning under the overall supervision of the Liaison Officer, works for the welfare of SC/ST candidates. The Cell endeavors to ensure the benefit of Central Government/ State Government policies related to SC/ST students and employees. For more details- visit University website i.e. www.mdu.ac.in.

CHAPTER-I

ELIGIBILITY AND PROCEDURE FOR ADMISSION TO M.Phil. PROGRAMME

ELIGIBILITY

A candidate who has passed Master's Degree in a relevant subject of the M.D. University or an examination recognized as equivalent thereto with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 Point scale, shall be eligible to seek admission to M.Phil. programme.

A relaxation of 5% of marks from 55% to 50% or an equivalent relaxation of grade may be allowed for those belonging to SC/ST (Haryana State)/Differently-abled candidates.

ADMISSION PROCEDURE

- 5.1 Applications for admission to M.Phil. programme shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University.
- 5.2 The University shall make admissions to M.Phil. Programme through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case there is no NET for any subject, the syllabus for entrance test will be decided by the concerned Teaching Department through the Departmental Committee with the approval of the Vice-Chancellor.
- 5.3 Entrance Test will be of **100** marks and a candidate must secure **50%** marks to qualify the same. In case of SC/ST of Haryana State/ **Differently**-abled candidates, a relaxation of 5% of marks from 50% to 45% will be allowed. There will be no negative marking.
 - (a) The candidates who have qualified UGC/CSIR-JRF/NET/GATE/GPAT or any other similar examination/SLET (Haryana State), as the case may be, are exempted from entrance test for M.Phil. programme. The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.
 - (b) There will be a common entrance test for admission to M.Phil. and Ph.D. programmes.

CRITERIA FOR PREPARING MERIT LIST

The merit list for admission to M.Phil. Programme shall be prepared by the Department according to the following criteria:-

- (i) 20% marks of the percentage of marks in the Master's degree examination.
- (ii) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (iii) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship).

OR

Weightage of 30 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).

- (iv) Weightage of 5 marks to the candidates who have passed Master's examination from MDU, Rohtak.
- (v) Weightage of 2.5 marks for each six months (maximum weightage of 10 marks) to the Project Fellows working in various projects funded by the UGC

and other Government agencies.

- Note- The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.
- (vi) While granting admission to students to M.Phil. Programme, the Department/Institute will adhere to the State Government Reservation Policy.
 - (vii) The number of seats for M.Phil. Programme in each subject shall be decided by the concerned University Teaching Department/Institute keeping in view the Clause 9.4 of the ordinance and advertised accordingly by the University.
 - (viii) Admission Committee will consist of Head of the Department and three Professors, one Associate Professor, and one Assistant Professor by rotation. In case a Department does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned Faculty.

CHAPTER-II

ELIGIBILITY AND PROCEDURE FOR ADMISSION TO Ph.D. PROGRAMME AND AWARD OF UNIVERSITY RESEARCH SCHOLARSHIP (URS)

Ph.D. PROGRAMME

ELIGIBILITY

A candidate seeking admission to the course of Ph.D. must satisfy the following relevant academic criteria:

- (i) Master's degree with at least 55% marks in aggregate or its equivalent B grade in UGC seven point scale in the subject concerned or in an allied subject.
OR
- (ii) For Faculty of Management Sciences - Master's Degree or any other degree recognized equivalent thereto in (i) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (ii) Post Graduate Diploma in Management recognized equivalent to MBA by AICTE with 55% marks or its equivalent B grade in UGC seven point scale.
OR
- (iii) Candidates with Qualifications as laid down in (ii) shall also be eligible for doing Ph.D. in Department of Economics and Commerce.
OR
- (iv) M.Phil degree (regular mode only) or a recognized equivalent degree beyond Master's degree level with atleast 55% marks or its equivalent B grade in UGC seven point scale in the concerned or allied subject.

Note: A relaxation of 5% marks from 55% to 50% or an equivalent relaxation of grade will be allowed for those belonging to SC/ST (Haryana State)/ Differently abled candidates.

ADMISSION PROCEDURE

- 6.1 Applications for admission to Ph.D. programme shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University. Departments may float seats based on specialization, if deemed necessary.
- 6.2 The University shall make admissions to Ph.D. programme through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for the entrance test will be decided by the concerned Teaching Department through the Departmental Committee.
- 6.3 Entrance Test will be of **100** marks and a candidate must secure **50%** marks to qualify the same. In case of SC/ST of Haryana State/ **Differently**-abled candidates, a relaxation of 5% marks from 50% to 45% will be allowed. There will be no negative marking.
Note: There will be a common entrance for admission to Ph.D. and M.Phil. programmes.
- 6.4 **The following categories of candidates are exempted from entrance test for Ph.D. programme:**
 - (i) The candidates who have qualified UGC/CSIR/JRF/NET/GATE/ GPAT or any other similar examination/ SLET (Haryana State) as the case may be.

- (ii) Candidates who are teacher fellowship holders/awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship.
- (iii) Candidates who have passed Pre-Ph.D.course/M.Phil. from Maharshi Dayanand University, Rohtak.

Note: The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.

CRITERIA FOR PREPARING MERIT LIST

7.1 The merit list for admission to Ph.D. programme shall be prepared by the Department according to the following criteria:-

- (i) 20% marks of the percentage of marks in the Master's degree examination.
- (ii) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (iii) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship.

OR

Weightage of 30 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).

OR

Weightage of 25 marks to those candidates who have passed M.Phil/Pre Ph.D. examination of M.D.University, Rohtak.

OR

Weightage of 3 marks for each year of teaching experience (maximum 20 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

- (iv) Weightage of 5 marks to the candidates who have passed Master's examination/M.Phil examination from Maharshi Dayanand University, Rohtak.
- (v) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.
- (vi) 10 marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)

Note- The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

7.2 While granting admission to students to Ph.D. programme, the Department /Institute will adhere to the State Government Reservation Policy.

7.3 The number of seats for Ph.D. programme in each subject shall be decided by the concerned University Teaching Department/ Institute and advertised accordingly by the University.

- 7.4 Admission Committee will consist of Head of the Department and three Professors, one Associate Professor and one Assistant Professor by rotation. All members must satisfy eligibility conditions to be Ph.D. supervisor. If a Department does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise, the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned/relevant Faculty.

AWARD OF UNIVERSITY RESEARCH SCHOLARSHIP (URS)

ELIGIBILITY

- (a) Candidates eligible for admission to Ph. D. programme can apply for award of URS.
- (b) Candidates who are already registered in Ph.D. programme can also apply for award of URS.
- (c) URS will be awarded to the candidates higher in merit and who are eligible for registration or already registered to Ph. D. programme.
- (d) Candidates already awarded with JRF (entitled for Research Fellowship)/ awardee of teacher fellowship/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship will not be eligible for URS.

CRITERIA FOR PREPARING MERIT LIST

The merit list for the award of URS shall be prepared by the Department according to the following criteria:-

- (i) 20% marks of the percentage of marks in the Master's degree examination.
- (ii) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (iii) 45% marks of the percentage of marks in the entrance test.

OR

Weightage of 25 marks to those candidates who have passed NET/GATE/GPAT/SLET(Haryana State Only)/M.Phil./JRF(not entitled for scholarship).

