

# ADMISSION BROCHURE 2022-23 FOR AFFILIATED COLLEGES/ INSTITUTES



## **INDIRA GANDHI UNIVERSITY, MEERPUR - REWARI**

(A State University Established under Haryana Act No. 29 of 2013  
and Recognized u/s 12 (b) & 2(f) of UGC Act, 1956)

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CHAPTER-I  
**ADMISSION SCHEDULE FOR UG/PG PROGRAMMES**

**A. Admission Schedule for various UG programmes to be made by the State Government through Centralized Online Admission process:**

Admissions will be made as per the schedule notified by the Department of Higher Education, Haryana and available on website <https://admissions.highereduhry.ac.in>. The guidelines of DHE Haryana issued during the session 2021-22 for applicants are available at “**Appendix - L** “ and as per instructions issued by the Department of Higher Education, Haryana vide letter dated 26.07.2022, the same shall be followed during the session 2022-23. **If any difference in rules and guidelines for admission process is found between Indira Gandhi University, Meerpur and DHE Haryana, the instructions issued by DHE Haryana shall be followed.**

B. For various UG/PG programmes where admissions are to be made as per the admission schedule issued by the respective statutory bodies (i.e. AICTE), shall be made strictly in accordance with the guidelines & Schedule of the respective statutory bodies.

**C. Admission Schedule for various UG programmes (except B.Ed. & LL.B. 3 years) being run in the affiliated Colleges/Institutes where admissions are not made by the State Government through Centralized Online Admission process:**

Sr. No.	Particulars	Date
1.	Starting of Filling of Application Form	01.08.2022
2.	Last date for submission of application form	16.08.2022 (upto 05:00 p.m.)
3.	Display of 1 <sup>st</sup> Merit List on College Website as well as Notice Board	17.08.2022 (upto 05:00 p.m.)
4.	1 <sup>st</sup> Counseling	19.08.2022 to 20.08.2022
5.	Display of Vacant Seats after 1 <sup>st</sup> Counseling & 2 <sup>nd</sup> Merit List on College Website as well as Notice Board	22.08.2022
6.	2 <sup>nd</sup> Counseling	23.08.2022
7.	Display of Vacant Seats after 2 <sup>nd</sup> Counseling & 3 <sup>rd</sup> Merit List on College Website as well as Notice Board	24.08.2022
8.	3 <sup>rd</sup> Counseling	25.08.2022
9.	Display of Vacant Seats after 3 <sup>rd</sup> Counseling & 4 <sup>th</sup> Merit List on College Website as well as Notice Board	25.08.2022 (after 05:00 p.m.)
10.	Open Counseling	26.08.2022
11.	Commencement of Classes	22.08.2022

**D. Admission to PG programmes where admissions are not made by the IGU, Meerpur through Entrance Test:**

Admission Schedule for such PG programmes will be provided later on.

**Note:**

1. The College/Institute must adhere to all Rules & Regulations of DHE, Haryana and Indira Gandhi University, Meerpur, Rewari in letter and Spirit throughout admission process.
2. After each counseling, the list of admitted students shall be submitted to the R&S Branch of the university by the concerned college on the next day of counseling.

## CHAPTER-II

### ADMISSION PROCEDURE AND REGULATIONS

1. Admission to B.P.Ed./M.P.Ed./D.P.Ed. will be made by the affiliated Colleges/Institutes according to the instructions of the State Govt. of Haryana
2. Admission in Under Graduate/Post Graduate programmes and other programmes/ 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 an Information Brochure highlighting its courses, achievements in Academic, Cultural & Sports activities, availability of infrastructure, number of intake, eligibility conditions etc. The prospectus/admission forms shall be made available by the Principal/Director of the Colleges/ Institutes concerned well in time.
3. No admission shall be made by the College/Institute before getting affiliation certificate from the University. If any College/Institute makes admission in any course without obtaining provisional affiliation from the University, such admissions shall not be regularised in any case.
4. Candidates who have compartment/re-appear in one or more papers in the qualifying examination shall not be allowed to take admission in 1<sup>st</sup> semester of the programme/course in any case and also the lateral entry programmes.
5. Providing Mobile Number, Photo and Date of Birth in application form should be made mandatory for every student. Student himself/herself will be responsible for providing the correct information and the Principal/Director will certify that the information submitted by the student is being forwarded after proper verification.
6. The portal for submission of RR/CR will be opened by the University as per schedule notified by the Registration & Scholarship Branch of the University.
7. The category wise (such as SC/ST/BC, Male/Female etc.) list of admitted students in respect of all the programmes/courses shall be sent by the College/Institute to the Registration & Scholarship Branch, Indira Gandhi University, Meerpur, Rewari along with Registration Return.
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, within 10 working days of the declaration of result by the University, otherwise eligible. In such case, no late fee will be charged from the candidate.
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:-

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“I declare that I am applying for admission with the consent of my parents/guardian and that the particulars given above are correct. I have read the College/Institute prospectus for the session 2022-23 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 liable for any disciplinary proceedings initiated against me.”

The applicants shall also submit the Undertaking as **appended at ‘G’**.

11. **Students, in no case, will be dealt directly by the University and their requests/applications should not be sent to the University in piecemeals. However the doubts, if any, may be got cleared by deputing an official/teacher to the University for the purpose.**
12. All admissions shall be made strictly on merit amongst eligible applicants for each programme/course of study.
13. 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 shall be ignored in Under Graduate Semester-I i.e. B.A./B.Sc./ B.Com. etc.
14. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. programme if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the subject.
15. 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.
16. The Principal/Director of the College/Institute shall not make admission over and above the sanctioned intake. Such admissions shall not be regularised by the University. Registration Branch of this University will ensure that admissions are not made over and above the sanctioned seats by any College/ Institute. If any violation in this regard comes to the notice, the same will be brought to the notice of the University authorities.
17. No one shall be allowed to appear in 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, LL.B., B.P.Ed. and D.P.Ed.) for the session 2022-23.

