

**INSTITUTE OF INTEGRATED & HONORS STUDIES**  
**(Erstwhile University College)**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
(Category-I University, 'A+' Grade NAAC Accredited)  
Website: [www.iihskuk.in](http://www.iihskuk.in) or [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in)



# **PROSPECTUS**

## **2022-23**

**LAST DATE FOR RECEIPT OF ONLINE APPLICATION FORM: 20-08-2022 upto 23:59 hrs.**

**Prospectus and Application Form are available on the Website: [www.iihskuk.in](http://www.iihskuk.in)**

**Important Note:** The application form should be filled **Online** using the website of the Institute: [www.iihskuk.in](http://www.iihskuk.in) or [www.iuums.kuk.ac.in](http://www.iuums.kuk.ac.in) .

- A candidate must have PPP (Parivar Pehchan Patra), a valid Phone number, E-mail Id, and Adhaar card for registration and filling of admission form **online** at [www.iuums.kuk.ac.in](http://www.iuums.kuk.ac.in).
- Download the **Prospectus**, read it carefully on Admission Home page of [www.iihskuk.in](http://www.iihskuk.in) before applying.
- Before filling the application form keep your photograph, 10<sup>th</sup> DMC, 10+2 DMC or DMC of equivalent examination, Caste certificate (if reserved) and Income proof certificate (if BC or EWS) or any other relevant certificate should be ready in softcopy in any image format.
- Other relevant certificates, if applicable, like NCC/NSS/ESM/PH/SPORTS/USSMS/Character Certificate etc should also be kept ready.
- In order to apply online; the student should follow the steps given in the prospectus under the heading 'Procedure to apply' (Page No. 31).
- Please give complete and accurate information in the application form for online admission.
- **It is the sole responsibility** of the candidate to fill all details clearly and correctly. Any wrong or misleading information may lead to the cancellation of admission.
- The Institute has no refund policy for multiple deposit of fee. Do review complete Form before Final Submission. If you still have any issues mail us at [admissionsiihs@kuk.ac.in](mailto:admissionsiihs@kuk.ac.in) .
- Before Final submission, Read all the details carefully, as you will not be able to edit again.
- The candidate can take a Print Copy of Application Form for his/her reference.
- **The candidate is required to pay Prospectus fee of Rs. 400/- (for General Category) and Rs.100/- (For SC/BC/Differently Abled Candidates of Haryana only)**
- **After successful completion of filling in the Application Form, Pay the required FEE ONLINE.**

**Special Note:**

**Covid Support Scheme (COSS)**

Due to the Pandemic of Corona Virus spread in the country, some of the families have unfortunately lost their earning members such as both the parents/single earning parent/ legal guardian/adopted parents during the corona period (March 2020 onwards). These children look up at some support system. In order to cater to the difficult times of these children, Kurukshetra University Kurukshetra, has pioneered in introducing a support system namely **The Covid Support Scheme**. This covid support scheme shall be applicable to the corona affected children of Haryana residents during the current academic session 2022-23 and will be applicable for the complete duration of the course. **According to this scheme full fee concession (Tuition Fee & Funds) will be given to on-campus students in the budgeted course and Half Fee concession (Tuition Fee & Funds) in the courses running under Self Financing Scheme (SFS)**. Such students are required to upload the Death Certificate of the parents/ single earning parent/adopted parents clearly mentioning it to be a Covid – 19 related death. Those students who have already been admitted to a course may also request for such support through the Principal of the Institute.

**For any query / clarification, contact at:**

*Phone No. : 01744 – 238049*

*e-mail id. : [admissionsiihs@kuk.ac.in](mailto:admissionsiihs@kuk.ac.in)*

**Published by: Prof. SANJEEV KUMAR GUPTA**  
**PRINCIPAL**  
**INSTITUTE OF INTEGRATED & HONORS STUDIES**  
**KURUKSHETRA UNIVERSITY**  
**KURUKSHETRA-136119. INDIA**

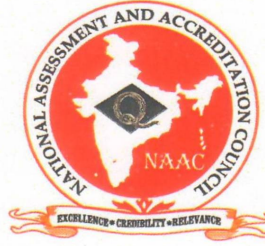


## **VISION**

**To be globally acknowledged as a distinguished centre of academic excellence.**

## **MISSION**

**To prepare a class of proficient scholars and professionals with ingrained human values and commitment to expand the frontiers of knowledge for the advancement of society.**



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Kurukshetra University  
Kurukshetra, Haryana as  
Accredited  
with CGPA of 3.52 on seven point scale  
at A<sup>+</sup> grade  
valid up to October 29, 2022*

*Date : October 30, 2017*



*A. Phug*  
Director

BC(SC)/28/A&A/12.3





# CONTENTS

Sr. No	Title	Page No.
I	Introduction	07
II	Teaching Faculty	08
III	Important Dates and Admission Schedule	11
IV	Information Regarding Programmes & Seats	12
V	Programme Structure & Template	14
VI	Course Seat Distribution under NEP	17
VII	Eligibility Conditions	18
VIII	Reservation of Seats and Guidelines for Reservation	20
IX	Additional & Supernumery Seats	25
X	Weightage for admission Purpose and Final Merit	29
XI	Information Regarding Admission Procedure	30
XII	Important Instructions	34
XIII	Admission Rules And Procedure for International Students	37
XIV	Benefits of Fee for Candidates of Haryana belonging to the Scheduled Caste Category	41
XV	Scholarship and Fee Concession	44
XVI	Code of Conduct for Students	45
XVII	Academic Prizes on the Basis Of University Examination	46
XVIII	Admission to Hostel	47
XIX	Other Activities and Facilities	47
XX	Discontinuation of Studies	52
XXI	Casual Admission	52
XXII	Curbing the Menace of Ragging & Instructions	52
XXIII	Dues	56
XXIV	Rules for Adjustment/Refund of Fee	58
Appendix - A	Bonafide Residents of Haryana - Guidelines Regarding	60
Appendix –B	List of the SC and Deprived SC in Haryana	62
Appendix –C	List of Backward Classes in Haryana (Block-A& B)	63
Appendix –D (1-2)	Letters Regarding Candidates of Any Category (SC/BC/OBC etc.) Qualifying/Selected in Govt. Job or Admitted in Educational Institute/Universities Based on General Criteria or Merit Must be Allocated Seat from General Category	64
Appendix –E	Benefit of Reservation in Admission to EWS Candidates in HGC and All India Category	66
Appendix –F (1-2)	Letter Regarding Certificate of Scheduled Caste or Deprived Scheduled Caste.	67
Appendix –H	Notification regarding the issue of Caste Certificate (including certificates for Scheduled Caste, Deprived Schedule Caste, Backward Class, Other Backward Class, Tapriwas, Vimukat Jati, and Nomadic Tribe) through SARAL Portal	69
Appendix- G	Notification regarding specifying the criteria for exclusion of persons within the Backward Classes as Creamy Layer.	71
Appendix –I	Notification regarding income limit upto 6 lakh per annum for determining the creamy layer amongst the other backward classes.	80
Annexures- I to XVIII	Proformas for Character; SC; Deprived SC; BC; EWS; Disability Certificate; DFF; Deceased or Disabled or Discharged Military/Paramilitary Personnel; Ex-servicemen or Ex-personnel of Para-military Forces; Ex-employees of Indian Defence Services/Paramilitary Forces Certificates; Self Declaration by the Student; Self Declaration by Parent/Guardian; Affidavit by the Parent of Single Girl Child; Certificate of Study; Application for Withdrawal of Admission and Refund of Fee; Application for Adjustment of Dues/Fees; Affidavit by the Parent of the BC-A & B Category Candidates and Undertaking by the Student; Affidavit by the Parent of the EWS Category Candidates and Undertaking by the Student; Proforma for Group Personal Insurance of Students; Enrollment forms for NSO, NSS & Cultural Activities ; Ordinance of NEP.	83-120

## I. INTRODUCTION

*Institute of Integrated & Honors Studies (erstwhile University College), KUK, is one of the foremost educational institute that has earned a commendable record of achievements, both in the academic and extra curricular fields. Established as a Co-educational institute, the students here get the best of the two world - They compete with the world for optimum knowledge and opportunities and simultaneously develop a strong and noble character. Institute of Integrated & Honors Studies takes pride in being a pioneer in running all its courses under the National Education Policy 2020. It aims to achieve the goal of inclusive and equitable quality education under the National Education Mission. The focus is on integrating the teaching of vocational skills into the academic curriculum, enhancing the importance of work – Integrated learning, and the engagement of social institutions in developing the capacities of students.*

*The Institute provides ample opportunities for students to excel in the field of Sports /NCC/NSS. The Institution, has maintained its reputation for high academic standards with the hard work and dedication of well qualified and outstanding staff. The platform for energetic creative youth, the Institute is situated on the campus of Kurukshetra University . A large number of admission - seekers from all over the country and abroad are attracted to the distinctive teaching ambience that is created by the Institution. This Institute creates an environment where individuals can realize and optimize their potential. The Institute provides a high level of teaching provisions supported by an outstanding central library and computing facilities. Hostel facilities are also available for the students. One hostel each for boys and girls has been earmarked for the Institute on the University Campus. The students have a twenty four hour access to the internet facilities. The Institute aims at creating a class of scholars and professionals with inherent human values who are committed to expand the frontiers of the knowledge for the progression of society. It aims to inculcate the foundational values like work culture, spirit of public service including discipline, dedication and determination in the students.*

## II. TEACHING FACULTY

### PRINCIPAL

**Prof. Sanjeev Kumar Gupta**

Ph.01744-238049 (O), EPABX 2533,

Web [www.iihskuk.in](http://www.iihskuk.in)

e-mail: [principaliihs@kuk.ac.in](mailto:principaliihs@kuk.ac.in)

### Name and Qualifications

#### **BIO-CHEMISTRY DEPARTMENT**

Dr.(Mrs.) Anita Rani Dua, M.Sc., Ph.D.

Dr. Ashwani Mittal, M. Sc., Ph.D.

Dr. Ritu Saini, M. Sc., Ph.D.

#### **BIO-TECHNOLOGY DEPARTMENT**

Dr.(Mrs.) Anita Rani Dua, M.Sc., Ph.D.

Dr.Sanjeev Gautam, M.Sc., Ph.D

#### **BOTANY DEPARTMENT**

Dr. Anil Gupta, M.Sc., Ph. D.

#### **CHEMISTRY DEPARTMENT**

Dr. Satish Kumar, M.Sc., Ph.D

Dr. Santosh Kumar Dubey, M. Sc., Ph. D.

Dr. Surender Kumar, M. Sc., Ph. D.

Dr. Sanjay Sharma M. Sc., Ph. D.

#### **COMMERCE DEPARTMENT**

Dr.(Mrs.) Sarita Rana, M.Com., M. Phil., Ph. D

Dr. Vivek Chawla, M.Com., MBA, M. Phil, Ph. D

Dr. Ravinder Singh , M.A., M. Phil. (Economics), Ph. D

Dr. Jaswinder Kumar; M. Com. Ph.D. PGDEMM

#### **COMPUTER SCIENCE DEPARTMENT**

Dr. Ashwani Kush, M.Sc., Ph. D, Diploma from ISS, Singapore.

Sh. Pradeep Malik, MCA, M. Phil. C. C. in German.

#### **ECONOMICS DEPARTMENT**

Dr.Pradeep S. Chauhan, M.A. M. Phil. Ph.D. L.L.B  
Fellow ( Paris), Fellow (Oxford),Fellow(UC,Berkeley,USA)

Dr. Sukhvinder Singh, M.A. M. Phil., Ph. D, LLB.

#### **ELECTRONICS DEPARTMENT**

Dr. Dushyant Gupta, M. Sc. (Electronics), M.Tech, Ph. D., PGDCA., C.C.C.

Dr. Hitender Kumar Tyagi, M. Sc. ( Electronics ), Ph .D , PGDCA

### Designation

Professor (HOD)

Associate Professor

Assistant Professor

Professor (HOD)

(Additional Charge)

Assistant Professor

Associate Professor (HOD)

Assistant Professor (HOD)

Assistant Professor

Assistant Professor

Assistant Professor

Associate Professor (HOD )

Associate Professor

Associate Professor

Associate Professor

Professor (HOD)

Associate Professor

Professor (HOD)

Professor

Associate Professor (HOD)

Professor



**ENGLISH DEPARTMENT**

Dr. (Mrs.) Rita , M.A. , M. Phil., Ph. D.	Professor (HOD)
Dr. (Mrs.) Atul Rasika Moudgil, M.A., M. Phil., Ph. D.	Professor
Dr (Mrs.) Anupama Singh , M. A. M. Phil., Ph. D.	Associate Professor
Dr. (Mrs.) Richa Bhardwaj, M.A. M. Phil. Ph. D.	Associate Professor
Dr (Mrs.) Jimmy Sharma, M. A., M. Phil. Ph.D.	Assistant Professor
Lt.Dr. Virender Pal, M.A. M.Phil. Ph.D. L.L.B	Assistant Professor (Officer Incharge NCC)

**FINE ARTS DEPARTMENT**

Dr. (Mrs.) Sunita Madan, M.Sc., Ph.D.	Associate Professor (HOD) (Additional Charge)
---------------------------------------	--

**GEOGRAPHY DEPARTMENT**

Dr. Amrit Singh, M. Sc., M. Phil., Ph.D.	Associate Professor (HOD)
Dr. Kulwinder Kaur, M.Sc, B.Ed, M.Ed, Ph.D,	Assistant Professor
Dr.Sandeep Kumar, M.A. B.Ed., M. Phil, Ph.D., P.G.Diploma in R.S. & GIS.	Assistant Professor

**GEOLOGY DEPARTMENT**

Dr. Amrit Singh, M. Sc., M. Phil., Ph.D.	Associate Professor (HOD) (Additional Charge)
--	--

**HINDI DEPARTMENT**

Dr. Maha Singh, M.A. (Hindi), M.A. (Mass comm.), M.A. (A.I.H), Ph.D. C C in Painting Conservation	Associate Professor (HOD)
Lt. Dr. (Mrs.) Sukarmwati Malik M.A., Ph.D., C.C. in French	Associate Professor (NCC Incharge)
Dr. Vandana Sharma M.A (Hindi),M.A (Education),B.Ed.,M.Ed, Ph.D.	Assistant Professor
Dr. Hari Om Fuliya M.A., Ph.D.	Assistant Professor

**HISTORY DEPARTMENT**

Dr. Gopal Parshad, M.A. M. Phil., Ph.D.	Professor (HOD)
Dr. (Ms) Kusum Lata, M.A, B.Ed, M.Ed, M.Phil.,Ph.D.	Professor

**HOME SCIENCE DEPARTMENT**

Dr. (Mrs.) Sunita Madan, M.Sc., Ph.D.	Associate Professor (HOD)
Dr. (Mrs.) Rajni Goyal, M.Sc, Ph.D	Assistant Professor
Ms. Manju Narwal, M.Sc.	Assistant Professor

**MATHEMATICS DEPARTMENT**

Sh. Navneet Behl, M.A., M.Phil.	Associate Professor
Dr. (Mrs.) Poonam Kumari, M.Sc., Ph. D., PGDCA	Associate Professor (HOD)
Dr. Nirupma Bhatti, M.A. M.Phil.,Ph.D, PGDCA	Associate Professor
Sh. Rulda Ram, M.A.	Associate Professor

**MUSIC DEPARTMENT**

Dr. Anand Kumar, M.Sc. Ph.D.	Associate Professor (HOD) (Additional Charge)
------------------------------	--

**PUNJABI DEPARTMENT**

Dr. (Mrs.) Rita , M.A. , M. Phil., Ph. D.

Professor (HOD)  
(Additional Charge)

**PHILOSOPHY DEPARTMENT**

Dr. (Mrs.) Rita , M.A. , M. Phil., Ph. D.

Professor (HOD)  
(Additional Charge)

**PHYSICAL EDUCATION DEPARTMENT**

Dr. Santosh Dahiya., M.P Ed, Ph. D.

Associate Professor (HOD)

**PHYSICS DEPARTMENT**

Dr. Anand Kumar, M.Sc. Ph.D.

Associate Professor (HOD)

Dr. Vijay Kumar, M.Sc. Ph.D.

Assistant Professor

**POLITICAL SCIENCE DEPARTMENT**

Dr. Gyan Chahal, M.A. Ph.D.

Associate Professor (HOD)  
(Additional Charge)  
Assistant Professor

Dr. Navprit Kaur, M.A., M. Phil., Ph.D.

**PSYCHOLOGY DEPARTMENT**

Ms. Navodita, M.A. M. Phil.

Associate Professor (HOD)

Dr. (Mrs.) Shashi Darolia , M.A. M. Phil. Ph. D.

Associate Professor

**PUBLIC ADMINISTRATION DEPARTMENT**

Dr. Gyan Chahal, M.A. Ph.D.

Associate Professor (HOD)

**SANSKRIT DEPARTMENT**

Dr. Ram Chander M.A. Ph.D.

Assistant Professor(HOD)

**SOCIOLOGY DEPARTMENT**

Dr. Gyan Chahal, M.A. Ph.D.

Associate Professor (HOD)  
(Additional Charge)

**STATISTICS DEPARTMENT**

Dr. (Mrs.) Poonam Kumari, M.Sc., Ph. D., PGDCA

Associate Professor (HOD)  
(Additional Charge)

**TOURISM DEPARTMENT**

Dr. Vineet Kumar, M. Com., MTA, Ph.D.

Assistant Professor (HOD) (SFS)

Dr. Renu Malra, MTM, Ph.D.

Assistant Professor (SFS)

Dr. Vivek Gaur, MTM, M Phil. Ph.D.

Assistant Professor (SFS)

**ZOOLOGY DEPARTMENT**

Dr. Sanjeev Kumar Gupta, M. Sc. , Ph. D.

Professor (PRINCIPAL)

Dr. Parmesh Kumar, M. Sc., Ph.D.

Professor (HOD)

Dr. (Mrs.) Sarita Rana M. Sc. Ph.D.

Assistant Professor

### III. IMPORTANT DATES AND ADMISSION SCHEDULE

#### IMPORTANT DATES

Candidates have to apply online on the website [www.iihskuk.in](http://www.iihskuk.in) or [www.iuums.kuk.ac.in](http://www.iuums.kuk.ac.in), for admission to all the programmes/streams w.e.f. : **August 03, 2022.**

The Last date for submission of Online Application form for all the programmes /streams:  
**August 20, 2022 upto 23:59 hrs.**

**Note:** Due to unavoidable circumstances the Institute can change the important dates and schedule of display of merit list etc. without any prior notice. The changed schedule, if any, will be notified separately. The changed schedule will be uploaded on the website of the Institute. The candidates are requested to regularly visit the website of the Institute.

#### ADMISSION SCHEDULE

First, Second, Third and Final lists of all the programmes/streams will be displayed as per the following schedule:

List	Display of merit list	Fee/dues deposited upto
First List	26.08.2022 after 11:00 hrs.	29.08.2022 till 23:59 hrs.
Second List (if seats remain vacant)	02.09.2022 after 11:00 hrs.	05.09.2022 till 23:59 hrs.
Third List (if seats remain vacant)	09.09.2022 after 11:00 hrs.	12.09.2022 till 23:59 hrs.
Final List (if seats remain vacant)	16.09.2022 after 11:00 hrs.	18.09.2022 till 23:59 hrs.
List for Additional/Supernumerary Seats:	19.09.2022 after 11:00 hrs.	22.09.2022 till 23:59 hrs.
Commencement of classes will be w.e.f <b>06.09.2022</b>		

After the Third List, the interested applicants who are otherwise eligible and whose names either have not appeared in any of the list(s) or have appeared in the list but failed to deposit their dues, must mark their attendance online by paying fee of Rs.100/- on the admission portal as per schedule :

Sr.No.	Particulars	Dates
1.	Notification of vacant seats	13.9.2022
2.	Marking of <b>online attendance</b> for participating in the Final List	14.09.2022 & 15.09.2022 (till 23:59 hrs.)

Interested candidates are advised to visit the website of the Institute: [www.iihskuk.in](http://www.iihskuk.in)

#### SCHEDULE OF DATES FOR ADMISSION (WITH OR WITHOUT LATE FEE)

Schedule of Dates for Admission will be observed as under:

##### For all programmes/streams:

(i)	Normal admission in all the programmes/streams without late fee	26.08.2022 to 22.09.2022
(ii)	Admission with late fee of Rs.500/-	27.09.2022 to 30.09.2022
(iii)	Admission with late fee of Rs.1000/-	03.10.2022 to 10.10.2022
(iv)	Last cut off date for admission is 10.10.2022 and no admission will be made thereafter.	

## IV. INFORMATION REGARDING PROGRAMMES & SEATS

Sr. No	Programmes	No. of Seats
<b>1.</b>	<b>Five Year Integrated Programmes</b>	
	(A) M. Sc. Engineering Physics	20
	(B) M.Sc. Bio-Technology	20
	(C) M.Sc Honors Economics	20
<b>2.</b>	<b>Humanities</b>	460
	<b>A . Languages (Choose Any One Language)</b> English - 240, Hindi=160,Punjabi=30,Sanskrit=30	
	<b>B. Courses (Choose Any Two Courses)</b> Economics -120, Physical Education- 40, Sociology - 40, Music - 20, Philosophy=40,Psychology=80,Geography=80, Political Science – 120, History – 120, Maths – 60, Public Administartion . -120, Tourism – 40, Library Science – 20, Fine Arts – 20	
<b>3</b>	<b>Science</b>	480
	<b>Courses (Choose Any Three Courses)</b> Botany – 140, Zoology – 140, Biochemistry – 40, Biotechnology – 40, Chemistry – 160, Mathematics – 320, Physics – 300, Statistics – 60, Electronics – 40, Electronics Equipment & Maintenance – 40, Computer Science – 80, Geography – 40, Geology – 20, Library Science - 20	
<b>4</b>	<b>Commerce</b>	120
<b>5</b>	<b>BCA</b>	60
<b>6</b>	<b>BTM</b>	45
<b>7</b>	<b>Home Science</b>	40
	<b><u>Additional / Supernumerary Seats</u></b>	
<b>10.</b>	<b>Additional sports seats for outstanding sports persons as per guidelines</b> (See page nos. 25 & 26 )	
<b>11.</b>	<b>Additional seats for NCC (01) and NSS (01)</b>	
<b>12.</b>	<b>Additional seats for</b> <b>(A) Kashmiri Migrants</b> (See page no. 27 ) <b>(B) Kashmiri Pandit/Kashmiri Hindu Families</b> (Non- Migrants) living in Kashmir Valley (See page no. 27 )	
<b>13.</b>	<b>Additional seats under the scheme KG to PG for University Sr. Sec. Model School (USSMS) students – 15% Seats in all Programmes/Streams</b>	

- Note:** 1. The number of seats may vary.  
2. Subject Combination as per availability of infrastructure and faculty.



