

# Gurugram University, Gurugram



## Admission Brochure

for admission to UG/PG courses in affiliated  
colleges for the session 2021-22

(Campus: - Rao Tula Ram College of Commerce & Science, Sec. 51, Gurugram)

# GURUGRAM UNIVERSITY, GURUGRAM

(Established by the State Legislature Act 17 of 2017)

Dear Principals/ Director,

As per the Notification No. S.O. 9/H.A. 17/2017/S. 4/2019 dated 15<sup>th</sup> February, 2019 the Colleges/ Institutions situated in the Districts of Gurugram and Nuh either Government or Non-Government have been affiliated with Gurugram University from the session 2019-20 which has been further endorsed by the Hon'ble High Court in its order dated 10<sup>th</sup> Sept. in CWP 9563/2019. Students to be admitted from the coming session will be registered with this University whereas the students already registered shall complete their course of study for awards of degree by MDU, Rohtak.



The new academic session shall commence w.e.f. 13<sup>th</sup> Oct. 2020 and 01<sup>st</sup> Nov 2020 for UG and PG Programs respectively and the process of admission to various UG, PG and other courses in the colleges needs to be started well before the start of session. Accordingly, the University has prepared the Admission Brochure, which includes the schedule of Admissions and also other guidelines for admission for the session 2020-21.

It is my sincere advice to all the Principals to make admission in a fair and transparent manner. If any problem arises the University shall resolve the same. All sorts of help will be provided to the candidates coming for admission.


Higher education in the present scenario is a challenging task especially in view of National Education Policy 2020 and it becomes our collective responsibility to accept the challenges. As a University we are always with you and that the coming session would be more conducive, helpful and graceful for all of us.

I welcome all the Institutes, their administrators, their faculty members and the students to be part of the University and wish them all success.

True to its motto we are here not only to help but serve you all; we are here not only to listen but to understand you all; we are here not only to administer but to facilitate you all; we are here not only to run the right trains but to run the trains at the right time; we are here not only to do different things but also to do things differently. Together, we will make the age old saying of Vedas true i.e.:

“सा विद्या या विमुक्तये”

i.e. Education is what breaks your chains and leads you onto the path of salvation. May God bless you in this noble endeavor.

  
Vice-Chancellor

# ADMISSION BROCHURE

2021-2022

**For Admission to**

**UNDER-GRADUATE, POST-GRADUATE AND  
CERTIFICATE/DIPLOMA AND**

**PROFESSIONAL COURSES**

**IN**

**THE AFFILIATED COLLEGES/INSTITUTES**

## DEANS AND CHAIRPERSONS

### DEANS OF FACULTIES

S. No.	Dean	Faculty	Phone
1.	Prof. M.S. Turan	Faculty of Physical Sciences	9992159425
2.	Prof. Dhirender Kaushik	Faculty of Pharmaceutical Sciences, Health and Brain Research	9416055522
3.	Prof. Baduruddin	Faculty of Law	9896863313
4.	Prof. Amarjeet Kaur	Faculty of Commerce and Management Faculty of Education	9810867688
5.	Mr. Ashok Khanna	Faculty of Life Sciences Faculty of Engineering & Technology	9812397776
6.	Prof. Rakesh Kumar Yogi	Faculty of Humanities	9871621567
7.	Dr. Gayatri Raina Arya	Faculty of Social Sciences	8219363880

### CHAIRPERSONS AND INCHARGES

S. No	Chairperson	Dept. / Institute	Phone
1.	Prof. Dhirender Kaushik	Dept. of Pharmaceutical Sciences, Health and Brain Research	9416055522
2.	Prof. Amarjeet Kaur	Dept. of Management Dept. of Education	9810867688
3.	Prof. Badruddin	Dept. of Law	9896863313
4.	Mr. Ashok Khanna	Dept. of Neurosciences Dept. of Public Health Dept. of Physiotherapy Dept. of Engg. & Technology Dept. of Mathematics	9812397776
5.	Dr. Seema Mehlawat	Dept. of Commerce Dept. of Economics	9728157799
6.	Prof. Rakesh Kumar Yogi	Dept. of Media Studies Dept. of Hindi. Dept. of English	9871621567
7.	Dr. Gayatri Raina Arya	Dept. of Psychology Dept. of Social Works	8219363880
8.	Dr. Annapurna Sharma	Dept. of Public Administration	9999610854
9.	Dr. Neelam Vashisth	Dept. of Chemistry (Incharge)	9250543728
10.	Dr. Shivkant Sharma	Dept. of Physics (Incharge) Dept. of Social Work (Incharge)	9215511554
9.	Ms. Falak Khanna	Dept. of Economics (Incharge)	9416687987

10.	Dr. Naveen	Dept. of English (Incharge)	8802485693
11.	Dr. Hawa Singh	Dept. of Education (Incharge)	9467030980

Dr. Subham Gandhi is PIO and Prof. Badruddin is First Appellate Authority

# GURUGRAM UNIVERSITY, GURUGRAM

(A State University established under Haryana Act No. XVII of 2017)

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

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To

All the Principals/Directors of the Colleges/Institutes  
Affiliated to Gurugram University.

**Sub: Admission Brochure for the Academic Session 2021-22.**

Sir/Madam,

I am directed to supply herewith the Admission Brochure for the session 2021-22 duly approved by the competent authorities. While making admissions to various undergraduate, postgraduate and other professional courses (except the courses in which the admissions are made by the State/Central Govt. agencies) you are requested to consult this Brochure.

It is requested that the Admission Brochure and particularly Chapter-II 'Admission Procedure and Regulations' 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 visit the University Office for seeking approval/clarification.** Their requests, if any, may be sent in one lot to the concerned branch/office so that the same may be decided expeditiously.

Further it is requested that admissions be made only as per schedule and procedure given in the Admission Brochure and all fee, including registration fee may be charged as fixed by the University.

It will be the entire 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 and the expenditure incurred on litigation in such cases by the University shall be borne by the Principal/Director of the College/Institute concerned. The Admission Brochure is also available on the University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in).

It is also requested that to facilitate and to make it convenient, as well as to curtail postal delay all correspondence relating to the admissions be made through e-mail only. You are, therefore, requested to assign the responsibility of checking e-mails received from the University on almost daily basis to a responsible person of your College/Institute the University will not be responsible for communication gap, if any. At the same time, you are also requested to check University website daily to know about any urgent notification(s) etc. As far as possible, please make your all correspondence with this office through e-mail: [gugacadbranch@gmail.com](mailto:gugacadbranch@gmail.com)

Yours faithfully,

Endst. No.: \_\_\_\_\_

Deputy Registrar (Academic)  
Dated: \_\_\_\_\_

A copy of the above is forwarded to the following for information and necessary action:

1. Director General, Higher Education, Haryana, Panchkula
2. Dean Academic Affairs, G.U. Gurugram
3. Controller of Examination, G.U. Gurugram
4. Dean of Various Faculties, G.U. Gurugram
5. Dean of Colleges, G.U., Gurugram
6. Deputy Registrar (IT) G.U., Gurugram with the request to take action regarding the relevant points mentioned in the Brochure apart from arranging the uploading of the Brochure on the University website.
7. The Assistant Registrar (R&S), G.U., Gurugram.
8. OSD to Vice-Chancellor, G.U., Gurugram for kind information of the letter.
9. P.A. to Registrar, G.U., Gurugram for kind information of the letter.

Deputy Registrar (Academic)  
for Registrar

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# CHAPTER-I

## ADMISSION SCHEDULE FOR UG COURSES

*{For which on-line admissions shall be made by the Directorate of higher Education, Haryana as per letter No. DHE-010019/6/2020-COORDINATION-DHE dated 13.08.2021 addressed to all Govt. Colleges, Govt. Aided and Self-Financed colleges in the State}.*

Schedule of dates for admission to Under-Graduate (including Hons.) Certificate/Diploma/Professional and other U.G. Courses being run in the affiliated Colleges/Institutes for the session 2021-22:

Sr. No.	Title	Date/Timelines
1.	Online submission of Admission Form-Start Date	16 <sup>th</sup> August, 2021 (Monday)
2.	Online Submission of Admission Form-End Date	02 <sup>th</sup> September, 2021 (Thursday)
3.	Documents Verification & preparation of Merit List	18 <sup>th</sup> August, 2021 to 04 <sup>th</sup> September, 2021 (Wednesday to Saturday)
4.	Display of 1 <sup>st</sup> Merit List	08 <sup>th</sup> September, 2021 (Wednesday)
5.	Submission of Fee	09 <sup>th</sup> September, 2021 to 13 <sup>th</sup> September 2021 (Thursday to Monday)
6.	Display of 2 <sup>nd</sup> Merit List	15 <sup>th</sup> September, 2021 (Wednesday)
7.	Submission of Fee	16 <sup>th</sup> September to 18 <sup>th</sup> September (Thursday to Saturday)
8.	Commencement of teaching	21 <sup>st</sup> September, 2021 (Tuesday)
9.	Open Counseling	14 <sup>th</sup> September, 2021 (Tuesday)

**Note:** The schedule of admission given above are subject to change depending upon the COVID-19 Pandemic.

- i) In case of seats remaining vacant after open Counselling on 14-09-2021, late admissions from 15-09-2021 to 21-09-2021 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/- to be remitted to the University by the College/Institute alongwith Registration Return.
- ii) Late admissions from 22-09-2021 to 27-09-2021 may be allowed on merit basis by the Principal/Director concerned with late fee of Rs. 500/- to be remitted to the University by the College/Institute alongwith Registration Return.
- iii) The admission cases received from 28-09-2021 to 01-10-2021 by the Principal/Director of the college/Institute concerned, if the seats are available, may be made by the College/Institute with late fee of Rs.1000/- per student (to be remitted to the University) on the basis of merit. The list of students so admitted be sent alongwith Registration Return.
- iv) Candidates who have compartment/re-appear in one or more paper(s) in the qualifying examinations shall not be allowed admission in 1<sup>st</sup> semester of the course in any case.

- v) There will be no admission by the College/Institute after the above schedule in order to maintain the statutory provision of necessary 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.
- vi) The admission for promoted students be made by 15-09-2021 positively. Thereafter, the admission will be made with late fee of Rs. 1000/- The late fee so charged from the students by the Colleges/Institutes shall be remitted to the University alongwith Continuation Return.
- vii) The Institutes/Gurukuls running OT/MIL Courses shall seek the approval of the University for admission schedule for these courses.