OR

Weightage of 30 marks to those candidates who have passed M.Phil./Pre-Ph.D. or Ph.D. course work from Maharshi Dayanand University, Rohtak.

- (iv) Weightage of 5 marks to the candidates who have passed Master's examination/M.Phil. examination from Maharshi Dayanand University, Rohtak.
- (v) 10 marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)
- (vi) **University Research Scholarship will be awarded in each University Teaching Department by the Vice-Chancellor on the recommendations of the Selection Committee consisting of the Head of the Department, all Professors in the Department, one Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor on the recommendations of the Head of the Department on the basis of seniority and rotation for a period of one year.**

Note-

The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

SEATS FOR AWARD OF UNIVERSITY RESEARCH SCHOLARSHIP (URS):

Two scholarships shall be awarded to each department, where research is being done. Three scholarships will be awarded in the Departments where the number of registered research scholars, doing research, is ten or more (excluding teacher of M.D. University). If the Teaching Department(s) is running two or more Master programmes, one additional scholarship per additional programme shall be awarded in that Department.

In addition, 15 scholarships shall be awarded to SC candidates of Haryana only, in 15 Departments (one in each) in alphabetic order by rotation. The rotation register for the same be maintained by the Registration and Scholarship Branch of the University.

CHAPTER-III

NUMBER OF SEATS

Seats for M.Phil. and Ph.D. Programme for the session 2019-20.

Sr.No.	Name of the Department	Number of seats for M.Phil.	Number of seats for Ph.D. programme
1.	Bio-Chemistry	--	6
2.	Bio-Informatics	--	1
3.	Bio-Technology	--	6
4.	Botany	--	3
5.	Chemistry	--	5
6.	Commerce	15	8
7.	Computer Science & Applications	--	14
8.	Defence & Strategic Studies	NIL	NIL
9.	Economics	6	6
10.	Education	06	7
11.	English & Foreign Languages	04	4
12.	Environmental Sciences	--	8
13.	Food Technology	--	7
14.	Genetics Forensic Science	--	9 4
15.	Geography	10	16
16.	Hindi	17	4
17.	History	3	3
18.	Institute of Mgt. Sciences and Research	--	40
19.	Institute of Hotel and Tourism Management	--	17
20.	Journalism & Mass Communication	3	3
21.	Law including CPAS	--	6
22.	Library and Information Science	--	6
23.	Mathematics	9	32
24.	Medical Bio-Technology	--	5
25.	Micro-Biology	--	9
26.	Music Instrumental & Vocal	3+3	6

27.	Pharmaceutical Sciences	--	14
28.	Physical Education	11	5
29.	Physics	--	7
30.	Political Science	9	12
31.	Psychology	15	13
32.	Public Administration	7	NIL
33.	Sanskrit	7	6
34.	Sociology	10	5
35.	Statistics	9	7
36.	University Institute of Engineering and Technology	--	Total = 48
			CSE. - 08
			ECE - 09
			EE - 05
			ME - 07
			Bio-Tech. - 15
			Civil Engg. - 4
37.	Visual Arts	--	6
38.	Zoology	--	3

Note 1: The number of seats may vary.

Note 2: In those departments where seats are not floated for M.Phil/Ph.D., the admitted students in Ph.D. Program already can apply and appear in entrance test for URS.

SUPERNUMERARY SEATS FOR Ph.D. PROGRAMME

The criteria for preparing merit list for Supernumerary Seats for admission to Ph.D. Programme may be prescribed and added as under in Clause 6.5 of the Ordinance:

- (i) One supernumerary seat in each Department is earmarked for admission to candidates, who are Principal Investigator/Co-PI having research project at MDU Rohtak from any government funding agency provided that they are otherwise eligible.
- (ii) One supernumerary seat in each Department is earmarked for admission of foreign students.
The merit will be prepared on the basis of marks obtained by the candidate in PG Programme i.e. M.A./M.Sc./M.Com etc.
- (iii) One supernumerary seat in each Department is earmarked for admission to the University appointed teachers working on regular basis who are otherwise eligible. If such seat(s) remain vacant in a Department, then it will go to non-teaching employees, if they are otherwise eligible and subject to availability of supervisors. For preparing merit list one marks for each teaching experience shall be given subject to the maximum of 10 marks. Experience of 6 months to one year shall be counted as one year. In case of non teaching staff merit will be prepared on the basis of marks obtained by the candidate in PG programme i.e. M.A./M.Sc./M.Com etc.
- (iv) One supernumerary seat in Ph.D. programme for the officials working on senior Administrative posts i.e. IAS/IRS/IPS/IFS, having experience of ten years on the

post, department wise in faculties of Social Sciences, Humanities, Law, Commerce and Management Sciences.

One mark for each additional year of service beyond 10 years (eligibility requirement) shall be given for preparing merit list for admission to Ph.D. Programme.

- (v) One supernumerary seat in Ph.D. programme for the Scientists working in Centre Government funded Research Labs/Institutions in a Scale of Scientist (E) or equivalent scale with experience of atleast 10 years, department wise in the faculties of Life Sciences, Physical Sciences, Pharmaceutical Sciences, Engg. & Technology.
The merit list will be prepared on the basis of research papers in Scopus index.
- (vi) One supernumerary seat in Ph.D. programme for the Corporate Professionals working at least at GM level (or equivalent thereof) with the condition that the company's turnover should be at least 300 crore per annum, department wise in the Deptt. of Commerce, Economics, and Faculty of Management Sciences and Pharmaceutical Sciences.
The merit list will be prepared on the basis of industrial experience and one mark for each year subject to maximum 10 marks shall be given for the purpose.
- (vii) Two supernumerary seats in the Department of Defence & Strategic Studies are earmarked for admission to the candidates who are Officers in Defence Services. Such candidates are exempted from entrance test provided that they are otherwise eligible.
The Commissioned officers shall be considered for admission against this supernumerary seats for admission to Ph.D. Programme. The merit list will be prepared on the basis of experience and one mark for each year subject to maximum 10 marks shall be given for the purpose.
- (viii) Two supernumerary seats in the Department of Law are earmarked for admission to the candidates who are State Govt. Law Officers or Judges. Such candidates are exempted from entrance test provided that they are otherwise eligible.
The Judges shall be considered for admission against this supernumerary seats for admission to Ph.D. Programme. The merit list will be prepared on the basis of experience and one mark for each year subject to maximum 10 marks shall be given for the purpose.

- Note- 1.** The admission against these supernumerary seats will be subject to the availability of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 12 of the Ph.D. Ordinance.
- 2. The candidates seeking admission to Ph.D. Programmes under Supernumerary Seats mentioned under Clause – 6.5 of Ph.D. Ordinance be exempted from entrance test provided that they are otherwise eligible and subject to availability of Supervisors”.

CHAPTER-IV

How to Apply for Admission to M.Phil./Ph.D. and Award of URS

The candidates are advised to read the Prospectus carefully before filling the online Application Form. Incomplete application forms are liable to be rejected.

1. The processing fee of the application for admission will be charged as Rs.1000/-for general category candidates and Rs.250/- (for S.C./B.C candidates of Haryana only). The S.C/ B.C candidates belonging to the States other than Haryana will be treated as General Category candidates for all purposes.