3. No programme/stream will be started if the number of candidates opting for the same falls short of ten and no option will be started if the number of candidates opting for the same falls short of five the minimum required number as per University norms.
4. Admissions shall be made on the basis of information furnished by the candidate and documents uploaded. Original documents shall not be checked as candidates are not asked to visit the campus. If at any point of time, any candidate is found to have supplied false information, certificates, documents etc. or is found to have withheld or concealed some information in his/her Application form, he/she shall be liable to be debarred from admission to the programme/stream. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Institute may also take further action, as deemed fit, against the candidate and his/her guardian.

## V. PROGRAMME STRUCTURE & TEMPLATE

Semester	Core course (CC) @6credits Subject-1	Core course (CC)@6credits Subject-2	Core course (CC@6credits) Subject-3	Ability enhancement compulsory course (AECC)@2credits	Skill Enhancement Course (SEC) @2-6 credits	Discipline Specific Course (DSE)@6credits	Activity/Hobby @2 credits (Audit)	Total credits	Exit option
I Level-5	CC-1A	CC-2A	CC-3A	Language communication/Environmental Studies	SEC-1 Human Values and Ethics/Computer Science Level-1 @2credits	X	2	24	Certificate in Arts, Science/ Commerce @58 credits
II Level-5	CC-1B	CC-2B	CC-3B	(Language communication)/Environmental Studies	SEC-2 Human Values and Ethics/Computer Science Level-1 @2credits	X	2	24	
<b>Internship @10 credits (450 hours) after 2nd semester (only for exit option)</b>									
Semester	Core course (CC) @6credits Subject-1	Core course (CC) @6credits Subject-2	Core course (CC @6credits) Subject-3	General Elective course @ credits	Skill Enhancement Course (SEC) @ 2-6credits	Discipline Specific Course (DSE)@6credits	Activity/Hobby @2 credits - Audit	Total credits	Exit option
III Level-6	CC-1C	CC-2C	CC-3C	GE-1*@6Credits of level 5	SEC-3- Community Development/ Personality Development/ MOOC**	X	2	22+6*	Diploma in Arts, Science/ Commerce @ 102 credits
IV Level-6	CC-1D	CC-2D	CC-3D	GE-2*@6Credits of level 5	SEC-4 - Community Development/ Personality Development/ MOOC**	X	2	22+6*	
<b>Internship @10 credits (450 hours) after 4th semester (compulsory for all)</b>									

Semester	Core course (CC) @6credits Subject-1	Core course (CC)@6credits Subject-2	Core course (CC)@6credits Subject-3	General Elective* course @6 credits	Skill Enhancement Course (SEC) @ 6credits	Discipline Specific Course (DSE)@6credits	Activity/Hobby/clubs @2 credits (Audit)	Total credits	Exit option
V Level-7	CC-1H1 subject H	X	X	GE-3* @6Credits of level 5/6	SEC-5 (Major Subject-1) @6credits	DSE-1 (Major subject-1) DSE-2 (Major Subject-2)	2	20 + 10 of Internship +6 <sup>H</sup> +6*	Graduation in Arts/ Science/ Commerce @142 credits/ Honors in subject @154 credits
VI Level-7	CC-1H2 subject H	X	X	GE-4* @6credits of level 5/6	SEC-6 (Major Subject-2) @ 6 Credits	DSE-3 (Major subject-1) DSE-4 Major Subject-2)	2	20+ 6 <sup>H</sup> +6*	

Semester	Core course(CC) @6credits Subject	Discipline Specific Course (DSE)@6credits	Total credits	Exit option
VII Level-8	CC-1M1 CC-1M2 CC-1H1 subject H	DSE-5 (Subject) DSE-6 (Subject)	24	PG Diploma in Subject @202 credits
VIII Level-8	CC-1M3 CC-1M4 CC-1H2 subject H	DSE-7 (Subject) DSE-8 (Subject)	24	

Semester	Core course(CC) @6credits Subject	Discipline Specific Course (DSE)@6credits	Total credits	Exit option
IX Level-9	CC-1M5 CC-1M6	DSE-5 (Subject) DSE-6 (Subject)*	24	Master in Subjec t @250 credits
X Level-9	CC-1M7 CC-1M8	DSE-7 (Subject)* DSE-8 (Subject)	24	

\* Dissertation/Project for 12 credits can be given in lieu to DSE-6 and DSE-7 at Level-9. The student will submit dissertation/project report in Xth semester and will be evaluated at the end of Xth semester

#### Admissions under Multiple Entry Exit

1. The Institute/ College shall declare total number of seats available programme and course wise each year for fresh and lateral admissions .
2. The Institute/college may plan the number of seats course wise according to the faculty and infrastructure available.
3. Pursuing more than one Undergraduate Academic Programmes simultaneously: A student can pursue one more academic programme along with the regular degree programme either in physical mode (provided the class timings do not overlap) or in Open and Distance Learning (OLD) mode.

#### 4. Eligibility for Admission

1. A candidate who has passed Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana; or any other examination recognized as equivalent thereto with at least 40 % marks in aggregate with English as one of the subjects, shall be eligible to join First Semester of the M.Sc.(Integrated) Programme (Level 5). In addition ;



- (i) For MSc (Integrated) Biotechnology, the candidate must have passed Biology in the qualifying examination.
- (ii) For MSc (Integrated) Economics the candidate must have passed Mathematics in the qualifying examination.
- (iii) For MSc (Integrated) Engineering Physics the candidate must have passed mathematics and physics as subjects in the qualifying examination.

## VI. COURSE WISE SEAT DISTRIBUTION UNDER NEP - 2020

Course	Total Open (O) 15%		Haryana General	EWS (Haryana)	SC	DSC	BC-A	BC-B	DA/ESM/FF	Total
	Open	EWS(All India)								
	90%	10%	50% (T-O)	10% G	10% (T-O)	10% (T-O)	16% (T-O)	11% (T-O)	3% (T-O)	
English	33	3	91+1*	10	21	20	33	22	6	240
Hindi	22	2	60+1*	7	14	13	22	15	4	160
Punjabi	5	-	11	1	3	2	4	3	1	30
Sanskrit	5	-	11	1	3	2	4	3	1	30
Economics	17	1	46	5	10	10	17	11	3	120
Phy. Education	6	-	15	2	4	3	5	4	1	40
Sociology	6	-	15	2	4	3	5	4	1	40
Music	3	-	8	1	2	1	2	2	1	20
Philosophy	6	-	15	2	4	3	5	4	1	40
Psychology	11	1	31	3	7	7	11	7	2	80
Geography with Language	11	1	31	3	7	7	11	7	2	80
Geography with Science	6	-	15	2	4	3	5	4	1	40
Political Science	17	1	46	5	10	10	17	11	3	120
History	17	1	46	5	10	10	17	11	3	120
Mathematics with Language	9	-	23	3	5	5	8	6	1	60
Mathematics with Science	44	4	121+1*	14	27	27	44	30	8	320
Public Administration	17	1	46	5	10	10	17	11	3	120
Tourism	6	-	15	2	4	3	5	4	1	40
Fine Arts	3	-	8	1	2	1	2	2	1	20
Library Science with Science	3	-	8	1	2	1	2	2	1	20

Course	Open (O)		GEN	EWC	SC	DSC	BC-A	BC-B	DA/ESM/FF	Total
Library Science with Language	3	-	8	1	2	1	2	2	1	20
Commerce*	17	1	46	5	10	10	17	11	3	120
BCA*	9	-	23	3	5	5	8	6	1	60
BTM*	7	-	17	2	4	4	6	4	1	45
Home Science*	6	-	15	2	4	3	5	4	1	40
Botany	19	2	53+1*	6	12	12	19	13	3	140
Zoology	19	2	53+1*	6	12	12	19	13	3	140
Chemistry	22	2	60+1*	7	14	13	22	15	4	160
Physics	41	4	114+1*	13	26	25	41	28	7	300
Statistics	9	-	23	3	5	5	8	6	1	60
BioChemistry	6	-	15	2	4	3	5	4	1	40
Biotechnology	6	-	15	2	4	3	5	4	1	40
Electronic Science	6	-	15	2	4	3	5	4	1	40
Electronic Equipment Maintenance	6	-	15	2	4	3	5	4	1	40
Computer Science	11	1	31	3	7	7	11	7	2	80
Geology	3	-	8	1	2	1	2	2	1	20
M. Sc. Engineering Physics	3	-	8	1	2	1	2	2	1	20
M.Sc. Bio-Technology	3	-	8	1	2	1	2	2	1	20
M.Sc Honors Economics	3	-	8	1	2	1	2	2	1	20

- Horizontal reservation goes to ESM/FF and their dependents in their respective categories.

## VII. ELIGIBILITY CONDITIONS

### 1. Five-Year Integrated Programmes:-

A candidate shall be eligible to join First Semester of the relevant 5 year Integrated programme, mentioned below, if he/she has passed one of the following examinations with English as one of the subjects and has also obtained 50% marks in aggregate:-

#### (i) M.Sc. (Engg. Physics):

Senior Secondary Certificate Examination (10+2 Standard) with Physics, Chemistry, and Mathematics from the Board of School Education, Haryana, or any other examination as equivalent thereto.

**(ii) M.Sc.(Bio-Technology):**

Senior Secondary Certificate Examination (10+2 Standard) in Science group (Medical or Non Medical) from the Board of School Education, Haryana, or any other examination recognized as equivalent thereto.

**(iii) M.Sc. (Hons.) Economics:**

Senior Secondary Certificate Examination (10+2 Standard) with Mathematics as one of the subjects from the Board of School Education, Haryana, or any other examination recognized as equivalent thereto.

**Important Note: A candidate having compartment in more than one subject in his / her qualifying examination will not be eligible for admission in any programme.**

**2. Humanities :**

Students who pass their 10+2 Examination with English as one of subject can opt language and two course subjects.

**3. SCIENCE**

Students who pass their 10+2 Examination with English can opt any 3 course subjects with the following Conditions :

1. Only those candidates who passed 10+2 examination with Biology can opt Botany, Zoology, Biotechnology and Biochemistry.
2. Only those candidate who passed 10+2 examination with Chemistry can opt Chemistry as a subject.
3. Only those candidate who passed 10+2 examination with Mathematics can opt Mathematics & Statistics as a subject
4. Only those candidate who passed 10+2 examination with Physics can opt Physics, Electronics & Electronics Equipment & Maintenance (EEM) as a subject.

**4. COMMERCE :-**

Students who pass their 10+2 Examination with English as one of subject can opt 3 Course Subjects.

**5. BACHELOR OF COMPUTER APPLICATIONS (BCA)**

Students who pass their 10+2 Examination with English as one of the subject can opt 3 Course Subjects.

**6. BACHELOR OF TOURISM MANAGEMENT (B.T.M.)**

Students who pass their 10+2 Examination with English as one of the subject can opt 3 Course Subjects.

**7. Home Science :-**

Students who pass their 10+2 Examination with English as one of subject can opt 3 Course Subjects.

## VIII. RESERVATION OF SEATS AND GUIDELINES FOR RESERVATION

### DISTRIBUTION OF SEATS

The seats shall be distributed as under:

Sr.	Category	Percentage
1.	All India Open Category including Haryana	*15% of the Sanctioned Intake (*10% out of All India Category seats reserved for EWS of All India)
2.	Bonafide Residents of Haryana (State Quota)	85% of the Sanctioned Intake (State Quota is equally divided into Haryana Open General Category and Reserved Categories of Haryana)
	(i) Haryana Open General Category	*50% of State Quota (i.e. 42.5% of total intake)
	a. Economically Weaker Sections of Haryana (who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Class (Block-A &B) other than category (ii) a & b below.)	*10% of seats reserved for EWS out of Haryana Open General Category seats.
	(ii) Reserved Categories of Haryana	50% (of State Quota i.e. 42.5% of total intake)
	a. Schedule Castes of Haryana	20% of State Quota (i.e. 17% of total intake)
	(i) Scheduled Castes	10% of State Quota (i.e. 8.5% of total intake)
	(ii) Deprived Schedule Castes	10% of State Quota (i.e. 8.5% of total)
	b. Backward Classes of Haryana (except Socially Advanced Persons/Sections (Creamy Layer)	27% of State Quota (i.e. 22.95% of total intake)
	i. BC (Block-A)	16% of State Quota (i.e. 13.6% of Total Intake)
	ii. BC (Block-B)	11% of State Quota (i.e. 9.35% of Total Intake)
	(iii) Differently Abled	03% of State Quota (i.e. 2.55% of Total Intake) If the seats reserved for differently abled persons remain vacant due to non-availability of suitable differently abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%). In case, 01 seat out of 3% state quota reserved for differently abled persons, remains vacant, first priority may be given to the candidate (i.e. Ex-servicemen and their wards and dependents of Freedom Fighter) who will be higher in merit.
	(iv) Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/ institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2022, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2023 and so on. The concerned Chairperson/Director of the Department/Institute shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.	

Note: (i) The reservation of seats as per reservation policy of Haryana Government and is subject to any change/amendment by the State Government from time to time.



- (ii) Where a seat set aside for candidate from Deprived Scheduled Castes for admission in Government Educational Institutions is not filled up in 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. Reserved seats will not be carried forward to next year.
- (iii) Remaining instructions for reservation shall remain the same as already notified by the State Government from time to time.

#### **GUIDELINES FOR RESERVATION:**

1. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
2. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
3. The Haryana Govt. vide Notification No.22/132/2013-1GS-III dated 22.03.2022 has intimated that as per Govt. Instruction No.22/132/2013-1GS-III dated 21.03.2014 regarding issuance of caste certificate wherein various competent authorities to verify and issue caste certificate were notified alongwith other terms & conditions and formats of the caste certificates.

The Haryana Parivar Pehchan Act, 2021, provides for the assignment of the Parivar Pehchan Number (PPN) as a unique identifier number to each family. The database, namely Family Information Data Repository (FIDR), contains PPN alongwith corresponding information generally required for determining eligibility for, or the provision of any scheme, service, subsidy or benefit provided/implemented by or on behalf of the State Govt./any Govt. Agency/Local Authority. State Govt. has been empowered under Section 8 of Act to prescribe Parivar Pehchan Number (PPN) as a requirement for the purpose of determining above mentioned eligibility or provision. The verified information linked with PPN available in Family Information Data Respository (FIDR) has now made it feasible to issue Caste Certificates over the Counter through SARAL Portal. In view of the above, Govt has issued revised instructions/guidelines in supersession of all the previous instructions issued till now, as under :

- (a) Portal for the issue of Caste Certificate : The Caste Certificate (including Certificates for Scheduled Caste, Deprived Scheduled Caste, Backward Class, Other Backward Class, Tapriwas, Vimukt Jati (Denotified Tribes) , and Nomadic Tribe) shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (<https://saralharyana.gov.in>) facsimile signed by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) or Head of the Department/Organisation, as the case may be.
- (b) Validity of a Caste Certificate :
  1. A Caste Certificate once issued (in its standard format) shall be valid for the life time of the person so long as such caste/tribe is not removed or modified in the notifications issued by the Welfare of SC and BC Dept., Haryana.
  2. Where a Caste Certificate is requested for specific use outside the context of Govt. of Haryana, it shall be issued in the format prescribed by the Govt. of India.
  3. Certificates which include income and/or assets based information like creamy layer criteria shall become invalid after the validity period prescribed on the said certificate. Such certificates shall be valid for the current financial year i.e. till coming 31<sup>st</sup> March (included) from the date it has been issued.
  4. A Caste Certificate may also become invalid if after due process, it has been concluded that the caste was incorrectly mentioned on the certificate or wrongly verified in the FIDR, due to any reason whatsoever.

4. As per Govt. Notification No.2/27/2019-1 GS-III dated 8.10.2020 (Appendix-F) and No.22/132/2013-1GS-III dated 22.03.2022 (Appendix-G), the candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-II (1) (Scheduled Caste Certificate ) and Annexure-II (2) (Deprived Scheduled Caste Certificate) . Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per Annexure-III and Income Certificate from the Competent Authority. Vide Notification No. 512-SW(1)2021 dated 01.12.2021 and 491-SW(1) dated 17.11.2021(Appendix-H) the Government of Haryana Welfare of Scheduled Castes and Backward Classes Department has specified the criteria for persons within Backward Class as Creamy Layer regarding Reservation in Services and Admissions in Educational Institution. Son(s) and daughter (s) of parents having gross annual income of Rs.6 Lakhs or above OR possessing wealth above Rs.1 Crore for period of last three consecutive years. Income from all sources shall be clubbed to arrive at the gross annual income.
5. Affidavit/Undertaking by the BC and EWS Candidates: BC (Block A&B) and EWS candidates for benefit of reservation shall also have to furnish the certificates as per proforma given in the Hand Book of Information. In case, a candidates upload the old BC/Income Certificate or EWS Income & Asset Certificate,he/she shall furnish an affidavit on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer (for BC Category) (Annexure-XVI)or belongs to Economically Weaker Sections (Annexure XVII), which is not recognized as a Schedule Caste and Backward Classes (Block-A & B) by the Government of Haryana, as per Annexure-III&IV, respectively at the time of display of first/second/third/final list and so on. The said affidavit shall be furnished jointly by both father and mother of the candidate. The student shall submit BC/Income Certificate or EWS Income & Asset Certificate within 15 days from the date of display of his/her name in admission list, failing which his/her admission is liable to be cancelled.  
  
The income certificate mentioning gross annual income issued on/after 1.4.2022 for claiming reservation/supernumerary seat/tuition fee waiver in any category (where admission criteria is income based) shall only be considered for availing benefit under any reserved category/supernumerary seat/tuition fee waiver category.
6. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the programme) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently Abled candidates belonging to Haryana are required to submit the certificate as per Annexure-VI (Medical certificate for Differently abled) given in the HBI.
7. A Medical Board of the following doctors for the session 2022-23 has been constituted for verification of differently abled certificates of differently abled candidates for admission to various programmes in the University Teaching Departments/Institutes :  
  
(a) Dr. Ashish Aneja, M.O.....(Chairman)  
(b) Dr. Minu Gupta, M.O.....(Member)  
(c) Dr. Ankit Gaur, Dental Surgeon....(Member)
8. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per Annexure-VII.
9. Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/ Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per Annexure-VIII.
10. Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Paramilitary Forces as per Annexure-IX.
11. For horizontal reservation, ESM/DFF candidates of General, SC and BC category will also have to furnish ESM/DFF certificate.

12. In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11.04.2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Sh. Ishwar Singh Vs KUK &Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats
13. As per instructions of the Government of Haryana, General Administration Department, General Services-III Branch, Chandigarh containing in letter No. 22/10/2013-1GSIII dated 10.08.2017 for giving following priorities for reservations or preferences to the wards of Armed Forces personnel for admission in medical/professional/non-professional programmes running in the University Teaching Departments/Institutes/Affiliated/Maintained Colleges/Institutes :
  - (a) Priority-I : Widows/Wards of Defence personnel killed in action.
  - (b) Priority-II : Wards of disabled in action and boarded out from service.
  - (c) Priority-III : Widows/Wards of Defence personnel who died while in service with death attributable to military service.
  - (d) Priority-IV : Wards of disabled in service and boarded out with disability attributable to military service.
  - (e) Priority-V : Wards of Ex-servicemen who are in receipt of Gallantry Awards:
    - (i) Param Vir Chakra
    - (ii) Ashok Chakra
    - (iii) Sarvottam Yudh Seva Medal
    - (iv) Maha Vir Chakra
    - (v) Kirti Chakra
    - (vi) Uttam Yudh Seva Medal
    - (vii) Vir Chakra
    - (viii) Shaurya Chakra
    - (ix) Yudh Seva Medal
    - (x) Sena, Nau Sena, Vayu Sena Medal
    - (xi) Mention - in-Despatches
  - (f) Priority-VI : Wards of Ex-servicemen.

The Admission Committee vide its Res. No. 6 dated 14.05.2018 has resolved the above instructions of the State Govt. be implemented in all the programmes being run in the University Teaching Departments/Institutes and affiliated/ maintained Colleges.

14. Under Differently Abled category, at least one candidate will be admitted, even if the share is less than 0.5 seat.
  15. If a candidate of Haryana General, SC, BC and EWSs also apply for Differently Abled/ESM/ DFF category will be considered first for Haryana General, SC, BC and EWSs category.
  16. \* All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
  17. \*All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.
- \*(Note: Allotment of seats under Clause (xvi) & (xvii) above shall be strictly as per Director General Higher Education, Haryana Letter No.12/1-2017AD(3) Dated 04.06.2018 and Principal Secretary to Govt. Haryana Welfare of Scheduled Castes and Backward Classes, Department, Chandigarh letter No.EC/2018/20179-389 dated 26.04.2018 as per Appendix-D (1-2).
18. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
  19. Admission Criteria for EWSs derived from the Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under:

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

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

(ii) As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No.22/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified in instruction No. 22/28/2003-3GS-III, dated 30.01.2004.