**Important Points regarding Centralized Online UG admissions:**

1. Once the seat is assigned to the applicant by the college during the 1<sup>st</sup>/2<sup>nd</sup> merit List on the specified date and time as per Admission Schedule mentioned above. he/she will be asked to deposit the fee. Fee must be deposited as per scheduled time otherwise the seat will be cancelled automatically.
2. Applicants who were allotted the seat in the 1<sup>st</sup> /2<sup>nd</sup> merit but could not take admission or pay fee due to any reason, will get a chance of admission in open counseling only if they give their willingness online on the date of open counseling as mentioned above as specified in the schedule through their respective login on the Admission Portal.
3. Applicants admitted after the 1<sup>st</sup>/2<sup>nd</sup> merit list as per the schedule can give their willingness to seek admission in the higher preference as declared by the applicants if available by the date as specified in the schedule. Only upward mobility of preference will be allowed.
4. While Implementing Reservation Policy on online admission software, rounding of number of seats will be done and in case of mismatch during bifurcation of seats by online admission software, the adjustment of number of seats will done in Haryana Open General Category.
5. Merit lists will be prepared after considering all the weightage parameters along with the marks obtained in the qualifying examination for all categories viz. All India General Category. Haryana Open General Category, SC/BC Category etc.
6. The applicant whose admission is confirmed, will submit his original migration certificate if he/she is from any board other than Board of School Education Haryana, in the college within ten days of his/her admission so that, the same may be submitted by the college alongwith Registration Return to University.
7. All Principal of Govt. College of the State shall ensure that their staff will verify all such application forms of entire District which will be sent to them randomly by this office. There shall be no pendency in verification of forms. Verification must be completed on day to day basis.

## **ADMISSION SCHEDULE FOR PG COURSES**

*(Except for the courses where admissions are made by the State/Central Government agencies)*

*The schedule for PG admissions shall be notified as per the decision of the Directorate of Higher Education, Haryana*

### **GUIDELINES FOR COLLEGES** (Regarding Centralized Online Admissions)

1. Parivar Pehchaan Patra (PPP) shall be required for registration towards admission for Haryana residents.
2. Fee Structure shall be as per affiliating University/State Government norms.
3. Weightage for preparing the merit list during session 2021-22 shall also stand same as was in the session 2020-21.
4. The State Reservation Policy shall be followed in letter and spirit.
5. Merit lists shall be prepared after considering marks of best five subjects in the qualifying examination including weightage and as per State Reservation Policy. In addition, provision of "Defer" the allotted seat by the applicant in the 1st Merit List for reconsideration in 2nd Merit List will be provided subject to the condition that the applicant did not get his first choice in 1st merit list.
6. Online Documents Verification shall be carried out by the college opted as first choice by the applicant. All colleges including Govt. Colleges, Govt. Aided Colleges and Self-Financing Colleges shall be included during the process of Online Documents Verification.
7. The process of filling Sports Seats, if applicable, shall be ensured by the Colleges only during open counselling as per affiliating University/State Government norms.
8. The applicant whose admission is confirmed shall submit his/her original migration certificate in the college within ten days of admission, if he/she has passed the qualifying examination from any Board other than Board of School Education Haryana.
9. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
10. The colleges shall ensure that seats be filled according to norms only.
11. Refund, if any, to the students shall be ensured by the Colleges as per affiliating University/State Government norms. The college is also authorized to take the short payment, if any, from the student at later stage as per norms.
12. No late fee will be charged from the applicants admitted through Open Counselling during the session 2021-22 due to Covid-19 pandemic situation.

13. Registration on Online Admission Portal is mandatory for admission seekers. In no circumstances, admission without registration on portal shall be allowed.
14. The students will be initially given provisional admission only, subject to the verification of their documents by the College/Affiliating University. In case of any discrepancy, the college is authorized to cancel the provisional admission of the student or change his/her stream/subjects subject to availability of seats & his/her willingness.
15. Queries regarding admissions, if any, be raised at e-mail id: [admissions2021@highereduhry.com](mailto:admissions2021@highereduhry.com) (Helpdesk)
16. Implementation of COVID guidelines/protocol issued by the State Government shall be ensured by the Colleges.

Principals of the Colleges must ensure to add those Courses & Subjects only on the online admission portal which have been approved by State Government/University. Strict compliance of the guidelines be ensured.

**GUIDELINES FOR APPLICANTS** (Regarding Centralized Online Admissions)

1. Weightage, wherever applicable, would be given after verification of the uploaded documents and the applicant shall be provided with a maximum weightage of 10 percent.
2. List of Documents to be uploaded online by the applicant:
  - Scanned copy of Passport size photograph.
  - Scanned copy of signature • 10th Marksheet.
  - 12th Marksheet, wherever applicable.
  - Migration Certificate (required in case of other than Haryana School Education Board).
  - Character Certificate.
  - NCC 'B' Certificate, if applicable.
  - Bharat Scouts & Guides Certificate awarded by the President of India, if applicable.
  - Sports Certificate for weightage, if applicable, will only be considered, if the candidate produces the State/National position holder certificate from the respective State Government/Sports Department. In case, any state does not issue the Gradation Certificate, the following criteria will be adopted:
    - a) In case of International/National participation or State Position Holder, a certificate of authenticity will be required from the concerned National Federation/State Association.

- b) The game/event must be in the scheduled list of the Association of Indian University Sports Calendar.
- c) The tournament must be organised by a recognised Federation/Association duly affiliated with State Olympic Association/ Indian Olympic Association and Ministry of Youth Affairs & Sports.

**No weightage will be given for participating/winning positions in the sports and games organised by Nehru Yuva Kendra,/CBSE National, Vidya Bharti Nationals/ Rural Tournaments/ Panchayat Tournaments/ Navodaya Nationals and participation in nonrecognised tournaments/ sports festivals.**

- Bonafide Resident of Haryana Certificate, if applicable.
  - Reserved Category Certificate, if applicable.
  - Income Certificate required for claiming benefits under various categories viz. EWS/SC/BC etc., if applicable.
  - Gap Year Undertaking/Affidavit, if applicable.
3. Name of the applicant will appear in the Merit List after online verification of documents as per eligibility/merit.
  4. General category students can now opt the benefit of EWS (Economically Weaker Section) reservation within State Quota and All India Quota as per Government norms. However, they need to upload the required certificate for the same.
  5. After appearance of name of student in merit list, he/she will have to make the payment of admission charges/fee as per admission schedule.
  6. The students will be initially given provisional admission only, subject to the verification of their documents by the College/Affiliating University. In case of any discrepancy, the college is authorized to cancel the provisional admission of the student or change his/her stream/subjects subject to availability of seats. Even the College / University can cancel any such admission wherever the information provided by the students is found to be fictitious /bogus at any stage and the student concerned will be held solely responsible for this.
  7. If any document of a student is rejected due to some reasons during the process of online verification, a SMS will be sent to the applicant and applicant will be required to make necessary corrections on the online admission portal by logging in his/her account within prescribed timeframe.

## **TERMS & VACATIONS**

The schedule of terms and vacations shall be notified depending upon the situation of COVID-19 Pandemic in due course of time.

## CHAPTER-II

### ADMISSION PROCEDURE AND REGULATIONS

1. Admission in Under Graduate/P.G. courses and other 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**. Each College/Institute shall prepare a small Information Brochure highlighting its courses, achievements in Academic, Cultural & Sports activities, availability of infrastructure, number of intakes, eligibility conditions etc. etc. The prospectus/admission forms shall be made available by the Principal/Director of the Colleges/ Institutes concerned well in time.
2. No admission be made by the Colleges/Institutes before getting affiliation certificate from the University. If any Colleges/Institute makes admission in any course without obtaining provisional affiliation from the University, such admissions shall not be regularized in any case.
3. Candidates who have compartment/re-appear in one or more papers in the qualifying examination shall not be allowed admission in 1<sup>st</sup> semester of the course in any case.
4. Aadhar Number, Mobile Number, Photo and Date of Birth should be made mandatory for every student as the same is required by the UGC for uploading the results of students for online verification. Student himself/herself will be responsible for providing the correct information and the Principal/chairperson/Director will certify that the information as submitted by the student is being forwarded as such.
5. The panel for submission of Registration Returns will be opened by the University *w.e.f.* date of admissions and will be closed on 30<sup>th</sup> Sept. 2021 for UG programmes and 30<sup>th</sup> Oct. 2021, for PG programmes.
6. Selection/merit list in respect of all the courses be sent by the Colleges/Institute category wise such as SC, BC, and Male/Female etc. etc. to the R&S Branch, Gurugram University, Gurugram alongwith Registration Returns.
7. The students will have to attend lectures in theory and practical as per the requirements prescribed in the ordinances.
8. 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/she has applied by the stipulated date and seat is available without payment of late fee, within 10 working days of the declaration of result by the University.
9. Declaration to be obtained from the candidate

The College / Institute 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 Admission Brochure for the session 2021-22 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 Undertaking as **appended at ‘N’**.

10. **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.**
11. All admissions shall be made strictly on merit from amongst eligible applicants for each course of study.
12. 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. (Sports Science).
13. 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.
14. If the last date of admission/submission of application form falls on a holiday or that day is declared holiday by the Govt./University/College/Institute, the next working day will be considered as the last date for the purpose.
15. The Principal/Director of the College/Institute shall not make admission over and above the sanctioned intake. Such admissions shall not be regularized by the University. Registration Branch of this University will ensure that admissions are not made over and above the sanctioned seats by any affiliated College/Institute. If any violation comes to the notice, the same will be brought to the notice of the University authorities.
16. No one shall be admitted to the University or any examination of the University unless he/she has been registered as a student of the University.

**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 M.Tech., MCA and LL.B.) for the session 2021-22 only. In case of Govt. Colleges/Institutes, such request shall be made through the Director General, Higher Education, Haryana.**

The Principal/Director of the College/Institute will send the recommendations of the College/Institute Admission Committee 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 of students, if any excluding Govt. Colleges/Institutes should come to the University for further action by the Colleges Branch.

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.

17. 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.
18. Admissions to various courses in the affiliated Colleges/Institutes may be made after consulting the list of various examinations of other Universities recognized by this University.



19. The instructions for curbing ragging as conveyed by the UGC vide letter No. 1-15/2009 (ARC) pt. III dated 17.03.2017, in view of the judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009 and also given in **Chapter X** be adhered to strictly (UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & the Haryana Prohibition of Ragging in Educational Institution Ordinance 2012.
20. The SC/BC candidates shall be charged 1/4<sup>th</sup> of the price of the Prospectus as per instructions of the Director SC/BC Welfare Department, Chandigarh. Therefore, price of the prospectus for such candidates be printed accordingly.
21. **Foreign Students**

There is a provision for creation of 15% additional supernumerary seats exclusively for foreign students' in all the courses (except the courses where admissions are made through State/Central counseling) in the various departments of the University. It is mandatory to obtain an eligibility certificate/Association of Indian Universities, New Delhi (AIU) and NOC from Gurugram University, Gurugram after submitting the following documents: -

1. Letter of the Association of Indian Universities, New Delhi regarding equivalency /recognition of the examination.
2. Photocopy of Student Passport.
3. Photocopy of student visa.
4. AIDS Certificate.
5. COVID-19 Certificate issued by the Competent Authority to the effect that the candidate is not suffering from Corona Virus disease.
6. Eligibility Fee – as the case may be.
7. Application on the prescribed form which may be downloaded from the University Website alongwith two pass-port size photographs. Candidates are also required to deposit prospectus fee of Rs.150/- with the Gurugram University.