Separate application form for admission in each additional Subject/Department shall be filled after paying Rs.400/- (Rs.100/- for SC/BC. candidates of Haryana only). Only one roll no. will be issued where a single entrance exam is being conducting for multiple subjects/disciplines.

2. All the candidates will be required to deposit application fee through online payment process only.
3. The self-attested copies of certificates/testimonials of all the examinations passed by the candidate including certificates for claiming weightage, if any, and latest Character Certificate along with the computer generated application form should be submitted to the concerned Department / Institute on or before the day of interview for Ph.D./URS.

However, for M.Phil. Programme the candidates will submit the computer generated application forms along with all relevant documents to concerned department atleast three days before the display of merit list.

4. Change in Subject/Department or category, once opted for the purpose of admission, will not be allowed.
5. The candidates of Life Sciences streams (except Food Tech., and Environment Sciences and Forensic Science) who want to submit additional application in the allied subjects shall be required to fill up additional application form with an additional fee as mentioned in the Prospectus. The computer generated application forms for such subjects along with other relevant documents will be submitted in the Departments concerned on or before the day of interview. The entrance test for Ph.D. programme under the faculty of Life Sciences (except Food Tech., Environment Sciences and Forensic Science) will be conducted by the Department of Biochemistry.
6. An application submitted for a subject will be considered for all applicable programmes available (M.Phil/Ph.D. as the case may be) & URS in that particular subject.

CHAPTER-V

INSTRUCTIONS/GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION:

1. Prerequisites for Applying Online Application Form:—
 - a. www.mdu.ac.in->**Admission**->**Prospectus**
[\(<http://mdu.ac.in/Admin/EventPage.aspx?id=1039>\)](http://mdu.ac.in/Admin/EventPage.aspx?id=1039)
 - b. [Your email id \(e.g.,xyz@gmail.com\)](mailto:xyz@gmail.com)
 - c. Scanned copy of **Photograph, Signature and Thumb Impression (LTI)** ensuring that all required scanned images should be in **.jpeg** format with below specification:
 - Size of the photo image must be less than 50 KB
 - Size of the signature image must be less than 30 KB
 - Size of Thumb Impression must be less than 50 KB.
 - d. Your **Mobile Number**
 - e. **Pin Code** with the details of Permanent & Correspondence Address.
 - f. Educational Qualifications& Weightages related details/documents (like Matriculation, Senior Secondary, and Degree etc.)
2. Candidates must apply online through website www.mdu.ac.in->**Admission**->**Online Application form**.
3. Read the **General Instructions & prospectus carefully** and then start the process of “**New Registration**”.

NOTE:

- Fill all qualification details which you have completed till the date of first Registration Process.
 - Once the payment for a course is confirmed, no changes for Program, Category, Applicant Name, Father Name, Date of Birth, Mobile number, e-mail id, Photo and Signature etc. are allowed. Therefore, before clicking on “NEXT/SAVE” button please do check and confirm the details filled by you.
 - Keep the **Username & Password** assigned to you Confidential and Safe.
 - The candidate must select the **course applied for carefully** for which he/she is eligible. **No Change of Program shall be allowed.**
3. Select the appropriate program offered at the campus from the drop down menu of “**Program list**” then the corresponding course from the drop down menu of “**Courses**”.
 4. In the [Admission Registration](#) form please enter your details such as address, mobile no., landline no., and e-mail address etc. carefully. Filling of star (*) marked fields is mandatory. The application cannot be submitted unless the mandatory fields are filled. The University will use applicant’s information to contact the applicant for any further communication. If **Mobile no. or e-mail address is incorrect** or belong to someone else the candidate may not be able to receive any communication from the university.
 5. If your result of qualifying exam is still awaited, select the “**Result Awaited**” option from drop down.
 6. Based on the Program and Course selection, weightage list will be displayed, select relevant weightage (if applicable) and Click on “**SAVE**” and “**NEXT**” button.

7. You cannot proceed for payment until you upload your photo, signature and thumb impression in the required size and format.
8. You can apply for additional courses through “**Add course**” button from “My Account HomePage”.
9. Before payment candidate can check & confirm all the filled details. After the confirmation of fee no change is allowed.
10. In order to pay the fee click on “**Make Payment**” for your opted course and details along with the processing fee and Entrance Exam Fee (if applicable) will be shown. You are required to select the Program for which you want to pay fee.
11. You need to select payment mode and Bank for the fee payment. **Candidate should ensure that payment has been paid timely.**
12. After fee confirmation, Login to your account and click on “**Download Form**” to take a print of your application form and retain for record. If Fee is not confirmed within 2-3 days, please contact the University.
13. You will receive a message containing your login credential details on your **Mobile** and at your **e-mail address** confirming that you have been registered for admission.
14. Information about fee confirmation, Application Form, Admit card, result etc. will be available on the candidate’s login page itself.

Note: Admission/Online Registration Enquiry No. (From 9.00 a.m. to 5.00 p.m. on all working days)

For **General information about admission/Prospectus: - 7988553356**

(Academic Branch, University Secretariat) - (for General information about admission).

For Online Registration/ technical help: - **9350083067** or via e-mail reg.admission@mdu.ac.in

HELPDESKS: - **DDE Building, Near Gate no. 1 (For technical assistance)**

DETAILED STEPS FOR ONLINE APPLICATION FORM ARE AVAILABLE ON www.mdu.ac.in

FREQUENTLY ASKED QUESTIONS:

1. Are the programmes offered by the M.D University recognized?
 Ans: Yes. M. D University is a State University established under Haryana Act No. XXV of 1975 ('A+' Grade University Accredited by NAAC)
2. What are the minimum requirements for applying to a particular programme in M.D. University?
 Ans: Eligibility requirements differ from programs to programs. For detailed information, please check Chapter – I and II of the prospectus.
3. Can I apply for admission to a program in M.D University before the declaration of result of the qualifying exam?
 Ans: Yes, you can apply before the declaration of result of the qualifying exam. In such case the the proof of having passed the qualifying examination with requisite marks is to be submitted before the display of merit list.
4. What is the total approximate expenditure for a selected program?
 Ans: For details of program fee, please check Chapter – X of the prospectus. Hostel & mess charges (if opted) are extra.

5. Do I need to come down to M.D University campus/admission office to receive/submit the application form?
Ans: No, the application form can only be submitted through online admission process and computer generated application form duly signed by the candidate along with required documents can be sent to the concerned Department /Institute/ Office at least 3 days before the display of merit list through post/courier or by hand.
6. Can I depute someone as a nominee for counseling if I am not able to travel/come down?
Ans: No. It is mandatory for the candidate to attend the counseling session.
7. Do I need to pay the admission/tuition fee at the time of counseling/admission?
Ans: Yes. The fee is to be paid on the day of counseling/admission.
8. Is there any facility for payment of fees in installments?
Ans: No. the entire fee is to be paid on the day of counseling/admission and there is no provision for payment of fee in installments/parts.
9. Is there a capitation fee?
Ans: No. The candidates need to pay only the fees mentioned in the prospectus.
10. What are the documents required while attending the Counseling?
Ans: For details please check prospectus.
11. Can I take back the original documents?
Ans: All the original documents are returned after verification.
12. Are hostel charges included in the tuition fee?
Ans: No, Hostel fee and mess charges are extra. You have to fill separate application form for the hostel facility after the admission in the department.
13. Is it necessary for the parents to accompany children during counseling?
Ans: No. It is not mandatory for parents to attend/accompany children during counseling but the candidate has to be present in person.
14. Is Sexual Harassment Committee available in the University?
Ans: Yes, The committee is quite active. List of members is available on university website.