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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 seats, if any, should come to the Colleges Branch of the University for further action. In case of Govt. Colleges/Institutes, such request shall be made through the Director General, Higher Education, Haryana.

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 the Admission Committee of the College/Institute.

18. 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 the reduction will be doubled in case the College/Institute repeats the violation of rules.
19. Admissions to various programmes/courses in the Colleges/Institutes may be made after consulting the list of various examinations of other Universities/Boards recognised by this University (equivalency list available on University Website). If any admission is made by the

- College/Institute in violation of above list, it shall be the sole responsibility of the said College/Institute and those admissions will not be regularised in any case.
20. 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.
  21. The SC/BC candidates shall be charged 1/4<sup>th</sup> of the price of the Prospectus/Information Brochure as per instructions of the Director SC/BC Welfare Department, Chandigarh. Therefore, price of the prospectus/Information Brochure for such candidates be printed accordingly.
  22. **Relaxations in eligibility conditions for SC Category Candidates of Haryana only:**  
 The SC candidates of Haryana shall be granted relaxation of 5% marks in the eligibility conditions in all the programmes/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.22/129/2012-1GSIII dated 16.07.2014 in view of judgement of Hon'ble Supreme Court passed in Civil Appeal No.7084/2011 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 Mark 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 candidates of reserved category of Haryana only, as per reservation policy of the State.
  24. 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 Residence of Haryana.
  26. No College/Institute shall register/enroll any student in violation of the merit list. In case any College/Institute is found violating the merit list, it shall be liable for disciplinary action as per university norms.



27. The duration of the course for B.A./B.Sc./B.Com (Pass & Vocational/Hons.)/B.B.A./B.C.A./ Bachelor of Journalism & Mass Communication shall be three academic years i.e. six semesters

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.

28. **The maximum period to complete the course is duration of the course + 3 years, unless otherwise specified in any other Ordinance.**

29. At the time of admissions, fees/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 programmes/courses are being run under SFS. Instructions received from the State Govt. from time to time on this issue shall be followed.

The fees and funds relating to SC students shall be claimed by the concerned College/Institute under Post Matric Scholarship 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 to the College/ Institute, then the said amount shall be transferred in the bank account of concerned student through Aadhar Card by State Government. Such students shall intimate the College/Institute on receipt of the claim.

Any fee prescribed by the concerned college 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".

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

- 31.

- a. If a candidate after having been admitted to the first year of a programme, leaves the programme without attending any class and he/she applies for a refund of fee within 7 days of the date of admission, the fee paid by him/her shall be refunded after deducting Rs.1000/-.
- b. If a candidate after having been admitted to the first year of a programme withdraws his/her candidature within 15 days and the seat vacated by him/her is subsequently filled up, 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.1500/-. It is clarified that filling of complete sanctioned intake is not required in this case. It

is also clarified that if the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.

- c. If a candidate after having been admitted to the first year of a programme withdraws his/her candidature after 15 days upto last date of admission and the seat vacated by him/her is filled up from waiting list or through inviting fresh application, the fee paid by him shall be refunded after deducting 25% of the fee paid by him/her subject to a minimum of Rs. 2500/-. It is clarified that filling of complete sanctioned intake is not required in this case. It is also clarified that if the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.

**Note:**

If a seat of any reserved category vacated by the candidate, then the same shall be offered/filled-up from the eligible candidate(s) of concerned category. If the eligible candidates of concerned category are not available then the seat(s) may be converted into Haryana Open General Category as per provisions available in the Information Brochure of the University for concerned year and filled-up from amongst the eligible candidates as per merit. However, if a seat of reserved category vacated by any candidate and the next admission was made against the seat of open category or any other reserved category, then the vacated seat shall not be considered as filled-up.

32. No class in any subject should be started if the number of candidates admitted in any subject does not fulfill the government norms.
33. **As per the Hon'ble Supreme Court guidelines, Aadhaar Number should not be mandatory for all. However, Aadhaar number and the bank account number should be mandatory for reserved category applicants who claim Scholarship benefits under DBT mode. In 2022-23, 10+2 roll number with concerned board will be mandatory for all and it should be as a unique number of Students.**
34. Any candidate, who fails to turn up for Counseling at his/her turn, will be considered for the remaining seats at the time he/she reports for counseling. But no relaxation shall be given if the candidate fails to appear before the Admission Committee on the fixed date/time. Those candidates, who do not get admission in one round of counseling, shall be eligible for admission in subsequent round(s), if seats are available.
35. **The Director/Principal of the College/Institute must ensure that before making admissions to various programmes/courses, the Admission Committee of the College/Institute has gone through the Ordinances and Admission Brochure available on the University website i.e. [www.igu.ac.in](http://www.igu.ac.in).**
36. **Rule for promotion to various courses:-**  
The students who were admitted in 1<sup>st</sup> semester in the session 2017-18 onwards will be promoted to the next semester strictly as per the provisions available in the relevant Ordinances of this University.
37. A student who has already been enrolled and has a gap in studies can be granted permission to continue that course after he/she submits an undertaking describing the valid 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.
38. A candidate, who after getting admission in a course leaves that course in between and takes admission in other course may be allowed to continue the preceding 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.

39. A candidate, who has qualified the qualifying examination for admission and has a gap of two years or more in studies, can be granted admission to a course if such a candidate submits an undertaking describing the valid reason of the gap period and also that during gap period, he/she has not indulged in any illegal activities.
40. Vacant seats in reserved categories after the scheduled counseling shall be converted into general category and filled up strictly on the basis of merit. **Such cases are not required to be sent to the University for approval.**
41. Unless otherwise specified, there is no upper or lower age limit for admission in any course.
42. In case, the seats remain 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/State Government.
43. It is clarified that the students whose result is declared as EEC, means that their entire examination 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 students will appear in the re-appear examinations and not be required to attend classes again of the semester in which their EEC have been declared.