**NOTE FOR COLLEGES:**

**The Colleges have to apply for Eligibility Certificate/No Objection Certificate within one month from the last date of admission after that fine of Rs.5000/-per students will be charged from the College.**

**A) Special Endorsement on the Visa should be the in the name of concerned college in which the candidate has been admitted.**

22. **Relaxations in eligibility conditions for SC Category Candidates of Haryana only:**

The SC candidates of Haryana shall be granted reduction/relaxation of 5% marks in the eligibility conditions in all the courses in the marks required for general category, in view of the decision of the Hon'ble Supreme court conveyed by the State Govt. as explained hereunder:

The decision of the State Govt. conveyed by the Chief Secretary to Govt. Haryana by notification No.22/129/2012-IGSIII dated 16.07.2014 in view of judgement of Hon'ble Supreme Court passed in Civil Appeal No.7084/2011 and the Resolution No. 100 of the meeting of the Executive Council of this University held on 22.12.2014 regarding relaxation in minimum eligibility condition for reserved

categories in all the courses being run in the University Teaching Departments and Colleges/Institutes, prescribing minimum eligibility qualifications for admission in various courses, the reduction of 5% should be reduced from the minimum required marks by a general category candidates.

***Example:*** In a course, a general candidate requires to have 50% marks, then as per Govt. instructions by giving 5% relaxation the minimum eligibility marks for a SC/ST candidate should be calculated as under:

-

*Out of 100 Marks needs to less = 5 Out of 1 Marks needs to less = 5/100*

*Out of 50 Marks needs to less = 5/100 × 50 = 2.50*

*This way, minimum less mark where general category candidates are required to have 50% in a prescribed qualification, the total required marks for a reserved candidate will be 50 - 2.50 = 47.50 and not 45.*

23. Reservations or relaxations, if any, are available to the reserved candidates of Haryana only, as per reservation policy of the State.
24. Henceforth, Certificate of Residence and Caste Certificate (Backward Class and Scheduled Caste) should be signed and issued by the Circle Revenue Officer (Tehsildar/NaibTehsildar-cum-Executive Magistrate) of the District/Sub Division to which the candidate belongs and Head of Department in case of Govt. employees. Certificate issued by any other authority will not be accepted.
25. 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.
26. **If gap in studies, students may give reasons with documentary proof/ self-undertaking.**
27. 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/Institute is found involved in such activities, it will invite disciplinary action.
28. The duration of the course of instructions for B.A./B.Sc./B.Voc./B.Com. (Pass & Vocational/Hons.) /B.B.A./B.C.A./B.B.A. (Business Economics)/Bachelor of Journalism & Mass Communication shall be three academic years i.e. six semesters but the duration of Bachelor of Hotel Management & Catering Technology course and Bachelor of Tourism & Travel Management shall be of four academic years.  
The examinations of odd semesters shall be held in the month of November/December and examinations of even semesters shall be held in the month of May/June each year.
29. **The maximum period to complete the course is, duration of the course + 3 years, unless otherwise specified in any other Ordinance.**
30. At the time of admissions, fee/funds like enrolment, registration, tuition fee, games, union, library, magazine, medical, examination and other funds may not be charged from SC students whose parents' annual income is not more than Rs.2.5 Lacs. The claim on account of such fee may be submitted to the Director General, Higher Education, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual. These instructions shall also be applicable to all Colleges where courses are being under SFS. Instructions received from the State Govt. from time to time on this issue shall be followed.

The fee and funds relating to SC students shall be claimed by the concerned College/Institute under P.M.S. to SC students. The concerned Institute, while sending the claim of SC students shall also submit the certificate to the effect that they have not charged funds and fees from SC students. In case, the students have paid the fees and funds then the said amount shall be transferred in the bank account of concerned student through Aadhar Card. Such students shall intimate the College/Institute for the same.

Any fee prescribed by the University for hostel students belonging to SC category shall be borne by the student concerned. But such students shall be paid maintenance allowance by the State Govt. as per scheme(s) notified by the State Govt. from time to time.

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".

31. The UGC vide its letter dated 26.02.2015 has issued guidelines to the University regarding scholarships meant for SC students, to incorporate in Prospectus/ Brochure of all the Institutes that the eligible SC students should submit their scholarship forms for the Academic year by February for processing scholarship to SC students each year. Therefore, all the Institutes are required to incorporate the instructions in their Prospectus/Brochure that the eligible SC /ST, OBC, PwD students etc. should submit their scholarship form for the Academic year by February for processing scholarship.

32. If a candidate after having been admitted to the first year of a course, leaves the course without attending any class and he/she applies for refund of fee within 7 days of the date of admission, the fee paid by her/him shall be refunded after deducting Rs.1000/-

If a candidate after having been admitted to the first year of a course withdraws his/her candidature after 7 days and the seat vacated by him/her is subsequently filled up from the waiting list, the fee paid by him/her shall be refunded after deducting 15% of the fee paid by him/ her subject to a minimum of Rs.1000/-

In a similar case if the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.

33. No class in any subject should be started if the number of candidates seeking admission in any subject is less than 40.

34. **All the Colleges/Institutes shall add a column in the admission form/application form in the Prospectus of College/Institute of Transgender, Aadhar Card Number, Mobile Number and email address. As per instructions of the State Govt. issued vide Memo No. 18/30-2015 UNP (4) dated 08.03.2017, to enable to link Aadhar ID with Bank account of all students to be admitted from the session 2018-19, the Aadhar based admissions must be implemented i.e. every student shall be in possession of Aadhar number at the time of admission in the College.**

35. Any candidate, who fails to turn up for Counselling at his/her turn, will be considered for the remaining seats at the time he/she reports for counselling. But no relaxation shall be given if the candidate fails to appear before the Counselling Committee on the fixed date/time.

Those candidates, who do not get admission in one round of counselling, shall be eligible for admission in subsequent round, if seats are available.

36. **The Director/Principal of the College/Institute may ensure that before making admissions to various courses, the Admission Committee of the College/Institute has gone through the Ordinances adopted by the University.**

37. **Rule for promotion to various courses: -**

**In the courses governed under Common Ordinance for 2-year, 3-year, 4-year, 5-year and 6-year (except where there is separate Ordinance is prescribed e.g. B.Ed., M.Ed.) the students who were admitted in 1<sup>st</sup> semester in the session 2020-21 will be promoted to the next semesters according to the provision stated below:**

**Common Ordinance for 2-Year PG Courses: Clause 12(ii)**

**The candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in clause-8 of the Ordinance.**

**Common Ordinance for 3-Year UG Courses: Clause 11(ii)**

**The candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in clause-7 of the Ordinance.**

**Common Ordinance for 5-Year Integrated Courses: Clause-12**

**The candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in clause-9 of the Ordinance.**

**Or**

**As per special guidelines of UGC/DGHE received in view of COVID-19 from time to time.**

38. A candidate who has gap in studies can be granted admission after he/she submits an undertaking describing the reason of the gap period and also that he/she has not indulged in any illegal activities, keeping in view the maximum duration to complete the course.

39. A candidate, who after seeking admission in a course left that course in between and seeks admission in other course may be allowed to continue the said course if he/she is able to complete the said course within the maximum period prescribed for completing a course which is the duration of the course + 3 years, unless otherwise specified in any other Ordinance.

40. A candidate who has qualified the qualifying examination and has a gap of more than two years or more, he/she can be granted admission to a course if such a candidate submits an undertaking that during gap period, he/she has not indulged in any illegal activities.

41. Vacant seats in reserved categories after the 3<sup>rd</sup> counseling shall be converted into general category and filled up strictly on the basis of merit. There is no need to send such cases to the University for approval.

42. Unless otherwise specified, there is no upper or lower age limit for admission in any course.

43. In case, the seats are vacant in the College and waiting list is exhausted, fresh applications may be invited to fill up the seats and admissions be made on the basis of merit and criteria fixed by the University.

44. It is clarified that the students whose result is declared as EEC, it means that their entire exam result has been cancelled for that roll number i.e. theory and practical. Internal Assessment marks of that students shall be carried forward as per University rules. Such a student will appear in the

examinations of re-appear and not required to attend classes again of the semester in which his/her EEC has been declared.

### CHAPTER-III

## ELIGIBILITY CONDITIONS FOR ADMISSION To UNDERGRADUATE COURSES

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

No one shall be eligible to join the first semester of B.A./B.Sc./B.Voc./ 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 of Haryana only):

Senior Secondary Certificate Examination (10+2) of Board of School Education Haryana, Bhiwani.

OR

Diploma in Pharmacy Course (for B.A./B.Sc.) (Sem-I only)

OR

3-Year professional diploma programmes conducted by the State Board of Technical Education Haryana for admission to B.A./B.Sc./B. Com courses in 1<sup>st</sup> semester only.

OR

Any other examination recognized by the University as equivalent thereto.

#### 2. **Bachelor of Social Work (B.S.W.)**

Senior Secondary Examination (10+2) of Haryana Board of School Education with atleast 45% marks in aggregate or an examination recognized by Gurugram University, Gurugram as equivalent thereto or three-year diploma course from Polytechnic or any other examination recognized as equivalent thereto by the State Board of Technical Education, Haryana.

#### 3. **B.Sc. (Sports Science)**

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

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

AND

- (ii) 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 Commonwealth 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 University Tournaments.	15 Marks
c)	Participation in National School Games/Junior National Championship OR Inter University Tournaments (Inter College)	08 Marks

- (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.

4. **For admission to B.A./B.Sc./B.Voc./B.Com. (Hons.) courses**

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

OR

Any other examination recognized by this University as equivalent thereto.

**Note:**

- (i) 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/she has taken admission for his/her 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.
- (ii) The candidate seeking admission to B.Sc. (Non-Medical group) Sem-I should have passed the above mentioned qualifying examination with English, Physics, Chemistry & Mathematics and those seeking admission to B.Sc. (Medical group) Sem-I should have passed the above mentioned examination with English, Physics, Chemistry & Biology and those seeking admission to B.Sc. (Biotechnology/Bio-informatics) Sem-I should have passed English, Physics, Chemistry and Mathematics or Biology. Further, The candidate seeking admission in a particular course has to fulfil the criteria of having read and passed some subject/subjects/ but while making merit, the marks obtained in best 5 subjects will be taken into consideration including Physical Education or Music etc.
- (iii) The admission to B.Sc. (Home Science) course shall be open to women candidates only.
- (iv) If a candidate of another Board has not passed 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 a proof to the University of his/her having cleared the subject of English before the declaration of result of B.A/B.Com/B.Sc. (Biotechnology)/(Bio-informatics)/(Home Science)/(Human Nutrition

& Dietetics)/ (Sports Science) Sem-II examination failing which his/her result shall stand automatically cancelled.

### 5. Bachelor of Vocation (B.Voc) Eligibility:

Admission to the B.Voc. Programme shall be open to candidates who have passed Senior Secondary Examination i.e. 10+2 from Haryana Board of School Education, Bhiwani or an equivalent Examination recognized by the University in any stream.