(iii) The prescribed format for EWS Income and Asset Certificate shall be provided at **Annexure-IV**.

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

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

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

- a) 5 acres of agricultural land and above;
- b) Residential flat of 1000 sq. ft. and above;
- c) Residential plot of 100 sq. yards and above in notified municipalities;
- d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
- e) Total immovable assets owned are valued at Rs. One Crore or more.

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

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

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

22. **Criteria for EWS in All India Category seats:**

The reservation @ 10% to Economically Weaker Sections in All India Category seats (i.e. 15% of sanctioned intake) under Centre Govt. policy would be in addition to the existing reservation. Admission Criteria for EWSs derived from the Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, Government of India Notification No.36039/1/2019-Estt (Res) dated 31.01.2019 and the Director General Higher Education, Haryana, Panchkula vide their letter No.40395 DHE-190005/97/2020-UNP (STATE)-DHE dated 19.04.2021(**Appendix - E**) as under:

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

(i) Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight 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.

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

- (a) 5 acres of agricultural land and above;
- (b) Residential flat of 1000 sq. ft. and above;
- (c) Residential plot of 100 sq. yards and above in notified municipalities;
- (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

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

**(b). Income and Asset Certificate Issuing Authority:**

- (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-V** shall only be accepted as proof of candidate's claim as belonging to EWS:
- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate /Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
  - (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - (c) Revenue Officer not below the rank of Tehsildar and
  - (d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

## **IX. ADDITIONAL / SUPERNUMERARY SEATS**

In addition to the sanctioned seats, additional/supernumerary seats for the following categories shall be as under:

- (A) **02 supernumerary seats for the outstanding sports persons, over and above the sanctioned seats in PG programmes including Integrated programmes for the session 2022-23 except in the programmes regulated by the AICTE/NCTE/ PCI/BCI/RCI etc. For these courses, the seats for outstanding sports person will be given within the sanctioned seats. Seat to the outstanding sports person will be given against the quota reserved for his/her reserved category which he/she belongs.**

The above supernumerary seats to the outstanding sports persons will be allotted in order of preference and in order of merit in sports achievements, irrespective of other criteria of admission subject to eligibility as given below:

1. Position in any Recognised International Competition.
2. Participation in any Recognised International Competition.
3. Winning First Three Positions in Senior National/Federation Cup/Inter Zonal National/National Games.
4. Winning First Three Positions in All India Inter-University.
5. Winning First Three Positions in Khelo India University Games.
6. Winning First Three Positions in North/East/South/West Zone Inter University Tournaments.
7. Participation in National Games/Senior National/Federation Cup/Inter Zonal National/All India/Zonal Inter University Tournaments.
8. Winning First Three Positions in Junior National
9. Winning First Three Positions in Youth National.
10. Winning First Three Positions in School National (under-17 Yr/19 Yr.).
11. Winning First Three Positions in Khelo India Youth Games.
12. Participation at School National/Youth National/Junior National/Khelo India Youth Games.

### **NORMS AND GUIDELINES FOR SUPERNUMERARY SEATS/WEIGHTAGES FOR OUTSTANDING SPORTS PERSONS, FOR ADMISSION IN P.G. PROGRAMMES INCLUDING INTEGRATED PROGRAMMES IN THE UNIVERSITY CAMPUS :**

**Norms for Outstanding Sports Person:** Outstanding Sports Person means a person who has at least participated in the Zonal /All India Inter University or Senior National Level Championship or above. This include (Senior National, Federation Cup, National League, Inter Zonal National, National Games/National University Games/Khelo India University Games during the course of his/her Graduate/Post Graduate/Integrated studies).

**Guidelines for Supernumerary Seats/Weightages:** Sports Certificate for admission will only be considered, if the candidate produce the Gradation Certificate from the respective Govt. in respect of the game/sports for which the candidate claim outstanding sports person seat. In case any state does not issue the Gradation Certificate, the following criteria will be adopted:

- a) In case of International/National Position or participation, a certificate of authenticity will be required from concerned National Federation/State Association.

- b) In case of Inter University Position or participation, other than Kurukshetra University, a certificate of authenticity from the Head of Sports of the concern University will be required.
  - c) The game/event must be in the scheduled list of Kurukshetra University Sports Calendar.
  - d) The tournament must be organised by recognised Federation/Association duly affiliated with State Olympic Association/Indian Olympic Association and Ministry of Youth Affairs & Sports.
  - e) Achievement during the programme of Graduate, Post-Graduate including Integrated studies will be considered for admission in Post-Graduate programmes.
  - f) No sports achievement lower than the above will be considered for admission for outstanding sports person category, even if the seats remain vacant.
  - g) No weightage will be given for participating/winning positions in the sports and games organised by Nehru Yuva Kendra/CBSE National, Vidya Bharti Nationals/Rural Tournaments/Panchayat Tournaments /Novaodya Nationals and invitation non-recognised tournaments/sports festivals.
- (B) **02 supernumerary seats, over and above sanctioned seats in the first year of all the Bachelor Degree/UG programmes including integrated programmes except in the programmes regulated by the AICTE/NCTE/PCI/BCI/RCI etc. For these courses, the seats for outstanding sportsperson will be given within the sanctioned seats. Seat to the outstanding sports person will be given against the quota reserved for his/her reserved category which he/she belongs.**

The above supernumerary seats to the outstanding sports persons will be allotted in order of preference and in order of merit in sports achievements, irrespective of other criteria of admission subject to eligibility as given below:

1. Position in any Recognised International Competition.
2. Participation in any Recognised International Competition.
3. Winning First Three Positions in Senior National/Federation Cup/Inter Zonal National/National Games.
4. Winning First Three Positions in All India Inter-University.
5. Winning First Three Positions in Khelo India University Games.
6. Winning First Three Positions in North/East/South/West Zone Inter University Tournaments.
7. Participation in National Games/Senior National/Federation Cup/Inter Zonal National/All India /Zonal Inter University Tournaments.
8. Winning First Three Positions in Junior National
9. Winning First Three Positions in Youth National.
10. Winning First Three Positions in School National (under-17 Yr/19 Yr.).
11. Winning First Three Positions in Khelo India Youth Games.
12. Participation at School National/Youth National/Junior National/Khelo India Youth Games.

**NORMS AND GUIDELINES FOR SUPERNUMERARY SEATS/WEIGHTAGES FOR OUTSTANDING SPORTS PERSONS, FOR ADMISSION IN FIRST YEAR OF ALL THE BACHELOR DEGREE/UNDER GRADUATE PROGRAMMES INCLUDING INTEGRATED PROGRAMMES IN THE UNIVERSITY CAMPUS.**

**Norms For Outstanding Sports Person:** Outstanding sports person means a person who has at least participated in the School Nationals/Junior National/Khelo India Youth Games/Youth National/ National School Games in [under 19/17 (nineteen/ seventeen) year Age Group] or above in the preceding three years.

**Guidelines for Supernumerary Seats/Weightages :**Sports Certificate for admission will only be considered, if the candidate produce the Gradation Certificate from the respective Govt. in respect of the game/sports for which the candidate claim outstanding sports person seat.

In case any state does not issue the Gradation Certificate, the following criteria will be adopted:

- a) In case of International/ National participation, a certificate of authenticity will be required from concerned National Federation/State Association.

- b) In case of Inter University participation other than Kurukshetra University, a certificate of authenticity from the Director Sports/Head of Sports of the concern University will be required.
  - c) The game/event must be in the scheduled list of Kurukshetra University Sports Calendar.
  - d) The tournament must be organised by recognised Federation/Association duly affiliated with State Olympic Association/Indian Olympic Association and Ministry of Youth Affairs & Sports.
  - e) Achievements of the proceeding three years will be considered for Under-Graduate programmes.
  - f) No sports achievement lower than the above will be considered for admission for outstanding sports person category, even if the seats remain vacant.
  - g) No weightage will be given for participating/winning positions in the sports and games organised by Nehru Yuva Kendra/CBSE National, Vidya Bharti Nationals/Rural Tournaments/Panchayat Tournaments/Novaodya Nationals and invitation non-recognised tournaments/sports festivals.
- (C) One additional seat in all programmes will be for NCC cadets who have attended the Republic Day (R.D.) Parade and Camp over and above the sanctioned seats.
- (D) One additional seat in all programmes will be for NSS Merit Certificate holders who have attended the Republic Day (R.D.) Parade and Camp over and above the sanctioned seats.
- (E) As per instructions issued by the Director Higher Education, Haryana vide their letter No.18/51-2000 UNP (4) dated 27.01.2020, the concession for the wards of Kashmiri Migrants and Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley for admission in Higher Educational Institutions is over and above the State Reservation Policy and requested to follow the instructions of Govt. of India issued by the Ministry of Human Resource Development, Department of Higher Education vide F. No.3-4/2017-NER dated 15.10.2019 until the instructions are withdrawn or amended.

Vide Admission Committee Res. No. 1(iv) dated 16.06.2020, One additional seat over and above the sanctioned seats in all programmes for Kashmiri Migrants and One additional seat over and above the sanctioned seat in all programmes for Kashmiri Pandits/ Kashmiri Hindu Families (Non-Migrants living in the Kashmir Valley) in the UTDs./Institutes. These seats will be interchangeable, if the candidate of concerned category is not available. The candidates seeking admission under Kashmiri Migrants and Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley seats should upload attested copies of the following documents along with the Admission Application Form.

- (a) **Kashmiri Migrants**
    - (i) Attested copy of migration certificate duly signed by competent authority or Relief Commissioner.
    - (ii) Proof of current residence such as Ration Card, Aadhar Card, Photo Identity Card/Voter Card, issued by the Election Commissioner, Driving Licence etc.
  - (b) **Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley:** Attested copy of Domicile Certificate at the time of submission of Application Form.
- (F) **Vide Executive Res. No. 24 dated 29.12.2016 one supernumerary seat over and above the sanctioned seats has been created for a single girl child of her real parents or one amongst the only two girl children of those real parents who have only two girl children and have no male child, in all the Programmes governed by the UGC (Except PCI, BCI, RCI, AICTE and NCTE governed Programmes) being run in the University Teaching Departments/Institutes w.e.f. the session 2017-18. Eligibility for admission to supernumerary seat for a single girl child is as under :**
- (i) The supernumerary seat will be given only to the girl child holding Haryana Domicile, if she is otherwise eligible and her name appears in the merit list.
  - (ii) Admission to supernumerary seat in a programme will be made as per the eligibility criteria and merit for admission purpose (MAP) fixed for the programme given in the HBI. If there are more than one candidates applying for admission to this supernumerary seat, the admission will be made strictly on the basis of merit fixed for the purpose of admission in the programme.
  - (iv) If the supernumerary seat in a programme remains vacant due to non availability of suitable candidate, it may not be offered to a candidate of any other category and will remain vacant.



**(G) Supernumerary Seats for International Students:**

15% seats in all programmes are classified as supernumerary seats for Foreign Students out of which 10% shall be earmarked for foreigners and 5% seats shall be earmarked for wards of Indians working in Gulf and South East Asia. These seats are interchangeable. Foreign students, if admitted, will have to produce No Objection Certificate from the Ministry of External Affairs and/or Ministry of Education, Govt. of India, irrespective of anything contained in any other Handbook Calendar published by this University.

**(K) KG to PG Scheme:**

**1. Admission under KG to PG Scheme:**

- (a) 15% supernumerary seats (except in the programmes where it is not allowed by the Regulatory Body), in UG/Integrated/PG programmes being run in the UTDs/Institutes of K.U. Campus will be given to all the students of USSMS.
- (b) The admission to the supernumerary seats in a programme will be made as per the eligibility criteria fixed for the UG/PG programmes as follows:

**2. Admission in UG Programmes and Integrated Programmes:**

- (a) Candidates should have passed the qualifying examination from USSMS and has studied in USSMS for a minimum duration of two (02) years.
- (b) Separate applications will be invited under this scheme and a separate merit list will be prepared for them on the basis of marks in qualifying exam. For the length of school education in USSMS, the weightage of 0.5 points per year will be given to the candidate and shall be added to the merit points of the candidate.
- (c) In the event of non-availability of students in this category the same shall not be given to other categories of candidates.
- (d) Student will have to submit a 'Certificate of Study' in USSMS duly signed by the Principal USSMS on prescribed proforma as per **Annexure-XIII**.

**3. Admission in PG Programmes:**

- (a) Candidates should have passed the qualifying examination from Kurukshetra University Campus and has studied in USSMS for a minimum duration of two (02) years.
- (b) Separate application will be invited under this scheme and a separate merit list will be prepared for them on the basis of marks in qualifying exam.
- (c) In the event of non-availability of students in this category the same shall not be given to other categories of candidates.
- (d) Students will have to submit a 'Certificate of Study' in USSMS duly signed by the Principal USSMS on prescribed proforma as per **Annexure-XIII**.

**Note1: List of selected candidates for admission to Additional/Supernumerary Seats (except TFW Quota) will be displayed after the Final List. Date for display of list for Additional/Supernumerary Seats has been given in the admission schedule.**

## X. WEIGHTAGE FOR ADMISSION PURPOSE AND FINAL MERIT

Criteria for the preparation of the Merit for Admission Purpose for different courses is detailed in **Table-I**.

Candidates whose name(s) appear in the Merit List will be considered eligible for admission within the prescribed time. Such candidates will have to present themselves on the scheduled time and date in the concerned Department/Institute for verification of their **ORIGINAL CERTIFICATES/TESTIMONIALS/ DOCUMENTS, BEFORE ISSUING THE ADMISSION SLIP FOR DEPOSITING THE FEES/DUES. NO EXCUSE WHATSOEVER SHALL BE ENTERTAINED FOR NON-PRODUCTION OF ORIGINAL CERTIFICATES/ TESTIMONIALS/DOCUMENTS.**

**WEIGHTAGES FOR THE PURPOSE OF MERIT: Table – I**

(A)	Candidates who have passed the qualifying examination from universities in Haryana State.	5 marks
(B)	Recipients of National Talent Award from the NCERT	5 marks
(C)	Candidates who have secured 60% marks/CGPA 6.0 on 10 point scale from First Public Examination to Qualifying Examination.	5 marks
(D)	Candidates who have passed Honours examination in the subject concerned	5 marks
(E)	N.C.C. Cadets who have passed the 'B' Certificate and N.C.C. Cadets who have passed 'C' or 'G-II' Certificate (No weightage will be given for civil defence service)	3 marks 5 marks
	<p><b>Note:</b> If a NCC cadet have 'B' and 'C' Certificates maximum Weightage 5 marks will be given.</p> <p style="text-align: center;">or</p> <p>Students who have been recommended or commended (i.e. have obtained 1st or 2nd position) at the Inter-Zonal or Inter-University or Inter-State Level Youth Festival(s) or competition(s) organized by State Govt./University either individually or as members of a team.</p> <p style="text-align: center;">or</p> <p>Holder of Certificate of Merit for N.S.S. awarded by the University.</p>	

**Criteria for award of University N.S.S. Merit Certificate is as under:**

1. NSS Volunteer who has completed 240 hours of regular activities in the period of two years and attended one annual 7 (Seven) days night special Camp.
2. One who has donated blood atleast twice (compulsory for boys) or has made atleast five illiterates literate (for girls only). This shall have to be certified by the Principal alongwith the names and addresses of literates or one who has done an exemplary act of courage or bravery by saving life in situation like drowning, fire, natural calamities or man made calamities and awarded at the National Level.
3. NSS volunteer who has completed First Aid & Home Nursing training and having training course certificate issued by the Red Cross Society, Haryana.

In case of NSS Volunteers from other Universities located outside Haryana, one has to become eligible by way of becoming at par with the conditions as required under Sr. No. 1 and 2 of the above criteria laid down for University Merit Certificate and NSS weightage will not be allowed to the students who have only NSS participation certificate given by the College Principal.

- Note :**
1. For allowing weightage to NSS, certificate should be got verified from the Officer of the concerned Department.
  2. Total weightages for the purpose of merit shall not exceed 10 marks.

## **XI. INFORMATION REGARDING ADMISSION PROCEDURE**

### **A. SELECTION PROCEDURE**

#### **Admission Criteria:**

**Admissions to all the programmes/streams will be made on the basis admission criteria mentioned.**

While preparing the Merit List for admission, the following rules shall be followed to determine the inter-se merit:

- (i) Firstly, based on the Total Percentage of Marks obtained in the qualifying examination, the candidate having higher percentage of marks to be ranked higher.
- (ii) The tie breaking criteria for admission to various programmes for the session 2022-23.
  - (a) Marks of qualifying examination, if tie still persists, then
  - (b) Marks of 10+2/12<sup>th</sup> (where applicable), if tie still persists, then
  - (c) Marks of matriculation examination, if tie still persists, then
  - (d) Senior in age
- (iii) On the basis of the merit of the candidate, the seat allotment process will be carried out and Merit List of various programmes/streams as per the schedule shall be displayed on the portal.
- (iv) If a candidate applies in more than one programme, his/her name may appear in the Merit lists of more than one programme. The candidate is advised to choose only one programme to remit the admission fee because a candidate will not be given the admission in more than one programme. If a candidate has been offered the seat in a Merit List of a programme and he/she does not remit the admission fee for that programme, his/her name shall not be considered for subsequent merit list of that programme. However, he/she will only be considered for final list of that programme as per instructions given in the prospectus.
- (v) If a candidate is offered the seat in the subsequent list in any other programme and he/she fills the fee in that programme, it would automatically result in the forfeiture of the seat accepted by the candidate in the earlier list.
- (vi) Four online Merit Lists (i.e. First, Second, Third & Final) shall be displayed and admission will be made as per the procedure specified. If seats remain vacant in any programme, the Final List and Waiting List shall be prepared as per the procedure given below:

#### **Final List:**

- (a) After the Third list, the interested applicants who are otherwise eligible and whose names either have not appeared in any of the list(s) or have appeared in the list but failed to deposit their dues, must mark their attendance online by paying fee of Rs.100/- on the admission portal as per notified schedule. The category wise Final List will be prepared and displayed on the admission portal as per schedule from the pool of the candidates who have marked their attendance for final list. The candidates who do not mark their attendance for final list will only be considered for admission against any subsequent vacant seat, if there is no candidate in the waiting list drawn from the pool of the candidates who have marked their attendance for final list.

- (b) Benefit of reservation will be given to all the reserved categories upto Final List according to the reservation policy given in the Prospectus. In case at the time of display of Final List the reserved seats of various categories other than SC category, remain vacant and no eligible candidates of the reserved categories are available, these vacant seats will be filled up by Haryana General Category (HGC), in case no candidate of HGC is available it will be offered to the candidates of All India Category. After display of Final List, if any seat(s) remain vacant or fall vacant due to drop out by the admitted students, the vacated seat(s) first be filled up from the candidates of respective category on merit basis from the waiting list. If no corresponding reserved category candidate is available, then it will be filled up by HGC by the Chairperson from the waiting list drawn from the pool of the candidates who have marked their attendance for final list. In case no candidate of HGC is available, it will be offered to the candidates of All India Category.

**Note:**

- (a) Admissions shall be made on the basis of information furnished by the candidate and documents uploaded. Original documents shall not be checked as candidates are asked not to visit the campus. If at any point of time, any candidate is found to have supplied false information, certificates, documents etc. or is found to have withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission to the programme. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Institute may also take further action, as deemed fit, against the candidate and his/her guardian.
- (b) List of selected candidates for admission to Additional/Supernumerary Seats will be displayed after the Final List.
- (c) In case of Supernumerary seats under KG to PG Scheme admission in UG Programmes and Integrated Programmes a separate merit list will be prepared for them on the basis of marks in qualifying examination. **For the length of school education in USSMS, the weightage of 0.5 points per year will be given to the candidate and shall be added to the merit points of the candidate.**

**B. PROCEDURE TO APPLY**

1. Download Prospectus. Read it carefully to ensure your eligibility and acquaint with the requirements for submission of Online Application Form, no separate information will be sent to any candidate in this regard. Prospectus can be downloaded from the website of Institute of Integrated & Honors Studies Kurukshetra University, Kurukshetra: [www.iihskuk.in](http://www.iihskuk.in).
2. Candidates have to apply for Admissions 2022 **ONLINE only** by accessing the website. Application forms other than online mode will not be accepted in any case.
3. Candidates are advised to upload all the relevant documents and testimonials along with their application form for ascertaining their Date of Birth, Eligibility, Category as well as for calculating the Merit for Admission Purpose.

## **GUIDELINES FOR REGISTRATION AND APPLICATION FORM**

### **Important Notes:**

- Specification for uploading the documents: Format- .jpg, .jpeg, .png with maximum file size of 2MB.
- Latest Passport size Photograph has to be uploaded with white background. Image size should be less than 340KB (format: jpg, .png with ideal dimensions 150pixel \* 200pixel). Image of the signature (Ideal dimensions 170pixel \* 90pixel) has to be uploaded with size between 10-20 KB.
- There are two options in the online application form for entering the marks obtained in 10<sup>th</sup> & 12<sup>th</sup> examination- Percentage system and CGPA system. If the applicant has passed these examinations from BSEH/CBSE with CGPA, then the candidate will fill the CGPA only and will convert it into percentage value. However, the candidate is required to upload the photo of the conversion formula by the respective board in upload document section.
- In case of failure/pending of the online transaction for payment of required fee, the system will block the payment mode option for 25 minutes. Therefore, if the payment process fails, the candidate has to make the payment again after waiting for 25 minutes.

### **Registration Process:**

- Visit the website of the institute: [www.iihskuk.in](http://www.iihskuk.in) or [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in)
- Click on the link 'Apply for UG/5YR integrated courses'.
- Click on the link 'New Registration' for registration to a particular Programme/Course.