CHAPTER-III  
**ELIGIBILITY CONDITIONS FOR ADMISSION TO  
UNDER-GRADUATE COURSES**

1. **B.A./B.Sc./B.Com./B.Sc. (10+2+3 pattern)**

No one shall be eligible to join the first semester of B.A./B.Sc./ B.Com./B.Sc. (Home Science)/B.Sc. Human Nutrition & Dietetics unless he/she has passed one of the following examinations from Senior Secondary Certificate Examination (10+2) of Board of School Education Haryana, Bhiwani or equivalent thereto with at least 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. However, in case of SC/ST/Blind/Visually and Differently Abled candidates of Haryana will require minimum pass marks only for admission in above courses.

OR

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

OR

3-Years professional diploma programme 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 recognised by the Indira Gandhi University as equivalent thereto.

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

A candidate who has passed Senior Secondary (10+2) examination with at least 45% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination as equivalent thereto.

**Note:**

- (i) A regular candidate of a college admitted to the privileges of this University 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. programme. 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.
- (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 that he/she has cleared the subject of English before the declaration of result of B.A./B.Com./B.Sc./B.Sc. (Biotechnology)/ (Bio-informatics)/ (Home Science)/(Human Nutrition & Dietetics)/

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

- (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 at least 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) along with remaining subject(s)/paper(s) of Part II and Part III as the case may be.

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

<b>B.A Part- I, II &amp; III</b>					
<u>Compulsory Subjects</u>	<u>Elective Subjects</u>				
English , Hindi Sanskrit or Additional English	<b>Group-I</b>	<b>Group-II</b>	<b>Group-III</b>	<b>Group-IV</b>	<b>Group-V</b>
	Defence Studies	Mathematics	Political Science	Geography	Psychology
	Hindi	Public Administration	Physical Education	Home Science	History
	Sanskrit	Music (Vocal)	Statistics	Philosophy	
	Urdu	Sociology	Art	Music (Instrumental)	
	Punjabi			Marketing	
	Economics				
	Computer Application				
	Commerce				
	Applied Art				
	Journalism & Mass Comm.				
<b>B.Sc. Part- I, II &amp; III</b>					
<u>Compulsory Subjects</u>					
English				for B.Sc. Part I only	
Hindi/Punjabi/Sanskrit/Urdu/Additional English				for B.Sc. Part II	
<b>Group I</b>		<b>Group II</b>		<b>Group III</b>	
Mathematics		Physics		Chemistry	

Botany		Zoology		Computer Science
				Information Technology
				Electronics
				Statistics
				Geology

**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 be offered Hindi either as a compulsory subject or as an elective subject.
- ii) A candidate coming from a Non-Hindi speaking area may opt additional English in lieu of Hindi.
- iii) Language offered as compulsory subject shall not be offered as an elective subject.
- 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 mentioned 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), he may be allowed to do so subject to the condition (a) he has passed the Senior Secondary Certificate Examination (under 10+2 system) or an examination recognised as equivalent thereto with minimum required percentage for admission as the case may be and also (b) has passed the semester I & II examination of any Statutory University recognised by this University as equivalent to Sem - I & II examination of this University under new scheme.

**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.

## CHAPTER-IV

# ELIGIBILITY CONDITIONS FOR ADMISSION TO PROFESSIONAL COURSES, CERTIFICATE, DIPLOMAS AND OTHER U.G./P.G. PROGRAMMES

### 1. **Bachelor of Computer Application**

Senior Secondary Examination (10+2) with at least 45% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized as equivalent thereto.

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) with at least 45% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized as equivalent thereto.

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 at least 45% marks in aggregate.

### 3. **Bachelor of Arts (Journalism & Mass Communication)**

Senior Secondary Examination (10+2) with at least 45% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized as equivalent thereto.

### 4. **LL.B. (3 years)**

Bachelor Degree with at least 50% marks (47.5% for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) in aggregate or any other examination recognized by Indira Gandhi University Meerpur as equivalent thereto.

### 5. **B.A.LL.B./LL.B.(Hons.) (5 years)**

Senior Secondary Examination (10+2) with at least 50% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized as equivalent thereto.

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

B.A./B.Sc./B.Com. with at least 45% marks in aggregate or any other examinations recognised as equivalent thereto.

OR

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

OR

BSh & PE 5 year course with at least 45% marks in aggregate.

OR

M.A./M.Sc./M. Com. or any other PG course recognized as equivalent thereto with at least 45% marks in aggregate.

AND

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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 counseling.

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 participate in the Inter-College tournament, must submit a certificate of participation from their Principal.

NOTE:

1. The certificate of sports older than 4 years shall not be considered for eligibility and weightage purpose.
2. 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.
3. Those candidates who have won positions in All India Inter University championship shall be exempted from Physical Efficiency Test (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 Chairperson.
4. Those candidates who have won position in All India Inter University championship shall be given 5% relaxation in eligibility condition of academic merit (score).

7. **Diploma course in Physical Education (D.P.Ed.)**

A candidate having passed Senior Secondary Examination (10+2) with at least 45% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized as equivalent thereto will be eligible for admission. The candidates who have participated in State or National level sports events and passed Senior Secondary Examination (10+2) with at least 40% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized as equivalent thereto will be eligible for admission. In addition to this, the candidate should have participated in School District Tournaments or higher level of tournaments and the sports weightage will be given to the candidates as per appendix "C".

AND

In addition to 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 "B".

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 (PET) 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 Physical Efficiency Test (PET) in the University and submit the receipt to the Chairperson (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 Chairperson (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 Physical Efficiency Test (PET) from the office of Chairperson (Physical Education) on the next day of PET. Accordingly, the college will make admissions from amongst the candidates who would have qualified their Physical Efficiency Test (PET) strictly on the basis of merit and eligibility criteria approved by the University.
- F. The Principal/Director of the concerned college/institute 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. Physical Efficiency Test (PET) will be conducted for the eligible candidates only. Principal of the concerned College shall certify the eligibility of the candidate.
8. **Post-Graduate Diploma in Computer Application (PGDCA):**  
Bachelor Degree in any discipline with at least 45% marks in aggregate or any other examination recognized by Indira Gandhi University, Meerpur, Rewari as equivalent thereto.
9. **M.Tech. programmes:** As decided by the HSTES in 2021-22, 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 basis of marks obtained in the qualifying examination, if seat(s) remain vacant.
10. **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 at least 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 as equivalent thereto.