- (v) A student who wishes to seek migration to B.A./B.Sc./B.Com./B.Sc. (Home Science) and B.Sc. (Sports Science) 2<sup>nd</sup> year (3<sup>rd</sup> semester)/ 3<sup>rd</sup> year (5<sup>th</sup> semester) under new scheme of this University after passing the examination with atleast 40% marks from other statutory Universities as equivalent thereto by this University may be allowed to do so provided that the subject(s) offered for B.A./B.Sc./B.Com./B.Sc. (Home Science) and B.Sc. (Sports Science) were the same as are available at this University. In case the subject(s)/paper(s) offered for the above course(s) in Part-I (semester I and II) and Part-II (semester III and IV) were not the same as are available at this University, the candidate may be given exemption in part II and III as the case may be for the subject(s)/paper(s) already studied/passed by the students in Part I (semester I and II) and Part II (semester III and IV) and the subject(s)/paper(s) which the candidate has not studied/passed in Part I (semester I and II) and Part II (semester III and IV) shall have to be studied/passed as deficient subject(s) alongwith remaining subject(s)/paper(s) of Part II and Part III as the case may be.

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

<b>B.A Part- I, II &amp; III</b>					
Compulsory	Elective Subjects				
Subjects					
	<b>Group-I</b>	<b>Group-II</b>	<b>Group-III</b>	<b>Group-IV</b>	<b>Group-V</b>
English, Hindi Sanskrit or Addl. English	Def. Studies Hindi Sanskrit Urdu Punjabi Economics Comp. Appl. Commerce Applied Art Journalism & Mass Communication	Mathematics Pub. Admn. Music (V) Sociology	Pol. Sc. Phy. Edu. Statistics Art NSS	Geography Home Sc. Philosophy Music (I) Marketing	Psychology History

### **B.Sc. Part- I, II & III**

Compulsory Subjects		
English		for B.Sc. Part I only
Hindi/Punjabi/Sanskrit/Urdu/Addl. English		for B.Sc. Part II
<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
Mathematics Botany	Physics Zoology	Chemistry Computer Science



			Information Tech. Electronics Statistics Geology
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**Medical Group**

Botany, Zoology & Chemistry/Geology

**Non-Medical Group**

Mathematics, Physics & anyone from Group III Computer Science,  
Statistics & Mathematics (CSM)

**Note:**

- i) Every candidate must offer Hindi either as a compulsory subject or as an elective subject.
- ii) 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 migration to 2nd year (Sem - III) after passing the Senior Secondary Certificate Examination (under 10+2 system) or an examination recognized as equivalent thereto and also after having passed the semester I & II examination of any Statutory University recognized 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.

**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.

**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.

## CHAPTER-IV

# ELIGIBILITY CONDITIONS FOR ADMISSION TO POST-GRADUATE COURSES

### 1. **Master of Arts (excluding M.A. Sanskrit and Education)**

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

#### **M.A. (Sanskrit):**

Bachelor degree with Sanskrit (Elective/Compulsory) for the duration of three years/ Shastri Examination (New Scheme) of three years duration with atleast 45% marks in aggregate or any other examination recognized by Gurugram University, Gurugram as equivalent thereto.

#### **M.A. (Education): -**

B.A./B.Com./B.Sc./Shastri examination (new scheme) of three-year duration with atleast 45% marks in aggregate or any other examination recognized by Gurugram University, Gurugram as equivalent thereto.

#### **M.A. Fine Arts (Drawing & Painting): -**

Bachelor's degree in any discipline from any University recognized by UGC with atleast 45% marks in aggregate or equivalent thereto.

#### **M.A. (Music) Vocal/Instrumental: -**

B.A. (Hons.) in Music with 45% marks in aggregate.

OR

Bachelor's degree with Music as one of the subjects with atleast 45% marks in the subject of Music.

OR

Bachelor's degree of minimum 3 years duration in any discipline with any of the following examinations:

-

(a) Sangeet Prabhakar (6 years) from Prayag Sangeet Samiti, Allahabad with each year certificate OR

(b) Sangeet Visharad (6 years) from Gandharva Mahavidyalaya, Mumbai with each year certificate. OR

(c) Sangeet Visharad (5 years) from Prachin Kala Kendra, Chandigarh with each year certificate OR

(d) Sangeet Shiromani from Delhi University OR

(e) Vid (6 years) from Indira Kala Vishva Vidyalaya.

#### **M.A. (Urdu): -**

Bachelor's degree of three years duration with Urdu as a compulsory/elective subject with atleast 45% marks in aggregate or any other examination recognized by Gurugram University, Gurugram.

#### **M.A. (Yoga Science): -**

Bachelor's degree of three years duration with atleast 45% marks in aggregate or any other examination recognized by Gurugram University, Gurugram. Preference will be given to PG Diploma in Yoga Science/Diploma or degree in Yoga Science only in case when there is tie in merit score.

### 2. **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 other examination recognised by Gurugram University, Gurugram as equivalent thereto.

#### **(ii) M.Sc. (Chemistry):**

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

**(v) M.Sc. (Computer Science):**

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

**(vi) M.Sc. (Statistics):**

B.A./B.Sc. (Hons. or Pass) with Statistics and/or Mathematics or B.A. (Economics)/BE/B.Tech. with Mathematics as a subject at 10+2 level and atleast 50% marks in aggregate or any other examination recognized as equivalent thereto by this University.

**3. 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 Gurugram University, Gurugram as equivalent thereto.

**Note:**

1. 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.
2. **After passing any post-graduate examination from any University/ College, candidate shall be allowed admission in any P.G. Course in any of the Colleges/Institutes. However, no hostel facilities shall be provided to them as admission in the hostel shall be allowed only once at the time of 1<sup>st</sup> entry in the affiliated Colleges/Institutes running P.G. Courses.**

**Example: -**

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%

CHAPTER-V

**ELIGIBILITY CONDITION FOR ADMISSION TO  
PROFESSIONAL COURSES, CERTIFICATE, DIPLOMA s 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 recognized by this University.

OR

Three years Diploma Course conducted by State Board of Technical Education or any other examination recognized by the State Board of Technical Education as equivalent thereto.

2. **Bachelor of Business Administration**

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

OR

Three years Diploma Course conducted by State Board of Technical Education or any other examination recognized by the State Board of Technical Education as equivalent thereto.

**Lateral Entry (10% seats of sanctioned intake)**

Candidates who have passed Diploma in Business Management or an equivalent examination approved by the State Board of Technical Education, Haryana with atleast 45% marks in aggregate.

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 OR any other examination equivalent thereto.

4. **Bachelor of Hotel Management and Catering Technology (BHM & CT)/ Bachelor of Tourism and Travel Management (BTTM)**

i) Senior Secondary Examination (10+2) with atleast 45% marks from Board of School Education Haryana, Bhiwani or any other examination recognized by Gurugram University, Gurugram as equivalent thereto.

ii) Admission will be made according to merit determined on the basis of marks secured in 10+2.

**Lateral Entry (10% seats of sanctioned intake):** After passing one-year Diploma Course (s) from the Institute of Hotel & Tourism Management or any other examination recognized by Gurugram University, Gurugram or equivalent thereto after 10+2 shall be eligible for admission in 2<sup>nd</sup> year.

5. **Bachelor of Vocation (B.Voc.)**

The duration of the B.Voc. Programme shall be three academic years. Each year shall be divided into two semesters. Thus, the B.Voc. Programme shall comprise of six semesters spread over three years. On the completion of all the six semesters, the student will be awarded the B.Voc. Degree in the concerned subject. If a student wishes to exit before the completion of the course, he/she shall be awarded Certificate on successful completion of first semester, Diploma on successful completion of first year (comprising two semester), and Advanced Diploma on successful completion of second year (comprising four semester).

**Eligibility:**

Admission to the B.Voc. Programme shall be open to candidates who have passed Senior Secondary Examination i.e. 10+2 from a recognized Board of Education or an equivalent Examination recognized by the University in any stream.

6. **Bachelor of Arts (Journalism & Mass Communication)**

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

7. **Master in Physical Education (M.P.Ed.) 2 years**

A candidate who has passed B.P.Ed. 1 year, 2 years and 3 years with atleast 55% marks in aggregate.

OR

B.Sc. Physical Education, Health & Sports with atleast 55% marks in aggregate.

AND

The candidates have taken part in the Inter-University Zonal or All India Inter-University/Sr. National tournaments in the games and sports recognized by the Inter-University Sports Board (AIU).

AND

The candidates are required to qualify the Physical Efficiency Test (Canadian Test). However, there shall be no marks for this test. PET will not be applicable to Industry sponsored/NRI candidates. Candidates failing in PET will not be called for counseling.

AND

The candidate must possess the gradation certificate (other than University tournaments) from the Sports Department of his/her state, on the basis of his/her representation/position at National/Inter-National /Zonal/State level tournaments in the games recognized by AIU from time to time.

8. **Master of Tourism and Travel Management (MTTM)**

- i) Bachelor/Master degree with atleast 45% marks in aggregate or any other examination recognized by Gurugram University, Gurugram as equivalent thereto.

Admission will be made according to merit determined on the basis of marks secured in qualifying examination.

**Note:**

1. Weightages for University Sports Certificates shall be given as per criteria laid down and such candidates need not furnish gradation certificates, but in case of all the National/ Inter-national/States tournament certificates, they are required to be the part of gradation certificate i.e. National/Inter-national/State tournaments certificates must be mentioned in gradation certificate. Sports certificates pertaining to National/ Inter-national tournaments, which are not mentioned in the gradation certificates, will not be considered for sports weightages.
2. All the certificates pertaining to the Universities shall be verified from their respective Universities. All the gradation certificates shall be got verified from their respective gradation authorities.
3. The verification of the claims of the candidate regarding participation will be done at the time of interview through appropriate questioning and testing by the Interviewing Board.
4. For the eligibility of the weightage, only participation and achievements of the candidates at Sr. National/ Sr. Inter-state/ All India University/ Zonal Inter-University tournaments in games recognized and adopted by IUSB of India will be considered.
5. The participation/position achieved by a candidate in any tournaments organized by agencies like Nehru Yuva Kendra, Women Sports Festival, Rural Sports Meet, Panchayat Tournaments will not be considered for eligibility/weightage for admission to M.P.Ed. course.
6. Inter-national Tournaments other than Olympic Games, World Championship, Asian Games, Asian Championship, Commonwealth games, World University games and SAARC games, which are conducted by respective recognized sports federations/associations, will only be considered for weightage and eligibility.
7. The performance at Junior National/ Junior Inter-national will only be considered when the athlete has won place at Zonal/All India-University tournament.
8. The candidate has taken part in the Inter-University Zonal or All India Inter-University/Sr. National tournaments in the games and sports recognized by the Inter-University Sports Board (AIU) and position holder in Junior National is also eligible for admission to M.P.Ed. course.

**9. Bachelor in Physical Education (B.P.Ed.) 2 years**

B.A./B.Sc./B.Com. or any other UG Course with 45% marks recognized by Gurugram University, Gurugram as equivalent thereto.

