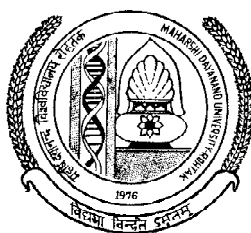


**MAHARSHI DAYANAND UNIVERSITY
ROHTAK**



**ADMISSION BROCHURE
2013-2014**

For admission to

**UNDER-GRADUATE, POST-GRADUATE,
CERTIFICATE/DIPLOMA COURSES AND OTHER
PROFESSIONAL COURSES**

in

THE AFFILIATED COLLEGES/INSTITUTES

OFFICERS OF THE UNIVERSITY

Chancellor

HIS EXCELLENCY SH. JAGANNATH PAHADIA

Governor, Haryana

<i>Name and Designation</i>	<i>Telephones Office</i>
Vice-Chancellor	274327
Er. H.S. Chahal	292431 Fax : 274133
Dean Academic Affairs	292208
Prof. Ravinder Vinayak	
Registrar	274640
Dr. S.P. Vats	Fax : 274640
Finance Officer	393570
Sh. I.S Poria	
Controller of Examinations	274169
Dr. B.S. Sindhu	
Proctor	393274
Prof. S.P. Khatkar	
Dean, College Development Council	274532
Prof. Daleep Singh	393370
Dean Student's Welfare	393510
Prof. Rajbir Singh	
Incharge University Library	393004
Prof. S.K. Gakhar	

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MAHARSHI DAYANAND UNIVERSITY, ROHTAK

No. AC-VI/AB/F-88/13/4981-5541

Dated : 21.05.2013

To

All the Principals/Directors of the Colleges/Institutes
Affiliated to Maharshi Dayanand University
Rohtak.

Sub : Admission Brochure for the Academic Session 2013-14.

Sir/Madam,

Please find enclosed herewith a copy of the Admission Brochure for the session 2013-14. While making admissions to various undergraduate, postgraduate and other professional courses, you are requested to consult the Brochure and the relevant Ordinances. The list of various examinations of Universities/Boards recognised by this University, already supplied in June 2011 and also available on University website www.mdurohtak.ac.in also needs to be consulted so that no wrong admission is made.

It has been noticed that various colleges continue enquiring matters from the University without consulting the Brochure/ Ordinances. **Further, the students are directed by the colleges to approach the University Office(s) in connection with their queries. To avoid this, it is requested that the enclosed Brochure may be gone through carefully by the Principals/Directors and the members of the Admission Committee of the Colleges/Institutes and in case it is felt that advice from the University is absolutely essential, only then the case(s) should be referred to the University. Students may not be directed to come to the University Office for seeking approval.** Their requests, if any, may be sent in one lot to the concerned branch so that the same may be decided expeditiously.

It has also been noticed in the past that admissions have been made with a disregard to the procedure prescribed by the University. It is, therefore, reiterated that admissions be made only as per schedule and procedure given in the Admission Brochure and all fees including registration fee may be charged as fixed by the University.

It will entirely be the responsibility of the Principal/Director of the concerned College/Institute to ensure that no wrong admission is made by the College/Institute. It is further made clear that wrong admission(s), if any, made by the College/Institute shall not be accepted/regularized by the University under any circumstances and the expenditure incurred on litigation in such cases by the University shall be borne by the Principal/Director of the College/Institute concerned.

Yours faithfully,

Encls : as above

Asstt. Registrar (Academic)
for Registrar

Endst. No. AC-VI/AB/F-88/13/5542-5551

Dated : 21/05/2013

A copy of the above alongwith a copy of Admission Brochure is sent to the following for information and necessary action :

1. Director General, Higher Education, Haryana, Punchkula (5 copies)
2. Dean Academic Affairs, M.D.U. Rohtak
3. Dean College Development Council, M.D.U. Rohtak
4. The Dy. Registrar (R&S), M.D.U. Rohtak (10 copies)
5. P.A. to Vice-Chancellor, M.D.U. Rohtak (for kind information of the Vice-Chancellor).
6. P.A. to Registrar, M.D.U. Rohtak (for kind information of the Registrar).
7. P.A. to C.O.E., M.D.U. Rohtak (For kind information of the COE).
8. Supdt. (Academic I/II/III), M.D.U. Rohtak

Asstt. Registrar (Academic)
for Registrar

CHAPTER-I
ADMISSION SCHEDULE

- (i) Schedule of dates for admission to Under-graduate including (Hons.)/Post-graduate/Certificate/Diploma/Professional courses and other U.G./P.G. Courses being run in the affiliated Colleges/ Institutes for the session 2013-2014.
- (a) Calling of application admission forms : 18.07.13 upto 4.00 p.m.
(last date of receipt of forms) (Thursday)
- (b) Scrutiny of application forms for admissions : 22.07.13 (Monday)
- (c) Display of Ist Merit List of admissions : 23.07.13 (Tuesday)
- (d) Display of 2nd Merit List of admissions : 26.07.13 (Friday)
- (e) Display of 3rd Merit List of admissions : 29.07.13 (Monday)
- (f) Commencement of teaching : 01.08.13 (Thursday)
- (ii) In case of seats remaining vacant after 31st July, 2013, late admissions from 1st August 2013 to 10th August 2013 may be allowed on merit basis by the Principal/Director concerned with late fee of Rs. 50/- to be remitted to the University by the college/Institute alongwith Registration Return.
- (iii) Late admissions from 11th August, 2013 to 20th August, 2013 may be allowed on merit basis by the Principal/Director concerned with late fee of Rs. 50/- per day subject to minimum of Rs. 100/- and maximum of Rs. 400/- to be remitted to the University by the College/Institute alongwith Registration Return.
- (iv) The admission cases received after the above schedule i.e. from 21st August, 2013 to 31st August, 2013 by the Principal/Director of the college/Institute concerned, if the seats are available, may be forwarded to the University for consideration of condoning of delay by the Vice-Chancellor in consolidated form. Such admissions will be allowed on merit basis with late fee of Rs.1000/- per student.
- (v) **Failed candidates are not to be re-admitted. Such candidates may appear in the examination as an ex-student.**
- (vi) There will be no admission by the Colleges/Institutes after this schedule in order to maintain the statutory provision of clear 90 teaching days per semester. If the number of teaching days falls short due to some unforeseen reasons, it shall be the responsibility of the Principal/Director and the concerned teacher to make good the loss by taking extra classes.

SCHEDULE OF TERMS AND VACATIONS

The schedule of Terms and Vacations in respect of affiliated Colleges/Institutes running U.G./P.G. and other professional courses (except B.Tech, M.Tech, B.Ed. & M.Ed. courses) for the session 2013-14 is as under:

Admissions	16.07.2013 to 31.07.2013
Teaching Odd Semester	01.08.2013 to 30.11.2013
Examinations	02.12.2013 to 24.12.2013
Winter Vacations	17.12.2013 to 31.12.2013
Teaching Even Semester	01.01.2014 to 30.04.2014
Theory Examinations (UG & PG Courses)	01.05.2014 onwards
Summer Vacations	12.05.2014 to 05.07.2014

- Note :**
1. The next academic session 2014-15 will start from 16th July, 2014.
 2. The degrees shall be awarded within 180 days from the date of notification of the result.
 3. In case results of the even semester are not declared in time, provisional admission in case of ongoing semesters may be made and classes may commence w.e.f. 01.8.2013.
 4. The classes for all even semesters i.e. 2nd, 4th & 6th shall commence from 01.01.2014.
 5. If the number of teaching days falls less than 90 days in each semester(s) in academic session 2013-14 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.

CHAPTER-II

ADMISSION PROCEDURE AND REGULATIONS

1. Admission in Under Graduate/P.G. courses and other professional courses introduced in affiliated Colleges/Institutes shall be made by the Principal/Director of the College/Institute concerned as per schedule given in chapter-I. The prospectus/admission forms shall be made available by the Principal/Director of the Colleges/Institutes concerned well in time.

The failed candidates will not be re-admitted in the Colleges/Institutes. However the students having compartment in one subject in 10+2 examination may be allowed admission in B.A./B.Sc./B.Com./B.Sc.(Home Science) Sem-I in order of merit, if seats remain vacant. The failed candidates may re-appear in the examination as ex-students.

2. **The particulars of the students admitted late must be forwarded by the Principal/Director of the Colleges/Institutes on the prescribed proforma alongwith late fee to the Deputy Registrar (R & S) within a week of the last date notified for late admission of each category mentioned in Chapter-I. Such cases not received within the prescribed period will not be entertained.**
3. The students will have to attend lectures in theory and practicals as per the requirements prescribed in the ordinances.
4. A candidate whose result is declared late by this University without any fault of the candidate or of the college/Institute concerned, may be admitted by the Principal/Director, if he has applied by the stipulated date and seat is available without payment of late fee, within 10 working days from the date of despatch of D.M.C. mentioned on its backside.
5. **Declaration to be obtained from the candidate**

The colleges/Institutes should make a provision in the admission form for a declaration to be given by the student(s) as under :-

“I declare that I am applying for admission with the consent of my parents/guardian and that the particulars given above are correct. I have read the College/Institute prospectus for the session 2013-2014 as well as the admission requirements as laid down by the University for the course. I agree to abide by the rules and regulations given therein. I further declare that I shall submit myself to disciplinary jurisdiction of the Principal/Director of the

College/Institute, the Vice-Chancellor and the other authorities of the University who may be vested with the power to exercise discipline under the Act, the Statutes, the Ordinances and Rules framed by the University in this regard. I understand that my admission if made by the College/Institute **is provisional** and will be subject to confirmation by the University. In case my admission is cancelled by the University I shall have no claim for refund of fees paid by me to the College/Institute or the University.

I undertake that I shall not indulge in any act of ragging otherwise my admission to the College/Institute shall stand cancelled and disciplinary proceedings be initiated against me.”