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

Bachelor degree/Shastri examination (New Scheme) of three-year duration with atleast 50% marks (47.5% for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

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**Note:** Admission to MBA course shall be made 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 basis of marks obtained in the qualifying examination, if seat(s) remain vacant.

CHAPTER-V  
**MIGRATION, ENROLLMENT AND FEE DETAILS**

**i. Registration Return/Continuation and Fee Details:**

The Principals/Directors of affiliated/maintained colleges/institutes will complete the process of online submission of Registration Return & 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/open physical counseling of a course and a “Hard Copy” of the same will be submitted along with all types of required certificates/documents (photocopies duly attested) exhibiting their eligibility and migration certificates 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 the date notified by the University. A copy of fee receipt should also be submitted in the office of Dean Student Welfare.

If a College/Institute fails to submit the documents/certificate along with 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 31-45 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. |                        |

**ii. Migration and Fee Details:**

A Student from any other University recognized by Indira Gandhi University, Meerpur or from a Board of Examination other than Board of School Education, Haryana, shall be eligible for admission to the University only on the production of **migration certificate** (or transfer certificate, if a Board does not issue the migration certificate) to show that the University or Board has no objection to his/her joining this University and he/she will have to submit the same up to **31<sup>st</sup> December** of the year in which the student is admitted without any late fee in the Registration & Scholarship Branch through concerned UTD/affiliated college/institute. Provided that the condition of the production of the migration certificate shall not apply in the case of students passing their examination from foreign Universities.

**Provided that in case a candidate is not able to submit the migration certificate while sending registration return or before 31<sup>st</sup> December of the year, the migration of such candidates may be forwarded in original to the Registration & Scholarship Branch as per the schedule give below along with late fees mentioned against each:**

**All UG/PG Programmes/Courses (except B.Ed. & M.Ed. Regular Courses)  
Being run in Affiliated College  
Session 2022-23**

Period	Late Fee	Remarks
Upto 31 <sup>st</sup> January, 2023	Rs. 500/-	
Upto 31 <sup>st</sup> March, 2023	Rs. 1000/-	
Within One Year as per EC Reso. No. 26, dated 06.09.2017	Rs. 2000/-	Year to be counted after 31 <sup>st</sup> March of the academic year in which admission was made
Within Two Year	Rs. 3000/-	do
Within Three Year	Rs. 4000/-	do
Within Four Year and above	Rs. 5000/-	do

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

In case a College/Institute fails to do the needful, the RR & exam form shall be accepted with requisite fee in one go and penalty of Rs.10/-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 & 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 along with 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) Radhakrishnan Fund: Rs.70/-
- (iv) Development fee:
  - a) Arts/Science/Commerce Rs. 150/- (Rs. 100/- to be remitted to the University)
  - b) BBA Rs. 1200/-
  - c) BCA/M.Sc. (Com. Sci.) 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 University)
  - Professional Courses Rs. 150/- (Rs. 100/- to be remitted to University)
  - M.C.A. course Rs. 500/- (Rs. 250/- to be remitted to University)

(vii) Sports Fee	Rs. 120/- (Rs. 80/- to be remitted to University)
(viii) NSS Fee	Rs. 20/- (Rs. 10/- to be remitted to University)
(ix) Curriculum Charges	Rs. 50/-
(x) Youth Red Cross Fee	Rs. 80/- (Rs. 40/- to be remitted to University)

**Entry Fee for Zonal Youth Festival**

strength upto 200 students	Rs. 2000/-
strength upto 500 students	Rs. 3000/-
above 500 students	Rs. 6000/-

Tech. Management fest Rs. 4000/-

**Note: The University may increase the entry fee for Youth Festival and Tech. Management fest., Tournament Fee p.a. on the basis of total students admitted in college (Strength certificate required)**

a. Upto 200 students	Rs. 1000/-
b. Upto 201 to 500 students	Rs. 2000/-
c. Upto 501 to 1000 students	Rs. 4000/-
d. Upto 1001 and above students	Rs. 5000/-

The above tournament 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 lump sum in the beginning of the session along with other fees while submitting 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 along with 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.

## CHAPTER-VI

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

1. A student of Three Year Degree Course Part-I (Sem-I) may be permitted to change his/her subject(s) or Course within one month from the commencement of the session or within one month from the date of admission 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/Director of a college/institute and the change from one subject to another may be allowed upto the end of the first semester 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 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.
  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) along with B.A. Part-II (Sem-III & IV) examination, unless he/she has already qualified in this subject.
  4. A student may be allowed to change from Honours to Pass course and vice-versa on the recommendations of the Principal/Head of the Department concerned within one month from the date of his admission to Part-I (Sem-I), if otherwise eligible.
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## CHAPTER-VII

### **PROVISIONS FOR DEFICIENCY IN ATTENDANCE**

1. Unless otherwise provided in any other Ordinance of a Programme/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 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 Principal/Director/Head of the College/Institute on the grounds detailed above. The name of the students remaining absent for 10 consecutive working days during the academic session without any notice shall be struck off from the rolls of the College/Institute.

However, re-admission may be allowed on payment of Rs. 2000/- along with required fine of Rs. 10/- per lecture on account of remaining absent from the classes within 15 days with the permission of the Vice-Chancellor. 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 Vice-Chancellor only once on the recommendations of the concerned Head of the Institute on payment of prescribed re-admission fee. The information regarding struck off and re-admission shall be forwarded to the R&S Branch of the University by Principal/Director of concerned College/Institute within a week from the date of name struck off/re-admission.