OR

BPE three years degree course with at least 45% marks in aggregate

OR

BSH & PE 5-year course with atleast 45% marks in aggregate.

OR

M.A./M.Sc./M. Com. or any other PG course recognized by Gurugram University, Gurugram as equivalent thereto.

AND

The candidates are required to qualify the Physical Efficiency Test (Canadian Test). However, there shall be no marks for this test. Candidates failing in PET will not be called for counselling.

AND

The candidate must have represented his/her College in Inter-College tournaments in the games recognized by IUSB/State Sports Dept. **OR** A candidate must have participated in state level tournaments in the games recognized by IUSB/State Sports Department. 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. Any candidate who have passed M.A./M.P.Ed. or other higher degree course and having 45% marks is also eligible for admission in B.P.Ed. course provided if he/she fulfils the other eligibility conditions.
2. The certificate of sports older than 4 years shall not be considered for eligibility and weightage purpose.
3. The Junior National Tournaments in games recognized by ISUB (AIU) or Haryana State Sports Dept. shall also be considered for eligibility and weightages for admission to B.P.Ed. course.
4. Those candidates who have won positions in All India Inter University championship shall be exempted from PET if he/she got injured and having an authentic certificate from the medical practitioner of a recognized Govt. Hospital. The authenticity of the certificates shall be ascertained by the panel of teacher of the Department of Physical Education. The panel of teachers shall be constituted by the HOD.
5. Those candidates who have won position in All India Inter University championship shall be given 5% relaxation in eligibility condition of academic merit (score).

#### **10. Diploma course in Physical Education (D.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 'G'**.

AND

In addition to fulfil 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 'F'**.

The guidelines for admission to D.P.Ed courses will be as under:-

- A 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.
- B. (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 D.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.
- C. 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.
- D. The college will submit the list of candidates along with the duplicate copy of admission forms to the HOD (Physical Education) for verification. Photocopy of the Admission Form shall not be entertained at any cost. The same will be sent to R&S branch for further action after doing the needful.
- E. 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.
- F. The Principal of the concerned college will be held personally responsible for fake and wrong admissions.
- G. The candidate must be eligible on the last date of submission of Admission Form. PET will be conducted from the eligible candidates only. Principal of the concerned College shall certify the eligibility of the candidate.

#### **11. Post Graduate Diploma in Journalism & Mass Communication**

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

#### **12. P.G. Diploma in Rehabilitation Psychology**

##### Entry Criteria:

- a. Bachelor's degree (regular mode) with general psychology courses in all the three years, or
- b. Master's degree in any branch of psychology either in regular or distance mode, or
- c. Master's degree in counseling psychology either in regular or distance mode with a minimum of 55% marks in aggregate. For SC/ST/OBC category, minimum of 50% marks in aggregate is essential. Entry qualification shall be from a UGC recognized university.

Further, more clarification may be seen on the RCI website i.e. <http://rehabcouncil.nic.in>

#### **13. 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 Gurugram University, Gurugram as equivalent thereto. A weightage of 5% will be given to the students who have passed B.Sc. (Home Science)/ (Human Nutrition and Dietetics).

**14. Advanced Post-Graduate Diploma in Computer Application (APGDCA):**

Bachelor Degree in any discipline with atleast 45% marks in aggregate or any other examination recognised by Gurugram University, Gurugram as equivalent thereto.

**15. 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 1<sup>st</sup> 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. (Honors) examination;
- (iii) An examination of any other University recognized by this University as equivalent to (i) or (ii) above.

**16. Post Graduate Diploma in Yoga Science:**

Bachelor's Degree or Post Graduate Degree in any faculty from a recognized University in India or any equivalent degree with a minimum of 45% marks. In case of two or more candidates securing equal percentage of marks, preference will be given to a candidate who is having Yoga at Under-Graduate level. If more than one candidate is having Yoga or none having Yoga with equal percentage, the candidate senior in age will be considered higher in merit.

**17. Master of Computer Applications:**

Bachelor's Degree with 45% marks in aggregate with Mathematics at 10+2 level or the Mathematics/Statistics as one of the subjects at Graduation level.

OR

BCA with 45% marks in aggregate

OR

Any other examinations recognized by Gurugram University, Gurugram as equivalent thereto.

Admission to MCA course shall be made according to the State Reservation Policy by the Colleges/Institutes at its own level with full transparency and strictly on the basis of academic merit.

**Lateral Entry:**

Bachelor's degree of minimum three years duration in BCA, B.Sc. (Information Technology/Computer Science)/B.Voc. (Information Technology

& Software Development) or any other examination recognized by Gurugram University, Gurugram as equivalent thereto having 50% marks in aggregate with Mathematics as a course at 10+2 level or at Graduate level.

**18. M.Tech. courses:** As decided by the HSTES, the admission to M.Tech. courses will be made by the University in respect of Colleges affiliated to it firstly on the basis of GATE score and thereafter on the remaining vacant seats if any, on the basis of marks obtained in the qualifying examination.

**19. Master of Architecture/Planning (M. Architecture/Planning):**

A person shall be eligible for admission, who has passed the Bachelor's Degree in Architecture/Planning or its equivalent examination obtaining 50% marks (minimum pass marks for SC of Haryana only) without any rounding off in the aggregate.

**20. Bachelor of Architecture (B.Arch.)**

A candidate can be admitted to 1<sup>st</sup> semester of this course if he/she fulfils the following requirement:

That he/she has passed senior secondary (10+2) examination of Haryana School Education Board or its equivalent examination from a recognized Board/University with Mathematics and must have obtained at least 50% marks (Minimum passing marks for SC of Haryana only) without rounding off in the aggregate.

The aptitude tests conducted as per Council of Architecture (COA) norms are mandatory for admission.

**21. B.A. B.Ed./B.Sc. B.Ed./B.Com. B.Ed. 4-year Integrated course**

A person who has passed 10+2 examination with 60% marks from the Board of School Education, Bhiwani

OR

3-year professional diploma programme conducted by the State Board of Technical Education Haryana.

OR

Any other examination recognized by the University as equivalent thereto.

**22. Master of Business Administration (MBA)**

Master or Bachelor degree/Shastri examination (New Scheme) of three-year duration with atleast 50% marks in aggregate or any other examination recognized by Gurugram University, Gurugram as equivalent thereto.

OR

Final examination conducted by the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India/Institute of Company Secretaries.

**Note:** Admission to MBA course shall be made by the according to the State Reservation Policy by the Colleges/Institutes at its own level with full transparency and on merit, firstly on the basis of CMAT score (or any other AICTE recognized test score) and thereafter on the remaining seats if any, on the basis of marks obtained in the qualifying examination such that available/approved capacity is fully utilized.

**23. Master of Geography (MA)**

Admission to MA Geography in both UTD and the affiliated colleges of the University should strictly be based on merit score of Centralized Admission Test conducted every year for the purpose. Further, all matters

related to PG programme in Geography being run in affiliated colleges should be governed by the University rules/ordinance.

## CHAPTER-VI

### MIGRATION, ENROLMENT AND FEE DETAILS

i) The Principals of affiliated/maintained colleges/institutes will complete the process of online submission of Registration Return-cum-Examination Form and Continuation Return (particulars in the RR/CR should be as per documents of the students) within 10 days from the last date of normal admission/counselling of a course and a 'Hard Copy' of the same will be submitted alongwith all types of required certificates/documents (photocopies duly attested) exhibiting their eligibility and migration certificate in the R & S Branch within 7 days after completing all formalities i.e. depositing of required fee mentioned in the Fund Transfer Report (FTR) relating to different type of fees applicable for a session latest by 30<sup>th</sup> October. If a College/Institute fails to submit the documents/certificate alongwith the hard copy of the RR, the late fee as under will be charged as per prescribed schedule: -

- |  |   |
|--|---|
| (a) For 1-15 days late after the expiry of normal due date:  | Rs. 750/- per student   |
| (b) For 16-30 days late after the expiry of normal due date:   | Rs. 1500/- per student  |
| (c) For 21-45 days late after the expiry of normal due date:   | Rs. 2500/- per student  |
| (d) For one week before commencement of examination and after that no request will be considered in any circumstances: | Rs.5000/- per student with the permission of the Vice-Chancellor. |

**Provided that in case a candidate is not able to submit the migration certificate while sending registration return**, the migration of such candidates may be forwarded in original to the Registration & Scholarship Branch as per the schedule given below alongwith late fees mentioned against each: -

#### All UG/PG Courses (except B.Ed. & M.Ed. Regular Courses)

Upto 31 <sup>st</sup> December	- With late fees of Rs.500/-
Upto 31 <sup>st</sup> January	- With late fees of Rs.1000/-
Upto 31 <sup>st</sup> March	- With late fees of Rs.2000/-

#### B.Ed. & M.Ed. (Regular Courses)

Upto 31 <sup>st</sup> March	- With late fees of Rs.500/-
Upto 30 <sup>th</sup> April	- With late fees of Rs.1000/-
Upto 31 <sup>st</sup> May	- With late fees of Rs.2000/-

ii) In case of admission made with late fees beyond the normal date of admission, the Registration Return-cum-Examination Form and continuation return will be accepted within 15 days from the date of admission/counselling completing other requirements as provided in clause i) above.

In case a College/Institute fails to do the needful, the RR-cum-exam form shall be accepted with requisite fee in one go and penalty of Rs.5/-per student per day shall be charged in respect of each kind of fee separately as already provided in ordinance before one month of the commencement of examination of a course. After that the Registration Return-cum-Examination Form with late fee as referred above will be accepted before ten days of the commencement of examination with the approval of the Vice Chancellor.

In case of students who are already registered with the University, the registration number shall be indicated in Registration Return, but such a student shall pay the prescribed continuation fee.

iii) Migration certificate received after the above-mentioned schedule will not be accepted in any case and the candidature of the student shall stand automatically cancelled.

The fee 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 Registration Return.

(i) Registration fee: Rs.300/- for general courses and Rs.1000/- for professional courses

(ii) Continuation fee: Rs.100/- for general courses and Rs.500/- for professional courses

(iii) Radha krishnan Fund: Rs.70/-

(iv) Development fee:

a) Arts /Science/Commerce Rs.150/-(Rs.100/-to be remitted to the Univ.)

b) BBA: Rs.1200/-

c) BCA/M.Sc. (Computer Sc.)/

MCA/B.Tech./M.Tech : 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:

Non-professional courses: Rs.60/- (Rs.40/- to be remitted to Uni.)

Professional courses: Rs.150/- (Rs.100/- to be remitted to Uni.)

(vii) Sports Fee: Rs.200/- (Rs.150/- to be remitted to Uni.)

(viii) NSS Fee: Rs.20/- (Rs.10/- to be remitted to Uni.)

(ix) Curriculum charges: Rs.50/-

(x) Youth Red Cross Fee: Rs.60/-(Rs.30/- to be remitted to Uni.)

(ix) Digitalization Fees: Rs 600/- per annum per student (₹ 500/- to be remitted to Uni.)