CHAPTER-VI

ADMISSION SCHEDULE

Opening date for submission of online application form: 24.10.2019

The last date for submission of online application form: 08.11.2019

Schedule of Entrance Tests:

Date	9.15 am to 10.30 am	11.30 am to 12.45 pm	2.00 pm to 3.15 pm	4.00 pm to 5.15 pm
16.11.19	Mathematics, Music, Public Administration and ECE (UIET), ME (UIET) Civil(UIET)	Geography, English, Economics, Hotel Mgt.	Environment Science, History, Visual Arts Commerce	Chemistry, Tourism Mgt.
17.11.19	Defence Studies, Sanskrit, Education,	Computer Science/CSE (UIET), Forensic Science, Hindi	Sociology Institute of Management Science and Research, Physics	Statistics, Law, Journalism and Mass Communication
18.11.19	Psychology, Political Science,	Pharmaceutical Sciences, Food Technology. Physical Education	Bio-technology, Botany, Zoology, Genetics, Bio Chemistry, Microbiology, Medical Bio-Technology, Bio - Informatics	EE(UIET), Library and Information Science

Note:-

1. Candidates may raise objection/complaint if any, with regard to discrepancy in the question booklet/answer key within 24 hours of uploading the same on the University website. The complaint be sent by the students to the Controller of Examinations by hand or through email (coe@mdu.ac.in). Thereafter, no complaint in any case, will be considered.
2. The process for compilation of result will be started after consideration of complaints received from the examinees, if any with regard to discrepancy in the question booklet/answer key. The complaints received from the students with regard to discrepancy in question booklet/answer key will be resolved normally in 48 hours.
3. The schedule for submission application form (through online) for Supernumerary seats will be notified separately and will be made available on the University website.

3. Schedule of Interview and Counseling:

i) Dates of Interview for Ph.D. and URS

Date	Name of the Department
22.11.19	Mathematics, Music, Public Administration, ECE (UIET),ME (UIET), Civil(UIET), Geography, English, Economics, Environment Science, History, Visual Arts, Commerce, Chemistry, Tourism Mgt, Hotel Mgt.
23.11.19	Defence Studies, Sanskrit, Education, Computer Science/CSE (UIET), Forensic Science, Hindi, Sociology, Institute of Management Science and Research, Physics, Law, Journalism and Mass Communication
25.11.19	Psychology, Political Science, Pharmaceutical Sciences, Food Technology, Physical Education, Bio-technology, Botany, Zoology, Genetics, Bio Chemistry, Microbiology, Medical Bio-Technology, Bio – Informatics, EE(UIET), Library and Information Science, Statistics

- i) Display of merit list : 26.11.2019
- ii) Date of 1stCounselling : 27.11.2019 (10.00 am onwards)
- iii) Date of 2ndCounselling : 29.11.2019(10.00 am onwards)
- iv) Date of 3rdCounselling : 01.12.2019(10.00 am onwards)
- v) Counseling for Award of URS : 01.12.2019(10.00 am onwards)
- vi) Payment of fee with the University cashier/Bank : On the day of Counseling
- vii) Commencement of classes for M.Phil/Ph.D.Course Work : 01.12.2019

Note:-

1. Interview may be continued on subsequent day, if required.
2. The entire admission process shall be done by the concerned parent department.
3. The classes of Ph.D. course work will be held in the concerned parent department.

CHAPTER-VII

SYLLABI AND PATTERN OF ENTRANCE EXAMINATIONS

1. Admission to M.Phil./Ph.D. programme and award of URS shall be made through Entrance Test, the syllabus of which shall be the same as is prescribed for National Eligibility Test (NET) by the University Grants Commission/Council for Scientific and Industrial Research (CSIR)/Indian Council of Agriculture and Research (ICAR) etc.

For programmes, where NET examination is not conducted, the syllabus of entrance test has been prescribed by the Department concerned.

2. Entrance Test will be of 100marks containing of 100 multiple choice question of one marks each and a candidate must secure 50%marks to qualify the same (45%for SC/ST (Haryana state) and differently - abled candidates). There will be no negative marking. The syllabi of entrance test is available on the University website i.e. www.mdu.ac.in

However, for Mathematics and Statistics, the entrance examination will carry 100 multiple choice questions of 4/3 marks each and the candidates are required to attempt any 75 questions. Candidate will get full credit for not more than 75 correct responses.

3. Question papers shall be:-

(I) In English for the subjects following in the faculties of Physical sciences, Life Sciences, Pharmaceutical Sciences, Engineering & Technology.

(II) In the concerned language for language programmes, and

(iii) Both in English and Hindi for other Departments.

CHAPTER-VIII

RULES AND GUIDELINES FOR ENTRANCE EXAMINATION

1. The Entrance Examination is meant to assess the candidates' suitability for the M.Phil./Ph.D. Programme.
2. No candidate will be admitted to the Entrance Examination Hall unless he/she produces the Admit Card which must be obtained from the Department concerned.
3. No request for postponement of Entrance Examination will be entertained under any circumstances.
4. Question paper for the Entrance Examination will consist of objective type multiple choice questions only with four choices each.
5. The candidates should refer to **“Syllabi for Entrance Examinations”** for outlines of syllabi and composition of Entrance Examination Question Papers.
6. The venue/centre for the Entrance Examination will be Rohtak unless otherwise changed by the University through a special notification.
7. Question Booklet
 - i) The examinees, immediately after taking their seats, will be given a sealed Test Booklet alongwith OMR Sheet. The examinees are advised to read and follow the instructions on the title and back-page of the question Booklet carefully.
 - ii) Booklet Number and a Booklet Code (A or B or C or D) are given on the front page of the Question Booklet. The examinees must write the Number and the Code carefully in the appropriate places on the OMR/ Answer Sheet.
 - iii) The examinee must affix his/her signature on the front page of the Question Booklet at the place earmarked for this purpose.
 - iv) The Question Booklet has paper seal pasted on it. The examinees should open the Question Booklet by breaking the paper seal only when they are asked to do so by the Invigilator.
 - v) The examinees must check immediately after breaking the seal that the Question Booklet contains the same number of questions as indicated in the instructions at the top. If any deficiency is noticed in the Question Booklet, the Invigilator may be requested to replace the same immediately.
 - vi) The Question Booklet and the Answer Sheet must be returned to the Invigilator before leaving the Examination Hall.
8. OMR/Answer Sheet
 - i) The examinees must check their Answer Sheets which are serially numbered. If any discrepancy is detected, the same should be brought to the notice of the Invigilator immediately.
 - ii) Use good quality ball point pen (blue or black) strictly as directed on the OMR Answer Sheet.
 - iii) Do not fold or put any stray mark or do any rough work on the Answer Sheet.
 - iv) Fill in the Roll No., Question Booklet No., and Booklet Code in the blocks provided for the purpose on the OMR Answer Sheet.
 - v) The examinee must affix his/her signature with the ball point pen at the appropriate place on the OMR Answer Sheet.