3. If, at the time of submission of examination form a student has not completed the required percentage of attendance etc. his name may be sent for the examination provisionally. The Principal/Director 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 attendance or if the deficiency has not been condoned. If Roll No. slips in respect of such students are received by the Principal/Director, these shall be immediately returned to the Registrar/Controller of Examinations.
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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/practicals work delivered/done during the period of absence on account of participation in aforesaid be not taken into consideration while counting the number of lectures delivered or tutorial/practical work done provided that the total period of absence in the case of (a), (b) (ii) and (b)(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/Institute 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 at least 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.
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## CHAPTER-VIII

### RESERVATION OF SEATS AND WEIGHTAGES

#### 1. Reservation of Seats:

In view of the reservation policy Notified by the Govt. of Haryana vide Notification No. 22/10/2013 -IGSIII dated 28/2/2013 and Notification No. 22/12/2019-1GS-III dated 25.02.2019 (Appendix –J) & Memo No. 40395 DHE-190005/97/2020-UNP (STATE)-DHE dated 19.04.2021(Appendix –K) and the instructions received from State Govt. from time to time in this regard which is applicable to the University also, the reservation of seats in various programmes offered in University Teaching Departments / Centres / Institutes are as under:-

Category	Percentage
<b>a. All India Open Category Seats AIO (including candidates of Haryana)</b>	<b>15% of the sanctioned intake</b>
Economically Weaker Section (EWS)	10% of All India Open Quota
<b>b. State Quota</b>	<b>85% of the sanctioned intake</b>
b-1. Haryana Open General Category	50% of the State Quota
Economically Weaker Section (EWS)	10% of the Haryana Open General Category State Quota
b-2. Reserved Categories of Haryana	50% of the State Quota
Scheduled Caste (SC) of Haryana	20% of the State Quota (i) 50% of 20% of Scheduled Castes (ii) 50% of 20% of Deprived Scheduled Castes (Please see <b>Appendix E and E-A</b> )
Backward Classes of Haryana (A) (BCA)	16% of the State Quota
Backward Classes of Haryana (B) (BCB)	11% of the State Quota
Physically Handicapped (PH)	3% of the State Quota

**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.**

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

Further, 3% reservation is also provided to Ex-serviceman/ Freedom Fighter and their dependants by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned year wise rotational system will be adopted. For example if Block-A of Backward Classes are given seats in academic year 2022, the

next Block i.e. (B) Block of Category of Backward Classes will be given seats in the next academic year 2023 and so on.

**Note:** A roster register for reservation of seats 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 scheduled counselling according to the reservation policy given in the Information Brochure. In case at the time of scheduled 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) A candidate having a minimum of 40% permanent disability will be considered physically handicapped for admission to a course, provided that the candidate is otherwise medically fit for the particular course. Such candidate will be admitted to the relevant courses on the basis of academic merit and not on the basis of degree of handicapped. Certificate should be as per Appendix-“A”.
-

**3. Weightage for Preparing Merit List for U.G. courses:**

Sr. No.	Particulars	Marks
A.	Recipients of National Talent Award from the NCERT	5 Marks
B.	<b>For B.Com. 1<sup>st</sup> Semester</b> Students who have passed the 10+2 examination with Commerce	5 Marks
C.	N.C.C. Cadets who possess the 'B' Certificate or Holders of Bharat Scouts & Guides Certificate awarded by the President of India ( <b>for admission to under graduate courses only</b> ) or SPORTS WEIGHTAGE FOR ADMISSION TO THE U.G. COURSES INCLUDING LAW 3-YEARS  <b>Guidelines for Sports Weightage</b> Sports Certificate for weightage will only be considered if the candidate produce the State/National Position Holder Certificate from the respective State Govt./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 Association of Indian University Sports Calendar. c. The tournament must be organized by the Federation/Association duly affiliated with the 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 organized by Nehru Yuva Kendra/CBSE National, Vidya Bharati Nationals/Rural Tournaments/Panchayat Tournaments/Navaodya Nationals and invitation non-recognized tournaments/sports festivals).	5 Marks  5 Marks  5 Marks

**Example for preparing merit list:-**

Sr. No.	Marks obtained in the qualifying exam	Total marks	% qualifying exam	in Weightage	Overall Merit
1.	300	500	60.00	5 Marks	65.00

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 admission made through Central/State Statutory Bodies i.e. AICTE/BCI/PCI/NCTE etc.) 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, Wimbeldon 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) 1<sup>st</sup> /2<sup>nd</sup>/3<sup>rd</sup> position in Champions Trophy, Common wealth Games, Common Wealth Championships, Asian Games, Asian Champion ships, Asian Cup, World University Championship, Cricket Test Matches, One Day International Cricket Matches, International Athletic Permit Meet and SAF Games.

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

**Cat B.-**

(i) 1<sup>st</sup> /2<sup>nd</sup> / 3<sup>rd</sup> position in AIU tournaments/ National Games/ National Championships/ Federation Cup organized by Natioal 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 of AIU team.

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

III) The candidates should be eligible for Inter – 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.

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 guide 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) The age of the student should be between 17 years to 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 hire 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 upto last date of applying for admission shall be sent to the Director Sports within three days after the scheduled counseling of the concerned Department, if required any clarification/guidance. Thereafter, the Admission Committee will decide the case for admission within 10 days after the scheduled counseling. 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.Com. and all other UG Courses (excluding Technical Professional Courses) subject to the following conditions :-

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

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

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

One supernumerary seat in each College/Institute will be earmarked by the concerned college itself 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 IGU 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- IX

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

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: [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 indisplined 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 sence of shame of embarrassment so as to adversely effect 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.



**Medical Certificate for Physical Handicapped  
CIVIL HOSPITAL, Rewari.  
OR  
Chief Medical Officer**

No.....

Dated.....

Certified that Shri/..... son/daughter of  
Shri.....  
resident..... District..... appeared before the  
undersigned for medical checkup on Medical

Examination, he/she is found suffering from.....and thus he/she is

Physically Handicapped. His/her percentage of Handicap is .....% (in words).....