### **Registrations Steps:**

- Click on 'New registration tab'
- Choose your state preference from "Haryana" or "Other" State
- Use PPP (Parivar pehchan patra ) to fill up the form
- In case you donot have PPP, then use alternative method of Adhaar card.
- Add Full name (First, middle and last name).
- Add valid E-mail Id (this mail id will be used as user name).
- Add valid Mobile Number.
- Add the captcha as shown in image box.
- Click on the '**Register**' button.
- An Auto generated OTP will be sent on your registered E-mail id and mobile number.
- Enter the received OTP (This OTP will be valid up to 10 minutes).
- If the valid time (i.e. 10 minutes) lapses, the applicant can click the '**Resend**' button for a new OTP.
- A message regarding the successful registration will appear on the applicant's window.
- Once successfully registered, the applicant will receive a Login ID/User name and a password on the registered E-mail id and mobile number.

- The Applicant has to log in with the help of the received Login ID/user name and password to fill his application form with all the relevant details.

**Note:** The Registered E-mail id will be the Login ID/User name for the applicant.

### **Steps for filling the Application Form:**

#### **Guidelines**

- The applicant must read all the guidelines carefully and thoroughly before filling the form.
- The entire Admission processes will strictly adhere to the Prospectus.
- To proceed further the candidate has to click on “**Next**” button at the bottom of the page.

#### **Personal Information**

- The applicant has to fill in all the personal details along with latest passport size photograph and signature according to the specifications mentioned.
- The applicant has to provide the details of category/sub-category as per the instructions provided in the Prospectus.
- An applicant competing for the supernumerary seats should provide the details as per the guidelines of the Prospectus.
- Click on ‘**Save & Next**’ Button to proceed further.

#### **Educational Details**

##### **Std. X**

- In the ‘**Std. X**’ tab the candidate has to fill all details related to 10<sup>th</sup> class examination and then click on ‘**Save & Next**’.

##### **Std. XII**

- In the ‘**Std. XII**’ tab the candidate has to fill all details related to 12<sup>th</sup> class examination.
- Select the proper stream eg. Science, Commerce and Arts and then click on ‘**Save & Next**’.

#### **Programme/Preferences (Only for Sciences & Humanities )**

- In Sciences, applicant is required to opt minimum 03 preferences and maximum 09 preferences out of 14 core subjects.
- In Humanities, applicant is required to opt minimum 01 preference and maximum 03 preferences out of 04 languages.
- In Humanities, applicant is also required to opt minimum 02 preferences and maximum 09 preferences out of 13 core subjects.
- Fill only those options in which you are interested to seek admission. **The order of preferences is very important**, therefore, fill the preferences very carefully.
- **If an applicant has been offered the higher preference as per his/her choice of list of preferences, the applicant can not slide to subsequent lower preferences.**

## Prospectus Fees

**Prospectus Fees is Rs.400/- for General category and Rs.100/- for SC/BC/Differently abled Candidates of Haryana only.**

## Document Details

- The applicant has to upload the relevant documents as per the specifications already mentioned.
- Applicants competing for supernumerary seats should also upload their relevant documents.

## Preview and Payment Details

- The applicant will be able to see all the details that he/she has filled. Please check if all the information entered is correct. If not, then kindly click previous button and modify the details. If correct then proceed for the payment.
- Before the Fee payment, carefully read and check your application form thoroughly, there is no provision for editing the application form after that.
- After completing successfully the payment process, take the print of the fee receipt and the application form for your future reference.
- The Institute has no refund policy for multiple deposit of fee. Do review complete application form before the final Submission.

**If you still have any queries e-mail us at [admissionsihs@kuk.ac.in](mailto:admissionsihs@kuk.ac.in).**

### Note:

**You can apply for more than one Programme/Stream using the same Login ID/Username and Password.**

For this process, just click on the link “Apply Here” shown adjacent to the Programme/Stream for which you want to apply. There is no need to upload your documents again.

<b>Last date for submission of Admission Form</b>	<b>August 20, 2022 till 11:59 hrs.</b>
---	--

**Prospectus Fees is Rs.400/- for General category and Rs.100/- for SC/BC/Differently abled Candidates of Haryana only.**

## **XII. IMPORTANT INSTRUCTIONS**

- (1) No programme will be started if the strength of admitted students is less than ten, and no option will be started if the strength is less than five. The Institution shall notify the options in each programme with number of seats well before the admission and the options will be allotted on merit basis.
- (2) Candidates having compartment in more than one subject in his/her qualifying examination will not be eligible for admission in any programme.

- (3) Any legal dispute relating to admission of students will be subject to Courts at Kurukshetra or Courts having jurisdiction in Kurukshetra.
- (4) The Kurukshetra University can make use of the data generated, for the purpose of research and analysis.
- (5) KUK does not take any responsibility for the candidates not being able to submit their Application Forms by the last date and time on account of any reason beyond the control of the KUK. Candidates can check their fee status after login to their account and can download/print the receipt.
- (6) **The Chairpersons/Principal/Directors of the University Teaching Departments / Institutes to ensure that ineligible candidate(s) is/are not allowed admission in the Dept./Institute and for this every precaution must be taken. Responsibility for any wrong/irregular admission or admission allowed on the basis of fake certificate, in contravention of the Ordinance, if any, will rest entirely with the Chairperson/Director of the University Teaching Departments/Institutes concerned, admission of such students may be treated as cancelled ab-initio. In case any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended by the Department/Institutes concerned.**
- (7) **The candidates from Haryana must be in possession of Family ID. The candidates belonging to Haryana and whose name appears in the merit list shall have to provide the details of his/her Parivar Pehchan Patra (PPP) on the University Admission Portal before submission of his/her admission fee.**
- (8) Due to paucity of hostel accommodation, the University may not make available accommodation to the students to be admitted in Certificate, Diploma, Advance Diploma and P.G. Diploma programmes in the University Teaching Departments/Institutes w.e.f. the session 2022-23. They will be required to make their own boarding and lodging arrangements outside the Campus.
- (9) Every student must follow University rules and regulations in maintaining discipline on the Campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehavior and is punished as per University rules, all dues paid by him/her shall be forfeited and no refund will be allowed.
- (10) Due to paucity of hostel accommodation, the University may not be in a position to accommodate all the aspirants in the hostels.
- (11) **Nothing contained in this Prospectus should be construed to convey sanction or be cited as an authority for which University Regulations in Calendars Vol. I, II and the relevant rules in Calendar Vol. III alone are applicable.**
- (12) If the concerned authorities are not satisfied with the character/past behaviour/antecedents of a candidate, they may refuse to admit him/her to any programme of study in the University/Institute in order to ensure academic standards, discipline and peaceful atmosphere in the university. The Vice-Chancellor may cancel the admission of any student for a specified period. (If the Hostel authorities are not satisfied with the character/past behaviour /antecedents of a student, Hostel accommodation may be refused to him/her in order to ensure discipline and peaceful atmosphere of the Hostels.)
- (13) **State-wise List of Fake Universities and Examinations of Board not recognized for the purpose of higher studies : List of Fake Universities declared by UGC and Examinations of Board not recognized for the purpose of higher studies by the Board of School**



Education, Haryana, Bhiwani is available on their websites. Before finalizing the admissions the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is required to be consulted [www.ugc.ac.in/page/Fake-Universities.aspx](http://www.ugc.ac.in/page/Fake-Universities.aspx) and [www.bseh.org.in](http://www.bseh.org.in) by the Chairpersons /Directors of the concerned Departments / Institutes. The candidate will not physically present in the Departments/Institutes and Registration Branch to check his/her eligibility for admission.

- (14) As per instructions issued by the Principal Secretary, Govt. of Haryana, Higher Education Department, Chandigarh letter No.18/172-2016 UNP (4) dated 30.06.2017, the Committee in its meeting held on 02.08.2017 has resolved that maternity leave up to 45 days will be granted to such women students who are studying in the University Teaching Departments/Institutes and affiliated/maintained Colleges in all the programmes except M.P.Ed., B.P.Ed. D.P.Ed. and C.P.Ed. to complete their education without any gap/hindrance.
- The maternity leave to women students will be granted by the competent authority with the condition that if the women students avail the maternity leave up to 45 days on recommendation of Govt. Hospital Authorities as applicable as per prescribed rules in the case of Govt. Women Employees, then the women students will have to attend the extra classes as per the requirement of attendance of the specified programme/ professional /research program.

#### **INSTRUCTIONS AFTER ADMISSION**

1. Each admitted student shall have to furnish Self Declaration by him/her and his/her Parent/Guardian as per specimen (**Annexures-X & XI**) given in the Prospectus that he/she will never be found guilty of ragging and shall not indulge in any act of ragging at the time of opening of Campus and mark their attendance physically in the class room. At the time of admission every candidate shall be required to give an undertaking of good conduct & behaviour and not to indulge in ragging. If a candidate after his/her admission is found indulging in any kind of ragging, his/her admission is liable to be cancelled.
2. No migration or transfer will be allowed from the Institute to the University Department and vice- versa.
3. Candidates after taking admission in any programme on the Campus other than an Evening Programme can also take admission in Evening Certificate/Diploma programmes.
4. For information regarding Syllabus of the programme, Library services, admission to Hostels, fee concession, scholarships etc. the candidates are advised to contact the Chairperson / Director / Principal of the Department/ Institute concerned.
5. If a student fails to attend his/her classes continuously for seven days from the date of commencement of the classes or from the date of admission, his/her admission shall be cancelled.
6. If a student remains absent from the class for 14 days or more in a month his/her name will be struck off from the rolls and his/her parents will also be informed.
7. The candidate shall have to fill up Group Personal Insurance of Students Proposal/Nomination Performa after physically opening of the Campus as per **Annexure -XVIII**
8. An official E-mail ID will be allotted and communicated to every regular student by the concerned Department/Institute for sending official communication(s) to him/her.

## XIII. ADMISSION RULES & PROCEDURE FOR INTERNATIONAL STUDENTS

### INTRODUCTION

These rules define the procedure for the admission of international students to various programmes of Kurukshetra University, Kurukshetra. These rules are based on general guidelines issued by the University Grants Commission (UGC), Association of Indian Universities and Statutory/Regulatory directives issued from time to time.

### THE OFFICE

The Office of Advisor, International Student shall provide necessary guidance for admission of foreign students to the various programmes run in the University. All correspondence related to international students should be addressed to the Office of the Advisor, International Students, Kurukshetra University, Kurukshetra – 136119 (Haryana) India.

### INTERNATIONAL STUDENTS

- i) **Foreign Student:** Students holding passports issued by foreign countries including Persons of Indian Origin (PIO) who have acquired the nationality of foreign countries.
- ii) **Persons of Indian Origin (PIO):** PIO shall mean the Persons who are citizens of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or who or either of his parents of any of his grandparents was a citizen of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act, 1955 (Act No. 57 of 1955).
- iii) **Non-Resident Indians (NRIs):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be treated as international students. This will include the students studying in the schools or colleges situated in the foreign countries even if affiliated to the Boards of Secondary, Higher Secondary Education or Universities located in India, but will not include students studying in those schools and colleges (situated in India) and affiliated to the Boards Secondary Higher Secondary Examinations from Boards or Universities located in foreign countries as external students and Dependents of NRI studying in India will not merit the status of international students.

### DOCUMENTS REQUIRED FOR ADMISSION OF INTERNATIONAL STUDENTS

- i) **VISA:** All the international students shall require a student VISA endorsed to the Kurukshetra University, Kurukshetra for joining the full time programmes. Foreign students admitted to Kurukshetra University shall obtain a **STUDENT VISA** in the name of Kurukshetra University on the basis of admission within one Month from the date of admission for the prescribed duration of the programme. A copy of this **VISA** is to be submitted in the office of Advisor, International Students, Kurukshetra University Kurukshetra.  
Students wishing to join a research programme will require a research VISA endorsed to the Kurukshetra University, Kurukshetra. The VISA should be valid for prescribed duration of the programme.  
VISA is not required for NRI students.
- ii) **Certificate from Association of Indian Universities (AIU):** The programme on which eligibility is relied upon must be included in the list of the Association of Indian Universities (AIU). In case the University/Board is not included in the said list, the candidate has to obtain and submit Equivalence Certificate to this effect from the Association of Indian Universities.

**Submission of Equivalence Certificate from AIU is mandatory for foreign nationals.** The AIU address is given below:

The Secretary General  
Association of Indian Universities  
AIU House, 16, Comrade Indrajit Gupta Marg  
New Delhi-110002  
Phone No. (91) – 11-23230059  
Website: <http://www.aiu.ac.in>

- iii) **Prior Security Clearance:** All international students desiring to undertake any research work or join a Ph.D or M. Phil. Programme must obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India and this must be on the research VISA endorsed to the university or institution concerned.
- iv) **Attestation by concerned Embassy/High Commission/Consulate:** All attestation must be done by the concerned Embassy/High Commission/Consulate of the relevant country in India. The document without attestation shall be summarily rejected.
- v) **Attested Transcripts:** Candidate applying from their own country should get their transcripts of certificates attested by the concerned accredited authorized Government Agency and also duly certified by the Indian Embassy or Consulate as the case may be. Attested copies of Senior School Certificate/Bachelor's Degree/Master's Degree or equivalent thereof should be attached.
- vi) **Character Certificate:** A Character Certificate from the Head of the Institution last attended alongwith its attestation by the concerned Embassy/High Commission/Consulate should be submitted.
- vii) **Medical Certificate:** All the international students have to undergo the medical examination and get the medical fitness certificate. As per government rules all international students entering India on student VISA have to be tested for HIV and will not be given admission if found to be positive.
- viii) **Registration in Foreign Regional Registration Office (FRRO) :** Within 14 days of arrival in India, the international student has to register his name with the police in the Foreigner Regional Registration Office (FRRO) of the local police. For this the following documents shall be submitted by the admitted students to the Office of the Advisor, International Students :
  - a) Photocopy of the Passport
  - b) Photocopy of the VISA
  - c) Proof of Residence
  - d) Proof of Admission
  - e) Four Passport Size photographs
  - f) HIV Report.

**Eligibility Qualifications:** International students should fulfill the minimum eligibility condition prescribed for admission as per the requirements of the programme applied for. However, such candidates shall NOT be required to undergo the admission entrance test.

**Supernumerary Seats for International Students:**

- i) 15% supernumerary seats shall be available for international students in all the programmes run by the University at its campus including the AICTE approved programmes.
- ii) Candidates to the Supernumerary seats shall be required to fulfill the eligibility criteria for the programme applied. However, such candidates shall NOT be required to undergo the admission entrance test.
- iii) Candidates under this category shall be required to fulfill all/any other conditions as may be prescribed and notified by Kurukshetra University, Kurukshetra from time to time.
- iv) Candidates seeking admission under Supernumerary seats will have to apply on a prescribed form

- v) which will be available from the office of the Advisor, International Students, Kurukshetra University, Kurukshetra or this form can be downloaded from University website ([www.kuk.ac.in](http://www.kuk.ac.in)).
- vi) This application form should be submitted to the office of the Advisor, International Students, alongwith the attested/certified copies of all requisite documents mentioned in the form.
- vii) In case applications are received in excess against the allotted seats in particular programme, intersemit will be prepared.

**Fee Structure for Supernumerary Seats:**

The revised tuition/admission fee structure for Govt. funded international students is shown in Table I. Also Registration fees of every international student only once will be Rs. 20000/-. Hostel fees will be Rs. 5000/- per month excluding electricity and meal charges.

**Table-I**

Tuition/admission Fee For Govt. funded International Students		
Course	Discipline/Stream	Fee (in Rs.) per annum
For UG Courses	B.A., B.Com.	Rs. 20,000/-
For UG Courses	B.Sc./B.P.Ed.	Rs. 30,000/-
For UG Courses	Tourism/Computers/Fine Arts/Journalism & Mass Communication	Rs. 50,000/-
Under-Graduate	Technical/Engineering/Management/Pharmacy /Law/ Hotel Management	Rs. 1,00,000/-
For PG Courses	M.A., M.Com.	Rs. 30,000/-
For PG Courses	M.Sc.	Rs. 50,000/-
For PG Courses	Tourism/ Computers/Fine Arts/Forensic Science/Journalism & Mass Communication	Rs. 60,000/-
Post Graduate	Technical/Engineering/Management/Pharmacy /Law/ Hotel Management	Rs. 1,10,000/-
Ph.D.	Science/Technical/Engineering/Management/ Pharmacy/Law/ Hotel Management/ Fine Arts	Rs. 80,000/-
Ph.D.	For other courses	Rs. 50,000/-

The revised tuition/admission fee structure for self financed international students is shown in Table II. Also Registration fees of every international student only once will be Rs. 20,000/-. Hostel fees will be Rs. 5000/- per month excluding electricity and meal charges.

**Table-II**

Tuition/admission Fee For Self Financed International Students		
Course	Discipline/Stream	Fee (in Rs.) per annum
For UG Courses	B.A., B.Com.	Rs. 50,000/-
For UG Courses	B.Sc./B.P.Ed.	Rs. 70,000/-
For UG Courses	Tourism/Computers/Fine Arts/Journalism & Mass Communication	Rs. 90,000/-
Under-Graduate	Technical/Engineering/Management/Pharmacy /Law/ Hotel Management	Rs. 1,40,000/-
For PG Courses	M.A., M.Com.	Rs. 70,000/-
For PG Courses	M.Sc.	Rs. 80,000/-

For PG Courses	Tourism/Computers/Fine Arts/Forensic Science/Journalism & Mass Communication	Rs. 1,00,000/-
Post Graduate	Technical/Engineering/Management/Pharmacy /Law/ Hotel Management	Rs. 1,50,000/-
Ph.D.	Science/Technical/Engineering/Management/ Pharmacy/Law/ Hotel Management/ Fine Arts	Rs. 1,20,000/-
Ph.D.	For other courses	Rs. 90,000/-

The tuition/admission fee structure for the following courses for international students is shown in Table III.

**Table III**

Tuition/admission Fee For International Students		
Sr. No.	Discipline/Stream	Fee (in Rs.) Per annum
1.	Certificate Course in French/German/Japanese/Urdu/Communication Skill 1-Yr.	Rs. 20,000/-
2.	Diploma in French French/German/Japanese/Urdu 1-Yr.	Rs. 20,000/-
3.	Advanced Diploma in French/German 1-Yr.	Rs. 20,000/-
4.	Certificate Course in Panjabi (Evening)/ Bhagvadgita (Evening) 1Yr.	Rs. 20,000/-
5.	PG Diploma in Buddhist Studies/ Women's Studies/ Floriculture 1Yr.	Rs. 20,000/-
6.	Diploma in Yoga & Applied Philosophy 1 Yr.	Rs. 30,000/-
7.	PG Diploma in Translation(Hindi/ English/Panjabi) (Evening) 1Yr.	Rs. 30,000/-
8.	P.G. Diploma in Guidance, Counseling & Psychotherapy/Yoga 1-Yr.	Rs. 50,000/-
9.	Certificate Course in Sports Dietician (Evening) 3 Months	Rs. 20,000/-
10.	Certificate Course in Yoga/Gym & Aerobic Instructor(Evening) (3months)	Rs. 20,000/-
11.	Diploma in Reasoning (Evening) 6 Months	Rs. 20,000/-

**Last date for Receipt of Application Form for International students :** Last date for Receipt of Application Form duly completed in all respect will be **31<sup>st</sup> August, 2022**.

**Vacations:** Information regarding vacations is available on the University website: [www.kuk.ac.in](http://www.kuk.ac.in)

**Hostel Facilities:** Kurukshetra University endeavours to provide hostel facilities to almost all outstation students. Each hostel is provided with indoor and outdoor facilities for games and sports. Recreation facility like T.V. sets is also provided. The detail of hostel fee can be obtained from the offices of Chief Wardens (Boys & Girls Hostels), Kurukshetra University, Kurukshetra.

**Important Telephone Numbers of Kurukshetra University Functionaries:**

1. Vice-Chancellor 01744-238039 (O).
2. Registrar- 01744-238026 (O).
3. Dean, Academic Affairs- 01744-238045 (O).
4. Dean, Students Welfare- 01744-238096 (O).
5. Chief Warden (Boys Hostel)- 01744-238711 (O).
6. Controller of Examinations- 01744-238377 (O).
7. Advisor, International Students: 7082113092, 9416227111.  
E-mail: [aisku@kuk.ac.in](mailto:aisku@kuk.ac.in)

**Cancellation of Admission:** The admitted students should note that his admission stands automatically cancelled if:

1. He/She fails to obtain long term Student/Research VISA in the name of the Kurukshetra University, Kurukshetra only from the Indian Embassy in his/her country on the basis of the letter of provisional admission.

2. He/She fails to produce Original Statement of marks/grade point average certificate of the last qualifying examination or equivalent thereof at the time of admission.
3. He/She is found to be medically unfit.
4. He/She fails to fulfill any condition of eligibility for admission to the Programme.

#### XIV. BENEFITS OF FEE FOR CANDIDATES OF HARYANA BELONGING TO SCHEDULED CASTE CATEGORY

There is a Post Matric Scholarship Scheme of GOI for welfare of candidates belonging to the Scheduled Caste Category. As per letter No.3/44-2012 Sch.(2) dated 18.06.2013 of the Director General Higher Education, Haryana, Panchkula. such students whose parents/guardian income is upto Rs. 2.50 lac per annum, are eligible for benefits under the said scheme. The benefits include enrollment/registration, tuition, games, union, library, magazine, Medical Examination and such other fees compulsorily payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit are, however, excluded. For students admitted under this scheme, the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/Institute.

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

1. No fee will be charged by the University from the students belonging to the Scheduled Caste Category, whose parent's Income is upto 2.50 lac p.a.. They shall be admitted during the academic session 2022-23 as per instructions of the Director Higher Education, Haryana and the Director General, Technical Education Department, Panchkula, Haryana. However, as per instructions dated 01.09.2018 of the Director, Welfare of SC/BC Classes Department Haryana, Chandigarh, the students belonging to the Scheduled Caste Category who after verification of record by the office are found eligible for the PMS Scholarship, shall have to submit an undertaking in the Fee Section of the Accounts Branch that they will deposit their fee immediately to the institution as soon as they receive the Scholarship in their bank account.
2. Students belonging to the Scheduled Caste category who are eligible for Post Matric Scholarship Scheme should get their Saving Bank Account linked with Aadhaar Number to get transferred the funds in their respective bank accounts.
3. Students who are eligible for Scheduled Caste and Backward Class Scholarship(s) as the case may be, may apply online on the dates which will be announced/published in the newspapers by the State Govt./Funding Agencies.