9. Rough Work

The examinees should not do any rough work or writing work on the **OMR Answer Sheet**. Rough work, if any, may be done in the Test Booklet itself.

10. The following procedure shall be followed in the Examination Hall:

- i) No candidate will be allowed to enter the Examination Hall 15 minutes after the commencement of the examination.
- ii) No candidate will be allowed to leave the Examination Hall before the expiry of time.
- iii) The doors of Examination Hall will be opened 30 minutes before the time fixed for commencement of the Examination.
- iv) Each examinee will be given a sealed Test Booklet with an OMR Answer Sheet 10 minutes before the commencement of the Examination.
- v) The examinees, immediately on receipt of the Test Booklet, will fill in the required particulars with the ball point (black or blue) pen only on its cover page.
- vi) The examinees shall not open the Test Booklet until asked to do so by the Invigilator.
- vii) Use of calculators, slide rules or log tables, books, papers, cellular phones or any other electronic device, etc. is not allowed.
- viii) The Examination will start exactly at the appointed time. The Invigilator will make an announcement to this effect. The examinees should start writing only after the announcement of the Invigilator.
- ix) The Invigilator will check 'Admit Card' of each examinee during the Examination to satisfy himself about each of them.
- x) The Invigilator will also put his signature in the place provided in the question booklet and OMR Answer Sheet.
- xi) The examinees shall bring their own ball point pens (blue or black), eraser, and foot-rule. These items will not be supplied by the University.
- xii) After completing the test and before handing over the Test Booklet and Answer Sheet, the examinees must check again that all the particulars required in the Test Booklet and the Answer Sheet has been correctly written.
- xiii) A signal will be given at the beginning of the Examination and at half-time. A signal will also be given before the closing time when the examinees must stop marking responses.

11. Punishment for use of Unfair Means

If any candidate is found guilty of any breach of rules mentioned in the Prospectus or guilty of using unfair means, he/she will be liable to be punished according to the Act, Statutes, Ordinances, and Rules & Regulations of M.D. University, Rohtak.

12. Re-Checking

There shall be no re-checking or re-evaluation of answer sheets of the Entrance Examination. No request in this regard shall be entertained.

13. If any person(s) or officer(s) or official(s) dealing with the conduct of Entrance Examination is found indulged in any act which may result in the leakage of the question paper(s) or render help directly or indirectly in the use of unfair means in the examination, he/she shall be liable to be prosecuted under the Indian Penal Code.

14. Legal Jurisdiction:

All disputes pertaining to the conduct of Entrance Examination and admissions shall fall within the jurisdiction of Rohtak only.

15. Enquiries regarding Entrance Examinations, if any, may be made till a day before the Entrance Examinations during office hours and not on the day of Entrance Examination with the Department concerned.
16. Question Booklet alongwith answer key of all the A,B,C and D code may be got uploaded on the University website by the Director, University Computer Centre immediately after the conduct of Entrance Examination with the help of a Committee duly constituted by the Head of the concerned department for preparation/declaration of result. **However, in case of faculty of Life Sciences, the Dean will do the needful with help of the Committee constituted by him.**
17. Candidate may raise/valid objection/complaint if any, with regard to discrepancy in the Question Booklet/Answer key within 24 Hours of uploading the same on the University website. The complaint be sent by the students to the Controller of Examinations by hand or through email (coe@mdu.ac.in). Thereafter no complaint in any case, will be considered.
18. Confidential material of Entrance Examinations i.e. used OMR/Answer Sheet of the appeared candidates received from the examination Centres may be kept in safe custody by the concerned HODs/Deans for future reference.
19. The process for compilation of result may be started after consideration of complaints received from the examinees, if any with regard to discrepancy in the question booklet/answer key. The complaints received from the students with regard to discrepancy in question booklet/answer key be resolved normally in 48 hours.
20. Keeping in view of requests of the candidates from time to time for supplying copy of OMR/Answer Sheet of Entrance Examinations, the Committee recommended that carbonless OMR/Answer sheet be got printed by the Controller of Examinations so that the same to be retained by the candidate.

CHAPTER-IX

DISTRIBUTION AND RESERVATION OF SEATS

In view of the reservation policy Notified by the Govt. of Haryana vide Notification No. 22/10/2013 - IGSIII dated 28/2/2013 and the instructions from State Govt. from time to time in this regard which is applicable to the University also, the reservation of seats in various programmes offered in University Teaching Departments /Centres / Institutes are as under:-

Category	Percentage
a) All India Open Category Seats (Including Haryana State) (AIO)	15% of the sanctioned intake
b) State Quota	85% of the sanctioned intake
(b-1) Haryana Open General Category(HOGC)	50% of the State Quota i.e. 42.5% of total intake
Economically Weaker Section	10% from Haryana Open General Category (HOGC) i.e. 4.25% of total intake
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e. 42.5% of total intake
Scheduled Caste (SC)	20% of State Quota (17% of total intake)
Backward Classes of Haryana (A)(BCA)	16% of State Quota (13.6% of total intake)
Backward Classes of Haryana (B)(BCB)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	3% of State quota (2.55% of total intake).

In the event of quota reserved for Physically Handicapped remain unutilised due to non availability for suitable category of Handicapped Candidates, it may be offered to the Ex-Servicemen and their wards (1%) and the dependents of Freedom Fighters (1%).

Further, 3% reservation is also provided to Ex-serviceman/ Freedom Fighter and their dependants by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission 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 academic year 2014, the next Block i.e. (B) Block of Category of Backward Classes will be given seats in the next academic year 2015 and so on. Further, a roster register for reservation of seats for ex-servicemen/freedom fighter shall be maintained and carry forward all fractions till one seat is accumulated through different fractions over the years. As and when the total comes to one a seat will be provided.

Note: Reservation in admission to M.Phil/Ph.D. programme shall be given as per policy notified by the State Govt. Reservation roster register be maintained by the concerned Head of the Department.

GUIDELINES FOR RESERVATION:

1. The reservation of seats is as per the Reservation Policy of Haryana Govt. and is subject to change/amendment made by the State Govt. from time to time.
2. Candidates belonging to SC/ST are required to submit a certificate from the competent authority as per **Appendix-C**. The list of Scheduled Castes notified by the Haryana Government, is available at **Appendix-K**.

3. Candidates belonging to Backward Classes are required to submit a certificate from the competent authority as per **Appendix-D**. The list of Backward Classes in Haryana notified by the Haryana Government, is available at **Appendix-I**. Circular no. 1170-SW(1)-95 dated 7.6.95 of the Haryana Govt. for excluding Socially Advanced Persons/Sections (Creamy Layer) from Backward Classes may be referred to at **Appendix-J**.
4. The children or Grand Children (Maternal & Paternal) of Freedom Fighters are required to submit a certificate from the competent authority as per **Appendix-E**.
5. Only those candidates who have permanent disability of not less than 40% (being otherwise fit for admission to the programme) will be considered for admission as Physically Handicapped. They will submit a certificate from the competent authority as per **Appendix-H**. Disability Certificate shall, however, be subject to verification by a Medical Board to be constituted by the University. The decision of Medical Board in this regard shall be final.
6. Children or Wards of Military Personnel (including personnel of Para-Military Forces killed in Action or Permanently Disabled in Action and Boarded Out from the Services or Ex-Servicemen and their wards will be considered for reservation. They will submit a certificate as per **Appendix-F**. The following categories of personnel of Territorial Army are included in the definition of Ex-Servicemen in terms of the State Govt. letter No. 12/18/2006-GS-II dated 8-01-2008:
 - i) Pension holders for continuous embodied service;
 - ii) Persons with disability attributable to military service;
 - iii) Gallantry Award Winners; and
 - iv) Such recruits boarded out/released on medical grounds and granted medical/disability pension.
7. A candidate who applies for a reserved category or for both reserved and general categories will be considered first in general category. In case, he is not selected in general category, he will be considered for reserved category.