#### **Entry fee for Zonal**

Youth Festival	strength upto 200 students	Rs.1000/-
	strength upto 500 students	Rs.2000/-
	Above 500 students	Rs.5000/-
Tech. Management fest		Rs.3000/-

## **Sports Entry fee**

This fee is for development of sports activities at par with the entry fee of Youth Welfare Activities to be paid by all the Colleges/Institutes shall be as under: -

- |                       |            |
|-----------------------|------------|
| a. Upto 200 students  | Rs. 1000/- |
| b. Upto 500 students  | Rs. 2000/- |
| c. Above 500 students | Rs. 5000/- |

The above sports entry fee shall be payable by every affiliated College/Institute even if it does not participate in any tournament/ game. This sports entry fee will be deposited in one lot in the beginning of the session alongwith other fees while sending RR to the University. However, penalty provision already approved shall be applicable on the sports entry fee also. The entry forms for participation in various games/tournaments approved by the University and AIU, New Delhi will however, be entertained upto the dates to be circulated/notified by the University.

**Note: -**

- i) 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.
- ii) 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 R&S Branch of this University 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/her by the college shall be cancelled and he/she shall have no right for admission to the course or refund of the fees paid by him.
- iii) 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).
- iv) The Entry fee for Zonal Youth Festival/Tech. Management shall be payable even if a college does not participate. The entry fee will be deposited with the Director Youth Welfare alongwith Youth Welfare Fee and Holiday Home fee in the starting of the session. Entry forms may, however, be entertained upto five days before the date of commencement of the festival.

## **Fee structure for Self-Financing Professional Courses**

LL.B. 3/5 year:	Rs.30000/- per annum (including normal fee charged by the University)
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.)

Note: Fee Structure is subject to revision.

## CHAPTER-VII

### **CHANGE OF CATEGORY/SUBJECT(S) OR FACULTY**

1. A student of TDC Part-I (Sem-I) may be permitted to change his/her 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 1<sup>st</sup> November.
4. A student after passing B.A./B.Sc./B.Com. (Hons.) Part-I (semester I) be permitted to change over to the B.A./B.Sc./B.Com. Part-II (semester III) within one month of the start of admission to this course provided that the Principal of the College where he/she 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/she has already qualified in this subject.

A student may be allowed to change from Honors 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), if otherwise eligible.



## CHAPTER-VIII

### CONDONING DEFICIENCY IN LECTURES ETC.

1. Unless 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.

No students shall be deemed to have pursued a regular course of study unless he/she has attended not less than 65% of the lectures delivered in theory as well as practical, unless otherwise provided in any Ordinance. Relaxation in shortage of lectures upto 20% will be allowed by the Head of the Institutes on the grounds detailed above. As per University rules, name of the student remaining absent for 15 consecutive days after the start or during the academic session without any shall be struck off from the rolls of College/Institute. A fine of Rs. 5/- per lecture/day shall be charged on account of remaining absent from the classes.

However, re-admission may be allowed on payment of Rs. 1000/-along with required fine within 15 days with the permission of the Dean Academic Affairs. If a student fails to report within this time limit, the seat will be declared vacant to be filled according to university rules. Re-admission may be allowed by the Dean Academic Affairs only once on the recommendations of the concerned Head of the Institute on payment of prescribed re-admission fee.

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 Exams 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/her at the previous institutions shall be taken into account for determining whether he/she 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/practical 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.

**Example:** - If a student has not attended required percentage of lectures in any semester, then he/she has to seek admission in the same semester to complete the required lectures. In case he/she has attended the required percentage of lectures, he/she is eligible to be promoted to the next semester subject to fulfilment of other requirements.

9. 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-IX

### RESERVATION OF SEATS AND WEIGHTAGES

#### 1. 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 and instructions received from time to time in various programmes offered in Govt./Govt. aided educational/technical/ professional institution is as detailed below:

Category	Percentage
a) All India Open Category Seats (Including Haryana State) (AIO)	15% of the sanctioned intake
b) State Quota	85% of the sanctioned take
(b-1) Haryana Open General Category (HOGC)	50% of the State Quota i.e. 42.5% of total intake.
Economically Weaker Section	*10% seats out of HOG and AIO are reserved for EWS (refer letter no. 22112/2019-1GS-III dated 25.02.2019 at Appendix K1 and letter No.40395DHE-190005/97/2020- UNP (STATE)-DHE dated 19.04.2021
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e. 42.5% of total intake
Scheduled Caste (SC)	20% of State Quota (17% of total intake) i. 50 % of 20% to Scheduled Castes ii. 50% of 20% to Deprived Scheduled Castes (refer to <b>Appendix-J and K</b> )
Backward Classes of Haryana (A)(BCA)	16% of State Quota (13.6% of total intake)
Backward Classes of Haryana (B)(BCB)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	3% of State quota (2.55% of total intake).

**Note: The reservation of seats is as per Reservation Policy of the State Govt. of Haryana and is subject to change/amendment made by the State Govt. from time to time.**

- i) Candidate belonging to SC/ST are required to submit a certificate from the competent authority as per **Appendix-A**. The list of Deprived Scheduled Castes notified by the Haryana Government, is available at **Appendix-K**.
- ii) Candidate belonging to Backward Classes are required to submit a certificate from the competent authority as per **Appendix-B**. The list of Backward Classes in Haryana notified by the Haryana Government is available at **Appendix-L**.
- iii) The children or grandchildren (Maternal & Paternal) of Freedom Fighters are required to submit a certificate form the competent authority as per **Appendix-C**.
- iv) 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 dependent of Freedom Fighter 1%).
- v) Further, 3% reservation is also provided to Ex-serviceman/ 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 Classes category is concerned year wise rotational system will be adopted. For example, if Block-A of Backward Classes are given seats in academic year 2013, the next Block i.e. (B) Block of Category of Backward Classes will be given seats in the next academic year 2014 and so on.

- vi) Fifty percent of the twenty percent seats reserved for Scheduled Castes for admission in any educational institution shall be set aside for candidates belonging to deprived Scheduled Castes as enumerated in the **Appendix-K**.

**Note:** A roster register for reservation of seats for ex-servicemen/freedom fighter shall be maintained and carry forward all fractions till one seat is accumulated through different fractions over the years. As and when the total comes to one, a seat will be provided in the Prospectus (Chief Secretary to Govt. Haryana letter No. 23/27/2004-2GS-III dated 05.12.2008).

## 2. **Guidelines for Reservation**

- i) 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/she 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).

- ii) 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
- iii) 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.
- iv) Where a seat set aside for candidate from deprived Scheduled Caste for admission in Government educational Institutions is not filled up in any academic year due to non-availability of candidate of deprived Scheduled Castes possessing the requisite qualifications, the same shall be made available to candidate of Scheduled Castes.
- v) 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- 'E'**.
- vi) Children or Wards of Military Personnel (including personnel of Para-Military Forces killed in Action or Permanently Disabled in Action and Boarded Out from the Services or Ex-Servicemen and their wards will be considered of reservation. They will submit a certificate as per **Appendix-'D'**.

The following categories of personnel of Territorial Army are included in the definition of Ex-Servicemen in terms of the State Govt. Letter No. 12/18/2006-GS-II dated 08.01.2008.

- i) Pension holders for continuous embodied service
- ii) Persons with disability attributable to military service
- iii) Gallantry Award Winners and
- iv) Such recruits boarded out/released on medical grounds and granted medical/disability pension.

### 3. Weightage for Preparing Merit List

- |        |   |          |
|--------|---|----------|
| (i)    | Weightage to the candidates who have passed qualifying exam.                  | 5 marks  |
|        | a. from any of the Universities in the State except candidates to             |          |
|        | b. be admitted against All India Quota.                                       |          |
| (ii)   | Weightage for NCC 'C' / 'G' Part-II Certificate, and Scouts and               | 5 marks  |
|        | a. marks Guides decorated with the President's Award.                         |          |
|        | b. Weightage for Certificate of Merit for Youth Red Cross/NSS/MFLP            | 5 marks  |
|        | awarded by the University/State Govt.   |          |
|        | c. Weightage for securing 1 <sup>st</sup> position at University Inter-Zonal/ | 5 marks  |
|        | d. Inter-University North-Zonal /National/State/Inter-State                   |          |
|        | e. Youth Festivals in either individual or group items.                       |          |
| (iii)  | Weightage for NCC 'A' Certificate   | 2 marks  |
| (iv)   | Weightage for NCC 'B' Certificate   | 3 marks  |
| (v)    | Weightage for passing Matric and/or 10+2 examinations as regular              | 5 marks  |
|        | a. students from Schools/Colleges situated in rural area of Haryana           |          |
|        | b. except candidates to be admitted against All India Quota.                  |          |
| (vi)   | Weightage for donating blood atleast five times for social cause              | 5 marks  |
|        | a. in a Govt./Govt. approved Blood Bank.                                      |          |
| (vii)  | Weightage for Hons. In the subject seeking admission to P.G. course           | 10 marks |
| (viii) | Weightage for NIS Dip. In any game (for admission to M.P.Ed.)                 | 5 marks  |
| (ix)   | Weightage to candidates having passed qualifying examination with             | 5 marks  |
|        | Mathematics or Statistics as a main subject (for admission to                 |          |
|        | M.A. Economics only)  |          |
| (x)    | Weightage to candidates having passed B.A/B.Sc. with Computer                 | 5 marks  |
|        | a. Science as an elective subject in addition to Mathematics                  |          |
|        | b. (for admission to M.Sc. Maths with Computer Science)                       |          |
| (xi)   | Weightage for M.A. (Psychology) (only for P.G. Dip. in Guidance               | 5 Marks  |
|        | a. & Counseling.  |          |
| (xii)  | Weightage to candidates having passed B.Sc. (Biotechnology)                   | 5 marks  |
|        | (for admission to M.Sc. (Biotechnology) only.                                 |          |
| (xiii) | Weightage to the candidates who have passed B.A with Defence                  | 10 marks |
|        | a. Studies /Military Science/ Studies as one of the subjects (for             |          |
|        | b. admission to M.A in Defence & Stratregic Studies)                          |          |
| (xiv)  | Weightage to the candidates who have passed M.A (English)/(Hindi)             | 10 marks |
|        | a. (for admission to P.G Diploma in Translation)                              |          |
| (xv)   | Candidates passing Fine Arts (Painting / Applied Arts) as one of the          | 5 marks  |
| (xvi)  | subject in 10 +2 (for admission to MFA 6- year)                               |          |

- (xvii) Weightage to the candidates who have passed Graduation with  
a. Mathematics (for admission to M.Sc. Statistics) 5 marks
- (xviii) Weightage to the candidates who have passed Graduation with  
a. Statistics as a main subject (for admission to M.Sc. Statistics) 10 marks
- (xix) Students having B.A. with Fine Arts (Painting, Drawing & Painting), 5marks
- a. Art, Applied Art, Sculpture, Graphics, Art, History as one of the subjects {for admission to M.A. (Drawing & Painting)}
- (xx) Students having Certificate/Diploma in Arts & Crafts Teacher 5 marks  
a. Training Course {for admission to M.A. (Drawing & Painting)}
- (xxi) Students having any certificate (participation or award) in the 5 marks  
field of Fine Arts from any recognized/registered institutions {for admission to M.A. (Drawing & Painting)}
- (xxii) Weightage to the sports candidates will be given on the following graded scale:

<b>Grade</b>	<b>Weightage</b>
A-1	5 marks
A-2	4 marks
B-1	3 marks
B-2	2.5 marks
C-1	2 marks
C-2	1 marks
D	0 marks

Note:

1. Total weightage in any case (except for Hons. candidates and admission to C.P.Ed./B.P.Ed./M.P.Ed. courses) should not exceed 10 Marks.
2. In case of Honours candidate's total weightage shall not exceed 20 Marks.
3. Candidates claiming blood donation weightage must submit the documentary proof from the Red-Cross Society/Official Blood Bank.