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

#### **MEMBERSHIP FEE FOR POPULATION EDUCATION CLUB, KUK**

The Population Education Club, Kurukshetra University, Kurukshetra has notified vide Endst. No. PEC/17/365-77 dated 24.03.2017 that Rs. 6/-(Rupee Six only) as membership fee of the Population Education Club, Kurukshetra University, Kurukshetra will be charged annually from all the students enrolled in the University Teaching Departments/Institutes during the session 2022-23. The Chairpersons/Directors of all the University Teaching Departments/Institutes are requested to send the membership fee in one lot alongwith number of students enrolled in their Departments/Institutes upto 30<sup>th</sup> September, 2022 to the Honorary Secretary of the Club.

## **ATTENDANCE AND TUITION FEES CONCESSION**

### **CANDIDATES HAVE TO FULFILL THE MINIMUM ATTENDANCE REQUIREMENT AS GIVEN IN THE ORDINANCE FOR EACH PROGRAMME (UNIVERSITY CALENDAR VOL.II)**

The minimum attendance required for each Semester/year for various programmes unless otherwise provided in the Ordinance of a programme is 75% of the full programme of lectures delivered in each Paper, Practical and Tutorials separately.

#### **FOR BUDGETED COURSE**

##### **Tuition Fee concessions:**

- (a) Full Tuition Fee Concessions may be given to deserving students by the Chairpersons/Director/Principal of the Departments/Institutes/ School up to 10% of the total number of students on roll in each class/department on the day of final date of admission.

The Vice-Chancellor may, in deserving cases and on the recommendation of the Chairperson of the Department concerned, grant additional fee concessions upto 10 students provided that not more than one such additional fee concession shall be awarded in any class in a Department.

- (b) Tuition Fee concessions may be allowed to two children of the same parents at the following rates:-

- (i) **The eldest to pay Full tuition fee.**
- (ii) **The younger (only one) to pay Half tuition fee.**

- (c) Tuition Fee concession to University employees and their dependents:

- (i) **Full time working/retired University employees permitted to peruse studies by the University will be exempted from payment of Tuition Fee. Provided in case of individuals who fail in the examinations for which they are permitted or whose conduct is reported as unsatisfactory or who do not take proper interest in the office work, the concession will be discontinued.**
- (ii) **Dependent Children of the University employee/Retired University employee.**
- (iii) **A child of a University employee who is in service & joins a Department/Institute or Directorate of Distance Education for higher studies will be entitled to tuition Fee Concession on the basis of his own income and that of his father taken together.**
- (iv) **Younger sisters and Younger brothers of a member of the University staff living with them and wholly dependent upon the University employee.**

- (v) **The wife of a University employee who is not working, but is studying in the University Teaching Department or has enrolled herself with the Directorate of Distance Education will be granted tuition Fee Concession as available to dependent children or younger sisters or brothers of an employee.**
- (vi) **A candidate who is perusing two degree Programmes in the University shall be given tuition fee concession for the programme, where the fee is less.**
- (vii) Fee Concession for Students (Indian/International) in Evening Courses: The students (Indian/International) who have already admitted in University Teaching Departments/Institutes of this University and if he/she takes admission in any evening course, then he/she will be charged half of tuition fee at the time of admission. Further, the fees/funds i.e. Building Fund, Continuation Fee, Medical Fee, Magazine Fee, Student Aid Fund, Group Insurance Scheme, Film Fee, Alumni Fee, and Kurukshetra University Student Council Fund will not be charged from them for the Evening Courses.
- (d) **The children of serving military personnel of Haryana upto the rank of an Non Commissioned Officer (N.C.O.) or of military personnel of Haryana killed or incapacitated wholly or partly during the war, shall be allowed Full Tuition Fee Concession.**
- (e) **Blind students of Haryana may be granted Full Fee Concession (including tuition fee and other fee and funds)**

*Note:-*These concessions shall be admissible only to those studying in the University Teaching Departments/Institutes/Directorate of Distance Education.

#### **FOR SFS COURSES**

No fee concession will be allowed in SFS courses in view of the financial viability

#### **Covid Support Scheme:**

- (i) **The name of the scheme will be ‘COVID SUPPORT SCHEME’ (COSS).**
- (ii) **The scheme shall be for the orphans resident of Haryana who have lost their both the parents/single earning parent/adopted parents due to Corona Virus during the Corona period from March, 2020 onwards.**
- (iii) **The scheme is initially proposed for fresh students for the current academic session for On-Campus courses.**
- (iv) **Full fee concession (tuition fee and funds) will be given to On-Campus students in the budgeted courses and half fee concession (tuition fee and funds) in courses running under Self-financing Scheme (SFS).**
- (v) **The scheme will be applicable for the complete duration of the course.**
- (vi) **Orphans will upload the Death Certificate of parent/single earning parent/adopted parents clearly mentioning it to be COVID-19 related death.**
- (vii) **The students already admitted to a course may also request for support through concerned Chairperson/Director/Principal of the University Teaching Department/Institute. These cases will be considered separately.**



## **XV. SCHOLARSHIP AND FEE CONCESSIONS**

### **(A) Scholarships on the basis of distinction in Studies and Sports:**

A provision of Rs.50,000/- has been made in budget from the year 2006-07 for award of scholarship on the basis of students' performance in the fields of studies and sports. In case a student has been awarded any other scholarship of higher value then his/her name will not be considered for the scholarship in question.

### **(B) Other Scholarships:**

University, Local Bodies, State Harijan Welfare Scheme, DSSA Board, and all other scholarships like those awarded under other education schemes of Government of India are available in the Institute.

### **(C) The students belonging to SC / BC are entitled to scholarships, fee concessions provided:**

- (i) They are desirous of and entitled to the scholarships to be granted under the Government Scheduled Castes Welfare Scheme.
- (ii) They apply for the grant of scholarship at the time of admission.

**Note:** (a) The students while applying for the scholarship under this head must enclose the income certificate of their father/mother and also a valid certificate mentioning the caste to which they belong, otherwise their application will not be considered .

- (b) The Proforma for the annual income certificate may be had from the fee clerk of the Institute.
- (c) In addition to it, they are required to submit Declaration Certificate duly signed by their parents, specimen of which can be had from the dealing assistant.
- (d) Those students whose parents happen to be in Government/ Semi-Government/ Local Bodies employment are required to submit salary certificate indicating total emoluments per month duly signed by the head of the concerned department.

### **Student's Aid Fund/Red Cross Fund:**

The Principal, on the recommendations of a committee appointed by him, grants the aid under the Student's Aid Fund / Red Cross Fund to the needy and deserving students towards tuition fee. The financial assistance to the needy students is given out of the fund for purchase of text –books, clothes,

medicines, milk or meeting expenses on local bus or train fare etc. The maximum aid per student will be Rs.250/- lump sum.

The students belonging to scheduled castes, tribes and other backward classes may note that they should apply for the award of stipend duly accompanied by relevant documents e.g. income affidavit, caste certificate, attested copies of the mark sheets from 10+2 onwards and the draft declaration certificate (proforma for the same can be had from the dealing Assistant) well in time. Non-compliance of the above instructions would render them ineligible for the award of the stipend to which they are otherwise entitled.

### **Dr. Radhakrishnan Foundation Scholarship:**

Apart from the various scholarship schemes, Dr. Radhakrishnan Foundation Fund Scholarship is also awarded to students by the University on the basis of their performance in the field of academics.

## XVI. CODE OF CONDUCT FOR STUDENTS

1. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e. 75%, then he/she can be detained from appearing in the examinations as per University Rules.
2. A student should always wear his/her ID Card around his/her neck on the Campus. The same should be shown when identity proof is required by the University Officials/Security Staff.
3. No student will be allowed to enter any office, hostel, library, auditorium, administrative & examination blocks, etc., if he/she fails to show his/her University Identity Card. Students will be allowed to attend cultural programmes, sports events, film shows or other programmes of the University only when they wear their valid ID card. Students must observe discipline during any such programme and they must obey instructions of the teachers on proctorial duty and/or security officials.
4. All the students must fill in the required information correctly in the Students' Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
5. If a student gets accommodation allotted in his/her name in a hostel and that student allows some other person(s) to stay in his/her allotted room and/or to take meals, in that case the admission of both the students, i.e. the allottee and the illegal occupant, shall be cancelled from the Department/Institute as well as from the hostel without assigning any reason.
6. Non-residents of university hostels will not be allowed to stay in the hostels without prior permission of the competent authority. Strict disciplinary action would be taken against the student(s) who violate(s) this rule.
7. Bonafide student, desirous of bringing/keeping his/her vehicle in the University Campus, would be required to submit self-attested photocopy of the Registration Certificate (RC) of his/her vehicle and the driving licence to the Chairperson/Director of the Department/Institute and to the Warden of the hostel concerned. The student will be issued a Permit in the form of a Sticker for his/her vehicle after submission of copy of Registration Certificate to the Chief Security Officer through Chairperson/ Director of the Department/Institute. No vehicle, other than the permitted one, will be allowed entry in the University Campus. The University has the right to deny to issue vehicle pass sticker to any student, if not satisfied or deems fit, otherwise.
8. Students are not allowed to honk horn(s) of their vehicles or to play loud music in their vehicles in the University premises.
9. No vehicle with black film(s) will be allowed entry in the University premises.
10. Students must observe maximum speed limit of 30 km per hour while driving their permitted vehicle on the campus.
11. Kurukshetra University, Kurukshetra is a Ragging Free Campus. All students must follow the University guidelines regarding Anti-Ragging appended in the HBI. To report incident(s) of any kind of ragging, helpline numbers are displayed at major places on the campus and/on the University website also.
12. All students should behave decently with female students, teachers and employees. No student should involve in any incident of eve-teasing. Anyone found indulging in such activity shall be liable to stringent disciplinary action. The University strictly follows its policy of zero tolerance towards eve-teasing and act(s) of sexual harassment.
13. Students should use decent language with everyone on the campus.
14. The University property should not be harmed in any manner. If a student is found damaging the University property, strict action will be taken against him/her.
15. Use of alcohol, tobacco and drugs in any form is strictly prohibited on the University Campus. Every student must observe these instructions on the Campus failing which strict action will be taken against him/her to the extent of expulsion from the University and the programme.
16. Every student must follow University rules and regulations in maintaining discipline on the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehaviour then he/she will be punished as per University rules.

17. Campus Students' may take up their collective demands with the Students' Council. No student is allowed to disturb the academic atmosphere of the campus. If anyone is found disrupting classes or instigating students to disrupt classes/office work/administrative work, vitiating academic and administrative setup and/or attempt to force upon the authorities, then such activity will be considered serious indisciplinary act and the student(s) will be punished accordingly. In the absence of Students' Council, students can submit or report their requests/grievances to the Dean Students' Welfare.
18. University has a mechanism to redress the grievances of its students through Students' Grievances Redressal Cell. A student can submit his/her complaint/grievance to the Dean Students' Welfare, Convener of the Cell, via e-mail [dsw@kuk.ac.in](mailto:dsw@kuk.ac.in) or in writing mentioning his/her name, class, roll number, department/hostel & phone number to the office of Dean Students' Welfare, KUK. Student can seek their grievances related to their Department(s), redressal in the Department Students Grievances Cell by contacting Chairperson of the Department. However, collective students' grievances/demands can only be dealt as mentioned in the Point No. 17.
19. Students are advised not to hold any rally or protest near the University administrative block and in front of the Vice-Chancellor's office, in particular. They should take up the issue, if any, first with the Chairperson/Director/Principal/ Warden/Chief Warden and then with the Dean Students' Welfare.
20. Students must obey instructions of the teacher-in-charge(s) while on a tour/ trip/ field training/ Industrial training, etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
21. All the students must observe silence in the library. They must not use mobile phones in the library.
22. One should not write or paste posters on the walls and window panes of the University buildings. Any poster/hoarding found pasted/fixed/hanged at any place, other than the prescribed place, will attract severe punishment under the Defacement Act of Public Property.
23. Students are expected to keep the campus neat and clean. The use of polythene is strictly banned on the campus.

## **XVII. ACADEMIC PRIZES ON THE BASIS OF UNIVERSITY EXAMINATION**

- (a) Special prizes will be awarded to those students of our Institute whose names figure in the University Merit List.
- (b) Special prizes will be awarded to the students of the Institute who have secured first two positions in the Institute in the University examination as per their stream, and they must have secured at least 60% marks in aggregate.

- Note:**
1. It will be the responsibility of the student concerned to see that his/her name is included in the Merit List maintained by the office of the Institute in case his /her result is declared late and he/she deserves to be placed in the list on the basis of his/her performance. Those students who absent themselves from the sessional test without prior information to the Principal will be imposed a fine of Rs.50/- per paper subject to a maximum Rs.200/-.
  2. Ordinarily, no leave will be granted during the sessional exams. Sick leave during these days, however, will be granted only on the basis of a Certificate issued by the University Medical Officer.

## **XVIII. ADMISSION TO HOSTEL**

The University has 25 hostels (11 for boys, 1 for foreign male students and 13 for girls students). The accommodation in the hostels is provided strictly on the basis of department merit list of admissions; and in accordance with limited number of seats in hostels allocated by the Chief Wardens to each department with reservations (20% for SC category, 3% for Differently Aabled-Blind/disabled with 70%). Subletting of hostel accommodation is strictly prohibited. Both the subletters and sublettes are liable to be expelled from the hostel. Students willing to seek hostel accommodation are advised to refer to the Hostel Rules & Regulations Booklet available with the Manager, Printing & Publications of the University on payment of prescribed price. Any hosteller desirous of possessing vehicle in the Hostel shall have to submit an attested photocopy of Registration Certificate (RC) of the vehicle alongwith Driving Licence in the office of the Warden of the respective Hostel. If the hostel authorities are not satisfied with the character/past behaviour/antecedents of a student, Hostel accommodation may be refused to him/her in order to ensure discipline and peaceful atmosphere of the hostels. Keeping in view the limited number of rooms/seats, the hostel accommodation is allotted on sharing basis. All terms and conditions for seeking hostel accommodation are given in the Hostel Rules and Regulations Booklet which may be consulted accordingly.

Admission in the hostels will be through online mode. Students seeking admission in the hostles will be required to apply through IUMS Portal for hostel accommodation and upload the proof of residence viz. Adhar Card/Ration Card/Passport at the time of applying for admission.

The hostel room allotment will be through online mode and students will deposit the hostel fee online. Students will be allowed to stay in the University hostels as per academic schedule for the session

## **XIX. OTHER ACTIVITIES & FACILITIES**

### **I. MAGAZINE**

Students are given opportunity for self-expression through of the Institute magazine ‘**Sthanveeshvar**’. Deserving students are appointed as student editors for different sections of the magazine on the basis of a test or nomination done tentatively in the month of September by the Staff Editor concerned in consultation with the Chief Editor. Students are required to submit their articles to their respective Student/ Staff editors by 15<sup>th</sup> November every year.

### **II. LITERARY AND CULTURAL ACTIVITIES:**

A number of literary and cultural societies are formed in the Institute. The language societies train the students in the art of oratory by organizing debates, declamations, poetic recitations etc. The

various subject societies meet frequently to discuss in a free and frank manner the topics related to their subjects. Eminent scholars are also invited from time to time to deliver talks. The Institute periodically organizes functions to promote cultural activities and science activities.

### **III. N.C.C. / N.S.O. / N.S.S :**

Students seeking admission to the Institute will have to opt for one of the following schemes i.e. NCC/NSO/NSS. The detailed instructions for the enrollment form to the respective activities will be intimated to the students on the website of the Institute.

#### **A. NATIONAL CADET CORPS:**

The University has well-equipped contingent of NCC Battalion under the charge of experienced and trained officers of 10 Haryana BN NCC, Kurukshetra. Separate arrangements exist for boys and girls students. Students of this Institute may join NCC subject to physical fitness. Enrolment forms can be had free of cost from the Officer-in-charge, Department of NCC, Kurukshetra University. Students opting NCC may indicate their choice in the admission form.

#### **B. NATIONAL SPORTS ORGANISATION:**

There are spacious play grounds on the Campus of the Institute where facilities are available for Hockey, Football, Cricket, Volley Ball, Basket Ball, Badminton, Tennis, Athletics and Yoga. Special and scientific training is provided to outstanding sportsmen/ women.

Sports uniforms will be issued to the students who are finally selected by the Sports Board for the team of the Institute. Other sports articles will be issued on the recommendations of the Sports Board. All the articles thus received will have to be deposited in the Sports Office of the Institute at the end of the session.

#### **C. NATIONAL SERVICE SCHEME:**

##### **(a) Main Objective:**

National Service Scheme was launched in 1969 with the objective of developing the personality and creating social awareness in addition to the class room knowledge of students by involving them in a variety of community service programmes. The participation in NSS would allow to develop the social consciousness of students. It would inculcate in them sense of social commitment and enable them to put to social use the education they receive in class room.

The main objective of the National Service Scheme is character building and personality development through selfless service of the community. The Department of Youth Affairs and Sports, New Delhi has honoured the NSS unit of IIHS, Kurukshetra for its outstanding achievement in the field of National Service and community development.

**(b) Specific Objectives:**

1. To work with and among people particularly in villages and slum areas.
2. To channelise students' energy in peaceful and constructive social activities like Yoga, Blood Donation, Mass Programme of Functional Literacy (MPFL) & Tree plantation by active participation.
3. To enhance knowledge about one's own self and the community.
4. To gain insight in real life through NSS camp.
5. To inculcate abilities to solve the social problems and promote national integration.
6. To gain leadership qualities in democratic manner
7. To improve one's personality through interaction, cooperation and sharing of ideas

**IV. Hobby Classes:**

The institute offers a number of hobby classes Photography, Creative Writing in English, Yoga and Music for the enrolled students of the institute. These classes help to explore the passionate self of the individuals and help to groom the personality and dreams of the students. Hobbies go on to develop the creativity in an individual and manage to promote the highest level of human aspirations that further develop the holistic growth of the mind and health. Photography, Creative Writing in English, Yoga and Music.

**V. MEDICAL FACILITIES:**

The students are entitled to get medical aid from the University Health Centre situated on the campus. The center has various modern facilities for diagnosis and treatment. A qualified team of staff members looks after the health of the students of the Institute. The students are issued a Health Book for the purpose at the time of the admission.

**VI. WOMEN CELL :**

A Women Cell has been established in the premises of the Institute, not only to combat the evils of eve-teasing and sexual harassment of the female students but also to encourage their talent and by organizing periodic academic and cultural activities.

**VII. TOURS :**

**RULES:**

1. The students will undertake the tours entirely on their own risk and responsibility and the Institute will not be held liable wholly or partially in case of any mishap during the tour.
2. The tour programme alongwith itinerary must be got sanctioned at least ten days before the proposed date of departure from the headquarters. The students are required to deposit their part of the fare with the Institute before proceeding for the tour.
3. It will be the sole responsibility of the students wishing to proceed on a tour that they arrange their own teacher-in-charge by procuring his/her consent in writing to accompany the contingent

The teacher whose consent is sought to be procured must be working in the Institute on the regular basis.

4. In case of a mixed contingent consisting of both boys and girls, a lady teacher must accompany the contingent and the consent of such a lady teacher will have to be obtained by the students concerned themselves.
5. Each student must carry with him/her the identity card while going on the tour.
7. A student cannot be granted permission to undertake a trip/ tour more than once during an academic session.
8. Any case of misbehaviour or misconduct during the tour as reported by the teacher incharge will be viewed very seriously and a strict disciplinary action will be initiated against the defaulting students leading even to his/her rustication from the Institute.
9. Only duly approved package tours will be allowed to be undertaken.
10. Tours/ excursions will be allowed during vacation. However, short trips to be organised by the subject societies may be planned on Saturdays, Sundays or Holidays.
11. No student is allowed to take any outsider with him/her on the tour.

The tour will be allowed only by the University bus or by train. In case of the University bus not being available, a non-availability certificate will have to be obtained from the General Branch, from Dean Students Welfare, from the Director Youth Welfare and Cultural Activities. Only then the sanction from the Principal must be obtained to hire a private bus and that too, if the private transport and its rates already stand approved by the University.

#### **VIII. LIBRARY :**

The Institute has a well-equipped library which contains a sufficient number of books in different subjects. In addition to that, it subscribes to a number of Newspapers & Magazines.

1. The Library remains open during the working hours of the Institute.
2. Every student admitted to the Institute is provided with a library-cum-identity card. It is obligatory that the students carry with them the identity card and produce it on demand. Care has to be taken to keep the identity card in safe custody lest it should be lost or mislaid. This identity card is absolutely personal and is not transferable. In the wake of its having been lost, the Principal and the Police must be informed. A duplicate identity card can be issued at normal price with an extra fine.
3. The library of the /institute will follow these norms for the issue of books to the students of different classes .

B.A. / B.Sc ./ B.Com./BCA/BTM	:	4 books
Honours & Five Year Integrated Programmes	:	6 books.

The books issued can be kept for two weeks. There after a fine of one rupee per book per day is realized from the defaulter. If the due date for the return of book falls on a holiday, the next

Working day will be treated as the due date. If a student does not return the book even after a week of the due date he may be imposed a special fine. If the necessity arises, the Librarian can have the book recalled even before the due date. A book may be issued for another seven days if it is not in demand from any other member.