The applicants shall also submit the affidavit regarding ragging appended at ‘G’

- 6. Students, in any case, will not be dealt with directly by the University and their requests/applications should not be sent to the University in piece meal. However the doubts, if any, may be got cleared by deputing an official/teacher to the University, if needed.**
7. All admissions shall be made strictly on merit from amongst eligible applicants for each course of study.
8. In determining the eligibility, the fraction of percentage of marks of 0.5 or more shall be raised to the next higher percentage while fraction of less than 0.5 (e.g. 0.495) shall be ignored in under graduate Sem-I only. i.e (B.A./B.Sc./B.Com./B.Sc. (Home Sc.)/B.Sc. Human Nutrition & Dietics/ B.Sc.(Sports Science).
9. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. Course if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the subject.
10. If the last date of admission/submission of application form falls on a holiday or that day is declared holiday by the University/ College/Institute, the next working day will be considered as the last date for the purpose.
11. The Principal/Director of the College/Institute shall not make admission over and above the sanctioned intake. Such admissions shall not be regularised by the University.
12. No one shall be admitted to the University or any examination of the University unless he has been registered as a student of the University.

- 13.** The Colleges/Institutes shall not make admissions beyond the sanctioned intake. However, in case of extra ordinary situations/ circumstances, the Colleges/Institutes shall adopt the following procedure for making a request to the University for creation of additional seat(s) (except MCA, LL.B., B.P.Ed. & C.P.Ed.) for the session 2013-2014 only. In case of Govt. Colleges/Institutes, such request shall be made through the Director General, Higher Education, Haryana.
- (a) The Principal/Director of the College/Institute will send the recommendations of the College/Institute Council for creation of additional seat (s) for a particular session certifying that requisite infrastructures/facilities are available for the proposed increase. Such recommendations including increase/decrease of students, if any excluding Govt. Colleges/Institutes should come to the Colleges Branch for further action.
- (b) The admissions will be made against the increased seats, on the basis of the laid down merit/criteria. However, an extreme compassionate case can be considered on individual basis on the recommendations of a sub-committee of the Admission Committee of the College/Institute.
- 14.** The total number of seats in the erring College(s)/Institute(s) committing any type of irregularity in making admissions etc. will be reduced by minimum ten seats initially for a period of one year and it will be doubled in case the College/Institute repeats the violation of rules.
- 15.** A candidate admitted in the Directorate of Distance Education may be permitted to take admission as a regular student in the next higher class in the Colleges/Institutes and University Teaching Departments/Indira Gandhi PGRC, Rewari, if seats are available. The regular admission cases of all the DDE students in a particular class be considered on a notified date subject to the fulfilment of the following conditions :-
- 1) The course curriculum of regular as well as distance education programme are the same.
- 2) (i) for UG Courses from DDE, a candidate must have secured a minimum of :-
- (a) 55% marks in the preceding class for B.A. Course ;
- (b) 60% marks in the preceding class for B.Com./BCA/BBA or any other professional under-graduate course.
- (ii) for PG Courses : 55% marks in M.A./M.Sc./M.Com. in the preceding class of PG Course.
- 3) The admission to regular courses will be allowed only if the mode of admission in DDE is the same and against vacant seat(s) only.

16. Admission to various courses in the affiliated Colleges/Institutes may be made after consulting the list of various examinations of other Universities recognised by this University, already sent to the Colleges/Institutes vide letter No. AC-3/7714-8464 dated 29.6.11. The same is also available on University website www.mdurohtak.ac.in If any admission is made by the College/Institute in violation of above list, it shall be the sole responsibility of the said College/Institute.
17. As per State Government instructions conveyed vide letter No. Steno/JDC/01/Spl dated 18-4-2001 from the Director of Higher Education, Haryana, Chandigarh, the candidates who have failed in any examination should not be allowed re-admission in the same class in the Colleges. However, the candidates who have been placed in compartment in 10+2 examination may be allowed admission in B.A./B.Sc./B.Com./B.Sc. (Home Science), B.Sc.(Human Nutrition & Dietetics) / B.Sc.(Sports Science) Part-I (Sem-I) in order of merit if the seats remain vacant. The admissions are to be regulated on the basis of merit alone as per the condition given in chapter-III under note (iv) and as per schedule given in Chapter-I. No discretion be exercised in this regard. The admissions in the Colleges should be regulated according to the seats fixed as per the availability of the staff and other physical infrastructure. However, the reservation policy of the State Govt. would continue to be followed.
18. **The instructions for curbing ragging as conveyed by the UGC vide letter No. FA-1/97 (CPP-II) dated 7th July, 2001 in view of the judgement of Supreme Court in Civil Writ petition No. 656 of 1998 'Vishwa Jagriti Mission V/s Centre Govt.' and also given in Chapter - XI may be adhered to strictly.**
19. **The SC/BC candidates shall be charged 1/4th of the price of the prospectus as per instructions of the Director SC/BC, Welfare Department, Chandigarh. Therefore, price of prospectus for such candidates be printed accordingly.**
20. **Foreign Students' Admission**
The admission to the foreign students may be granted as per University rules by the concerned University Teaching Department/affiliated Colleges/Institutes after receiving 'No Objection Certificate' from the Advisor, Foreign Students' Centre which is located in the Administrative Block adjacent to the office of the Registrar (Tel. No. 01262-292208). The

Centre has been established to provide services/help to international students through single window system.

Every foreign student is expected to submit the following documents to the concerned University Teaching Department/affiliated College/private College/Institute where he/she wishes to seek admission :-

- a. Letter of the Association of Indians Universities, New Delhi regarding equivalency/recognition of the examination. (original)
- b. Photocopy of Student Pass-port.
- c. Photocopy of Student's Visa.
- d. Certificate of not suffering from AIDS.
- e. Eligibility Fee (as given in Information Brochure For Foreign Students 2013-14 and available on the University Website) shall be charged from all the students including Self Financing as well as sponsored candidates. However, the fee shall be charged from sponsored students at the time of their admissions.
- f. Application on the prescribed form which may be downloaded from the University Website alongwith two pass-port size photographs with prospectus fee of Rs. 150/-.

Note:- The candidates passing their examination from any foreign University shall not be required to submit migration certificate.

The Head of the Department/Principal/Director of the affiliated College/Institute shall forward the application alongwith the documents of the student(s) to the Advisor Foreign Students' Centre for obtaining 'No Objection Certificate'. **No Foreign student shall be provisionally admitted to the College/Department/Institute without prior approval of the University.**

For detailed information, Information Brochure for Foreign Students' 2013-14 is available on the University Website (www.mdurohtak.ac.in).

21. Eligibility Conditions for SC/ST Category Candidates of Haryana only :

The candidates belonging to SC/ST category of Haryana only, who secure minimum pass marks in qualifying examination (unless otherwise prescribed for a particular course) may be considered eligible on the basis of merit for admission in the affiliated Colleges/Institutes.

- 22.** All reservations or relaxations are available to SC/ST/BC/SBC/EBP of Haryana only, as per reservation policy of the State.
- 23.** Henceforth Certificate of Residence and Caste Certificate (Backward Class and Scheduled Caste) should be signed and issued by the Circle Revenue Officer (Tehsildar/Naib Tehsildar-cum-Executive Magistrate) of the District/Sub Division to which the candidate belongs. Head of Department in case of Govt. employees. Certificate issued by any other authority will not be accepted.
- 24.** Candidates who have passed their qualifying examinations from the Universities/Boards in the state of Haryana will be deemed to be Haryana residents and will not be required to submit certificate of residents of Haryana.
- 25. If gap in studies, students may give reasons with documentary proof/affidavit.**
- 26.** No College/Institute shall register/enroll any student in violation of the merit list. Instances have come to notice where Colleges/Institutes had notified that admissions will be made on first come first served basis which is totally against the admission rules/guidelines. Not only this, the Colleges/Institutes also accepted fee for booking seats on first come first served basis. In case any College/Institutes is found involved in such activities, it will invite disciplinary action.
- 27. The duration of the course of instruction for B.A./B.Sc./B.com (Pass & Vocational)/Hons./B.B.A./B.C.A./B.B.A. (Business Economics)/BTM/ Bachelor of Journalism & Mass Communication (Hons.) shall be three academic years i.e. six semesters. The maximum period in which a candidate must qualify/improve for the degree shall be six years.**
- The examination of even semesters shall be held in the month of November/December and examinations of odd semesters shall be held in the month of May/June each year.
- 28.** At the time of admission, fees/funds like enrolment, registration, tuition fee, games, union, library, magazine, medical, examination and other funds may not be charged from

SC students. The claim on account of such fee may be submitted to the Director General, Higher Education, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement.

However, they are required to deposit library and other securities which will be refunded to them after completion of the course or leaving the College on submission of "No dues Certificate".

The Colleges shall, however, pay all the University dues at the time of submitting the registration return/examination form as usual.

29. Strength of each unit/section will be 60 to 80 students.

No class in any subject should be started if the number of candidates seeking admission in any subject is less than 30

30. List of University Holidays is appended at 'H'.

CHAPTER-III

ELIGIBILITY CONDITIONS FOR ADMISSION TO UNDERGRADUATE COURSES

1. **B.A./B.Sc./B.Com./B.Sc.(Home Science)/B.Sc. Human Nutrition & Dietetics-(Sem-I) (10+2+3 pattern)**

No one shall be eligible to join the first semester of B.A./B.Sc./B.Com./B.Sc. (Home Science)/B.Sc.Human Nutrition & Dietetics unless he/she has passed one of the following examinations with atleast 33% marks in aggregate for admission to B.A. Sem-I, 40% for admission to B.Com. Sem-I and 45% for admission to B.Sc. Sem-I (minimum pass marks in case of SC/ST candidates) :

- a) Senior Secondary Certificate Examination (10+2) of Board of School Education Haryana, Bhiwani. OR
- b) Diploma in Pharmacy Course (for B.A./B.Sc.) (Sem-I only) OR
- c) 3-Year professional diploma programmes conducted by the State Board of Technical Education Haryana without-passing English and Hindi subjects at 10+2 level for admission to B.A./B.Sc./B.com courses.
- d) Any other examination recognised by the Academic Council as equivalent to (a) or (b) or (c) above.

2. **B.Sc.(Sports Science)**

A candidate with the following qualifications and achievement shall be eligible to take admission in first semester of B. Sc.(Sports Science) course :-

- a) Senior Secondary Examination (10+2) of Board of School Education Haryana, Bhiwani or an equivalent examination recognised by this University or Intermediate Certificate or Certificate in Physical Education of atleast one year duration from any recognised institution with a total period of 12 years of school or recognised equivalent qualifications.