Place \_\_\_\_\_

Prof. & Head of Ortho, Deptt.  
Civil Hospital, Rewari  
OR  
Chief Medical Officer  
\_\_\_\_\_Haryana

Signature of Applicant

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**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 meter.
  - 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 meter.
  - 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.
- (ii) Candidates not completing the test within prescribed time will not be called for counseling.
- (iii) A student can be referred for medical check-up at any time during the course, if Chairperson is of the opinion that the student has become unfit for practicals.
- (iv) 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 Indira Gandhi University, Meerpur or the venue decided by the University 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 Chairperson, Department of Physical Education after receiving the application forms of the candidates from their respective Colleges along with 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 IGU, Meerpur 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:

<b>Sr. No.</b>	<b>Position</b>	<b>Marks</b>
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>	07
6. Zonal Combined Universities		
i.	Played	06
7. National Tournaments		
i.	Participation	05
8. State Tournaments		
i.	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	05

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

**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
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085

**Karnataka**

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

**Kerala**

10. St. John’s University, Kishanattam, Kerala.

**Maharashtra**

11. Raja Arabic University, Nagpur, Maharashtra.

**West Bengal**

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

## **Uttar Pradesh**

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

## **Odisha**

23. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
24. 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, <b>1(a)</b> Aharia, Aheri,<br>Hori, Heri, Thori, Turi  | 2. Balmiki                    |
| 3. Bangali   | 4. Barar, Burar, Berar        |
| 5. Batwal, Barwala   | 6. Bauria, Bawaria            |
| 7. Bazigar   | 8. Bhanjra                    |
| 9. Chamar, Jatia Chamar,<br>Rehgar, Raigar, Ramdasi,<br>Ravidasi, Balahi, Batoi,<br>Bhatoi, Bhambi,<br>Chamar-Rohidas, Jatav,<br>Jatava, Ramdasia. | 10. Chanal                    |
| 11. Dagi   | 12. Darain                    |
| 13. Deha, Dhea, Dhaya  | 14. Dhanak                    |
| 15. Dhogri, Dhangri or Siggri  | 16. Dumna, Mahasha, Doom      |
| 17. Gagra  | 18. Gandhila, Gandil, Gondola |
| 19. Kabirpanthi, Julaha  | 20. Khatik                    |
| 21. Kori, Koli   | 22. Marija, Marecha           |
| 23. Mazhabi, Mazhabi Sikh  | 24. Megh, Meghwal             |
| 25. Nat, Badi  | 26. Od                        |
| 27. Pasi   | 28. Perna                     |
| 29. Pherera , <b>29 (a)</b> Rai Sikh   | 30. Sanhai                    |
| 31. Sanhal   | 32. Sansi, Bhedkut or Manesh  |
| 33. Sansoi   | 34. Sapela, Sopera            |
| 35. Sarera   | 36. Sikligar, Bariya          |
| 37. Sirkiband  |                               |

**PART – I  
HARYANA GOVERNMENT  
LAW AND LEGISLATIVE DEPARTMENT**

Notification  
The 15<sup>th</sup> May, 2020

No. Leg.15/2020. – The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 25<sup>th</sup> March, 2020 and is hereby published for general information:-

**HARYANA ACT NO. 14 OF 2020  
THE HARYANA SCHEDULED CASTES (RESERVATION IN ADMISSION  
IN GOVERNMENT EDUCATIONAL INSTITUTIONS) ACT, 2020**

**An  
ACT**

to provide for reservation in admission in Government educational institutions of persons belonging to the Scheduled Castes in the State of Haryana with special measures for deprived Scheduled Castes and for matters connected therewith or incidental thereto.

Be it enacted by the Legislature of the State of Haryana in the Seventy-first Year of the Republic of India as follows:-

1. This Act may be called the Haryana Scheduled Castes (Reservation in admission in Government Educational Institutions Act, 2020.
2. In this Act, unless the context otherwise requires,-
  - (a) “Annexure” means the Annexure appended to this Act;
  - (b) “competent authority” means an officer appointed under section 5;
  - (c) “deprived Scheduled Castes” means such Scheduled Castes as specified in Annexure;
  - (d) “Government educational institution” means any higher education institution established and maintained by the Government or receiving aid out of the State funds, imparting education leading to the award of a degree including a post-graduate degree and shall include Government aided technical and professional institutions;
  - (e) “Government” means the Government of the State of Haryana in the administrative department;
  - (f) “prescribed” means prescribed by the rules;
  - (g) “Scheduled Castes” means Scheduled Castes notified under article 341 of the Constitution of India.
3.
  - (1) Twenty percent seats shall be reserved for the members of the Scheduled Castes while making admission in Government educational institutions.
  - (2) Fifty percent of the twenty percent seats reserved for Scheduled Castes for admission in any Government educational institution shall be set aside for candidates belonging to deprived Scheduled Castes as enumerated in the Annexure.
4. Where a seat set aside for candidate from deprived Scheduled Castes 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.



5. (1) The Government may, by notification, appoint any officer as competent authority for the purposes of carrying out the provisions of this Act.
- (2) The competent authority shall, for the purposes of section 3, issue caste identification certificate specifying the caste name of the Scheduled Caste, in such manner, as may be prescribed.
- (3) The competent authority shall, for the purposes of this Act, exercise such powers and perform such functions, as may be prescribed.
- (4) The competent authority shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code, 1860 (Central Act 45 of 1860).
6. A person belonging to the deprived Scheduled Castes shall, for the purposes of section 3, support his candidature by a certificate of caste identification issued by the competent authority under sub-section (2) of section 5.
7. No suit, prosecution or other legal proceedings shall lie against the competent authority, officers of the Government for anything which is in good faith done or intended to be done under this Act or any rule or order made thereunder.
8. If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order, published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as may appear to be necessary for removing the difficulty:  
Provided that no such order shall be made under this section after the expiry of three years from the commencement of this Act.
9. (1) The Government shall, by notification in Official Gazette, make rules for carrying out the purposes of this Act.
- (2) Every rule made under this Act shall, as soon as possible, after it is made, be laid before the State Legislature.
10. The Government may, on the basis of such criteria, as may be prescribed and on the expiration of ten years from the coming into force of this Act and at every succeeding period of five years thereafter, review the Scheduled Castes included in the Annexure.