4. Reference books are not to be issued. They can be consulted within the library. Text books from the Text section are issued for three days.
5. Magazines and Journals are not issued to students.
6. In case of the loss or damage to a book, the student concerned will have to pay the price of the book as per rules and regulations of the University. If at the time of the issue of a book, the pages of the book are torn or damaged, the student must bring this fact to the notice of the Librarian. If he fails to do so, he/she himself /herself will be held responsible for that. To avoid paying the delay fine, when the book is lost, the Librarian should be apprised of the loss immediately. Books can be borrowed and returned only during fixed hours.
7. The Library has been connected to internet.
8. Books in the book bank are issued only once for the entire academic session.
9. Only the needy students can avail themselves of this facility for the issue of which applications will be invited.
10. Students are required to maintain peace in the library. Cell-phone are not allowed in the library.
11. All the students are permitted to avail the facilities available in Reading Hall, Jawahar Lal Nehru Library, K.U.K.

#### **IX. UNIVERSITY EMPLOYMENT INFORMATION & GUIDANCE BUREAU :**

In collaboration with the Department of Employment, Kurukshetra University, Kurukshetra is running the Bureau to assist students in choosing the careers / programmes.

#### **MAIN FUNCTIONS OF THE BUREAU :**

1. To provide information and guidance on educational / vocational matters.
2. To register professional Graduates and all persons holding Master's degree with at least 50% marks for employment assistance.
3. To prepare guidance literature to help students in connection with giving some training and direction for competitive examinations.
4. To impart information and motivation to un-employed educated youths to adopt self employment as an alternative to the paid employment.

The Career Information Room in the Students Home Building is equipped with appropriate material of occupational training, facilities of higher education in India and Abroad, Fellowships/ Scholarship, Competitive Examination etc. A fortnightly bulletin 'Vocational Guide ' issued by the Bureau is made available in the library of the Institute to disseminate information on current



opportunities for employment, educational and vocational trainings, scholarships /fellowships and on topics of general interest of the students. Students are advised to take advantage of the facilities available at the bureau which remains open on all the working days.

## **XX. DISCONTINUATION OF STUDIES**

If a student wants his name to be struck off the rolls of the Institute, he/she must make an application to the Principal in this regard. This application must bear the signatures of the father/guardian of the student. Before a student discontinues his studies in the Institute, he/she must ensure that he has paid all the dues of the Institute, returned all the books borrowed by him/her from the Institute Library, handed back the dresses issued under the N.C.C. / N.S.O. etc. If a student does not follow this procedure for the discontinuation of studies, he/she will continue to be imposed Absentee Fine. In case of discontinuation of studies at any stage, fee will be refunded as per the rules.

## **XXI. CASUAL ADMISSION**

The casual admission of the students who have to appear in the practical examination will be admitted on casual basis in the beginning of the second term i.e. in the month of January 2022. Failed science students will not be admitted as casual students. Normal fee will be charged from the casual students as is being charged from the regular students.

## **XXII. CURBING THE MENACE OF RAGGING & INSTRUCTIONS**

### **CURBING THE MENACE OF RAGGING**

**Ragging is totally prohibited in the University and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and “The Haryana Prohibition of Ragging in Educational Institution Ordinance, 2012” as well as under the provisions of any penal law for the time being in force.**

Anti Ragging Helpline Toll Free Number, Anti Ragging Committee, Squad, Monitoring Cells, Nodal Officers and Counselors:

University Grants Commission Anti Ragging Helpline Toll Free Number: 1800-180-5522 & [E-mail: helpline@antiragging.in](mailto:helpline@antiragging.in)

**Vice-Chancellor** : [vc@kuk.ac.in](mailto:vc@kuk.ac.in)  
**Registrar** : [registrar@kuk.ac.in](mailto:registrar@kuk.ac.in)  
**Proctor** : [proctor@kuk.ac.in](mailto:proctor@kuk.ac.in)

1.	Anti Ragging Committee		Phone No. (Code No. 01744)	Mobile No
	(i)	Proctor	3022 (Ext.)	7082113124
	(ii)	Dean of Colleges	238347-2118 (Ext.)	7082113003
	(iii)	Dean Students' Welfare	238096-2115 (Ext.)	7082113109
	(iv)	Deputy Proctor (Male)	239597-3074 (Ext.)	9416785665
	(v)	Deputy Proctor (Female)		9896065661
	(vi)	Chief Warden (Boys)	238711	7082113081
	(vii)	Chief Warden (Girls)	238278	7082113085
	(viii)	Officer Incharge, Security (CSO)	238410-3080 (Ext.)	7082113044
	(ix)	Director, Public Relations	239639	7082113123
	(x)	President, KUTA	238410-2532 (Ext.)	9416344793
	(xi)	Director, Women Studies Research Centre	239665-2727 (Ext.)	9416782192
	(xii)	SDM, Thanesar (Nominee of DC, KKR)	220032	8901163144
	(xiii)	DSP, Pehowa (Nominee of SP, KKR)	220462	7056700145
	(xiv)	Sh. Vijay Shabharwal, Local Media Representative		9896244822
	(xv)	Mr. Vinod Jindal, Local Media Representative		9896334769
	(xvi)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		
	(xvii)	Director, Dr. B.R. Ambedkar Studies Centre	238410-2551 (Ext.)	
2.	Anti Ragging Squad			
	Zone-I (Boys Hostels)			
	(i)	Chief Warden (Boys)	238711,238940	7082113081
	(ii)	Deputy Chief Warden (Boys)		7082113090
	(iii)	Deputy CSO for Boys Hostels Zone		7082113132
	(iv)	All Wardens		
		1. Partap Bhawan	238176	7082113089
		2. Narhari Bhawan	238278	7082113132
		3. Harsh Bhawan	238178	7082113096
		4. Arjun Bhawan	238627	7082113095
		5. Bhim Bhawan	238174	7082113098
		6. Tagore Bhawan	238626	7082113099
		7. Ambedkar Bhawan	239698	7082113088
		8. Ch. Devi Lal Bhawan	239404	7082113097
		9. International Hostel	-	7082113148
		10. Ch. Ranbir Singh Bhawan	-	7082113094
		11. Swami Vivekanand Bhawan	-	7082113090
		12. Shaheed Bhagat Singh Bhawan	-	7082113087
	(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
	Zone-II (Girls Hostels)			
	(i)	Chief Warden (Girls)	238278	7082113085
	(ii)	Deputy Chief Warden		7082113101
	(iii)	Deputy CSO for Girls Hostels Zone		7082113105
	(iv)	All Wardens		
		1. Bharti Bhawan	238081	9996604087

	<b>2. Meera Bhawan</b>	<b>238553</b>	<b>7082113137</b>
	<b>3. Kasturba Bhawan</b>	<b>238630</b>	<b>7082113104</b>
	<b>4. Saraswati Bhawan</b>	<b>238177</b>	<b>9812001469</b>
	<b>5. Gargi Bhawan</b>	<b>238638</b>	<b>9896065661</b>
	<b>6. Subhadra Bhawan</b>	<b>238407</b>	<b>7082113101</b>
	<b>7. Ahilya Bhawan</b>	<b>238024</b>	<b>7082113102</b>
	<b>8. Ganga Bhawan</b>	<b>238036</b>	<b>7082113102</b>
	<b>9. Uttra Bhawan</b>	<b>238560</b>	<b>9416069913</b>
	<b>10. Devyani Bhawan</b>	<b>238445</b>	<b>7082113105</b>
	<b>11. Kalpana Chawla Bhawan</b>	<b>238522</b>	<b>9416236899</b>
	<b>12. Laxmi Bai Bhawan</b>	<b>238526</b>	<b>7082113108</b>
	<b>13. Yamuna Bhawan</b>	<b>238177</b>	<b>7082113147</b>
(v)	<b>One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.</b>		
<b>Zone-III (UIET, IOL, II&amp;HS, ITT&amp;R, Inst. of Pharmacy, IMC &amp; MT, Inst. of Management)</b>			
(i)	<b>Deputy Proctor (Male) – I</b>	<b>239597-3022(Ext.)</b>	<b>9416785665</b>
(ii)	<b>Deputy Proctor (Female)</b>		<b>9896065661</b>
(iii)	<b>Officer Incharge, Security</b>	<b>238410-3080(Ext.)</b>	<b>7082113044</b>
(iv)	<b>Directorate of UIET, Inst. of Law, Inst. of Pharmacy, IMC &amp; MT, Inst. of Management will depute two senior teachers (one male &amp; one female) from each of these Institutes and will intimate the Proctor.</b>		<b>9416362401 9467648056 9991302121 9878822706 9896436069</b>
(v)	<b>Principal, Institute of Integrated &amp; Honors Studies and Institute of Teacher Training &amp; Research will depute two teachers from each of the Institute and will intimate to the Proctor.</b>	<b>238049 238125</b>	<b>7082113047 7082113038</b>
(vi)	<b>Supervisor, Security</b>		<b>7082113065</b>
(vii)	<b>Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration</b>		
(viii)	<b>Four Students representatives (two fresher &amp; two seniors) to be nominated by the Dean Students' Welfare</b>		
<b>Zone-IV (University Campus &amp; other Vulnerable Places excluding Zone-I, II &amp; III.</b>			
(i)	<b>Deputy Proctor (Male) - II Deputy Proctor (Female)</b>	<b>239597-3022(Ext.)</b>	<b>9896211424 9896065661</b>
(ii)	<b>Officer Incharge Security(CSO)</b>	<b>238410-3080(Ext.)</b>	<b>7082113044</b>
(iii)	<b>Chairpersons, Dept. of Instrumentation, School of Management and Commerce will nominate one teacher to the Anti-Ragging Squad and shall inform the same to the Proctor</b>	<b>239555 238565 238290</b>	<b>9896895190 9896496069 9416392282</b>
(iv)	<b>Dean, Faculty of Sciences, Social Sciences, Life Sciences, Arts &amp; Languages, Indic Studies will nominate one teacher of that Faculty to the Anti-Ragging Squad and will inform the same to the Proctor.</b>		<b>9416191876 9306388433 9812856432 9816130411 7988709662</b>
(v)	<b>Four Students Representatives (two fresher &amp; two seniors) to be nominated by the Dean Students' Welfare</b>		

	(vi)	<b>Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration</b>		
3.	Monitoring Cell			
	(i)	<b>Registrar</b>	<b>238026</b>	<b>-</b>
	(ii)	<b>Dean, Academic Affairs</b>	<b>238045, 2490(Ext.)</b>	<b>7082113141</b>
	(iii)	<b>Proctor</b>	<b>3022(Ext.)</b>	<b>7082113124</b>
	(iv)	<b>Dean of Colleges</b>	<b>238347-2118 (Ext.)</b>	<b>7082113003</b>
	(v)	<b>Dean Students' Welfare</b>	<b>238096-2115 (Ext.)</b>	<b>7082113109</b>
4.	Nodal Officers			
	(i)	<b>Nodal Officer for all teaching Departments and Institutes : Proctor</b>		
	(ii)	<b>Nodal Officer for affiliated colleges : Dean of Colleges</b>		
5.	Anti Ragging Counselors			
	(i)	<b>Dr. Hardeep Lal Joshi, Dept. of Psychology</b>		<b>9416785665</b>
	(ii)	<b>Dr. Rakesh Pal Sharma, MD (Psychiatric), Aggarwal Hospital, KKR</b>		<b>9812434648</b>

#### **INSTRUCTIONS AGAINST RAGGING:**

With sixty six years of its existence, Kurukshetra University has earned recognition as one of the renowned centers of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a programme, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all-round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

We take pride in informing all those desirous of seeking admission, that over all these years, our University has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

Chairpersons/Directors of all the University Teaching Departments/Institutes to ensure that every student and their parents be asked to submit an online undertaking every academic year to the effect that the concerned student will not take part in any activity leading to Ragging of junior students.

**What Constitutes Ragging:** Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- asking any student to do any act which such student will not in the ordinary programme do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

- k. All the senior students are advised to guide and treat junior students affectionately.

Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

## XXIII. DUES

*Note: The fee structure is liable to change without any prior intimation.*

### Fees and Funds to be charged from the students for the Session 2022-23 :

<b>A. ANNUAL CHARGES (UNIVERSITY SHARE) :</b>	<b>(Rs.)</b>
1. Admission Fee	25-00
2. Regn./ Eligibility Fee	500-00
3. Continuation Fee	200-00
4. Regn./ Eligibility Fee ( SFS)	1500-00
5. Continuation Fee (SFS)	800-00
6. Holiday Home Fee	10-00
7. Health Fee & health book	43-00
8. (i) Examination Fee(Semester)	500-00
(ii) SFS Examination Fee (Sem.)	600-00
9. P.E.C.	6-00
10. N.S.S.	10-00
11. Y.W.F.	50-00
12. Sports fee	145-00
13. Film Fee	100-00
14. Dr. Radhakrishnan Foundation Fund (50% share of the Institute)	70-00
15. Alumini Fee once at the entry level ( w.e.f. 2007-08)	1000-00
16. Water/ Electricity Fund	200-00
17. Youth Red Cross Fund	40-00
18. Estt. Charges Traditional	500-00
19. Estt. Charges Professional	600-00
20. KUSC Fund	100-00
21. Research Fund (T.D.C.-I)	50-00

### **MONTHLY CHARGES ( UNIVERSITY SHARE):**

1. Tuition Fee TDC-I, II , III	100-00
2. Tuition Fee for M.Sc. IV, V Year	200-00
3. Re-admission	500-00
4. Environmental Studies Part-I	20-00
5. Computer fee part -1	100-00

**B. ANNUAL CHARGES (IIHS):**

1. Magazine	35-00
2. Security (Refundable)	1000-00
3. Youth Red Cross Fund	40-00
4. Student Aid Fund (S.A.F.)	20-00
5. Youth Welfare Fund (Y.W.F.)	50-00
6. Identity Card	50-00
7. N.C.C.	10-00
8. N.S.S.	10-00
9. Mid Term Examinations(I&II)	100-00
10. Dev. & Maintenance Fee	50-00
11. Sports	75-00
12. Student Association Membership (S.A.M.)	05-00
13. G.I.S.	16-00
14. Dilapidation Fund	70-00
15. Building Fund	150-00
16. Water & Electricity	200-00
17. Exit Fees (only once)	500-00
18. Internship Fee (Only Once)	500-00
19. Generic Subject (without practical)	500-00
20. Generic Subject( with practical )	1000-00

**MONTHLY CHARGES (IIHS) :**

1. Amalgamated Fund (A.F.)	50-00
2. All Practical Subject Fees	50-00
3.. Generator	10-00
4. Maintenance of Boys/Girls Common Room	10-00
5. Sports	10-00
6. Hobby Classes / Clubs	100-00
7. Tourism and Travel Management	100-00

**Self-Financing Programmes Annual Fees ( in addition to normal monthly fee ) :**

1. B.T.M.	23,000-00
2. B.C.A.	23,000-00

**M.Sc. Five year intergrated programmes (Budgeted programme)**

1. Bio-technology	10250-00
2. Engg. Physics	10250-00
3. Honors Economics	10250-00

**SCHEDULE FOR THE DEPOSIT OF FEES:**

Dues are to be deposited as per details given below:

- At the time of of admission: All the University dues and dues of IIHS  
( Six months) from June to November along with Exam. Fee.
- November 2022 : Dues from December, 2022 to May, 2023 (Six months)

**Note:** 1. Dues must be deposited by the 25<sup>th</sup> of the month specified for the purpose failing which a daily fine of Re.1/- per day will be charged. Should a student fail to deposit the dues by the last date of the month, his/her name shall be removed from the rolls of the Institute. An additional fee of Rs.500/- will be charged for re-admission. However, re-admission cannot be claimed as matter of right. The Principal can grant or refuse re-admission.

2. Students are advised to deposit their dues in the bank themselves and not to depend on anybody for this purpose.

3. Absentee fee of Rs. 5/- per day will be charged from a student.

## II. WITHDRAWAL OF SECURITY AND FEES:

1. The claim for the withdrawal of security shall lapse if the student fails to make it within a year of leaving the Institute
2. No claim for the refund of security will be considered unless the claimant has obtained a no dues certificate from the Institute. If a student fails to get his name struck off the rolls of the Institute by making a written request, the amount payable to the Institute by him will be deducted from the amount of the security.

## XXIV. RULES FOR ADJUSTMENT / REFUND OF FEE

### (a) ADJUSTMENT OF FEE

If a candidate after having deposited fee for admission in one course joins another course in another University Teaching Dept./Institute in the same session, as mentioned below, and is permitted to withdraw his/her candidature, fee/funds except admission fee already deposited by him/her for the course from which he/she has withdrawn, shall be adjusted/refunded against the fee/funds of the course he/she joins subject to the condition that the difference, if any, shall be paid by the candidate :

- (i) from a general course to another general course;
- (ii) from a general course to a self-financing course or vice-versa.
- (iii) from a self-financing course to another self-financing course.

**Application for adjustment of fee is as per Annexure-XV.**

### (b) REFUND OF FEE

If a candidate withdraws from the course/programme in which he/she was admitted in the University Teaching Departments/Institutes/Colleges affiliated/maintained by the Kurukshetra University, Kurukshetra, the fee to the candidate will be refunded as per following rules:

Sr. No.	Point of time when application of refund of fee is served	#Percentage of Refund of aggregate fee	Remarks
1.	On or before the formally-notified* last date of admission.	90%	<b>10% of the aggregate fees will be deducted as processing charges from the refundable amount</b> as per the clause 4.2.4 of the UGC Notification dated December, 2016.
2.	Not more than 15 days after the formally-notified* last date of admission.	80%	20% of the aggregate fee will be deducted from the aggregate fee.

3.	More than 15 days but not less than 30 days after the formally-notified* last date of admission.	50%	50% of the aggregate fee will be deducted from the aggregate fee.
4.	More than 30 days after the formally-notified* last date of admission.	00%	No fee will be refunded.

**Note :**

**In case of demise of a candidate during the period as per point no. 1, 2 and 3 above, the application of withdrawal of admission and refund of fee is to be submitted by the parents/guardian of the candidate and the fee will be refunded without any deductions.**

**\* Formally-notified last date of admission is the date of display of the Final List (i.e. the date on which, candidate mark their attendance by physical presence) in the Dept./ Institute/college.**

**#inclusive of course fee and non-tuition fee but exclusive of caution money and security deposit.**

Fee will be refunded to the eligible candidate who are covered the above criteria given at Sr. No. 1 to 4 within 30 working days from the date of closure of admission of that academic session. In the courses, which are also governed by AICTE rules, application of refund of fee will not be admitted after 10<sup>th</sup> of August as last date for completing the admission process is 15<sup>th</sup> August.

**Application for withdrawal of admission and refund of fee is as per [Annexure-XIV](#).**



**BONAFIDE RESIDENTS OF HARYANA - GUIDELINES REGARDING**

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

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

institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.

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

## LIST OF THE SCHEDULED CASTES IN HARYANA

Sr. No.	Name of the caste
1(A).	Aheria, Aheri, Hari, Heri, Thori, Turi
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhatoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasia
29(A)	Rai Sikhs

LIST OF THE DEPRIVED SCHEDULED CASTES IN HARYANA  
(Under Section 3 of Haryana Act No. 14 of 2020)

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	13.	Dhanak	25.	Od
2.	Balmiki	14.	Dhogri, Dhangri, Siggri	26.	Pasi
3.	Bangali	15.	Dumna, Mahasha, Doom	27.	Perna
4.	Brar, Burar, Berar	16.	Gagra,	28.	Pherera
5.	Batwal, Barwala	17.	Gandhila, Gandil, Gondola	29.	Sanhai
6.	Bauria, Bawaria	18.	Kabirpanthi, Julaha	30.	Sanhal
7.	Bazigar	19.	Khatik	31.	Sansi, Bhedkut, Manesh
8.	Bhanjra	20.	Kori, Koli	32.	Sansoi
9.	Chanal	21.	Marija, Marecha	33.	Sapela, Sopera
10.	Dagi	22.	Mazhabi, Mazhibi Sikh	34.	Sarera
11.	Darain	23.	Megh, Meghwal	35.	Sikligar, Bariya
12.	Daha, Dhaya, Dhea	24.	Nat, Badi	36.	Sirkiband

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

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Naik	25.	Gorkhas	49.	Raigar
2.	Barra	26.	Gawala. Gowala	50.	-
3.	Beta, Hensi or Hesi	27.	Gadaria, Pal, Bagnel Diaya	51.	Rechband
4.	Bagria	28.	Garhi –Lohar	52.	Shorgir, Shergir
5.	Barwar	29.	Hajjam, Nai, Naie, Sain	53.	Soi
6.	Barai, Tamboli	30.	Jhangra Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barahai, Baddi	54.	Singhikant, Singiwala
7.	Baragi, Bairagi, Swami, Sadh	31.	Joginath, Jogi, Nath, Yogi	55.	Sunar, Zargar, Soni
8.	Battera	32.	Kanjar or Kanchan	56.	Thathera, Tamera
9.	Bharbhunja Bharbuja	33.	Kurmi	57.	Teli
10.	Bhat, Bhatra, Darpi, Ramiya	34.	Kumhars, Prajapati	58.	Banzara, Banjara
11.	Bhuhalia Lohar	35.	Kamboj	59.	Weaver (Jullaha)
12.	Changar	36.	Kanghera	60.	Badi/Baddon
13.	Chirimar	37.	Kuchband	61.	Bhattu/Chattu
14.	Chang	38.	Labana	62.	Mina
15.	Chimba, Chhipi, Chimpa Darzi, Rohilla	39.	Lakhera, Manihar, Kachera	63.	Rahbari
16.	Daiya	40.	Lohar, Panchal-Brahmin	64.	Charan
17.	Dhobis	41.	Madri	65.	Chaaraj (Mahabrahman)
18.	Dakaut	42.	Mochi	66.	Udasin
19.	Dhimar, Mallah, Kashyap-Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra Nishad Sakka, Bishti, Sheikh-Abbasi	43.	Mirasi	67.	Ramgarhia
20.	Dhosali, Dosali	44.	Nar	68.	Rangrez, Lilgar, Nilgar, Lallari
21.	Faquir	45.	Noongar	69.	Dawala, Soni-Dawala, Nyaaria
22.	Gwaria, Gauria or Gwar	46.	Nalband	70.	Bhar, Rajbhar
23.	Ghirath	47.	Pinja, Penja	71.	Nat (Muslim)
24.	Ghasi, Ghasiara or Ghosi	48.	Rehar, Rehara or Re	72.	Jangam

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

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

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

-1-

Regarding candidates of any category (SC/BC/OBC etc.) qualifying/selected in Govt. job or admitted in Educational Institute/Universities based on General Criteria or merit must be allocated seat from General Category

adbi  
371  
1-6-18  
No: 12/1-2017 Ad(3)

REGISTRAR'S OFFICE  
Diary No. 1731-A  
18-6-18  
OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA  
PANCHKULA  
Dated: 04/6/2018

A copy of letter No. EC/2018/20179-389 dated 26.04.2018 received Principal Secretary to Govt. Haryana, welfare of Schedule Castes and Backward Classes Department, Chandigarh **Regarding candidates of any category (SC/BC/OBC etc.) qualifying / selected in Govt. job or admitted in Educational Institute/Universities based on General Criteria or merit must be allocated seat from General Category** is forwarded to the following for information and necessary action:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, N.C.C. Units in the State.
3. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/Librarian.