AND

- b) The candidate should have participated in sports which may be district school, inter district and inter college (Intermediate). However, the additional weightage for outstanding sports will be given as per criteria laid down as under :

For deciding the total merit of the candidate, the following marks will be added to the marks obtained by the candidates in the academic merit :-

- a) 1st, 2nd & 3rd position at Junior World/Junior Asia/Youth Common Wealth Games/Junior International Meet. 25 marks
- b) Participation in clause (a) games & tournament given above 15 marks

OR have won 1st, 2nd & 3rd places in National School Games, Junior National Championship/All India University Tournaments.

c) Participation in National School Games/Junior National Championship OR Inter University Tournaments (Inter College). *08 marks*

- Note: (1) Only the highest weightage will be counted out of above categories.
(2) Only those games which are recognized and adopted by the Inter-University Sports Board of India and approved by AIU will be considered for the purpose of eligibility and weightages.
(3) Candidate should have attained the age of 17 years or more on 30th June of the year of admission.

- Note :** (i) The candidate seeking admission to B.Sc. (Non-Medical group) Sem-I should have passed the above mentioned examination with English, Physics, Chemistry & Mathematics and those seeking admission to B.Sc. (Medical group)/B.Sc. (Biotechnology)/B.Sc. (Bio-informatics) Sem-I should have passed the above mentioned examination with English, Physics, Chemistry & Biology.
- (ii) The admission to B.Sc. (Home Science) course shall be open to women candidates only.
- (iii) If a candidate of another Board has not passed in the subject of English at 10+2 level, he/she may be allowed provisionally to join the B.A./B.Com./B.Sc./B.Sc. (Biotechnology)/(Bio-informatics)/(Home Science)/(Human Nutrition & Dietetics)/(Sports Science) Sem-I class, as the case may be, under new scheme of this University subject to his/her **qualifying** in the subject of English of 10+2 examination in the **supplementary examination of the same year or in the next annual exam.** held in March from the Board concerned. Such a candidate shall have to furnish to the University proof of his/her having cleared the subject of English before the declaration of result of B.A./B.Com./B.Sc./B.Sc. (Biotechnology)/(Bio-informatics)/(Home Science)/(Human Nutrition & Dietetics)/(Sports Science) Sem-II examination failing which his/her result shall stand automatically cancelled.
- (iv) A candidate who is **placed under compartment in one subject only in 10+2** examination of the Board of School Education Haryana, Bhiwani or of any other Board/University recognised by this University may be allowed provisionally to study for Sem-I exams., if he/she fulfils the requirement of percentage given in clause-1 after adding minimum pass marks of the compartment subject and to clear the compartment subject in two consecutive chances. If he/she fails to produce/submit the proof of having

passed the compartment subject even at the second chance to be held simultaneously with Sem-II examination, his/her result for Sem-I & II examination shall stand automatically cancelled.

3. **Subject Combination for B.A/B.Sc. Part-I,II and III.**

B.A Part- I, II & III

Compulsory Subjects		Elective Subjects				
		Group-I	Group-II	Group-III	Group-IV	Group-V
English	Hindi	Def.Studies	Mathematics	Pol. Sc.	Geography	Psychology
	Sanskrit	Hindi	Pub. Admn.	Phy. Edu.	Home Sc.	History
	or	Sanskrit	Music (V)	Statistics	Philosophy	
	Addl.	Urdu	Sociology	Art	Music (I)	
	English	Punjabi			Marketing	
		Economics			Commerce	
		Comp. Appl.				

B.Sc. Part- I, II & III

Compulsory Subjects

English

Hindi/Punjabi/Sanskrit/Urdu/Addl. English

for B.Sc. Part I only

for B.Sc. Part II

Group I

Mathematics

Botany

Group II

Physics

Zoology

Group III

Chemistry

Computer Science

Information Tech.

Electronics

Statistics

Geology

Medical Group

Botany, Zoology & Chemistry/Geology

Non Medical Group

Mathematics, Physics & anyone from Group III

4. **Compulsory Qualifying Paper :** Environmental Studies

Note :- The students will be required to qualify this paper otherwise the final result will not be declared and degree will not be awarded.

Note:

- Every candidate must offer Hindi either as a compulsory subject or as an elective subject.
- Language offered as compulsory subject shall not be offered as an elective subject.

- iii) A candidate coming from a Non-Hindi speaking area shall if he/she did not offer Hindi in the examination will opt additional English in lieu of Hindi.
- iv) In addition to compulsory subjects, a student will opt one elective subject each from any of the two groups selected out of the above five groups as per the combination allowed by the concerned College.
- v) Candidates appearing for additional subject(s) will also choose not more than one subject from each group.
- vi) A student who wishes to seek admission/migration to 2nd year (Sem-III) after passing the Senior Secondary Certificate Examination (under 10+2 system) or an examination recognised as equivalent thereto and also after having passed the semester I & II examination of any Statutory University recognised by this University as equivalent to Sem-I & II examination of this University under new scheme may be allowed to do so provided he/she has secured minimum required percentage for admission as the case may be, in aggregate of the Senior Secondary Certificate examination or any equivalent examination.

5. Compulsory Computer Education at U.G. Level : It has been decided to introduce Compulsory Computer Education at Under-Graduate level. The college will charge Rs.100/- per candidate per month as Lab. charges from such students. Detailed modalities for implementation of this paper have already been sent.

6. Promotion under Semester system :

- i) The candidate will be allowed to appear in the examination if he/she meets the following requirements :
 - a) bears a good character
 - b) has been on the rolls of department during the semester/year.
 - c) has attended not less than 65% of lectures delivered in theory as well as practical.
- ii) A candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in Clause-(i) above unless detained from appearing in an examination on any genuine grounds. The candidates are required to fulfill the eligibility condition for appearing in the examinations of lower semester.

CHAPTER-IV
ELIGIBILITY CONDITIONS FOR ADMISSION TO
UNDER-GRADUATE (HONS.) COURSES

1. No one shall be eligible to join the Ist year (Sem-I) class of B.A./ B.Sc./B.Com. (Hons.) course unless he/she has passed :

Senior Secondary Certificate (10+2) examination of Board of School Education Haryana, Bhiwani with 45% marks in aggregate.

OR

Any other examination recognised by this University as equivalent thereto.

2. A regular candidate of a College admitted to the privileges of this University in the subject of B.A./B.Sc./B.Com. (Hons.) can attend the course of subsidiary and qualifying subjects in other College in case there is no arrangement to teach these subjects in the College where he has taken admission for his main subjects of Hons. course. The Principal of the College where a student is attending subsidiary and qualifying subjects shall certify that the said student has completed the prescribed number of lectures etc.

3. **Promotion under Semester system :**

- i) The candidate will be allowed to appear in the examination if he/she meets the following requirements :
- a) bears a good character
 - b) has been on the rolls of Department during the semester/year.
 - c) has attended not less than 65% of lectures delivered in theory as well as practical.
- ii) A candidate shall be treated as promoted to the next semester/ class automatically subject to fulfillment of conditions as laid down in Clause-(i) above unless detained from appearing in an examination on any genuine grounds. The candidates are required to fulfill the eligibility condition for appearing in the examinations of lower semester.

CHAPTER-V

ELIGIBILITY CONDITIONS FOR ADMISSION TO POST-GRADUATE COURSES (FIRST SEMESTER)

1. The duration of the course leading to the post graduate degrees shall be two academic years i.e. four semesters.
 - (i) The maximum period in which a candidate must qualify for the degree shall be five years. If a student passes an examination in the last year of total duration, he/she will not get any regular chance for improvement,
 - (ii) After passing an examination, the student will be allowed two chances for improvement (subject to i above) i.e. one chance for odd semesters and second chance for even semesters. The result will be revised after second chance is over. The examinations of even semester shall be held in the month of November/December and examinations of odd Semesters shall be held in the month of May/June each year.
 - (iii) The re-appear examinations of the students will be held with regular even and regular odd semester examinations. However, the re-appear examinations of the last two semesters will be held simultaneously.

Note : A person who has passed PG Exam shall not ordinarily be allowed to seek admission to PG courses in another subject as a regular student. However, one can join another PG course only on permission to be accorded by the Vice-Chancellor on genuine grounds.

Master of Arts

Bachelor's degree/Shastri Examination (New Scheme) of three years duration with atleast 45% in aggregate or any other examination recognized as equivalent thereto.

Master of Science

i) M.Sc. Physics :

B.Sc. (Hons) in Physics/B.Sc. Pass with Physics and mathematics as two of the main subjects with atleast 50% marks in aggregate or any examination recognised by M.D. University, Rohtak as equivalent thereto.

(ii) M.Sc. Chemistry) :

B.Sc. (Hons.) in Chemistry/B.Sc. Pass with Chemistry as one of the main subject with atleast 50% marks in aggregate or any examination recognised by M.D. University, Rohtak as equivalent thereto.

iii) M.Sc. Mathematics :

B.A./B.Sc. (Hons.) in Mathematics /B.A. or B.Sc. Pass with Mathematics as one of the main subject with atleast 50% marks in aggregate or any examination recognised by M.D. University, Rohtak as equivalent thereto.

(iv) M.Sc. Geology :

B.Sc. (Hons.) in Geology /B.Sc. Pass with Geology and any two of the subjects viz. Physics, Mathematics, Chemistry, Botany, Zoology and Geography with atleast 50% marks in aggregate or any examination recognised by M.D. university, Rohtak as equivalent thereto.

(v) M.Sc. Home Science (Food & Nutrition & Textile and Clothing) :

B.Sc. (Hons.) in Home Science/B.Sc. Pass with Home Science with atleast 50% marks in aggregate or 50% marks in the following subjects :

- i) Human Nutrition and Dietetics
- ii) Nutritional Bio-Chemistry
- iii) Food Science

OR

any examination recognised by M.D. University, Rohtak as equivalent thereto.

vi) M.Sc. Nutrition & Dietetics :

B.Sc. Human Nutrition and Dietetics/Home Science/Food Science/Food Technology and Life Science of this University or another University recognised as equivalent thereto with 50% marks in the aggregate.

vii) M.Sc. Computer Science :

Bachelor/Postgraduate Degree in any discipline with atleast 50% marks in aggregate or any examination recognised by M.D. University, Rohtak as equivalent thereto.

viii) M.Sc. Statistics :

B.Sc. (Hons) in Statistes/B.Sc. Pass with Mathematics or Statistics as one of the subjects with atleast 50% marks in aggregate or any examination recognised by M.D. University, Rohtak as equivalent thereto.