Above weightage (s) shall be given subject to the following conditions:

- (i) Total weightage for preparing merit list will not exceed 10 marks (except for Honours candidates and admission to D.P.Ed./M.P.Ed. & B.P.Ed. courses) in any case. In case of Hons., it will not exceed 20 marks.
- (ii) Sports weightage given under (xv) above will not be applicable for admissions to B.P.Ed. and M.P.Ed. However, candidates seeking admission to these courses i.e. D.P.Ed./M.P.Ed. and B.P. Ed. will be given sports weightage as per criteria given in **Appendix 'G'**.
- (iii) The weightage at Sr. No. (xv) and (xvi) for admission to M.Sc. (Statistics) is subject to maximum of 20 marks.
- (iv) Only those candidates who have passed their Secondary Examination or Senior Secondary Examination (10+2) as regular students from Govt./Govt. Aided schools only situated in rural area of Haryana are entitled for the Rural Area Weightage except All India quota. Such candidates must produce a certificate to this effect as per **Appendix-'O'**.
- (v) Candidates claiming sports weightage must submit certificate issued by the Director of Sports of the State concerned indicating grade. Certificate from any other Authority will not be considered.

- (vi) Candidates claiming blood donation weightage must submit certificate issued by the Red Cross Society /Official Blood Bank.

**Example for preparing merit list: -**

Column	I	II	III	IV	V	VI
Sr. No.	Marks obtained in the qualifying exam	Total marks	% in qualifying exam	Academic Merit	Weightage	Overall Merit (IV+V)
1.	300	500	60.00	60 Marks	5 Marks	65 Marks
2.	2160	2700	80.00	80 Marks	10 Marks	90 Marks

4. **Admission against Supernumerary seats in the category of Outstanding 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 Central/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 1<sup>st</sup>/ 2<sup>nd</sup>/3<sup>rd</sup> position in Olympic Games, World Championship, World Cup, World University Games, Devis Cup, Wimbledon Championship, U.S. French and Australian Open Tennis Championship, Thomas Cup, Uber Cup, All England Badminton Tournament.

- (ii) Participation in the above-mentioned tournament.

**Cat A.-II:**

- (i) Participation in the above mentioned in A-II point.

**Cat B.-**

- (i) 1<sup>st</sup> /2<sup>nd</sup> / 3<sup>rd</sup> 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.-**

1<sup>st</sup>/2<sup>nd</sup> /3<sup>rd</sup> position in zonal Inter- University tournaments/ zonal national tournaments/ representation in Inter University Tournament(s).

The eligibility rules for the admission against sports seat, only those games which are recognized and adopted by the Inter University Sports Board of India/MDUSC and approved by AIU will be considered for determining admission against sports seats. List of games approved by AIU is appended at 'M'.

- III) The candidates should be eligible for Inter – University 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/her performance should not be more than one year old.

- V) The candidate better in sports will be admitted as per merit decided by the Committee at college level. It should be formed by the principal and merit for admission against sport quota seats should be decided at college level.
- VI) The candidate better in sports will be admitted as per merit decided by the Admission Committee of the concerned Department/ College. However, the Director Sports will approve the merit list prepare by the Admission Committee with regard to checking the genuineness of the certificates/merit.
- VII) In case of tie in sports merit, the candidate better in academic merit be given preference.
- VIII) (**Mentioned point No. XI in received documents**) The age of the student should not exceed 25 years.
- IX) The sports certificate and photograph of the player must be attested by the Secretary of the concerned federation.
- X) The candidate must possess the gradation certificate (other than University Tournaments) from the Sports Dept. of his/her state, on the basis of his/her representation/position at National/Inter-National /Zonal/State level tournament in the games recognized by AIU from time to time.
- XI) In case, there is no availability of Coach in the University, for the game in which the student is seeking admission, then University will higher the services of the Coach from Sports Department of Haryana.
- XII) Only those games which are recognized and adopted by the Inter-University Sports Board of India and approved by AIU will be considered for determining admission against sports seat.
- XIII) It will be mandatory for the admitted students to participate in the Sports activities of his/her Department/University and should have consistently participated in Sports activities.

**NOTE:**

The application form received for outstanding sports quota seat up to last date of applying for admission shall be sent to the Director Sports within three days after the 3<sup>rd</sup> counselling of the concerned Department, if required any clarification/guidance. Thereafter, the Admission Committee will decide the case for admission within 10 days after the 3<sup>rd</sup> counselling. No late fee shall be charged from such candidates.

**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.Voc./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 Committee of on the College level should be formed by the concerned Principal of the College and merit for admission against Sports Quota Seats should be decided at the College level.
- 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.
- viii) 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.



## **5 Admissions for Kashmiri Migrants**

1. 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 and Kashmiri Pandits/Kashmiri Hindu Families who are living in the Kashmir Valley). 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.

## **6 Admissions against Supernumerary Cultural Activities Seats**

One supernumerary seat in each College/Institute will be earmarked to promote cultural activities subject to the fulfilment 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-X

### **BAN OF RAGGING IN EDUCATIONAL INSTITUTIONS**

The instructions for curbing ragging as conveyed the UGC vide letter No. 1-15/2009 (ARC) pt. III dated 17.03.2017, in view of the judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009 and also given in Chapter X be adhered to strictly (UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, UGC website: [www.ugc.ac.in](http://www.ugc.ac.in) & the Haryana Prohibition of Ragging in Educational Institution Ordinance 2012.

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately. The punishment may include expulsion/ 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 or withdrawing scholarships or fellowships and other benefits (ii) forfeiting campus placement opportunities or recommendations. (iii) debarring from appearing in any test or examination or other evaluation process (iv) debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival, etc. (v) withholding results (vi) suspension or expulsion from hostel or mess (vii) cancellation of admission (viii) 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 in disciplinary activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear 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 of embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student or any type of abuse through electronic media or wrongful confinement, use of criminal force, assault as well as sexual offence, trespass, defamation or threat to defame will be deemed an act of ragging.

Hon'ble Supreme Court of India in SPL (C) No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala and 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 to if his/ her explanation is not found satisfactory, the authority would expel him/her from the Institution.

## HARYANA GOVERNMENT

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

---

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

---

## SCHEDULED CASTE-CERTIFICATE

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

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

Dated:

Signature with seal of issuing Authority

Place:

Full Name.....

Designation.....

Address with.....

Telephone No. with STD Code.....

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

## HARYANA GOVERNMENT

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

---

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

---

## BACKWARD CLASS CERTIFICATE

## Block 'A' OR 'B'

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

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

3. This is to certify that he/she does not belong to the person /section (Creamy layer) as per State Govt. Letter No.1170-SW (1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 and No.213-SW (1)-2010 dated 31.08.2010.

Dated: .....

Place: .....

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with.....

Telephone No. with STD Code.....

**Issuing Authority: Tehsildar-cum-Executive Magistrate,****Naib Tehsildar-cum-Executive Magistrate****Head of Department in case of Government employee.****(The applicant shall submit an affidavit that he/she falls/does not fall in creamy layer)**

**APPENDIX-C**

**CERTIFICATE FOR CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS**

No. ....

Dated.....

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

Signature of Officer authorized

By Chief Secretary, Haryana

To issue such certificate

(with office seal and Stamp)

**APPENDIX-D**

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

Certified that Sh. .... Father of ..... (name of the candidate) is serving military  
personnel/an ex-serviceman and he/his son/daughter is entitled for the benefit of reservation of seats for admission  
in course in MD University, Rohtak. He detailed particulars are as under.

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

Signature of Secretary Zila Sainik

Board or Commanding Officer

(seal of the above authority)

Place: .....

Date: .....

**Medical Certificate for Physical  
HANDICAPPED DEPARTMENT OF ORTHOPAEDICS**

---

**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.....

Stamp & Signature  
Chief Medical Officer

Signature of Applicant

**PHYSICAL EFFICIENCY TEST**

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

**CANADIAN TEST**

- (a) Male candidates must clear the following event/activities in a sequence from the starting line within 32 seconds and the total distance would be 75 meters.
  - i) 10 feet long jump
  - ii) Seven times crossing over the width of 5 feet river/pit
  - iii) Vaulting Horse of 4 feet 8-inch height
  - iv) Forward roll on mat
  - v) Crossing over the hurdle of 3 feet height
  - vi) Carrying two buckets of sand upto the finishing line 25 meter away.
- (b) Female candidates must clear the following event/activities in a sequence from the starting line within 35 seconds and the total distance would be 70 meters.
  - i) 8 feet long jump
  - ii) Five times crossing over the width of 4 feet river/pit
  - iii) Vaulting Horse of 3 feet 2 inches height
  - iv) Forward roll on mat
  - v) Crossing over the hurdle of 2 feet height
  - vi) Carrying two buckets of sand (2/3 filled) upto the finishing line 20 meter away.

**Note I:**

- (i) 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.
- (iii) Candidates not completing the test within prescribed time will not be called for counselling.
  - (iv) A student can be referred for medical check-up at any time during the course, if HOD is of the opinion that the student has become unfit for practical.
  - (v) 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

**Note II:**

Common PET shall be conducted by the Department of Physical Education at Sports Complex for M.P.Ed. and B.P.Ed. courses for the affiliated Colleges of the University. The date for PET shall be notified by the Head, Department of Physical Education after receiving the application forms of the candidates from their respective Colleges alongwith the required fee of Rs.100/- per candidate.

## SPORTS WEIGHTAGES FOR D.P.Ed. /B.P.Ed./M.P.Ed.

**D.P.Ed.:**

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.