DR(ACAD)  
DR(ENT)  
SAC  
ET  
18/6/18  
Endst. No: Even

Superintendent Administration  
for Director General Higher Education,  
Haryana, Panchkula

Dated: 04/6/2018

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

1. PS/DGHE, Steno/ Additional Director Admin.
2. All the HQ Officers and Head of Branches.
3. All the Assistants of Admin Branch.

18/6/18  
ACM-3

Superintendent Administration  
for Director General Higher Education,  
Haryana, Panchkula

Endst.No.ACM-3/Misc. 5(iv)/18/10477-10478 Dated: 25/6/2018

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

1. Dean Academic Affairs
2. Dean of Colleges with the request to circulated to all concerned Colleges/Institutes affiliated with KUK
3. Chairpersons/Directors/Principals of all the UTDs/Institutes/Maintained Colleges KUK
4. Director, UIET
5. Director, Distance Education
6. Director, IT Cell
7. Finance Officer
8. Deputy Registrar (Estt. T.)
9. Assistant Registrar (Estt. NT.)
10. Deputy Registrar (Regn.)
11. P.A. to the Vice-Chancellor
12. A.R. o/o the Registrar

Encls : As above

Deputy Registrar (Academic)

3064 Ad No  
 7615 Haryana सिविल सचिवालय  
 चण्डीगढ़  
 08 MAY 2018  
 परिचालन

Principal Secretary to Govt. Haryana,  
 Welfare of Scheduled Castes and Backward Classes,  
 Department, Chandigarh.

1. All the Administrative Secretaries to Govt. Haryana.
2. All Heads of the Department in the State of Haryana.
3. Secretary, General Administration, Haryana Civil Secretariat, Chandigarh.
4. All the Managing Directors of Boards/Corporation/Public Sector Undertakings.
5. All Divisional Commissioners, Ambala, Hisar, Rohtak and Gurugram.
6. The Registrar, Punjab & Haryana High Court, Chandigarh.
7. All the Deputy Commissioners in the State of Haryana.
8. All the Registrar of the Universities in the State of Haryana.

No. EC/2018/ 20179-389

Dated: 26-04-2018

ACS/HE  
 ACS/TE

8.5.18 Subject:  
 JGTE (Bun)  
 DGHE

Candidates of any category (SC/BC/OBC etc.) qualifying/selected in Govt. job or admitted in Educational Institute/Universities based on General criteria or merit must be allocated seat from General category.

Dated: 8.5.18  
 14/5/18  
 17/5/18  
 14.6.18  
 CFMS No. 076/18

I am directed to invite your kind attention to the State Government instruction no. 22/88/96-3GS-III dated 25.06.1997 wherein it is observed that the Scheduled Castes/Backward Classes candidates who get selected in Govt. job in the open competition on the basis of general merit (without availing any relaxation of age etc.) will have to be counted against general seats as they are open competition candidates. They will not be considered against reserved seats. However, such candidates should fulfill conditions of eligibility regarding age etc. as are meant for the General category candidates.

Hence, this department being a Nodal agency of the Government for implementation of the reservation policy issue this clarification that Government Department must follow the above instruction dated 25.06.1997. These instructions were issued in connection with the reservation policy pertaining to Govt. job. On the same analogy ; the Scheduled Castes/Backward Classes candidates who get selected/admitted in Educational/Professional/Technical Institution and Universities in the open competition on the basis of their own merit, they will not be counted against the quota reserved for Scheduled Castes/Backward Classes, rather they will be treated as open competition candidates. Cases where a reserved category candidate avail relaxation say in age, qualifying norms etc. then he/she will be treated against reserve category.

This may please be brought to the notice of all concerned for strict compliance in letter and spirit.

*Cokay*  
 Special Secretary  
 for: Principal Secretary to Govt. Haryana,  
 Welfare of Scheduled Castes and Backward  
 Classes Department, Chandigarh.

MSHE & SGT  
 No. SBNG  
 Date 15-5-18

15/5  
 17/5/18  
 RK



**BENEFIT OF RESERVATION IN ADMISSION TO EWS CANDIDATES IN HGC & ALL INDIA CATEGORY**

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

**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-IGS-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.

-S/-  
Superintendent- UNP  
for Director General Higher Education,  
Haryana, Panchkula.

Dated, Panchkula, the 18-04-2021

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.

*Ran*  
Superintendent- UNP  
for Director General Higher Education,  
Haryana, Panchkula.

No. 2/27/2019-IGS-III  
Government of Haryana  
General Administration Department  
(General Services- III Branch)

Appendix- F

Dated Chandigarh, the 08<sup>th</sup> October, 2020

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: Grant of certificate of Scheduled Caste or Deprived Scheduled Caste.**

-----

I am directed to invite your attention to Haryana Government Notification bearing No. Leg.15/2020, dated 15.05.2020 vide which an Act namely, the Haryana Scheduled Castes (Reservation in Admission in Government Educational Institution) Act, 2020 was enacted by the State Government. In this Act under Section 3 and 6 following provisions have been made:-

*Section 3. (1) Twenty per cent seats shall be reserved for the members of the Scheduled Castes while making admission in Government educational institutions.*

*(2) Fifty per cent of the twenty percent seats reserved for Scheduled Castes for admission in any government educational institution shall be set aside for candidates belonging to the Deprived Scheduled Caste as enumerated in the Annexure.*

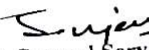
*Section 6. A person belonging to the Deprived Scheduled Castes shall, for the purposes of section 3, support his candidature by a certificate of caste identification issued by the competent authority under sub-section (2) of section 5.*

2. In this Act, 36 Castes were included in the list of Deprived Scheduled Castes at Annexure to this Act. For proper implementation of this Act, all the authorities competent to issue Caste Certificate are directed to mention clearly that the Certificate is of 'Deprived Scheduled Caste' or 'Scheduled Caste' so that at the time of admission the Institutions may find out easily as to how many candidates applied



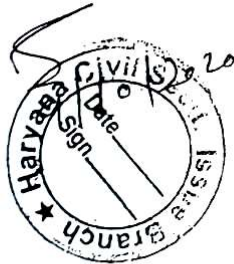
for admission and how many have been given admission under 'Deprived Scheduled Caste' category.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

  
Superintendent, General Services-III,  
for Chief Secretary to Government, Haryana.

**Internal distribution**

Incharge NIC for hosting the above instruction on State Government website.



**HARYANA GOVERNMENT**  
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

**Notification**

The 17th November, 2021

No. 491-SW(1)-2021.— In exercise of the powers conferred under clause (d) of Section 2 and Sub-section (2) of Section 5 of the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (15 of 2016), and in supersession of the Haryana Government, Welfare of Scheduled Castes and Backward Classes Department, notification No. 808-SW(1), dated the 17th August, 2016 and the Haryana Government, Welfare of Scheduled Castes and Backward Classes Department, notification No. 1282-SW(1), dated the 28th August, 2018, the Governor of Haryana hereby specifies the following criteria for exclusion of persons within the Backward Classes as Creamy Layer as per Annexure appended hereto.

**Annexure**

1	2	3
DESCRIPTION OF CATEGORY	TO WHOM RULE OF EXCLUSION SHALL APPLY	
I.	Constitutional Posts/Constitutional Personalities	Son(s) and daughter(s) of (a) President of India; (b) Vice President of India; (c) Judges of the Supreme Court and of the High Courts; (d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller & Auditor General of India; (e) Persons holding Constitutional positions of like nature. (f) Member of Parliament or Member of Legislative Assembly.
II.	Service Category	Son(s) and daughter(s) of
	A. Group A and Group B/ Class 1 and II officers of the All India, Central and State Services.	(a) Parents, either or both of whom is or are a Class-I officer (Group A Officer) or Class II officer (Group B Officer);
	B. Employees in Public Sector Undertakings etc.	The criteria enumerated in A above in this Category shall apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category V below shall apply to the officers in these Institutions.
III.	Armed Forces including Para Military Forces (Persons holding civil posts are not included)	Son(s) and daughter(s) of Parents either or both of whom is or are in the rank of Major or above in the Army or to equivalent posts in the Navy or the Air Force or the Para Military Forces.
IV.	Property Owners Agricultural holdings	Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than the land permissible under the Haryana ceiling on land Holdings Act, 1972 (26 of 1972).



DESCRIPTION OF CATEGORY		TO WHOM RULE OF EXCLUSION SHALL APPLY
1	2	3
V.	Income Test / Wealth Test	<p>Son(s) and daughter(s) of parents Having gross annual income of Rs. 6 lakhs or above.</p> <p>OR</p> <p>Possessing wealth above Rs. 1 Crore for a period of last three consecutive years.</p> <p>Explanation: Income from all sources shall be clubbed to arrive at the gross annual income.</p>

Chandigarh:  
The 17th November, 2021.

VINEET GARG,  
Principal Secretary to Government Haryana,  
Welfare of Scheduled Castes and Backward Classes Department.

9382—C.S.—H.G.P., Pkl.

REGISTRAR OFFICE  
K.U. KURUKSHETRA  
08 JUN 2022  
Gmail  
Diary No. 991: Ar. Refs

Vice-Chancellor, K.U. Kurukshetra <svc@kuk.ac.in>  
Diary No. 2159  
7/6/22

276  
S(A) 10/8/122  
AA (ENT)

reg. instructions reg. caste & other certificate.

Mr Mukul Kumar <dckrk@hry.nic.in>  
To: Mr Satbir Kundu <drdakra@hry.nic.in>, Narender Pal Malik <Sdm.thanesar@hry.nic.in>, Mr Vinesh Kumar <sdm.ladwakk@hry.nic.in>, Sonu Ram <sdm.pehowa@hry.nic.in>, Mr Kapil Sharma <sdm.shahbad-hry@nic.in>, DEO KKR <deoseckrk@gmail.com>, DEEO Kurukshetra <deoseckrk@hry.nic.in>, DWO Kurukshetra <dwokurukshetra@gmail.com>, Registrar University <registrar@kuk.ac.in>, Director NIT <director@nitkk.ac.in>, Director NID <director@nid.edu>, babainnic@gmail.com, halrispehowa@gmail.com, isbdnic@gmail.com, ladwanic@gmail.com, shahbadtehsildar@gmail.com, Narender Pal Malik <sdm.thanesar@hry.nic.in>, SDM SHAHBAD <shahbadsdm@gmail.com>, scsmsbd1@gmail.com, Mr Chanderkant Kataria <Ctmkrk@hry.nic.in>, RTAKURUKSHETRA <rta.kr@hry.nic.in>, drokk7@gmail.com, Mr Pratap Singh <ddpokrk@hry.nic.in>, gmhrkk@gmail.com, spkurukshetra@gmail.com, Civil Surgeon Kurukshetra <dhs.cskkr@hry.nic.in>, eekurukshetra@gmail.com, XEN PR KKR <prexeeng.kr@hry.nic.in>, hirmi2002@gmail.com, SE OP Kurukshetra <seopuhbvnikurukshetra@gmail.com>, xenopuhbvnphehowa@gmail.com, Arun Bhatia <pwd-eeepd1-kurukshetra@hry.nic.in>, EEPD2-KURUKSHETRA <pwd-eeepd2-kurukshetra@hry.nic.in>, kurukshetra.dpc.sspp@gmail.com, kurukshetra.dpchssp@gmail.com, gurukul\_kkr@yahoo.com, kvmathana@gmail.com, detcexkk@gmail.com, detcst kkr <detcstkk@gmail.com>, detcx kkr <detcxkk@gmail.com>, Dfsc Kkr <dfscrk@gmail.com>, Dmeo Kkr <dmeo.kkr@gmail.com>, Karam Chand <ddakkr2009@gmail.com>, DPRO Kurukshetra <diprokurukshetra@gmail.com>, Dso Kurukshetra <dsokkr@gmail.com>, DSO Kurukshetra <dso.kurukshetra@hry.nic.in>, dswookr@hry.nic.in, Dho Kurukshetra <dhokurukshetra@gmail.com>, DAO KKR <daokkr13@gmail.com>, zsbkk@gmail.com, Pokkr Wcd <pokkr.wcd@gmail.com>, milkunior@yahoo.co.in, milkunior1@yahoo.com, milkunior2@yahoo.com, Vinod Kumar Singla <diokrk@hry.nic.in>, ismailabad nic <isbd.nic@gmail.com>, babain nic <babain.nic@gmail.com>, bdpo.thanesar@hry.nic.in, BDPO SHAHBAD <bdpo.shahabad@hry.nic.in>, bdpo.pehowa@hry.nic.in, bdpoladwakk@yahoo.co.in, vc@kuk.ac.in, Registrar Office <registrar@kuk.ac.in>, Rajesh Kumar Chopra <xenwsdivnkkra@gmail.com>, "eokukhuda HUDA, Kurukshetra" <eokukhuda@gmail.com>, "Secretary M.C. Thanesar" <Secymcthanesar@gmail.com>, secymc.ladwa@yahoo.com, SECRETARY <secymc.shahabad@hry.nic.in>, MC Thanesar <thanesarmc@gmail.com>, MCPHOWA <hsamb93@hry.nic.in>, market committee pipli <mcpipli34@gmail.com>, ldmkk@pnb.co.in, "Shahbad, Xen" <xenopshahabad@uhbv.org.in>, "UHBVN, sekurukshetra" <seopkurukshetra@uhbv.org.in>, "XEN, Pehowa UHBVN" <xenoppehowa@uhbv.org.in>, xen op uhbv kurukshetra <xenopkurukshetra@uhbv.org.in>, BDPO Babain <bdpo.babain@hry.nic.in>, BDPO ISMAILABAD <bdpo.ismailabad@nic.in>, bdpo.pipli@yahoo.com, bdpo.thanesar@hry.nic.in, bdpoladwakk@yahoo.in, thanesarmc@gmail.com, "Ismailabad, Secy" <secymcismailabad@gmail.com>, Secretary MC Ladwa <secymc.ladwa@hry.nic.in>, "Pehowa, Secy" <s.pehowa@yahoo.com>, "Thanesar, Secy" <secymcthanesar@gmail.com>

R/Sir,

Please find the enclosed attachment.

Thanks & Regards  
Deputy Commissioner Office,  
Kurukshetra.

**Save Paper,  
Save Trees,  
Save the earth !**



(Inrough Email)

Most Urgent

From

Deputy Commissioner,  
Kurukshetra

To


1. ADC, Kurukshetra.
2. SDO(C) Thanesar/Pehowa/Ladwa/Shahbad.
3. DEO/DEEO, Kurukshetra.
4. DWO, Kurukshetra.
5. Registrar, KUK/NIT/NID, Kurukshetra.
6. Tehsildar/N.Tehsildar Thanesar/Pehowa/Ladwa/Shahbad/Babain/Ismailabad.
7. All HoDs in district Kurukshetra.

Memo No. 1023 /MA Dated 01/06/2022

Subject: Regarding the issue of Caste Certificates(including certificates for Scheduled Caste, Deprived Scheduled Caste, Backward Class, Other Backward Class, Tapriwas, Vimukat Jati, and Nomadic Tribe) through SARAL Portal .

Kindly find enclosed herewith letter issued by Hon'ble Chief Secretary to Govt. Haryana bearing office memo No. 22/132/2013-1GS-III dated 22-03-2022 for information & further immediate necessary action as per rules/guidelines and strict compliance of directions imparted in the enclosed letter in the subject cited matter.

Note: The enclosed instructions/guidelines should be brought to notice of all concerned departments/officers/subordinate officials for strict compliance.  
DA/As above.


  
For Deputy Commissioner,  
Kurukshetra

Endst No. 1024 /MA-III dated 01/06/2022.

A photocopy of above along with enclosures is forwarded to following for information please:-

1. DIPRO, Kurukshetra for further necessary action and wide publicity to concerned.
2. PA to DC/CTM/Supdt.

DA/As above

  
For Deputy Commissioner,  
Kurukshetra

Scanned with CamScanner

**No. 22/132/2013-1GS-III  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(General Services-III Branch)**

Dated: Chandigarh, the 22nd March, 2022

To

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

**Subject:** Regarding the issue of Caste Certificates (including certificates for Scheduled Caste, Deprived Scheduled Caste, Backward Class, Other Backward Class, Tapriwas, Vimukat Jati, and Nomadic Tribe) through SARAL portal.

Sir/Madam,

I am directed to invite your attention to Government instruction No. 22/132/2013-1GS-III dated 21.03.2014 regarding issuance of caste certificate wherein various competent authorities to verify and issue caste certificates were notified along with other terms & conditions and formats of the caste certificates.

2. **The Haryana Parivar Pehchan Act, 2021**, provides for the assignment of the Parivar Pehchan Number (PPN) as a unique identifier number to each family. The database, namely Family Information Data Repository (FIDR), contains PPN along with corresponding information generally required for determining eligibility for, or the provision of any scheme, service, subsidy or benefit provided/implemented by or on behalf of the State Government/any Government agency/local authority. State Government has been empowered under section 8 of the Act to prescribe Parivar Pehchan Number (PPN) as a requirement for the purpose of determining above mentioned eligibility or provision. The verified information linked with PPN available in Family Information Data Repository (FIDR) has now made it feasible to issue Caste Certificates over the counter through the SARAL portal.

3. In view of the above, Government has decided to issue revised instructions/guidelines in supersession of all the previous instructions issued till now, as under:-

**(i) Portal for the issue of Caste Certificate.—**

The Caste Certificate shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (<https://saralharyana.gov.in/>) facsimile signed by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) or Head of the Department/Organisation, as the case may be.

These caste certificates shall include :-

- a) Scheduled Caste certificate
- b) Deprived Scheduled Caste certificate
- c) Backward Class certificate
- d) Other Backward Class certificate
- e) Tapriwas Caste certificate
- f) Vimukt Jati (Denotified Tribes) certificate
- g) Nomadic Tribes certificate

These certificates will be issued on the basis of verified data on caste and income contained in the FIDR. The Standard Operating Procedures (SOP) for issuing Caste Certificates along with the formats of Caste Certificates shall be issued by the Citizen Resources Information Department.

**(ii) Person who is entitled to obtain a Caste Certificate.—**

Following persons are entitled to obtain a Caste Certificate :-

- (a) A person who is a resident of State of Haryana by birth; or
- (b) A male person (including his children) who is an employee in the service of Haryana Government or any of its Boards/ Corporations/ Statutory Authorities/ Universities etc. provided he belongs to any of the notified castes/tribes by birth; and
- (c) A female person who is an employee in the service of Haryana Government or any of its Boards/ Corporations/ Statutory Authorities/ Universities etc. provided she belongs to any of the notified castes/tribes by birth.

**Note.—** A child born at a place outside Haryana shall also be eligible to obtain caste certificate from Haryana provided his father has been issued Caste Certificate by the competent authority as per provision in the instructions of Haryana Government. However, a child born in Haryana State shall not be eligible to get caste certificate on basis of birth-place/birth certificate of Haryana, if his father has been issued Caste Certificate by a State other than Haryana.

**(iii) Caste Certificate in cases of Migration.—**

Where a person migrates from one State to another, he can claim to belong to a notified caste only in relation to the State to which he originally belonged and not in respect of the State to which he has migrated.

**(iv) Caste Certificate to person who claims through Marriage.—**

No person who is not a member of a notified caste/tribe by birth will be deemed to be a member of that notified caste/tribe merely because he or she had married a person belonging to that notified caste/tribe. On the other hand a person who is a member of a notified caste/tribe will continue to be a member of that notified caste/tribe even after his or her marriage with a person who does not belong to a notified caste/tribe.



(v) **Caste Certificate In case of Adoption of child.—**

Great care has to be exercised in dealing with cases where a person claims to be a member of a notified caste/tribe on the ground that he/she has been adopted by a person of that notified caste/tribe. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his/her claim by cogent and reliable evidence:

- (a) While deciding whether an adoption is valid, the certificate issuing authority should satisfy himself that all the requirements of law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.
- (b) In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.
- (c) Further, in case of a person who is a Hindu, Buddhist or Sikh or any other person governed by the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956), the requirements of valid adoption are given in Sections 6 to 11 of the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956) as amended from time to time. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.
- (d) Where the case relates to an adoption in case of a Hindu, Buddhist or Sikh or any other person governed by the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956), who is married or of the age of 15 years and above, the certificate shall be required to be given by the District Magistrate who shall, after making due enquiries as to the validity of the adoption and as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community, group or family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or



usage in respect of a particular family, that the custom or usage has not been discontinued.

**(vi) Caste Certificate in case of Conversion and Reconversion of religion by a Scheduled Caste person.—**

- (a) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism or Buddhism and then reconverts himself back to Hinduism or Sikhism or Buddhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the members of that particular caste as one among them.
- (b) In the case of a descendant of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism or Buddhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which his forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.