ANNEXURE  
(see section 3)

LIST OF DEPRIVED SCHEDULED CASTES

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, Sapera
34. Sarera
35. Sikligar, Bariya
36. Sirkiband

BIMLESH TANWAR,  
SECRETARY TO GOVERNMENT,  
HARYANA,  
LAW AND LEGISLATIVE DEPARTMENT

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## 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  | 48. Rehar, Rehara or Re   |
| 49. Raigar  | 50. Rai Sikhs   |
| 51. Rechband  | 52. Shorgir, Shergir  |
-

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)

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
3. Lodh/Lodha/Lodhi
5. Meo
2. Gujjar
4. Saini, Shakya, Kushwaha, Koeri, Maurya
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.	Kabadd 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 student 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 RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of 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 country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

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

Signature of the Student

Name:

Mob. No.:

E-mail ID:

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**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 RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of 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 my ward is found guilty of ragging, he/she 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 country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

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

Signature of the Parent/ Guardian  
Name:  
Address:  
Telephone/ Mobile No.  
E-mail id

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

Certified that Mr./Mrs./Ms. .... Son/Daughter of Sh. .... 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 ....., Teh. ....., Distt. .... and falls in Rural Area.

His/Her Class Roll No. was..... Further, it is certified that this school is a Govt./Govt. Aided School of Haryana.

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

Signature of the Head Master  
/Principal of the School

(Legible office seal)



**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 INDIRA GANDHIU University, Meerpur. His detailed particulars are as under:

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

Place: .....  
Date

Signature of the Secretary  
Zila Sainik Board or  
Commanding Officer  
(with seal)

No. 22/12/2019-1GS-III

Government of Haryana  
General Administration Department  
(General Services- III Branch)

Dated Chandigarh, the 25<sup>th</sup> February, 2019

To

1. All the Administrative Secretaries to Government, Haryana
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/ Corporations/Public Sector Undertakings in Haryana
4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in the State of Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
7. The Registrars of all the Universities of the State of Haryana

Subject:- Reservation for Economically Weaker Sections in Direct recruitment in Civil posts and services as well as in admissions in Government/Government Aided Educational Institutions in the State of Haryana.

I am directed to inform that Government of India has notified "THE CONSTITUTION (ONE HUNDRED AND THIRD AMENDMENT) ACT, 2019" on 12<sup>th</sup> January, 2019 amending Article 15 & 16, which now read as under:-

Amendment of article 15

In Article 15 of the Constitution, after clause (5), the following clause shall be inserted, namely:—

*'(5) Nothing in this article or sub-clause (g) of clause (1) of article 19 or clause (2) of article 29 shall prevent the State from making,—*

*(a) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5); and*

*(b) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5) in so far as such special provisions relate to their admission to educational institutions including private educational institutions, whether aided or unaided by the State, other than the minority educational institutions referred to in clause (1) of article 30, which in the case of reservation would be in addition to the existing reservations and subject to a maximum of ten per-cent. of the total seats in each category.*

*Explanation— For the purposes of this article and article 16, "economically weaker sections" shall be such as may be notified by the State from time to time on the basis of family income and other indicators of economic disadvantage.'*

Amendment of article 16

In Article 16 of the Constitution, after clause (5) the following clause shall be inserted, namely —

*“(6) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any economically weaker sections of citizens other than the classes mentioned in clause (4), in addition to the existing reservation and subject to a maximum of ten per cent. of the posts in each category”.*

In the wake of above enabling provisions, State Government has considered the matter and decided to provide benefits of reservation on a preferential basis in Civil Posts in all its Departments/ Boards/ Corporations/Local Bodies and in Admissions to Government/Government Aided Educational Institutions to those Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B).

2. QUANTUM OF RESERVATION:

The persons belonging to EWSs who are not covered under the existing scheme of reservation for Scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B) shall get 10% reservation in direct recruitment to Group A,B,C and D posts in the Departments/ Boards/Corporations/Local Bodies of Government of Haryana and also in admission to Government/Government Aided Educational Institutions in the State of Haryana.

3. EFFECTING RESERVATION – ROSTER POINT:

3.1 Direct recruitment in case of Group- A & B

Roster point No. 11-20-30-40-51-60-70-80-90 and 99

3.2 Direct recruitment in case of Group- C & D

Roster point No. 4-14-24-34-43-53-66-76-83 and 94

3.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category.

3.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ser-vicemen shall be placed against the roster points earmarked for EWS.

#### 4. CRITERIA OF INCOME & ASSETS:

4.1 Persons who are not covered under the existing scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs 6.00 lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

4.2 Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
- v. Total immovable assets owned are valued at Rs. One Crore or more.

4.3 The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.4 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.

#### 5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.

5.2 The prescribed format for EWS Income and Asset Certificate shall be as provided at Annexure-I

5.3 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the State.

5.4 The crucial date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.5 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause -

*"The appointment is provisional and is subject to the income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."*

The appointing authority should verify the veracity of the income and asset certificate submitted by the candidate through the certificate issuing authority.

5.6 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated and penal action shall also be invoked.

6. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

7. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01.02.2019.

(Vijayendra Kumar, IAS)  
Secretary, General Administration Department,  
for Chief Secretary to the Government of Haryana.

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

Certificate No.-----

Date:-----

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

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

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

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
  - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. Shri/Smt./Kumari----- belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
 Name  
 Designation

Recent Passport size  
 attested photograph of  
 the applicant

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

12.11-348  
19/04/2021

Regstr: 2349  
19/4/2021

From

Director General Higher Education,  
Haryana, Panchkula.

To

The Registrars,

1. Kurukshetra University, Kurukshetra.
2. Maharshi Dayanand University, Rohtak.
3. Chaudhary Devi Lal University, Sirsa.
4. Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan (Sonapat).
5. Indira Gandhi University, Meerpur (Rewari).
6. Chaudhary Bansi Lal University, Bhiwani.
7. Chaudhary Ranbir Singh University, Jind.
8. Dr. B.R. Ambedkar National Law University, Sonapat.
9. Gurugram University, Gurugram
10. Maharishi Balmiki Sanskrit University, Kaithal.