**B.P.Ed.**

For deciding the total merit of the candidate, the following marks will be added to the marks obtained by the candidate in the qualifying examination:

Sr. No.	Position	Marks
1.	Olympic Games/World championship	
i.	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup>	25
2.	Asian Games/Asian Championship/ Commonwealth Games	
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	23
3.	SAARC Games/Inter-national Tournaments	
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	20
4.	Test matches and other Inter-national Tournaments	
i.	Participation	17
5.	National/All India Inter-State/ All India Inter-University Tournaments	
i.	1 <sup>st</sup>	15
ii.	2 <sup>nd</sup>	12



Sr. No.	Position	Marks
1.	Olympic Games/World championship	
i.	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup>	25
2.	Asian Games/Asian Championship/ Commonwealth Games	
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	23
3.	SAARC Games/Inter-national Tournaments	
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	20
4.	Test matches and other Inter-national Tournaments	
i.	Participation	17
5.	National/All India Inter-State/ All India Inter-University Tournaments	
i.	1 <sup>st</sup>	15
ii.	2 <sup>nd</sup>	12

Note: Only highest weightage will be counted out of above categories

### M.P.Ed.

For deciding the overall merit of the candidate, the following marks will be added to the marks obtained by the candidate in the qualifying examination and the Entrance Examination:

Sr. No.	Position	Marks
1.	Olympic Games/World championship	
i.	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup>	25
2.	Asian Games/Asian Championship/ Commonwealth Games	
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	23
3.	SAARC Games/Inter-national Tournaments	
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	20
4.	Test matches and other Inter-national Tournaments	
i.	Participation	17
5.	National/All India Inter-State/ All India Inter-University Tournaments	
i.	1 <sup>st</sup>	15
ii.	2 <sup>nd</sup>	12
iii.	3 <sup>rd</sup>	10

OR

	National Zonal/Inter-State Zonal/ Inter- University Zonal Tournaments	
i.	1 <sup>st</sup>	10
ii.	2 <sup>nd</sup>	08
iii.	3 <sup>rd</sup>	06
6.	Zonal Combined Universities/ Combined University	
i.	Played	05

**Government of Haryana**

(Name & Address of the authority issuing certificate)

(ECONOMICALLY WEAKER SECTIONS)

EWS INCOME AND ASSET CERTIFICATE

Certificate No.....

Date.....

**VALID FOR THE YEAR-----**

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

Its further certified that His/her Family does not own or possess any of the following assets\*\*\*.

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

2. Shri/Smt./Kumari .....belongs to the ..... Recognized as a Scheduled Caste. Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
Name  
Designation

---

Note I; Income means income from all sources i.e salary, agriculture, business profession etc.

Note2; The term Family for this purpose will include the person who applies for benefit of reservation his/her parents' spouse as well as children and siblings below the age of 18 years.

Note3; The property held by a Family in different location or different places/cities are to be dubbed while applying the land or property holding test to determine EWS status.

**STATE-WISE LIST OF FAKE UNIVERSITIES**

**Bihar**

1. Maithili University/Vishwavidyalaya Darbhanga, Bihar.

**Delhi**

2. Commercial University Ltd., Darya Ganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi, 110 008.
6. Indian Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, Delhi

**Karnataka**

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

**Kerala**

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

**Maharashtra**

10. Raja Arabic University, Nagpur, Maharashtra.

**West Bengal**

11. Indian Institute of Alternative Medicine, Kolkatta
12. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2<sup>nd</sup> Floor, Thakurpurkur, Kolkata-700063.

**Uttar Pradesh**

13. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
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. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makaanpur, Noida Phase-II, Uttar Pradesh.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh.

**Odisha**

22. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road Shaktinagar, Rourkela-769014.,
23. North Orissa University of Agriculture and Technology, Odisha.

**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.

## List of Scheduled Castes in Haryana State

1	Ad Dharmi, 1(a) Aharia, Aheri, Hari, Heri, Thori, Turi	20	Khatik
2	Balmiki	21	Kori, Koli
3	Bangali	22	Marija, Marecha
4	Barar, Burar, Berar	23	Mazhabi, Mazhabi Sikh
5	Batwal, Barwala	24	Megh, Meghwal
6	Bauria, Bawaria	25	Nat, Badi
7	Bazigar	26	Od
8	Bhanjra	27	Pasi
9	Chamar, Jatia Chamar,	28	Perna
10	Chanal Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhatoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasia.	29	Pherera , 29 (a) Rai Sikh
11	Dagi	30	Sanhai
12	Darain	31	Sanhal
13	Deha, Dhea, Dhaya	32	Sansi, Bhedkut or Manesh
14	Dhanak	33	Sansoi
15	Dhogri, Dhangri or Siggri	34	Sapela, Sapera
16	Dumna, Mahasha, Doom	35	Sarera
17	Gagra	36	Sikligar, Bariya
18	Gandhila, Gandil, Gondola	37	Sirkiband
19	Kabirpanthi, Julaha		

## List of Deprived Scheduled Castes in Haryana State

1. Ad Dharmi
2. Balmiki
3. Bangali
4. Barar, Burar, Berar
5. Batwal, Barwala
6. Bauria, Bawaria
7. Bazigar
8. Bhanjra
9. Chanal
10. Dagi
11. Darain
12. Deha, Dhaya, Dhea
13. Dhanak
14. Dhogri, Dhangri, Siggri
15. Dumna, Mahasha, Doom
16. Gagra
17. Gandhila, Gandil, Gondola
18. Kabirpanthi, Julaha
19. Khatik
20. Kori, Koli
21. Marija, Marecha
22. Mazhabi, Mazhabi Sikh
23. Megh, Meghwal
24. Nat, Badi
25. Od
26. Pasi
27. Perna
28. Pherera
29. Sanhai
30. Sanhal
31. Sansi, Bhedkut, Manesh
32. Sansoi
33. Sapela, Sopera
34. Sarera
35. Sikligar, Bariya
36. Sirkiband

## LIST OF BACKWARD CLASSES IN HARYANA STATE

## BLOCK 'A'

- |   |   |
|---|---|
| 1. Aheria, Aheri, Heri,<br>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. Battera  |
| 9. Bharbhujja, Bharbhunja   | 10. Bhat, Bhatra, Darpi, Ramiya   |
| 11. Bhuhalia Lohar  | 12. Changar   |
| 13. Chirimar  | 14. Chang   |
| 15. Chimba, Chhipi, Chimpa,<br>Darzi, Rohilla   | 16. Daiya   |
| 17. Dhobis  | 18. Dakaut  |
| 19. Dhimar, Mallah, Kashyap,<br>Rajpoot, Kahar, Jhiwar,<br>Dhinwar, Khewat, Mehra,<br>Nishad, Sakka, Bhisti,<br>Sheikh-Abbasi | 20. Dhosali, Dosali   |
| 21. Faquir  | 22. Gwaria, Gauria or Gwar  |
| 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,<br>Suthar, Dhiman- Brahmin<br>Tarkhan, Barhai, Baddi. |
| 31. Joginath, Jogi, Nath, Yogi  | 32. Kanjar or Kanchan   |
| 33. Kurmi   | 34. Kumhars, Prajapati  |
| 35. Kamboj  | 36. Khanjhera   |
| 37. Kuchband  | 38. Labana  |
| 39. Lakhera, Manihar, Kachera   | 40. Lohar, Panchal-Brahmin  |
| 41. Madari  | 42. Mochi   |
| 43. Mirasi  | 44. Nar   |
| 45. Noongar   | 46. Nalband   |

47. Pinja, Penja
49. Raigar
51. Rechband
53. Soi
55. Sunar, Zargar, Soni
57. Teli
59. Weaver (Jullaha)
61. Bhattu/Chattu
63. Rahbari
65. Chaaraj (Mahabrahman)
67. Ramgarhia
69. Dawala, Soni- Dawala, Nyaaria
71. Nat (Muslim)

48. Rehar, Rehara or Re
50. Rai Sikhs
52. Shorgir, Shergir
54. Singhikant, Singiwala
56. Thathera, Tamera
58. Banjara, Banjara
60. Badi/Baddon
62. Mina
64. Charan
66. Udasin
68. Rangrez, Lilgar, Nilgar, Lallari
70. Bhar, Rajbhar
72. Jangam

**BLOCK 'B'**

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



## List of games approved by AIU

Sr. No.	National Championships	Sr. No.	National Championships
1.	American Football (M & W)	2.	Aquatics(M W)
3.	Archery (M W)	4.	Athletics (M W)
5.	Badminton (M &W)	6.	Ball Badminton (M & W)
7.	Baseball (M & W)	8.	Basketball (W)
9.	Basketball (M & W)	10.	Best Physique (M)
11.	Boxing (M & W)	12.	Canoeing and Kayaking (MW)
13.	Chess (M & W)	14.	Cricket (M & W)
15.	Cross Country (MW)	16.	Cycling Road (MW)
17.	Cycling Track (MW)	18.	E- Sports (M & W)
19.	Fencing (M & W)	20.	Football (M & W)
21.	Gatka (M & W)	22.	Gymnastics (M & W)
23.	Handball (M & W)	24.	Hockey (M & W)
25.	Hockey 5' s (M & W)	26.	Judo (M & W)
27.	Kabaddi NS (M &W)	28.	Kabaddi Circle Style (M & W)
29.	Kho-Kho (M & W)	30.	Korf Ball (Mixed M&W)
31.	Lawn Tennis (M & W)	32.	Netball (M & W)
33.	Pistol Shooting & 177, Air Rifle Peep Sight (M & W)	34.	Power Lifting (M & W)
35.	Relay Race (M)	36.	Roll Ball (M & W)
37.	Roller Sports (M&W)	38.	Rowing (M &W)
39.	Sepak Takraw (M &W)	40.	Soft Tennis (M & W)
41.	Softball (M & W)	42.	Squash Rackets (M & W)
43.	Table Tennis (M & W)	44.	Taekwondo (M & W)
45.	Tug of War (M & W)	46.	Volleyball (M & W)
47.	Wrestling FS & GR (M & W)	48.	Wt. Lifting (M & W)
49.	Wushu (M & W)	50.	Yachting (M & W)
51.	Yoga (M & W)		

**SELF DECLARATION**

(Self-Declaration to be submitted by students against ragging at the time of admission)

1. I, \_\_\_\_\_ (Full Name of the Student with admission/ registration/ enrollment No.) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (name of the institution) \_\_\_\_\_ have carefully read “THE HARYANA PROHIBITION OF RAGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:
  - (a) I will not indulge in any behavior or act that may be constituted as ragging under the ordinance.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the county on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

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

Signature of the Student

Name:

**Self-Declaration by the Parent/ Guardian**

1. I, Mr./Mrs./Ms \_\_\_\_\_ (Full name of parent/ guardian) father/mother/guardian of, \_\_\_\_\_ (Full name of student with University Roll No. \_\_\_\_\_), having been admitted to (name of the institution) \_\_\_\_\_ have carefully read “THE HARYANA PROHIBITION OF RAGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the ordinance.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the county on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

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

Signature of the Parent/ Guardian

Name:

Address:

Telephone/ Mobile No.

E-mail id

**CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING TO  
RURAL AREAS OF HARYANA**

Certified that Shri/Smt./Ms. ....son/daughter of Shri ..... passed his/her Matric/10+2 Examination in the year .....as a regular student of our School (Name of School) ..... which is located in Village ....., The. ...., Distt.....and falls in Rural Area. His/her Class Roll No. was..... Certified further that this school is a Govt./Govt. Aided school.

.  
Date.....  
Place.....

Signature of the Head Master  
/Principal of the School.  
(legible office seal)