OR

B.Com/B.Sc. (Hons.) Computer Science/B.B.A./B.C.A./BIT/BIS with 50% marks in aggregate and Mathematics subject at 10+2 level.

Master of Commerce

B.Com (Hons./Pass)/BBA or B.A. with Economics/ Commerce Marketing/Insurance as a subject with atleast 45% marks in aggregate or any other examination recognized by M.D.University, Rohtak as equivalent thereto.

2. **A candidate who is placed under compartment in the qualifying examination shall not be allowed to join PG Course.**
3. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. Course if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the other subjects.
4. The criteria for preparing merit list of the candidates for admission to M.A./M.Sc./M.Com. courses shall be as under :-

In respect of those candidates who want to seek admission to M.A./M.Sc. in a subject which they have not studied in B.A./B.Sc. :-

- | | |
|--|--------|
| i) Total marks in B.A./B.Sc. I, II & III | = 1200 |
| ii) Marks obtained in B.A./B.Sc. I, II & III | = 624 |
| iii) Percentage of Marks in B.A./B.Sc. I, II & III | = 52% |
| iv) Merit position of the candidate | = 52% |

AND

The merit position of a candidate who has studied the concerned subject at Graduation level may be calculated according to the example given below :-

Example-I

'A' has passed B.A. examination obtaining 540 marks out of 1200 of B.A. I, II & III and has obtained 165 marks in History in B.A. I,II & III out of 300. He wants to seek admission in M.A. (History). His merit will be decided as under :-

- | | |
|---|--------------|
| i) Marks obtained in B.A. I, II & III | 540/1200 |
| ii) Percentage of marks obtained | 45% |
| iii) Marks obtained in History in B.A. I, II & III | 165/300 |
| iv) Percentage of marks obtained in History | 55% |
| v) 10% of the percentage of marks obtained in History | 5.5 |
| vi) Merit position of the candidate | 45+5.5=50.5% |

NOTE :- The benefit at (v) above will not be applicable in case of allied subject (s).

Example-II

'B' has passed B.Sc. examination obtaining 725 marks in aggregate of B.Sc. I, II & III out of 1450. He has also studied English in B.Sc. I and wants to seek admission in M.A. (English). His merit position will be decided as under :-

i) Total marks in B.Sc. I, II & III	1450
ii) Marks obtained in B.Sc. I, II & III	725
iii) Percentage of marks obtained in B.Sc.	50%
iv) Merit position of the candidate	50%

5. Promotion under Semester System :

- (i) The candidate will be allowed to appear to the examination if he/she meets the following requirements :
- a) bears a good character
 - b) has been on the rolls of Department College/Institute during the semester/year.
 - c) has attended not less than 65% of Lectures delivered in theory as well as practical.
- (ii) A candidate shall be treated as promoted to the next semester/ class automatically subject to fulfillment of conditions as laid down in Clause-(i) above unless detained from appearing in an examination on any genuine grounds. The candidates are required to fulfill the eligibility condition for appearing in the examinations of lower semester.

CHAPTER-VI

ELIGIBILITY CONDITION FOR ADMISSION TO PROFESSIONAL COURSES, CERTIFICATE, DIPLOMAS AND OTHER U.G./P.G. COURSES (FIRST SEMESTER)

1. **Bachelor of Computer Application**

Senior Secondary Examination (10+2) of Board of School Education Haryana, Bhiwani with 45% marks in aggregate or an equivalent examination recognised by this University.

OR

Three years Diploma Course from Polytechnic (after 10th class) or any other exam recognised as equivalent thereto by the State Board of Technical Education Haryana.

2. **Bachelor of Business Administration**

Senior Secondary Examination (10+2) of Board of School Education Haryana, Bhiwani or an equivalent examination with 45% marks in aggregate recognised by this University.

OR

3-Year professional diploma programmes conducted by the State Board of Technical Education, Haryana without passing English and Hindi subject at 10+2 level for admission to B.B.A. course or any other Board recognised by any State Govt. or Union Territory.

3. **Bachelor of Business Administration (Business Economics)**

Senior Secondary Examination i.e. 10+2 of Board of School Education Haryana, Bhiwani with atleast 45% marks in aggregate from a recognized Board of Education or an equivalent examination with the prescribed percentage of marks from Education system of India or abroad.

4. **Bachelor of Hotel Management (BHM)/Bachelor of Tourism Management (BTM)**

- i) Senior Secondary Examination (10+2) with atleast 45% (40% marks for SC/ST candidates of Haryana)marks from Board of School Education Haryana, Bhiwani or any other examination recognized by M.D. University, Rohtak as equivalent thereto.
- ii) Admission will be made according to merit determined on the basis of marks secured in 10+2 + Group discussion + Interview with weightage of 70%, 20% and 10% for three components, respectively.

Lateral Entry: After passing one year Diploma Course (s) from the Institute of Hotel & Tourism Management or any other examination recognized by M.D. University Rohtak or equivalent thereto after 10+2 shall be eligible for admission in 2nd year,

5. Master of Tourism Management (MTM)

- i) Master/Bachelor degree with atleast 45% (40% marks for SC/ST candidates of Haryana) marks in aggregate or any other examination recognized by M.D. University, Rohtak as equivalent thereto.
- ii) Admission will be made according to merit determined on the basis of marks secured in qualifying examination + Group discussion + Interview with weightage of 70%, 20% and 10% for three components, respectively.

6. Bachelor of Journalism and Mass Communication

Senior Secondary Examination of School Education, Haryana, Bhiwani 10+2 with 45% marks in aggregate or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

7. LL.B.(Hons.) (3 year)

Bachelor/Master degree with atleast 45% marks (40% for SC/ST candidates of Haryana) in aggregate or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

NOTE:-The whole process of admission shall be observed by the University's nominee(s) /observer(s)who shall be appointed by the Vice-Chancellor. The concerned institute will request the university for appointment of nominee(s) /observer(s) well before the admissions.

8. LL.B.(Hons.) (5 year)

Senior Secondary Examination (10+2) with atleast 45% (40% for SC/ST candidates of Haryana only) marks from Board of School Education Haryana, Bhiwani or any other examination recognized by M.D. University Rohtak as equivalent thereto.

NOTE:-The whole process of admission shall be observed by the University's nominee(s) /observer(s)who shall be appointed by the Vice-Chancellor. The concerned institute will request the university for appointment of nominee(s)/observer(s) well before the admissions.

9. Bachelor in Physical Education (B.P.Ed.)

B.A./B.Sc./B.Com. with English as one of the subjects (except for B.Sc. and B.Com.) with atleast 45% marks or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

OR

B.A. with Health & Physical Education as one of the subjects in the 3-year degree course with atleast 45% marks in aggregate.

OR

B.Sc. (Physical Education, Health Education & Sports) with at least 45% marks in aggregate.

AND

The candidates are required to qualify the Physical Efficiency Test (Canadian Test) as per Appendix `B'. However, there shall be no marks for this test. Candidates failing in PET will not be called for counseling.

AND

The candidate must have represented his/her College in Inter-College tournaments in the games recognized by Inter-University Sports Board of India and approved by AIU.

OR

A candidate must have participated in state level tournament in the games recognized and adopted by Inter-University Sports Board of India and approved by AIU. A candidate, who has participated at state level tournament, must also have gradation certificate from the State Sports Department of his state. The candidates, who have participated in the Inter-College tournament, must submit a certificate of participation from their Principal.

Note 1: Weightages for University Sports Certificates shall be given as per criteria given elsewhere in this Admission Brochure, and such candidates need not furnish gradation certificates, but all the National/ State tournaments certificates are required to be the part of gradation certificate i.e. National/State tournament certificates must be mentioned in gradation certificate. Sports certificates pertaining to National/State tournaments, which are not mentioned in the gradation certificates, will not be considered for sports weightages.

Note 2: Relaxation of 5% in the eligibility conditions can be given to those candidates who have won position at the Inter-University level.

Note 3: Candidates having compartment in the qualifying examination shall not be allowed admission to Bachelor of Physical Education (B.P.Ed.) course even provisionally.

Note 4: Maximum marks obtained in any of the above mentioned examinations shall be counted for preparing merit list for admission to B.P.Ed.

10. Certificate course in Physical Education (C.P.Ed.)

A candidate with atleast 45% marks in the Senior Secondary examination (10+2) or its equivalent will be eligible for admission. For those who have participated in State or National level sports events, the minimum percentage of marks in the Senior Secondary examination (10+2) should be atleast 40%.

In addition to this, the candidate should have participated in School District Tournaments or higher level of tournaments and the sports weightage will be given to the candidates as per appendix 'C'.

AND

In addition to fulfill the academic condition and sports eligibility the candidates are required to qualify the Physical Efficiency Test (PET) (Canadian Test). However, no marks shall be given for this test. The guidelines for the test are given in Appendix 'B'

Note:- Candidates who have compartment in 10+2 examination shall not be allowed admission to CPed in any case.

The guidelines for admission to B.P.Ed./C.P.Ed courses will be as under:-

1. The eligibility conditions for admission will consist of two components:
 - a) academic merit
 - b) technical eligibility consisting of two components i.e. physical efficiency test (PET) and sports participation as well as gradation certificate.
2. (i) Sports participation certificate as well as gradation certificate issued by the Directorate of Sports Haryana

having a minimum grade of D-II will be the minimum eligibility for C.P.Ed. course. Sports criteria of last year will continue for B.P.Ed. course.

- ii) Physical efficiency test will be conducted by the University on the University campus on the dates to be notified by the University.
3. The college is required to deposit Rs.100/- per student to conduct the PET in the University and submit the receipt to the HOD (Physical Education) before the conduct of physical efficiency test.
4. The college will submit the list of candidates along with the duplicate copy of admission forms to the HOD (Physical Education) for verification. The same will be sent to R&S branch for further action after doing the needful.
5. After the completion of physical efficiency test (PET), the University will declare the result of successful candidates. The College will collect the list of candidates who had appeared and passed their PET from the office of HOD (Physical Education) on the next day of PET. Accordingly, the college will make admissions from amongst the candidates who would have qualified their PET strictly on the basis of merit and eligibility criteria approved by the University.
6. **The Principal of the concerned college will be held personally responsible for fake and wrong admissions.**

**11. Post Graduate Diploma in Journalism & Mass Communication
(One Year Course)**

B.A/B.Sc./B. Com. of this University with atleast 45% marks in aggregate or any other examination recognized by M.D.U. Rohtak as equivalent thereto.