The Scheduled Castes/Backward Classes candidates who get selected /admitted in Educational/Professional/Technical Institutions and Universities in open competition on the basis of their own merit, will not be counted against the quota reserved for scheduled caste/backward classes, rather they will be treated as open competition candidates. However, such candidates shall fulfill condition of eligibility regarding age etc. as are meant for general category candidates (Memo No.13864-75 dated 24.8.2012 received from the Principal Secretary to Govt. of Haryana, Welfare of Scheduled Caste and Backward Classes, Department, Chandigarh).
8. If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given shall not be changed.
9. If any seat remains vacant in sub-categories of BC(A) and BC(B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC(B) category remains vacant, the same will be filled up from BC(A) category and vice-versa.
10. Benefit of reservation will be given to all the reserved categories upto 3rd counselling according to the reservation policy given in the Prospectus. In case at the time of 3rd counselling the reserved seats of various categories remain vacant and no eligible candidates of the reserved categories are available then these vacant seats may be thrown open to Haryana General Category by the concerned Head of the Department at his/her own level. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown open to All India Open Category by the concerned Head of the Department at his/her own level.

CHAPTER-X

FEE STRUCTURE

FEE FOR Ph.D. Course Work

Ph.D. Course work fee (to be paid by those who are required to complete Coursework):

Course work fee for Engineering & Technology Rs. 20000/-

Course work fee for others Rs. 5000/-

For Ph.D. Programme every research scholar shall pay fee as under:

(a) Registration Fee Rs.2000/-

(In case of foreign/NRI students except for students from less developed countries this fee will be US \$ 1000)

(b) (i) Annual Fee except for the candidates having Laboratory subjects as mentioned in (ii) & (iii) below: Rs. 2000/-

(ii) Annual Fee for subjects involving use of Laboratory such as Psychology, Geography and theoretical fields in science subjects such as Mathematics, Statistics, Computer Science, etc. Rs. 4000/-

(iii) Annual Laboratory fee for subjects in Science such as Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology, Hotel & Tourism Management, etc. Rs.8000/-

Annual fee will be payable within days of registration and annually thereafter.

(c) Evaluation fee to be charged at the time of submission of Ph.D. thesis Rs.7500/-

Late fee for delayed payment of annual fee:

(a) up to six months Rs.500/-

(b) beyond six months Rs.1000/-

FEE FOR M.Phil Course

Name of the Course	Admission fee	Tuition fee	A fund	Dev. fee	Security refundable	Curriculum charges	Other charges	Examination fee	Total Fee
M.Phil (except Physical Education)	50/-	420/-	240/-	-	500/-	50/-	1084/-	400/-	2744/-
M.Phil. Physical Education	50/-	10000/-	240/-	3000/-	500/-	50/-	1084/-	400/-	15324/-

The fees will be subject to changes as decided by the University from time to time.

Note:- At the time of admission, fee/fund like enrolment registration, tuition fee, sports, Union, Library, Magazine, medical, Examination fee and other funds may not be charged from the SC students whose parents annual income is not more than Rs. 2.5.lacs. The claim on account of such fee may be submitted to the Higher Education Commissioner, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual. These instructions shall also be applicable to all Colleges/UTDs where Programmes under S.F.S. are being run.

Instructions received from the State Government from time to time on this issue shall be followed.

APPENDICES

APPENDIX-A

Copy of letter No.62/17/95-6 GSI dated 3.10.96 from the Chief Secretary to Govt., Haryana, Chandigarh and addressed to all Heads of Departments, Commissioners, Ambala, Rohtak, Gurgaon and Hisar Division, All Deputy Commissioners & all Sub-Divisional Officers in Haryana, Registrar, Punjab and Haryana High Court and all District Sessions Judges in Haryana.

Subject : Bonafide Residents of Haryana - Guidelines regarding

Sir,

I am directed to invite your attention to Haryana Govt. letters on the subject noted above vide which the instructions were issued regarding simplification procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgement delivered by the Hon'ble Supreme Court of India in the case of Dr. Pardeep Jain Vs Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of 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)/dependants:
 - 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 are not living)/dependants 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)/dependants of pensioners of Haryana Govt., 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)/dependants 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;
- viii) Children/wards of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana (added vide C.S. letter No. 62/27/2003-6 GSI dated 29/7/2003)
- 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) citizens of India;
 - b) produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependants have not obtained the benefit of domicile in any other State.
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), Tehsildar (Revenue Department of the District/Sub Division to which the candidates belong). Resident Certificate in respect of the children/wards/dependants of Haryana Government employees who are posted at Chandigarh, Delhi or elsewhere or in respect of the children/wards/dependants of the employees of the statutory bodies/Corporations of Haryana established by or under an Act of the State of Haryana and located at Chandigarh, in Haryana or outside Haryana, should be issued 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 situated in Haryana. For this purpose, a certificate of the Principal/Head Master from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Head Master 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, it is discovered that his claim was false, the student shall be removed from the institution, and all fees and other dues paid upto the date of such removal shall be confiscated. Principal/Head Master 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. These instructions may kindly be noted carefully for compliance.

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- Note :**
1. The State Government, vide letter no. 22/28/2003-3GS-III dated 30.1.2004, has decided that henceforth Circle Revenue Officers (Tehsildar/NaibTehsildar-cum-Executive Magistrate concerned has been authorized to issue Resident as well as Caste Certificates (SC/BC) . In case of Haryana Govt. employees serving in the offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchukula, the Resident Certificate and Caste Certificates to SC/BC employees and their children will be issued by their respective Heads of the Departments. The proforma for these certificates have also been prescribed by the State Govt. (Appendix-A-I, B & C). Therefore, all the candidates will be required to submit such certificates in the prescribed proforma. The certificate issued by anyone other than the competent authority in the proforma other than the prescribed proforma will not be accepted.
 2. Haryana Resident Certificate should be of the date of 30.01.2004 or after. Certificates issued before this date will not be accepted. The candidates must ensure that they get **Haryana Resident Certificates and not Haryana Domicile Certificate from the appropriate authority as Haryana Domicile Certificate is invalid for the purpose of admission.**

APPENDIX- A 1

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DEPUTY COMMISSIONER/SUB-DIVISIONAL OFFICER (CIVIL)/, G.A. TO D.C./D.R.O./EM/TEHSILDAR

Certified that Sh. S/o Sh. father/guardian of Miss/Mr. holds (name of the child/ward with full address) immovable property at (place and District) in the State of Haryana for the past years.

OR

Certified that Miss/Mr. S/o Sh. Resident of was born in Haryana as per birth certificate.