Memo No. 40395 DHE-190005/97/2020-UNP (STATE)-DHE  
Dated, Panchkula, the 19-04-2021

**Subject: CWP No. 31874 of 2019 Shubham Rana Vs State of Haryana & Others.**  
\*\*\*\*

Kindly refer to the subject cited above.

I have been directed to invite your attention towards instructions no. 22/12/2019-1GS-III dated 25.02.2019 issued by the Government of Haryana and it is clarified that the benefit of reservation in admission to EWS candidates @ 10% is to be given in both State Quota seats under State Policy and all India Quota seats under Central Government Policy separately.

This issue with the concurrence of Chief Secretary Office vide: U.O. No. CS-400300007/15/2020-GS-III-CSO dated 09.03.2021.

This is for your kind information and necessary action please.

*[Signature]*  
Superintendent- UNP  
for Director General Higher Education,  
Haryana, Panchkula

Dated, Panchkula, the

Endst. No. Even

A copy of the above is forwarded to the Vice Chancellor, Kurukshetra University Kurukshetra with the request to take necessary action as per above advice and Action Taken Report be supplied to the Directorate within a week, so the reply may be filed in the subject cited CWP well on time.

*[Signature]*  
Superintendent- UNP  
for Director General Higher Education,  
Haryana, Panchkula.

*[Signature]*  
19.4.21

Regs - (on ML)

DR(Acad)

**Guidelines for Applicants**

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
  - Matric (10th) Marksheet
  - 10+2 Marksheet
  - Migration Certificate (required in case of other than Haryana School Education Board)
  - Character Certificate
  - NCC/ NSS/Sports Certificate for weightage, wherever applicable
  - Bonafide Resident of Haryana Certificate, if applicable
  - Income Certificate required for claiming benefits of EWS or SC / BC Scholarships , if applicable
  - Reserved Category Certificate, if applicable
  - Gap Year Affidavit, if applicable
  - Family ID
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 for EWS (Economically Weaker Section) quota within the Haryana General Quota. However, they need to upload the required certificate for the same.
5. After final selection, the admission charges shall be paid through online mode only. There is no provision of payment of admission charges physically at the College.
6. All admissions done are provisional. College / University will cancel any such admission if 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 system generated SMS will be sent to the applicant and applicant will be required to re-upload the correct document on the online admission portal by logging in his/her account within 48 hours of receiving that SMS. No physical presence shall be required to revise the document.

#### आवेदकों के लिए दिशा निर्देश

1. वेटेज, जहां भी लागू हो, अपलोड किए गए दस्तावेजों के सत्यापन के बाद दिया जाएगा और आवेदक को अधिकतम 10 प्रतिशत का वेटेज दिया जाएगा।
2. आवेदक द्वारा ऑनलाइन अपलोड किए जाने वाले दस्तावेजों की सूची :
  - पासपोर्ट साइज फोटोग्राफ की स्कैन की गई कॉपी
  - हस्ताक्षर की स्कैन की गई प्रतिलिपि
  - मैट्रिक (10 वीं) का अंकपत्र (मार्कशीट)
  - 10 + 2 का अंकपत्र (मार्कशीट)
  - प्रवासन प्रमाणपत्र (हरियाणा विद्यालय शिक्षा बोर्ड के अलावा अन्य किसी भी बोर्ड के लिए आवश्यक)
  - चरित्र प्रमाणपत्र
  - एनसीसी / एनएसएस / खेल प्रमाणपत्र (वेटेज के लिए), जहां भी लागू हो
  - हरियाणा प्रामाणिक निवासी प्रमाणपत्र, यदि लागू हो तो
  - ईडब्ल्यूएस या एससी / बीसी छात्रवृत्ति के लाभ का दावा करने के लिए आय प्रमाणपत्र, यदि लागू हो तो
  - आरक्षित श्रेणी प्रमाणपत्र, यदि लागू हो तो।
  - वर्ष अंतराल (गैप ईयर) होने पर शपथपत्र (एफिडेविट), यदि लागू हो तो।
3. पात्रता/योग्यता के अनुसार दस्तावेजों के ऑनलाइन सत्यापन के बाद आवेदक का नाम मेधा सूची (मेरिट लिस्ट) में दिखाई देगा।

4. सामान्य श्रेणी के छात्र अब हरियाणा जनरल कोटा के भीतर ईडब्ल्यूएस (आर्थिक रूप से कमजोर वर्ग) कोटा का विकल्प चुन सकते हैं। हालांकि, उन्हें इसके लिए आवश्यक प्रमाणपत्र अपलोड करना होगा।
5. अंतिम चयन के बाद, प्रवेश शुल्क का भुगतान केवल ऑनलाइन प्रणाली के माध्यम से किया जाएगा। कॉलेज में जाकर सीधे प्रवेश शुल्क भुगतान करने का कोई प्रावधान नहीं है।
6. किए गए सभी प्रवेश अनंतिम (अस्थाई) हैं। यदि किसी भी स्तर पर छात्रों द्वारा प्रदान की गई जानकारी गलत/ फर्जी पाई गई तो कॉलेज/विश्वविद्यालय किसी भी ऐसे प्रवेश को रद्द कर देगा और इसके लिए संबंधित छात्र को पूरी तरह से जिम्मेदार माना जाएगा।
7. यदि ऑनलाइन सत्यापन की प्रक्रिया के दौरान किसी छात्र का कोई दस्तावेज अस्वीकृत कर दिया जाता है तो आवेदक को सिस्टम जेनरेटेड एसएमएस भेज दिया जाएगा और आवेदक को एसएमएस प्राप्त करने के 48 घंटों के अंदर प्रवेश पोर्टल पर सही दस्तावेज पुनः अपलोड करने की आवश्यकता होगी। दस्तावेज़ फिर से अपलोड करने के लिए प्रत्यक्ष रूप से उपस्थित रहने की आवश्यकता नहीं होगी।