12. Post Graduate Diploma in Application of Psychology

Postgraduate or equivalent degree in any stream of Psychology or related subject with atleast 45% marks in aggregate.

13. P.G. Diploma in Rehabilitation Psychology

- (a) Entry Criteria : The minimum basic eligibility criteria will be Graduation in Psychology with 45% marks in aggregate in

Psychology as major subject or as one of the major optionals in all the three years of Graduation.

- (b) Admission Procedure : The Admission shall be made by the Head of the Institute/Department of Psychology. Admission will be through a written test of 60 minutes duration consisting of the following :-

1. General Mental Ability	80
2. Awareness and interest in the area of rehabilitation of the disabled	20
Total Marks	<u>100</u>

14. P.G. Diploma in Nutrition and Dietetics

B.Sc.(Home Science)/B.A.(with Home Science) having 45 % marks in aggregate or any other examination recognised by M.D.U. Rohtak as equivalent thereto. A weightage of 5% will be given to the students who have passed B.Sc. (Home Science)/(Human Nutrition and Dietetics).

15. Post-Graduate Diploma in Computer Application (PGDCA)

Bachelor Degree in any discipline with atleast 45% marks in aggregate or any other examination recognised by M.D.U. Rohtak as equivalent thereto.

16. Post Graduate Diploma in Fashion Designing :

A person who has passed one of the following examinations with atleast 45% marks in aggregate shall be eligible for Ist year (Part-I) class of P.G. Diploma in Fashion Designing :-

- (i) B.A./B.Sc./B.Com.(Pass)/B.Sc. (Home Science) examination;
- (ii) B.A./B.Sc./B.Com. (Honours) examination;
- (iii) An examination of any other University recognised by this University as equivalent to (i) or (ii) above.

17. Master of Computer Application (M.C.A.)

Bachelor's degree of minimum three year's duration in BCA, B.Sc.(IT/CS) or any other examination recognized by MDU Rohtak as equivalent thereto having 50% marks (45% for SC/ST of Haryana only) in aggregate with Mathematics as a course at 10+2 level or Graduate Level.

Note: Admissions to M.C.A shall be made by HSTES.

Admissions to M.C.A (lateral entry) shall be made at the Institute level in a fair and transparent manner strictly following the reservation policy of the State.

NOTE :-

- 1. *The candidates having compartment in the qualifying examination shall not be allowed admission to BCA,BBA and Diploma courses.***
- 2. **Promotion under Semester System :****
 - (i) The candidate will be allowed to appear to the examination if he/she meets the following requirements :
 - a) bears a good character
 - b) has been on the rolls of department during the semester/year.
 - c) has attended not less than 65% of Lectures delivered in theory as well as practical.
 - (ii) A candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in Clause-(i) above unless detained from appearing in an examination on any genuine grounds. The candidates are required to fulfill the eligibility condition for appearing in the examinations of lower semester.

CHAPTER-VII

MIGRATION, ENROLMENT AND FEE DETAILS

The Registration Return for fresh students is to be filled up in duplicate in Capital Letters alphabetically. Separate proforma be used for each class/course.

The Registration Return/Continuation Return (in duplicate) alongwith Registration/Continuation fee, Dr. Radhakrishnan Fund, Development Fee, Holiday Home Fee, Youth Welfare Fee, Sports Registration Fee NSS Fund and Entry Fee for Zonal Youth Festival and Tech. Management Fest should reach the Registration & Scholarship Branch within one month from the normal date of admission/counselling and continuation return in duplicate of the candidates of professional Courses having semester system must reach the R & S Branch within one month from the date of start of classes as per schedule of terms & vacations circulated by the Academic Branch or within 15 days from the last date of theory examination, failing which a fine of Rs. 5/- per day per student shall be charged on R.R. and on each type of fee for late days.

The fee in the shape of separate Bank Drafts for each kind of fee drawn in favour of the officers mentioned in note-(i) in respect of all the students of each class at the rates(per student per annum) prescribed by the University as mentioned below are to be sent alongwith R.R.:

- (i) **Registration fee:** Rs.300/- for general courses and 3
Rs.1000/- for professional courses
- (ii) **Continuation fee:** Rs.100/- for general courses and
Rs.500/- for professional courses
- (iii) **Radhakrishnan Fund:** Rs.70/-
- (iv) **Development fee:**
 - a) Arts/Science/Commerce Rs.150/-
(Rs.100/- to be remitted to the University.)
 - b) BBA : Rs.1200/-
 - c) BCA/M.Sc.(Computer Sc.) : Rs.1800/-
 - d) M.P.Ed./B.P.Ed.: Rs.2500/-
 - e) C.P.Ed. : Rs.1250/-
 - f) Professional courses : Rs.1000/-
- (v) **Holiday Home fee:** Rs.20/-
- (vi) **Youth Welfare Fee:**
 - a) Rs.60/- for non-professional courses
(Rs.40/- to be remitted to the university.)
 - b) Rs.150/- for professional courses
(Rs.100/- to be remitted to the University.)
 - c) Rs.500/- for M.C.A. course (Rs.250/-
to be remitted to the University.)

- (vii) **Sports Fee :** Rs. 100/- (Rs. 70/- to be remitted to the University)
- (viii) **NSS Fee :** Rs.10/- (Rs.5/- to be remitted to the University)
- (ix) **Curriculum charges:** Rs.50/-
- (x) **Youth Red Cross Fee:** Rs.60/- (Rs.30/- to be remitted to the University)

Entry fee for Zonal

Youth Festival	strength upto 300 students Rs.2000/- strength above 300 students Rs.3000/-
Tech. Management fest	Rs.3000/-

Important Note :-

- i) The fee mentioned above at Sr.No.i,ii,iii & iv shall be deposited with Finance Officer, Sr.No.v, vi & ix with DYW, Sr.No.vii with Secretary, Sports Council and Sr.No.viii with Programme Coordinator, NSS, M.D.U., Rohtak.
- ii) No registration/continuation returns shall be accepted in the absence of any kind of fee.
- iii) No one shall be admitted to the University for any examination of the University unless he/she has been registered as a student of the University.
- iv) If the RR of 2-3 students or so is not received with the main RR erroneously or due to some other genuine reasons, this delay in submission of RR may be condoned by the Vice-Chancellor.
- v) **A student admitted provisionally at his/her own risk and responsibility shall have to submit all the required documents for checking of eligibility/ and registration to the University upto 30th November of the year, failing which he/she will not be allowed to appear in their respective examination. Provided that requirement for submission of migration certificate of other University as provided in Clause-1 of the Ordinance 'Migration' will be followed.**
Provided further that the candidate who intends to appear in the supplementary examination should register himself/ herself with the University as per the dates notified by the Controller of Examination, failing which his/her candidature shall stand cancelled automatically.
However, in hard and deserving cases, the Vice-Chancellor may allow the documents to be accepted latest by the date notified by the Controller of Examination alongwith late fee of Rs. 500/-.

- vi)** If a student's name is struck off the rolls of a college or he migrates to another college or is rusticated or expelled, such a fact shall immediately be reported to the Asstt. Registrar (Registration Branch) for record in the Register of students and for such other action as may be necessary. The candidates seeking admission to the college must ensure that they fulfil the requisite qualifications as prescribed in this Brochure / relevant Ordinances. Their admissions to the courses will be purely provisional subject to verification of their eligibility by the College/University as per rules in force. In case, a candidate is found ineligible at a later stage the provisional admission granted to him by the college shall be cancelled and he shall have no right for admission to the course or refund of the fees paid by him.
- vii)** The candidates must have passed the qualifying examination with the requisite percentage of marks as per this Brochure of the University. The combination of subjects must have been offered by the candidates as per provision in Brochure/ Ordinance(s).
- viii)** *The Principal/Director of the College/Institute shall not make admission over and above the sanctioned strength. Such admissions shall not be regularised by the University.*

Fee structure for Self Financing Professional Courses

LL.B. 3/5 year:	Rs.30000/- per annum (including normal fee charged by the University)
M.P.Ed./B.P.Ed.:	Rs.30000/-(Rs.24000/-+ Rs.6000/- development + other University charges.)
C.P.Ed.	Rs.20000/- (Rs.16000/- + Rs.4000/- development + other University charges.)
M.C.A.	Fee decided by State Admission and Fee Committee from time to time.

Note: Fee structure is subject to revision.

CHAPTER-VIII

CHANGE OF CATEGORY/SUBJECT(S) OR FACULTY

1. A student of TDC Part-I (Sem-I) may be permitted to change his subject(s) or Faculty within one month from the commencement of the session or within one month from the date of joining whichever is later. However, in a genuine case such as parents transfer or a student coming from overseas, this rule may be relaxed on the recommendations of the Principal of a college and the change from one subject to another may be allowed upto the end of the first term at the risk and responsibility of the student himself.
2. A student of B.A./B.Sc. Part-II (Sem-III) may be allowed to change only one subject within one month from the commencement of the session or within one month from the date of joining whichever is later subject to the following conditions :-
 - (i) Change of subject will be allowed only within the Faculty.
 - (ii) Change to a subject involving practicals will not be allowed.
 - (iii) The candidates will be treated as reappear in changed subject of Part-I (Sem-I & II) and he/she will be required to clear the same within the permissible chances as available to other students having compartment in part-I (Sem-I & II). The candidate having re-appear/compartment in Part-I (Sem-I & II) examination will be allowed to change the subject in which he/she has been placed under compartment only. The candidate will be required to get revised Detailed Marks Card of Part-I (Sem-I & II) from the concerned Result Branch while changing the subject. It will not be necessary for him/her to attend the Part-I (Sem-I & II) classes of the subject concerned.
3. The lectures in the case of a student allowed to change his subject(s) under this Ordinance shall be counted from the date of the change which shall not in any case go beyond 1st October .