Dated:

**Signature of the Authority
(mentioned above)
(with seal)**

APPENDIX- A 2

RESIDENCE CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT

Certified that Sh. S/o Sh. father of Miss/Mr. is an employee of the (Name of office) of Haryana Government. He is working as, and is posted at He has more than three years service at his credit.

**Place:
Dated:**

**Head of the Department
(with seal)**

APPENDIX- A 3

RESIDENCE CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/RECOGNIZED SCHOOL/COLLEGE

It is certified that Miss/Mr.S/o/ D/o Sh. has been a student of this School/College for a period of Year (s), from to He/she left the school/college on

**Dated :
Place :**

**Signature of Principal/Head Master
(with seal)**

APPENDIX- A 4

RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF THE GOVERNMENT EMPLOYEES

Certified that Sh. S/o Sh. father of Miss/Mr.is an employee of Government of India working as He has been posted at Chandigarh/Haryana in connection with the affairs of Haryana Government for the past three years.

Dated

**Head of Department
(with seal)**

**AFFIDAVIT OF THE PARENT /GUARDIAN TO BE ATTESTED BY THE EXECUTIVE
MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC.**

I _____ father/mother/guardian of _____
Miss/Mr. _____ resident of _____do hereby
solemnly state and affirm as under:

- 1. That I am a Citizen of India.
- 2. That neither the deponent nor the child/ward of the deponent has obtained the benefit of 'Residence' in any other State.

Dated.....

DEPONENT

VERIFICATION

Verified that the contents of my above given affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated.....

DEPONENT

HARYANA GOVERNMENT

Certificate Sr.No...../Year...../Teh.....

**Photo of applicant
To be attested by
the Issuing Authority**

SCHEDULED CASTE-CERTIFICATE

This is to certify that Shri/Smt./Kumari Son/Daughter of Sh. resident of Village/Town Tehsil District, of the State/Union Territory_____ belongs to the Caste/Tribe, which is recognized as a Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Castes) Order 1950.

2. Shri/Smt./Kumari and/or his/her family ordinarily Reside(s) in Village/Town.....of Tehsil District,of the State/Union Territory_____

Dated.:

Place :

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with

Telephone No.with STD Code.....

**Issuing Authority: Tehsildar-cum-Executive Magistrate,
NaibTehsildar-cum-Executive Magistrate
Head of Department in case of Government employee.**

HARYANA GOVERNMENT

Certificate Sr.No...../Year...../Teh.....

Photo of applicant
To be attested by
the Issuing Authority

**BACKWARD CLASS CERTIFICATE
Block `A' OR `B'**

This is to certify that Shri/Smt./Kumari Son/Daughter of Sh.
..... resident of Village/Town Tehsil
..... District, the State/Union Territory
..... belongs to the Caste. This caste is mentioned in the State list
of BC Block

2. Shri/Smt./Kumari and/or his/her family ordinarily Reside(s) in
Village/Town.....of Tehsil District, of the
State/Union Territory.....

3. 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.22/36/2000-3GS-III dated 9.8.2000 &
No.213-SW(1)-2010 dated 31.8.2010.

Dated.:

Place :

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with

Telephone No.with STD Code.....

**Issuing Authority: Tehsildar-cum-Executive Magistrate,
NaibTehsildar-cum-Executive Magistrate
Head of Department in case of Government employee.**

CERTIFICATE FOR CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS

No.....

Dated :.....

Certified that Shri Son/Daughter of Shri
..... resident of Village
....., Police Station
Tehsil....., District. was a bonafide Freedom Fighter.

Signature of Officer authorized
by Chief Secretary, Haryana
to issue such certificate
(with office seal & stamp)

CERTIFICATE FOR DECEASED/DISABLED/DISCHARGED MILITARY PERSONNEL/ SERVING MILITARY PERSONNEL/EX-SERVICEMEN

Certified that Sh. Father of (name of the Candidate) is serving military personnel/an ex-serviceman and he/his son/daughter is entitled for the benefit of reservation of seats for admission in programme in M.D. University, Rohtak. His detailed particulars are as under:

1. Name.....
2. Father's Name.....
3. Address.....
4. Reasons of discharge/retirement
5. Whether deceased/disabled during military service.....
if so, give details
6. Category.....
7. If serving, Rank and place of Posting

Signature of the Secretary
Zila Sainik Board or
Commanding Officer
(Seal of the above authority)

Place :

Date:

MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED
PT.B.D.SHARMAUNIVERSITY OF HEALTH SCIENCES, ROHTAK
OR
OFFICE OF THE CHIEF MEDICAL OFFICER

No.....

Dated.....

Certified that Shri/Km./Smt. Son/Daughter of Shri
..... resident of District.
appeared before the undersigned for medical check up. On medical examination, he/she is
found suffering from and thus he/she is Physically Handicapped.
His/Her percentage of Handicap is % (in figure)
..... (in words).

Professor & Head,

Dept. of

Pt. B.D.Sharma Univ. of Health Sciences, Rohtak

OR

Chief Medical Officer

..... (Haryana)

(Signature of Applicant)

(Seal of the above authority)

LIST OF SCHEDULED CASTES IN HARYANA STATE

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

LIST OF BACKWARD CLASSES IN HARYANASTATE

BLOCK 'A'

- | | |
|--|--------------------------------------|
| 1. Barra | 34. Kamboj |
| 2. Beta, Hensi or Hesi | 35. Kanghera |
| 3. Bagria | 36. Kuchband |
| 4. Barwar | 37. Labana |
| 5. Barai, Tamboli | 38. Lakhera, Manehar, Kachera |
| 6. Baragi, Bairagi, Swami Sadh | 39. Lohar, Panchal-Brahmin |
| 7. Battera | 40. Madari |
| 8. Bharbhujja, Bharbhunja | 41. Mochi |
| 9. Bhat, Bhatra, Darpi, Ramiya | 42. Mirasi |
| 10. BhuhaliaLohar | 43. Nar |
| 11. Ghangar | 44. Noongar |
| 12. Chirimar | 45. Nalband |
| 13. Chang | 46. Pinja, Penja |
| 14. Chimba, Chhipi, Chimpa, Darzi, Rohilla | 47. Rehar, Rehare or Re |
| 15. Daiya | 48. Raigar |
| 16. Dhobis | 49. Rechband |
| 17. Dakaut | 50. Shorgir, Shergir |
| 18. Dhimar, Mallah, Kashyap, Rajpoot, Kahar,
Jhinwar, Dhinwar, Khewat, Mehra, Nishad.
Sekka, Bhisti, Sheikh-Abbasi | 51. Soi |
| 19. Dhosali, Dosali | 52. Singhikant, Singiwala |
| 20. Faquir | 53. Sunar, Zargar, Soni |
| 21. Gwaria, Gauria or Gwar | 54. Thathera, Temera |
| 22. Ghirath | 55. Teli |
| 23. Ghasi, Ghasiara or Ghosi | 56. Vanzara, Banjara |
| 24. Gorkhas | 57. Weaver (Jullaha) |
| 25. Gawala, Gowala | 58. Badi/Baddon |
| 26. Gadaria, Pal, Baghel | 59. Bhattu/Chattu |
| 27. Garhi-Lohar | 60. Mina |
| 28. Hajjam, Nai, Nais, Sain | 61. Rahbari |
| 29. Jhangra-Brahman, Khati, Suthar,
Dhiman- Brahmin, Tarkhan, Barhi, Baddi. | 62. Charan |
| 30. Joginath, JogiNathJangamJogi, Yogi | 63. Chaaraj (Mahabrahman) |
| 31. Kanjar or Kanchan | 64. Udasin |
| 32. Kurmi | 65. Ramgarhia |
| 33. Kumhars, Prajapati | 66. Rangrez, Lilgar, Nilgar, Lallari |
| | 67. Dawala, Soni-Dawala, Nayaria |
| | 68. Bhar, Rajbhar |
| | 69. Nat (Muslim) |