4. A student after passing B.A./B.Sc./B.Com. (Hons.) Part-I (Sem-I & II) examination may be permitted to change over to the B.A./B.Sc./B.Com. Part-II (Sem-III) course within one month of the start of admission to this course provided that the Principal of the college where he is studying is satisfied that the student will be able to carry on with the new course.

Provided that a student after passing B.Sc./B.Com. (Hons.) Part-I (Sem-I & II) examination shall have to appear in the subject of English of B.A. Part-I (Sem-I & II) alongwith B.A. Part-II (Sem-III & IV) examination, unless he has already qualified in this subject.

5. A student may be allowed to change from Honours to Pass course and vice-versa on the recommendations of the Principal/Head of the Department concerned within one month from the date of his admission to Part-I (Sem-I & II), if otherwise eligible.

CHAPTER-IX

CONDONING DEFICIENCY IN LECTURES ETC.

1. Save otherwise provided in any other Ordinance of a Course, a candidate who had not attended the percentage of lectures/ practicals etc. as prescribed by the Ordinance, and the deficiency thereof has not been condoned by the Principal/Director of the College/Institute or Head of the University Teaching Department shall not be eligible to appear in the examination. The Principal/Director of the College/Institute can condone deficiency in lectures in various courses run in the affiliated Colleges upto 20%.
2. The Principal/Director of the College/Institute may condone shortage in lectures on the following grounds :
 - i) Illness of self.
 - ii) Illness/death of parents, brother, sister or any other close family member.
 - iii) Any other reason beyond the control of the student to the satisfaction of the Principal/Director of the college/Institute .

In case of (i) and (ii) above, the student must produce valid proof from a Govt. Health Centre/Hospital including various Hospitals which have been approved by the Govt. of Haryana for seeking treatment by State Govt. employees.

If the Principal/Director of a College/Institute is not satisfied with the reasons for the shortage given by a student, it is not obligatory on his/her part to condone the shortage. The decision of the Principal/Director of the College/Institute in the matter shall be final.

3. If, at the time of submission of examination form a student has not completed the required percentage of lectures etc. his name may be sent for the examination provisionally. The Principal shall, 15 working days before the date of commencement of examination, intimate to the Registrar/Controller of Examinations if the student has made up the required percentage of lectures or if the deficiency has not been condoned. If Roll No. slips in respect of such students are received by the Principal these shall be immediately returned to the Registrar/Controller of Examinations.

4. Attendance at Seminars will be counted as lectures but a test for quiz shall not count for this purpose.
5. If a student migrates from another University/College, the lectures/practical, etc. attended by him at the previous institutions shall be taken into account for determining whether he has attended the requisite percentage of lectures/practical etc.
6. If the percentage of attendance is deficient on account of :
 - (a) participation in University or Inter Collegiate Sports Tournaments/Youth Festivals with the previous sanction of the Principal ;
 - (b) (i) participation in Inter University Sports Tournaments Youth Festivals with the previous sanction of the Principal ;
 - (ii) attendance at the NCC/NSS Camps or University Educational Excursions certified by the Principal ;
 - (iii) attendance at Mountaineering Courses by students selected by the University/ College;

The lectures/tutorials/practicals work delivered/done during the period of absence on account of participation in aforesaid be not taken into consideration while counting the number of lectures delivered or tutorial/practical work done provided that the total period of absence in the case of (a), (ii) and (iii) shall not exceed 21 days and in the case of (b) (i) 30 days in an academic year.
7. In the case of a candidate appearing in any competitive examination conducted by Government for Public Services, the days spent in the examination (i.e. from the first to the last paper of the candidate concerned and in travelling connected therewith) shall be counted on production of satisfactory evidence as attendance at lectures delivered to his class during the aforesaid period subject to a maximum of ten days in an academic year.
8. **A student of a College who is unable to appear in an examination owing to shortage in prescribed course of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year (in the following examination, if he is a candidate for an examination for which a supplementary examination is held for failed candidates) if he attends the College for atleast one terms to**

make up the deficiency in the subject(s). If he leaves the college after one term he may be allowed to appear in the examination as an ex-student but if he attends the College for the whole academic year and completes the requisite percentage of lectures in that year, he may be allowed to appear in the examination as a regular student. Such a student shall be charged tuition fee for each full term in which he attends classes.

9. In the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till the declaration of the result of the lower examination, the lectures etc. shall be counted from 10 days after the declaration of the result or the date of his joining whichever is earlier.
10. Students, who voluntarily donate blood to the Blood Bank may be given the benefit of attendance of all periods for that day. This will apply to all courses.

CHAPTER-X
RESERVATION OF SEATS AND WEIGHTAGES

I. Reservation of Seats:

Reservation of seats, in view of Reservation Policy issued by Govt. of Haryana vide Notification No. 22/10/2013-IGSIII dated 28.2.2013, in various programmes offered in Govt./Govt. aided educational/technical/professional institution is as detailed below:

Category	Percentage
(a) All India 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)	30% of the State Quota i.e. 25.5% of total intake
(b-2) Reserved Categories of Haryana	70% of State Quota i.e. 59.5% of total intake
Scheduled Caste of Haryana (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)
Special Backward Classes of Haryana (SBC)	10% of State Quota (8.5% of total intake)
Economically Backward Person in the General Caste Category of Haryana (EBP)	10% of State Quota (8.5% of total intake)
Physically handicapped of Haryana (PH)	3% of State Quota (2.55% of total intake)

In the event of quota reserved for physically handicapped remain unutilized due to non availability for suitable category of handicapped candidates, it may be offered to Ex-Servicemen and their wards (1% and the dependant of Freedom Fighter 1%)

Further 3% reservation is also provided to Ex-servicemen/Freedom Fighter and their dependents 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 Calsses Category is concerned year wise rotational system will be adopted. For example if Block-A of Backward classes are given seats in academic year 2006, the next Block i.e. (B) Block of category of Backward Classes will be given seats in the next academic year i.e. 2007 and so on.

II Guidelines for Reservation

1. 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 reserve 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).
2. Benefit of reservation will be given to all the reserved categories upto 3rd counselling according to the reservation policy given in the Information Brochure. 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, these vacant seats may be thrown open to Haryana General Category. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown open to All India Open Category
3. 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.
4. A candidate having a minimum of 40% permanent disability will be considered physically handicapped for admission to a course, provided that the candidate is otherwise medically fit for the particular course. Such candidate will be admitted to the relevant courses on the basis of academic merit and not on the basis of degree of handicapped. Certificate should be as per Appendix-'A'.

Note: Criteria for benefit of reservation to Ex-Serviceman, Special Backward Classes and Economically Backward Person in the General Caste Category is available in appendix 'E'

III. Weightage for Preparing Merit List

- (i) N.C.C. Cadets who have passed the ('C'/'G') Part-II certificate and Scouts & Guides who have been honoured with the President Award. 5%
- (ii) N.C.C. Cadets who have passed the 'B' certificate. 3%
- (iii) Students who hold University level certificate of Merit for N.S.S./M.F.L.P. (The weightage be allowed on the basis of the certificate signed by the Programme Co-ordinator N.S.S. and the Assistant Director, Adult Education of M.D. University in respect of N.S.S. and University Merit Certificate for Adult Literacy, respectively. 5%
- iv) B.A./B.Sc./ B.Com (Hons.) candidates for admission to M.A./ M.Sc./M.Com. courses in the concerned subject. 10%
- v) Candidates who have passed Matric or Higher Secondary or 10+2 exam. from schools/colleges situated in rural areas in Haryana provided education has not been imparted in public or boarding school. 5%
- vi) Youth Welfare Activities
Students who have been recommended (1st position) at the University Inter-Zonal/Inter-University North Zonal/ National/State/Inter-State Youth Festivals either individual or group items. 5%
- vii) Best Campers in the Youth Leadership Training Camp. 2%
Note: In case of university students the Dean Students' Welfare of the University and in case of State level/Inter-State Competition the Director of languages and the Director of Public Relations will be the competent authority to issue such certificate.
- viii) Blind candidates. 5%
- ix) a) Candidates who have passed the qualifying examination from the M.D.University, Rohtak. 5%
b) Candidates who have passed qualifying exam from any of the University of Haryana State (for PG courses) 5%
- x) A Weightage of 5% for admission to M.A. (Economics) will be allowed to those candidates who have passed mathematics or statistics as main subject in the qualifying examination.

xi) Weightage of Sportsmen/Sportswomen

Grade	Weightage of marks
A-1	5%
A-2	4%
B-1	3%
B-2	2.5%
C-1	2%
C-2	1%
D	0%

xii) Candidates who have donated blood atleast five times for social cause for admission to P.G. Courses. 5%

Note:

1. Total weightage in any case (except Hons. candidates) should not exceed 10%.
2. In case of Honours candidates total weightage shall not exceed 15%.
3. Candidates claiming blood donation weightage must submit the documentary proof from the Red-Cross Society/Official Blood Bank.

IV Admission Against Supernumerary Sports Seats

Conditions for admission against sports seats (PG Courses):-

One seat in each PG Course (except the courses in which the admissions are made on centralized basis at state level) in the College/Institute where the strength is upto 30 and 2 seats where the strength is more than 30 have been earmarked for outstanding sports person(s) over and above the sanctioned intake. The eligibility criteria will be as under :-

- I) The candidates should fulfil the minimum eligibility conditions prescribed in the Admission Brochure/Ordinances.
- II) **Cat.A-I :**
 - (i) The Candidates should have won Ist, IInd, IIIrd position in Olympic Games, World Championship, World Cup, World University Games, Devis Cup, Wimboldon Championship, U.S. French and Australlian Open Tennis Championship, Thomas Cup, Uber Cup, All England Badminton Tournament.
 - (ii) Participation in the above mentioned tournament.

Cat A.-II :

- (i) Ist, IInd, IIIRD position in Champions Trophy, Common wealth Games, Common Wealth Championships, Asian Games, Asian Champion ships, Asian Cup, World University Championship, Cricket Test Matches, One Day International Cricket Matches, International Athletic Permit Meet and SAF Games.
- (ii) Participation in the above mentioned in A-II point.

Cat B.-

- (i) Ist, IInd, IIIRD position in AIU tournaments/ National Games/ National Championships/ Federation Cup organized by National Sports Federations recognized by the Govt. of India.
- (ii) Participation in the above mentioned in B-category

Cat C.-Ist, IInd, IIIRD position in zonal inter- University tournaments/ zonal national tournaments/ representation of AIU team.

The eligibility rules for the admission against sports seat, only the games recognized and adopted by the Inter University Sports Board of India and approved by AIU will be considered. List of games approved by AIU is appended at 'F'.

- III) The candidates should be eligible for Inter- Varsity Tournaments during the year of admission.
- IV) There should be continuity of participation of the applicant at various levels including Inter-Varsity Tournaments and his performance should not be more than one year old.
- V) The candidate better in sports will be admitted as per merit.
- VI) The merit list prepared by the colleges for admission against Sports Seats will be got approved from the Director (Sports) of the University before making such admissions.
- VII) In case of tie in sports merit, the candidate better in academic merit be given preference.
- VIII) The age of the student should not exceed to 28 years
- IX) The sports certificate and photograph of the player must be attested by the Secretary of the concerned federation.

Conditions for admission against sports seats (UG Courses):-

One seat in each course (over and above the sanctioned intake) where the sanctioned intake is 30 seats and two seats where the sanctioned intake is more than 30 be earmarked in **B. A/B. Sc./ B. Com.** and all other UG Courses (excluding Technical Professional Courses) subject to the following conditions :-

- i) The Candidates should fulfill the minimum eligibility conditions prescribed in the Admission Brochure/Ordinances.
- ii) I/II/III position/participation at the School National Tournaments.
- iii) I/II/III position/participation at the School National Games and Sports.
- iv) I/II/III position holder at the State level Tournaments.
- v) The candidate better in sports will be admitted as per, merit decided by the Director (Sports) of the University on the basis of criteria to be laid down for sports merit.
- vi) In case of tie in sports merit, the candidate better in academic merit must be given preference.
- vii) The age of the student should not exceed to 23 years.
- xi) It will be mandatory for the admitted students to participate in the sports activities of his/her Department/College/Institution and should have consistently participated in the sports activities.

V Admissions For Kashmiri Migrants

Two additional seats in each course offered in the Colleges Institutes (except the courses being run under the norms of BCI and NCTE and the admissions are made on centralized basis at state level) shall be earmarked for Kashmiri Migrants. Admission against these seats shall be made on the basis of merit of qualifying examination. Candidates are required to apply to the concerned College/Institute by the date notified in the schedule of admissions.

VI Admissions Against Supernumerary Cultural Activities Seats

One supernumerary seat in each College/Institute will be earmarked to promote cultural activities subject to the fulfillment of the following conditions :

- i) Any position in the National Youth Festival organized by the Association of Indian Universities, New Delhi.
- ii) First position holder in the North Zone Inter University Youth Festival organized by the Association of Indian Universities.
- iii) The age of the student should not exceed 23 years.
- iv) It will be mandatory for the admitted students to participate in the cultural activities of his/her College/Institute and should have consistently participated in the youth festivals.
- v) The maximum age limit to participate in the Youth Festival of MDU and Association of Indian Universities is 25 years. So when a student takes the admission in any College/Institute with an age of 23 years can participate for next two years as per rules.

CHAPTER-XI

BAN OF RAGGING IN EDUCATIONAL INSTITUTIONS

The instruction for curbing ragging a conveyed by the UGC vide letter No. FA-I/97 (CPP-II) dated 7th July,2001 in view of the judgement of Supreme Court in Civil Writ Petition No. 656 of 1998 'Vishwa Jagriti Mission V/s Centre Govt.' given below shall be adhered to strictly :

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take shape of (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like.(v) Lodging of FIR with the local police. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student will be deemed an act of ragging.

Hon'ble Supreme Court of India in SLP(C) No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala & others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution.

**Medical Certificate for Physically Handicapped
DEPARTMENT OF ORTHOPAEDICS
Pt. B.D.Sharma UHS Rohtak.**

OR

Chief Medical Officer

No.....

Dated.....

Certified that Shri/.....son/daughter
of Shri resident of District
..... appeared before the undersigned for medical checkup.
On Medical Examination, he/she is found suffering from
.....and thus he/she is Physically Handicapped. His/her
percentage of Handicap is% (in words)

Place _____

Prof. & Head of Ortho, Deptt.

Pt.BD Sharma PGIMS, Rohtak

OR

Chief Medical Officer

_____ Haryana

Signature of Applicant

APPENDIX -'B'

PHYSICAL EFFICIENCY TEST

Physical Efficiency Test for C.P.Ed./B.P.Ed. course consist of the Canadian Test & the specifications of Canadian test is given below:

CANADIAN TEST

- (a) The men candidates must clear the following test in a sequence from the starting line within 32 seconds and the total distance would be 75 meter.
 - i) 10 feet long jump
 - ii) Seven times crossing over the width of 5' river/pit
 - iii) Vaulting Horse of 4'8" height
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 3' height
 - vi) Carrying two buckets of sand upto the finishing line 25 meter away.
- (b) The women candidates must clear the following tests in a sequence from the starting line within 35 seconds and the total distance would be 70 meter.
 - i) 8 feet long jump
 - ii) Five times crossing over the width of 4' river/pit
 - iii) Vaulting Horse of 3' 2" height
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 2' 6" height
 - vi) Carrying two buckets of sand (2/3 filled) upto the finishing line 20 meter away.
 - vii) If a candidate commits two faults, he/she will not be allowed for retest whereas, if any one fault is committed by the candidate, he/she will be given one more chance, provide he/she completes the test within the prescribed time. Third chance will not be given under any circumstances.
- viii) Hurdle should be crossed without being knocked down. If a candidate leaves the test incomplete, he/she will be disqualified and will not be given any chance (if any candidate falls down for slips while performing the test, he/she must complete the test and should not drop out in between and no extra chance would be given in such cases.
- ix) Candidates not completing the test within prescribed time will not be called for counseling.

APPENDIX -‘C’

SPORTS WEIGHTAGES

For deciding the total merit of the candidates, the following marks will be added to the marks obtained by the candidates in the qualifying Examination:-

- a) 1st, 2nd, 3rd position at Junior world/Junior Asian/Youth Common Wealth games/Junior International meet- 25 marks
- b) Participation in clause (a) games & tournament given above OR have won 1st, 2nd, 3rd places in National School Games, Junior National Championship/All India Inter University tournaments.
- 15 marks
- c) Participation National School games/Junior National Championship/Inter University OR have won 1st, 2nd & 3rd place in State School Tournaments/University tournaments (Inter College) - 08 marks

Note: (1) Only the highest weightage will be counted out of above categories.

- (2) Only those games which are recognized and adopted by IUSB of India or MDUSCR or School games federation of India (SGFI) will be considered for the purpose of Eligibility and weightages.

APPENDIX -'D'

STATE-WISE LIST OF FAKE UNIVERSITIES

Bihar

1. Maithili University/Vishwavidyalaya Darbhanga, Bihar.

Delhi

2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
3. Commercial University Ltd., Darya Ganj, Delhi.
4. United Nations University, Delhi.
5. Vocational University, Delhi.
6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi, 110 008.
7. Indian Institute of Science and Engineering, New Delhi.

Karnataka

8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

Kerala

9. St. John's University, Kishanattam, Kerala.

Madhya Pradesh

10. Kesarwani Vidyapith, Jabalpur, Madhya Pradesh.

Maharashtra

11. Raja Arabic University, Nagpur, Maharashtra.

Tamil Nadu

12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.

West Bengal

13. Indian Institute of Alternative Medicine, Kolkatta.

Uttar Pradesh

14. Mahila Gram Vidyapith/Vishwavidyalaya, (Woman's University) Paryag, Allahabad, Uttar Pradesh.
15. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
16. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
20. Indraprashta Shiksha Parishad, Institutional Area, Khoda, Makaanpur, Noida Phase-II, Uttar Pradesh.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh.

Note:- Before finalizing the admissions, the up-dated lists of recognized examinations of Board of School Education Haryana, Bhiwani/Other Boards/Universities is / are also required to be consulted.

Letter of State Govt. regarding Reservation

Government of Haryana
General Administration Department
General Services-III Branch
No. 22/10/2013-1GSIII

Dated Chandigarh, the 28.02.2013

To

1. All the Additional Chief Secretaries/Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State.
3. The Commissioners, Ambala, Hisar, Rohtak & Gurgaon Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings.
5. The Registrar of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners & Sub Divisional Officers (Civil).
7. The Registrars of all the Universities in the State of Haryana.

**Subject: Grant of reservation in Jobs under Government/
Government Undertakings & Local Bodies as well as in
admission in Government/Government aided
educational/technical/Professional institutions.**

Sir/Madam,

I am directed to invite your attention to the Government instructions indicated in the margin on the subject noted above and in supersession of these instructions, it is intimated that the State Government has reconsidered its reservation policy and has decided

to give reservation in direct recruitment under Government/ Government Undertakings & Local Bodies and in admission in Government/Government aided education/technical/Professional institutions as well for Special Backward Classes and Economically Backward Persons in General Castes Category in exclusion to the reservation already being provided to the Backward Classes.

xx	xx	xx
xx	xx	xx

Instructions issued by the welfare of Scheduled Caste and Backward Classes Department issued vide its letter No. 213-SW(1)-2010 dated 31-08-2010 regarding exclusion of socially advanced persons/section (creamy layer) should be kept in view while extending the benefit of reservation to Backward Classes

For providing the benefit of reservation to Special Backward Classes, the criteria shall be same as is applicable to Backward Classes in the State and other instructions issued by the Government from time to time. It is also clarified that once a member of a family of Special Backward Classes gets benefit of reservation, his descendants will not get benefit of reservation. The criteria for exclusion of creamy layer for Special Backward Classes will be same as applicable for the reservation in Backward Classes.

The criteria for consideration as Economically Backward Persons in the General Castes category will be as under:-

- i. 'Family' for the purpose of the applicant seeking reservation as 'Economically Backward' is defined as follows:
 - (a) Head of Family and his/her spouse;
 - (b) Dependent children and their spouses;
 - (c) Unmarried dependent brothers and sisters.
- ii. The total annual income of the family of the applicant should not cumulatively exceed Rs.2,50,000/- per annum from all sources including agricultural income.