BLOCK 'B'

- | | |
|----------------------|---|
| 1. Ahir/Yadav | 4. Saini, Shakya, Koeri, Kushwaha, Maurya |
| 2. Gujjar | 5. Meo |
| 3. Lodh/Lodha /Lodhi | 6. Gosai/Gosain/Goswami |

Copy of Govt. Notification dated 07.06.1995

Copy of letter No. 1170-SW (I)-95 dated 07.06.95 received from the Commissioner & Secretary to Government, Haryana, Welfare of Scheduled Castes and Backward Classes Department, Haryana, Chandigarh, addressed to all Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions, all Deputy Commissioners & Sub Divisional Officers in Haryana and Registrar, Punjab and Haryana High Court, Chandigarh.

Sub: Exclusion of socially advanced persons/sections (Creamy Layer) from Backward Classes.

Sir,

I am directed to invite your attention to the subject mentioned above and to state that following the Supreme Court judgement in the Indira Sawhney and others versus Union of India case, the Haryana Government vide notification dated 12.10.1993 had set up the Haryana Second Backward Classes Commission. The terms of reference of this Commission were to entertain, examine and recommend upon requests for inclusion and complaints of over-inclusion and under-inclusion in the list of Backward Classes. Vide notification dated 26-5-1994, the Commission was also assigned the function of specifying the basis, applying the relevant and requisite socio-economic criteria to exclude socially advanced persons/sections (Creamy Layer) from Backward Classes.

In its report submitted on 16.5.1995, the Haryana Second Backward Classes Commission had recommended the criteria for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes. After considering these recommendations, the Government has decided that the benefit of reservation shall not apply to persons/sections mentioned in **Annexure 'A'**, which is enclosed.

All the departments are requested to bring the above instructions to the notice of all the Heads of Departments and appointing authorities under their control for necessary compliance.

ANNEXURE-A

<u>Description of Category</u>	<u>To whom rule of exclusion will apply</u>
I. Constitutional Posts	Son(s) and daughter(s) of <ol style="list-style-type: none"> a) President of India; b) Vice President of India; c) Judges of the Supreme Court and of the High Courts; d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India; e) Persons holding Constitutional positions of like nature.
II.	Son(s) and daughter(s) of <ol style="list-style-type: none"> a) parents, both of whom are Class-I Officers; b) parents, either of whom is a Class-I Officer; c) parents, both of whom are Class-I Officers, but one of them dies or suffers permanent incapacitation. d) parents, either of whom is a Class-I Officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.

- e) parents, both of whom are Class-I Officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.

A. Provided that the rule of exclusion shall not apply in the following cases:

- a) Sons and daughters of parents either of whom or both of whom are Class-I Officers and such parent(s) dies/die or suffer permanent incapacitation.
- b) A lady belonging to BC category has got married to a Class-I Officer and may herself like to apply for a job.

B. **Son(s) and daughter(s) of**

- a) parents both of whom are Class-II Officers.
- b) parents of whom only the husband is a Class-I Officer and he gets into Class-I at the age of 40 or earlier.
- c) parents, both of whom are Class- II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;
- d) parents of whom the husband is a Class- I Officer (direct recruit or pre-forty promoted) and the wife is a Class-II officer and the wife dies or suffers permanent incapacitation; and
- e) parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class-II officer & the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of

- a) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation.
- b) parents, both of whom are Class-II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any Inter-national Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.

C. The criteria enumerated in A & B above in this Category will apply *mutatis mutandi* to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category V below will apply to the officers in these Institutions.

- III Sons(s) and daughter(s) of parents either or both of whom is or are in the rank of Colonel and above in the army and to equivalent posts in the Navy and the Air Force and the Para Military Forces :
- Provided that -
- i) If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e. the category under consideration), the rule of exclusion will apply only when she herself has reached the rank of Colonel;
 - ii) the service ranks below Colonel of husband and wife shall not be clubbed together;
 - iii) If the wife of an officer in the Armed Forces is in Civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.
- IV Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.
- V Income/Wealth Tax Son(s) and daughter(s) of :
- a) Persons having gross annual income of Rs.6.0 lakhs or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.(Range of income has been revised from Rs. 4.50 lakhs to Rs. 6.0 lakhs vide Chief Secretary letter No. 22/22/2004-3GS-III dated 14.06.2016).
 - b) Persons in Categories I, II, III & IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation:

- i) Income from salaries or agricultural land shall not be clubbed;
- ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.
- iii) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- iv) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

Explanation: Wherever the expression, ' permanent incapacitation' occurs in this schedule it shall mean incapacitation which results in putting an Officer out of service.

From

The Chief Secretary to Govt. of Haryana

To

1. All the Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.
3. All the Deputy Commissioners & Sub-Divisional Officers (Civil) in Haryana State

Subject: Clarification regarding issuance of certificate of Haryana Backward Classes.

Sir,

I am directed to invite your attention to the Govt. of Haryana, Social Welfare Department letter No. 1170-SW (1) 95, dated 7.6.95 on the subject noted above, therein criteria was laid down to assess the creamy layer persons of Haryana Backward Classes in Haryana State. The Backward Classes of Haryana are facing difficulty in obtaining the Backward Classes certificate from the certificate issuing authority due to some understanding in the instructions dated 7.6.95. After careful consideration the Govt. of Haryana has decided to issue clear cut directions to all the Heads of Departments and Deputy Commissioners in the state for issuing Backward Classes Certificate without any further delay.

It is **clarified** that the income from salary will not be taken into account for the purpose of income/wealth tax in respect of service category and while calculating income or wealth **tax** of the Government employee of Backward Classes who is not covered under Annexure-A, description of categories No. I, II (a,b,c,d) and III & IV, hence becoming entitled for the benefit of reservation under Backward Classes category, his salary should not be included but his other sources of income/wealth be included for income/wealth tax.

All the departments are requested to bring the above instructions to the notice of all the Head of Departments and appointing authorities under their control for necessary compliance.

Yours faithfully,
Sd/-

Joint Secretary General Administration
for Chief Secretary to Govt. Haryana

To

1. All the Financial Commissioners & Secretaries to Govt. Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

CERTIFICATE FROM FATHER/GUARDIAN

I certified that my son/daughter/ward has made this application with my consent and I hold myself responsible for his/her good conduct and payment of all his/her fees and dues during his/her stay in the Department and he/she will not indulge in any kind of ragging as a student of the University.

Dated _____

Signature of the Father/Guardian

CERTIFICATE OF EMPLOYER

It is certified that _____ S/o Sh. _____ is working as _____ in our Organization/Department. I have no objection to his/her pursuing in the whole time programme in the M. D. University, Rohtak.

Dated _____

Signature & Designation of the employer
(with seal)