- iii. In case any person in the family, as described in (i) above, is income-tax/wealth tax payee, benefit of reservation shall not be extended.
- iv. Applicant or family as described in (i) above should not be in Class-I/Class-II services of Government of India or State Government level or equivalent or hold any equivalent post in any statutory board/corporation /University/ society/trust or an equivalent position in any public/private limited company or in any International organization.

Family shall be deemed to be in service as mentioned above when a person in family has superannuated and/or has sought voluntary retirement or has been dismissed/terminated/compulsory retired from such service.

- v. In case, family as described in (i) above, is engaged in a profession as doctor, lawyer, chartered accountant, income -tax consultant, financial or management consultant, engineer, architect, computer specialist, film/TV artist, play write, author, model, media personnel or holds any elected/appointed office either under the Constitution or in terms of any statute out of which emolument/salary is paid, criteria of income as described in (ii) above shall be applicable.
- vi. Family, as described above, should not be employed in any Military or para-Military services with Union of India in the rank of Second Lieutenant or above in the Army or any equivalent rank in other forces of para-Military forces.
- vii. The person who claims benefit of reservation under other categories shall not be entitled to claim benefit of reservation in this category.

xx	xx	xx
xx	xx	xx

Besides, there will be reservation in admission in Government/

Government aided educational/technical/professional Institutions as detailed below:

Sr. No	Category	Quantum of reservation	Remarks
(a)	Scheduled Castes	20%	
(b)	Backward Classes (A)	16%	
(c)	Backward Classes (B)	11%	
(d)	Special Backward Classes	10%	
(e)	Economically Backward Persons in the General Castes Category	10%	
(f)	Physically Handicapped	3%	In the event of quota reserved for physically handicapped remain unutilized 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% Horizontal reservation is also provided to Ex servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of general category, 1% out of scheduled castes and 1% from backward classes category for admission to the various educational institutions of the Government and Government aided institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned yearwise rotational system will be adopted. For example, if block of Backward Classes are given seats in the academic year 2006, the next block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2007 and so on. The above instructions may please be brought to the notice of all concerned for strict compliance.

Sd-

**Under Secretary, General Administration
for Chief Secretary to Government Haryana**

Note: Lists of SC/ST, BC, SBC are attached.

List of Scheduled Castes in Haryana State

- | | |
|---|-------------------------------|
| 1. Ad Dharmi | 2. Balmiki, Chura, Bhangi |
| 3. Bangali | 4. Barar, Burar, Berar |
| 5. Batwal, Barwala | 6. Bauria, Bawaria |
| 7. Bazigar | 8. Bhanjra |
| 9. Chamar, Jatia Chamar,
Rehgar, Raigar, Ramdasi,
Ravidasi, Balahi, Batoi,
Bhatoi, Bhambi,
Chamar-Rohidas, Jatav,
Jatava, Mochi, Ramdasia. | 10. Chanal |
| 11. Dagi | 12. Darain |
| 13. Deha, Dhea, Dhaya | 14. Dhanak |
| 15. Dhogri, Dhangri or Saggi | 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 |
| 27. Pasi | 28. Perna |
| 29. Pherera | 30. Sanhai |
| 31. Sanhal | 32. Sansi, Bhedkut or Manesh |
| 33. Sansoi | 34. Sapela, Sapera |
| 35. Sarera | 36. Sikligar, Bariya |
| 37. Sirkiband | |

LIST OF BACKWARD CLASSES IN HARYANA STATE

BLOCK 'A'

1. Aheria, Aheri, Heri, Naik, Thori or Turi, Hari
2. Barra
3. Beta, Hensi or Hesi
4. Bagria
5. Barwar
6. Barai, Tamboli
7. Baragi, Bairagi, Swami Sadh
8. Battora
9. Bharbhujia, Bharbhunja
10. Bhat, Bhatra, Darpi, Ramiya
11. Bhuhalia Lohar
12. Changar
13. Chirimar
14. Chang
15. Chimba, Chhipi, Chimpa, Darzi, Rohilla
16. Daiya
17. Dhobis
18. Dakaut
19. Dhimar, Mallah, Kashyap, Rajpoot, Kahar, Jhinwar, Dhinwar, Khewat, Mehra, Nishad, Sekka, Bhisti, Sheikh-Abbasi
20. Dhosali, Dosali
21. Faquir
22. Gwaria, Gauria or Gawar
23. Ghirath
24. Ghasi, Ghasiara or Ghosi
25. Gorkhas
26. Gawala, Gowala
27. Gadaria, Pal, Baghel
28. Garhi-Lohar
29. Hajjam, Nai, Nais, Sain
30. Jhangra Brahman, Khati, Suthar, Dhiman, Tarkhan, Barhai, Baddi.
31. Joginath, Jogi Nath, Yogi Jangam Jogi
32. Kanjar or Kanchan
33. Kurmi
34. Kumhars, Prajapati
35. Kamboj
36. Kanghera
37. Kuchband
38. Labana
39. Lakhera, Manehar, Kachera
40. Lohar, Panchal
41. Madari
42. Mochi
43. Mirasi
44. Nar
45. Noongar
46. Nalband

- | | |
|-----------------------------------|--------------------------------------|
| 47. Pinja, Penja | 48. Rehar, Rehare or Re |
| 49. Raigar | 50. Rai Sikhs |
| 51. Rechband | 52. Shorgir, Shergir |
| 53. Soi | 54. Singhikant, Singiwala |
| 55. Sunar, Zargar, Soni | 56. Thathera, Tamera |
| 57. Teli | 58. Vanzara, Banjara |
| 59. Weaver (Jullaha) | 60. Badi/Baddon |
| 61. Bhattu/Chattu | 62. Mina |
| 63. Rahbari | 64. Charan |
| 65. Charaj (Mahabrahman) | 66. Udasin |
| 67. Ramgarhia | 68. Rangrez, Lilgar, Nilgar, Lallari |
| 69. Dawala, Soni- Dawala, Nyearia | 70. Bhar, Rajbhar |
| 71. Nat (Muslim) | |

BLOCK 'B'

- | | |
|---------------------|------------------|
| 1. Ahir/Yadav | 2. Gujjar |
| 3. Lodh/Lodha/Lodhi | 4. Saini, Shakya |
| 5. Meo | |

List of Special Backward Classes in Haryana State

1. Bishnoi
2. Jat
3. Jat Sikh
4. Ror
5. Tyagi

List of games approved by AIU

Sr.No. National Championships	Sr.No. National Championships
1 Archery (W & M)	26 Kho Kho (W & M)
2 Athletics (W & M)	27 Table Tennis (W & M)
3 Aquatics (W & M)	28 Tennis (W & M)
4 Ball Badminton (W & M)	29 Volleyball (W & M)
5 Baseball (W & M)	30 Basketball (M)
6 Boxing (W & M)	31 Badminton (M)
7 Canoeing and Kayaking (W & M)	32 Cricket (M)
8 Cros country races (W & M)	33 Football (M)
9 Cycling (W & M)	34 Handball (M)
10 Fencing (W & M)	35 Hockey (M)
11 Gymnastics & Malkhamn (W & M)	36 Inter Zonal
12 Judo (W & M)	37 Kabaddi (M)
13 Korfbal (W & M)	38 Kho Kho (M)
14 Netball (W & M)	39 Tennis (M)
15 Pistol Shooting & .177, Air Rifle	40 Volleyball (M)
Peep Singh (W & M),	41 Chess (W & M)
[Clay Pigeon Shooting Trap,	42 Cricket (W & M)
Double Trap and Skeet ((W & M)	43 Football (W & M)
16 Power Lifting & Wt. Lifting ((W & M)	44 Handball (W & M)
& Best Physique (M)	45 Hockey (W & M)
17 Rowing (W & M)	46 Kabaddi (W & M)
18 Softball (W & M)	
19 Squash Rackets (M)	
20 Wrestling (W & M)	
21 Yachting (W & M)	
22 Yoga (W & M)	
23 Taekwondo (W & M)	
24 Basketball (W & M)	
25 Badminton (W)	

APPENDIX-G

AFFIDAVIT

(Affidavit to be submitted by students against ragging at the time of admission)

I, (full name of student with admission/registration/enrolment number) son/daughter of Sh/Smt./Ms _____, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"). I have carefully read and fully understood the provisions contained in the said Regulations.

2. I have also, in particular, perused Clause 3 of the Regulations, and am aware as to what constitutes ragging.

3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations, and am fully aware of the penal and administrative action that is liable to be taken against me, in case I am found guilty of abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Cause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other

criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging; and further affirm that, in case, the declaration is found to be false, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of Deponent
Name : _____

Counter Signature of Parent/Guardian

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at __ (place)___ on this the __ _ (day)___ of _ (month)_ , _ (year)_ .

Signature of Deponent

Counter Signature of Parent/Guardian

Solemnly affirmed and signed in my presence on this the _ (day) _ of _ (month) , (year) after reading the contents of this affidavit.

OATH COMMISSIONER

APPENDIX- 'H'

LIST OF HOLIDAYS

Holidays will be observed on the following dates in the University including Indira Gandhi P.G. Regional Centre, Meerpur Rewari and UILMS, Gurgaon during 2013 :

Sr. No.	Name of Holidays	Date & Month	Day of Week
1	All Sundays	-	Sundays
2	All Saturdays for non-teaching staff only Teaching work will take place on Saturdays		Saturdays
3	Maharana Partap Jayanti	June 11	Tuesday
4	Id-UL-Fittar	August 09	Friday
5	Teej	August 10	Saturday
6	Independence Day	August 15	Thursday
7	Janamashtmi	August 28	Wednesday
8	Haryana's Heros' Martyrdom Day	September 23	Monday
9	Mahatama Gandhi's Birthday	October 2	Wednesday
10	Maharaja Agrasain Jayanti	Oct. 5	Saturday
11	Id-UL-Juha	Oct.16	Wednesday
12	Maharshi Valmiki's Birthday	Oct.18	Friday
13	Haryana Day	Nov. 01	Friday
14	Vishvakarma Day	Nov.04	Monday
15	Christmas Day	Dec. 25	Wednesday
16	Shaheed Udham Singh's birthday	Dec. 26	Thursday

Note:-

Holidays for the period from Jan. 2014 to July 2014 will be notified later on.