**(vii) Determination/Verification of Caste of a person.—**

The determination/verification of the caste of a person shall be done strictly in accordance with the notifications of the Government of India in case of Scheduled Castes and Other Backward Classes; and in accordance with notifications of the Welfare of Scheduled Castes and Backward Classes Department, Haryana in case of Deprived Scheduled Castes, Backward Classes, De-notified Tribes (Vimukt Jatis and Tapriwas Jatis) and Nomadic Tribes.

**(viii) Verification when a person claims of Caste by birth.—**

Where a person claims to belong to a Scheduled Caste, Deprived Scheduled Caste, Other Backward Class, Backward Class, De-notified Tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic Tribe by birth, it should be verified :

- (i) That the person and his/her parents actually belong to the community claimed;
- (ii) That this community is included in the Presidential Orders specifying the Scheduled Castes in relation to the concerned State; or is notified as Other Backward Class by the Ministry of Social Justice and Empowerment, Government of India; or notified as Deprived Scheduled Caste, Backward Class, De-notified Tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic Tribe by the Government of Haryana.
- (iii) That the person belongs to that State in respect of which the community has been scheduled/notified.

- (vi) If the person claims to be a Scheduled Caste or Deprived Scheduled Caste, he should profess Hinduism or Sikhism or Buddhism religion.
- (v) A person claiming to belong to a Backward Class, Other Backward Class, De-notified Tribe or Nomadic Tribe may profess any religion.

**(ix) Authorities competent to verify the caste.—**

The following authorities will now be competent to verify the caste of person who is a resident of State of Haryana :-

Sr. No	Category of Resident	Verifying Authority
1.	A resident of any Rural area in the State	Designated Officers notified by Citizen Resources Information Department
2.	A resident of any Urban area in the State (Municipal Committee / Municipal Council/ Municipal Corporation)	Designated Officers notified by Citizen Resources Information Department
3.	A male employee ( including his children) serving on regular basis in connection with the affairs of the State of Haryana in any Department/ PSU / Statutory Authority/ University, etc.	As per record available in Human Resource Management System (HRMS)
4.	A female employee serving on regular basis in connection with the affairs of the State of Haryana in any Department/ PSU/ Statutory Authority/ University, etc.	As per record available in Human Resource Management System (HRMS)

Government has also decided that in case of issuance of wrong caste certificate carelessly or deliberately without proper care or verification, action would be taken against the concerned official/s under the relevant provisions of the Indian Penal Code in addition to the action under the appropriate disciplinary rules applicable to them.

**(x) Online Service for verification of Caste based on PPN.—**

Residents seeking to verify their caste in PPN may visit <https://meraparivar.haryana.gov.in/ReportGrievance> portal. Once the request for verification of caste category and/or caste is made by the resident on this portal, designated officers will verify and mark the same as verified in the FIDR for the resident.

**(xi) Clarification in case of doubt.—**

In case of any doubt regarding caste/tribe of a person, the matter will be referred to the Welfare of Scheduled Castes and Backward Classes Department of the State of Haryana, and the clarifications given by the said Department alone shall be valid.

**(xii) Competent Authorities for Issuance of Caste Certificate.—**

Caste certificates shall be issued on provision of PPN through SARAL portal <https://saralharyana.gov.in/> to eligible residents of Haryana by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) through his facsimile signature on the certificate and to the employees of the State of Haryana by the Head of the Department/Organization concerned through his facsimile signature on the certificate.

**(xiii) Validity of a Caste Certificate.—**

- (i) A Caste Certificate once issued (in its standard format) shall be valid for the life-time of the person so long as such caste/tribe is not removed or modified in the notifications issued by the Welfare of Scheduled Castes and Backward Classes Department, Haryana.
- (ii) Where a Caste Certificate is requested for specific use outside the context of Government of Haryana, it shall be issued in the format prescribed by the Government of India.
- (iii) Certificates which include income and/or assets based information like creamy layer criteria shall become invalid after the validity period prescribed on the said certificate. Such certificates shall be valid for the current financial year, i.e. till coming 31<sup>st</sup> March (Included) from the date it has been issued.
- (iv) A Caste Certificate may also become invalid if after due process, it has been concluded that the caste was incorrectly mentioned on the certificate or wrongly verified in the FIDR, due to any reason whatsoever.

**(xiv) Grievance Redressal and Correction Process.—**

If an applicant is not in agreement with his caste category/caste contained in the FIDR, then he/she may lodge his/her grievance for correction on the Grievance Module of the Parivar Pehchan Number portal <https://meraparivar.haryana.gov.in/ReportGrievance>.

**(xv) General Terms and Conditions.—**

- (a) The Caste Certificate is usable without any restriction wherever it is accepted (i.e., subject to the criteria laid down by the entity accepting the certificate) and hence no usage/applicability restrictions shall be mentioned on the certificate.
- (b) From the effective date of this order, only the caste certificates issued through SARAL portal in the formats prescribed by the Citizen Resources Information

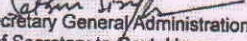


Department based on PPN and corresponding verified data contained in the FIDR shall be valid caste certificates.

- (c) A Caste Certificate obtained by means of any fraud, misrepresentation or concealment of facts or by some other illegal means shall be declared as invalid and the benefit availed by the candidate/applicant shall be withdrawn and legal action including criminal case will be initiated against the applicant for misrepresenting the facts and playing fraud, as well as against the officials/authorized persons for Incorrect/ wrong verification by collusion or otherwise. In such an event, the caste and caste category shall be marked as NOT VERIFIED in the FIDR.
- (d) Mere issuance of a Caste certificate does not entitle a person holding such certificate to any benefit that may be admissible under various Government Schemes implemented from time to time. Hence, it is important that the authority concerned examines the applicant's entitlement to any specific benefit in accordance with the instructions on the subject at any given point of time. For instance, a person from the Backward Class may not be entitled to certain benefits if he falls within the creamy layer as defined from time to time. Accordingly, the Caste Certificates shall address ONLY the caste of the certificate holder. Other eligibility criteria for a particular scheme shall be addressed separately by the authority extending any such benefit.
- (e) All Haryana Government organisations (including Departments, Educational Institutions, Boards, Corporations and Societies) are required to accept the Caste Certificate in its standard format prescribed by the Citizen Resources Information Department from time to time.

4. Further, it is directed that no Government Department of Haryana shall obligate any Haryana resident to submit caste related proof documents if he/she provides PPN and his/her caste and caste category is marked as verified in Family Information Data Repository (FIDR).
5. These instructions/guidelines may kindly be brought to the notice of all the concerned for strict compliance.

Yours faithfully,

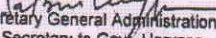
  
Under Secretary General Administration,  
for Chief Secretary to Govt. Haryana.

Endst. No. 22/132/2013-1GS-III

Dated : Chandigarh, the 22<sup>nd</sup> March, 2022

A copy is forwarded to the following for Information and action where necessary:-

1. Secretary, Haryana Public Service Commission, Panchkula.
2. Secretary, Haryana Staff Selection Commission, Panchkula.

  
Under Secretary General Administration,  
for Chief Secretary to Govt. Haryana.

.....

(TO BE SUBSTITUTED FOR THE LETTER BEARING SAME NO AND DATE)

क्रमांक 22/22/2004-3जी.एस.।।।

प्रेषक

मुख्य सचिव हरियाणा सरकार ।

सेवा में

- हरियाणा राज्य के सभी विभागाध्यक्ष ।
- रोहतक, गुड़गांव, हिसार एवं अम्बाला मण्डलों के आयुक्त ।
- रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
- हरियाणा राज्य के सभी उपायुक्त ।
- हरियाणा राज्य के सभी बोर्ड/निगमों एवं सार्वजनिक उपकरणों के अध्यक्ष/प्रबन्धक निदेशक ।
- रजिस्ट्रार महर्षि दयानन्द विश्वविद्यालय, रोहतक, करुक्षेत्र, विश्वविद्यालय, करुक्षेत्र, चौधरी चरण सिंह हरियाणा कृषि विश्वविद्यालय, हहहहहहहहहिसार, गुरु जम्भेश्वर विश्वविद्यालय, हिसार तथा चौधरी देवी लाल विश्वविद्यालय, सिरसा, हरियाणा ।

दिनांक चण्डीगढ़ 06.01.2014 / 14 जून, 2016

विषय:

अन्य पिछड़े वर्गों (ओ.बी.सी.) के आरक्षण के दायरे से सामाजिक रूप से उन्नत व्यक्तियों/वर्गों (सम्पन्न वर्गों) को बाहर रखने के लिये आय के मानदण्डों में संशोधन ।

महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान सरकार के पत्र क्रमांक 22/22/2004-3जी.एस.।।। दिनांक 22.01.2009 की ओर दिलाऊँ जिस द्वारा यह सूचित किया गया था कि भारत सरकार (मानव संसाधन विकास मंत्रालय, उच्च शिक्षा विभाग) द्वारा अन्य पिछड़े वर्गों में से सम्पन्न वर्गों को केन्द्रीय शिक्षण संस्थानों में दाखिले हेतु आय सीमा 4.5 लाख ₹0 प्रति वर्ष निर्धारित की गई थी।

भारत सरकार कार्मिक लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग ने उनके कार्यालय ज्ञापन क्रमांक 36033/1/2013-Estt.(Res.), दिनांक 27.5.2013 तथा भारत सरकार, मानव संसाधन विकास मंत्रालय, उच्च शिक्षा विभाग क्रमांक 11-13/2012-यू0 पॉलिसी, दिनांक 31.5.2013 (प्रतियोगी संलग्न) द्वारा सूचित किया है कि अन्य पिछड़े वर्गों में से सम्पन्न वर्गों को भारत सरकार के अधीन सिविल पद और सैबाओं/नौकरियों के लिए तथा केन्द्रीय शिक्षण संस्थानों में दाखिले हेतु सम्पन्न वर्ग के निर्धारण हेतु वार्षिक आय सीमा 4.5 लाख ₹0 से बढ़ाकर 6 लाख ₹0 प्रति वर्ष कर दी है तदनुसार आपसे अनुरोध है कि भारत सरकार के उपरोक्त अंकित कार्यालय ज्ञापन दिनांक 27.5.2013 तथा 31.05.2013 की अनुपालना दृढ़ता से की जाए।

भवदीय

अधीक्षक सामान्य सेवायें-।।।  
कृते: मुख्य सचिव, हरियाणा सरकार,



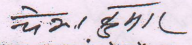
-2-

पू० क्रमांक 22/22/2004-3जी.एस.॥

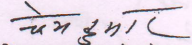
दिनांक 06.01.2014/14 जून, 2016

इसकी एक-एक प्रति निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, हरियाणा लोक सेवा आयोग, चण्डीगढ़ ।
2. सचिव, हरियाणा कर्मचारी सेवा आयोग, चण्डीगढ़ ।

  
अधीक्षक सामान्य सेवायें-॥  
कृते: मुख्य सचिव, हरियाणा सरकार ।

इसकी एक-एक प्रति हरियाणा सरकार के सभी अतिरिक्त मुख्य सचिवों एवं प्रधान सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

  
अधीक्षक सामान्य सेवायें-॥  
कृते: मुख्य सचिव, हरियाणा सरकार ।

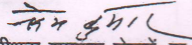
सेवा में

सभी अतिरिक्त मुख्य सचिवों एवं प्रधान सचिव,  
हरियाणा सरकार ।

अशा: क्रमांक 22/22/2004-3जी.एस.॥

दिनांक 06.01.2014/14 जून, 2016

इसकी एक-एक प्रति मुख्य मंत्री के प्रधान सचिव/अतिरिक्त प्रधान सचिवों/मुख्य मंत्री के विशेष कार्याधिकारियों तथा मंत्रियों/राज्य मंत्रियों एवं मुख्य संसदीय सचिवों के सचिव/निजि सचिवों को सूचनार्थ प्रेषित है ।

  
अधीक्षक सामान्य सेवायें-॥  
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

मुख्य मंत्री के प्रधान सचिव/अतिरिक्त प्रधान सचिवों/मुख्य मंत्री के विशेष कार्याधिकारियों, मंत्रियों/राज्य मंत्रियों एवं मुख्य संसदीय सचिवों के सचिव/निजि सचिव ।

अशा: क्रमांक 22/22/2004-3जी.एस.॥

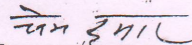
दिनांक 06.01.2014/14 जून, 2016

पू० क्रमांक 22/22/2004-3जी.एस.॥

दिनांक 06.01.2014/14 जून, 2016

इसकी एक-एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

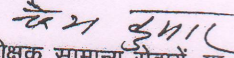
1. सदस्य सचिव, हरियाणा सार्वजनिक उपक्रम ब्यूरो
2. निदेशक, स्थानीय निकाय हरियाणा (उनसे अनुरोध है कि इन हिदायतों को राज्य के सभी नगरपालिकाओं/निगमों तथा परिषदों को भेज दी जाये)।
3. निदेशक, लोक सम्पर्क विभाग, हरियाणा को इन हिदायतों को प्रयाप्त प्रचार हेतु ।

  
अधीक्षक सामान्य सेवायें-॥  
कृते: मुख्य सचिव, हरियाणा सरकार ।

12- -189-

3-

एक प्रति हरियाणा सिविल सचिवालय/वित्तियुक्त राजस्व विभाग के सभी अधीक्षकों/उपाधीक्षकों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-



अधीक्षक सामान्य सेवायें-III  
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

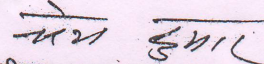
सभी अधीक्षक/उपाधीक्षक, हरियाणा सिविल सचिवालय  
तथा वित्तियुक्त राजस्व विभाग ।

अशा: क्रमांक 22/22/2004-3जी.एस.III  
पू0 क्रमांक 22/22/2004-3जी.एस.III

दिनांक 06.01.2014/14 जून, 2016  
दिनांक 06.01.2014/14 जून, 2016

इसकी एक-एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. प्रिंसिपल,  
लेखा प्रशिक्षण संस्थान, 39-40 बेज, काडा भवन,  
सैक्टर-4, पंचकुला ।
2. प्रिंसिपल मण्डलीय,  
प्रशिक्षण केन्द्र, एस.सी.ओ. न0 11,  
सैक्टर-16,  
पंचकुला ।



अधीक्षक सामान्य सेवायें-III  
कृते: मुख्य सचिव, हरियाणा सरकार ।

**CHARACTER CERTIFICATE**

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

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

Dated:.....

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

-----  
\*Strike out whichever is not applicable.



**HARYANA GOVERNMENT**

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

**SCHEDULED CASTE CERTIFICATE**

Photo of  
applicant to be  
attested by  
the issuing  
authority

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

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

Signature with seal of issuing Authority  
Full Name .....  
Designation .....  
Address with Telephone No. with code .....

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

**Note :** The caste certificate shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (<https://saralharyana.gov.in>) as per instructions issued vide Haryana Govt. Notification No.22/132/2013-1GS-III dated 22.03.2022.

HARYANA GOVERNMENT  
DEPRIVED SCHEDULED CASTES CERTIFICATE

This is to certify that Mr./Mrs..... Son/daughter/ Of Sh. .... resident of  
..... Teh ..... District ..... of the Haryana state belongs to  
the ..... caste which is recognized as Scheduled Castes under the Constitution (Scheduled Castes) order 1950  
and this caste has been declared as Deprived Scheduled Caste by the Government of Haryana vide Gazzette Notification No.  
Leg./15/2020 dated 15.05.2020.

This certificate is being issued to him/her on the basis of verification of NaibTehsildar/Tehsildar.

Signature .....

Name .....

Rubber Stamp of NaibTehsildar/Tehsildar

Dated .....  
Place: .....

**Note :** The caste certificate shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (<https://saralharyana.gov.in>) as per instructions issued vide Haryana Govt. Notification No.22/132/2013-1GS-III dated 22.03.2022.

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

Photo of applicant to be attested by the issuing authority
---

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

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995 & No.213-SW(1)-2010 dated 31.08.2010 and No. 512-SW(1)2021 dated 01.12.2021.

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

Signature with seal of issuing Authority

Full Name .....

Designation .....

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

Sr. No.:.....

Place :.....

Dated :.....

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

Note : The caste certificate shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (<https://saralharyana.gov.in>) as per instructions issued vide Haryana Govt. Notification No.22/132/2013-1GS-III dated 22.03.2022.

## CERTIFICATE FOR THE EWS OF HARYANA

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

Certificate no.....

Date : .....

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

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

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

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

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

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.

**CERTIFICATE FOR EWS OF ALL INDIA CATEGORY**

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

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

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family\*\*' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. 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.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**CERTIFICATE FOR EWS OF ALL INDIA CATEGORY**

**NAME & ADDRESS OF THE INSTITUTE OF HOSPITAL**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is certified that Sh./ Smt./Kum \_\_\_\_\_ son/ wife/daughter of of Sh. \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent disability \_\_\_\_\_ as per Right of Persons with Disabilities Act, 2016.

\*Percentage of disability in his/her case \_\_\_\_\_

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

(Dr. \_\_\_\_\_)  
Member  
Medical Board

(Dr. \_\_\_\_\_)  
Member  
Medical Board

(Dr. \_\_\_\_\_)  
Chairperson  
Medical Board

Countersigned by  
the Medical Superintendent/  
CMO/Head of Hospital (with seal)

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

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

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

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

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

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

Deputy Commissioner of

District of Haryana

(Office Stamp)

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

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

(1) Medical Category

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

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

(3) Death

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

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

- name of the war / operation .....

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

(6) Nature of disability

- i. Whether permanent i.e. for life .....
- ii. Whether temporary up to what extent) .....
- Next RSMB IS DUE .....
- Name of Records.....

Case No. ....

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

Date : .....

Place : .....

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



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

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

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

Place:.....

Date:.....

---

\* ( Strike out whichever is not applicable)

**SELF DECLARATION BY THE STUDENT**  
(No affidavit required)

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2022.

**Signature of the Student**  
**Name** \_\_\_\_\_ :

**SELF DECLARATION BY PARENT/GUARDIAN**

(No affidavit required)

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2022.

Signature of the Parent/Guardian

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

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

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

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

**AFFIDAVIT**

**(Specimen of Affidavit by the Parent for Supernumerary Seat for Single Girl Child)**

(on non-judicial stamp paper of Rs. 10/-duly attested by 1st Class Magistrate)

We, \_\_\_\_\_ father and mother of Miss \_\_\_\_\_

resident of \_\_\_\_\_

\_\_\_\_\_ (full address) do hereby, solemnly declare and affirm as under :-

1. That we are permanent resident of \_\_\_\_\_  
2. That Miss \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_ (place of birth) is the only (Single) Girl Child of the deponent(s), who is seeking admission in \_\_\_\_\_ programme for the session 2022-23.

**OR**

3. Miss \_\_\_\_\_ is one amongst the only two girl children (Miss \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_ (place of birth) and Miss \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_ (place of birth) with no male child of the deponent(s), who is seeking admission in \_\_\_\_\_ programme for the session 2022-23 and we shall not claim the benefit of supernumerary seat for the second girl (Name \_\_\_\_\_) in the programme(s) being run in the Kurukshetra University for the session 2022-23.

4. That the deponent(s), have only one (Single) girl child.

**OR**

5. That the deponent(s), have only two girl children and no other living child/children.

Signatures of Deponent(s),

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

1. \_\_\_\_\_

Date: \_\_\_\_\_

2. \_\_\_\_\_

**Verification:**

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

Signatures of Deponent(s),

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

1. \_\_\_\_\_

Date: \_\_\_\_\_

2. \_\_\_\_\_

**(Strike out whichever is not applicable)**

(Refer para 2(d) & 3(d) of Minutes of meeting  
of KG to PG Scheme dated 22.07.2021

**CERTIFICATE OF STUDY**

(Valid only for six months from the date of issue)

This is to certify that Mr./Miss. \_\_\_\_\_ Admission  
No. \_\_\_\_\_ . Date of Birth (dd/mm/yyyy) \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ has studied in University Senior Secondary  
Model School (USSMS).

(a) He/She has studied in USSMS for \_\_\_\_\_ years.

(b) Has he/she passed 10+2 from USSMS (Yes/No) \_\_\_\_\_

Place:  
Dated:

(Signature of Principal USSMS with seal)

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

('A+' Grade, NAAC Accredited)

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

To

---



---



---

Sir,

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

Programme	:	_____
Department/Institute/College	:	_____
Academic Session	:	_____
Name of the Candidate	:	_____
Father's Name:	:	_____
Category	:	_____
Date of Admission	:	_____
Reason for Withdrawal	:	_____
Date of Withdrawal	:	_____
Correspondence Address	:	_____
	:	_____
	:	_____
	:	_____
Email	:	_____
Mobile Number	:	_____
Bank Account Number	:	_____
IFSC Code of the Bank	:	_____
Name of Bank/Branch	:	_____
Aadhar Number	:	_____

Document to be attached:

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

Date :

(Signature of the Candidate)

**VERIFIED AND RECOMMENDED**

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

**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
(‘A+’ Grade, NAAC Accredited)

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

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

Date :

**Signature of Student**

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

Date:

**Signature of Chairperson**  
**with Official Seal**

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

Date:

**Signature of Chairperson**  
**with official Seal**

**For Office Use Only**

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

**Assistant Incharge**  
**(Fee Section)**

Adjustment Allowed

**AFFIDAVIT**  
**(Specimen of Affidavit by the Parent of the BC-A&B Category Candidates)**  
**(On on-judicial stamp paper of Rs.10/-)**

I \_\_\_\_\_ Father /Mother of \_\_\_\_\_  
Resident of \_\_\_\_\_ seeking admission to  
\_\_\_\_\_ Course in KU.Kurukshetra do hereby solemnly affirm & declare that I belong  
to \_\_\_\_\_ caste which is included in the list of Backward Classes Block ‘A’/‘B’ approved by  
the Haryana Govt. I further declare and affirm that I and my wife/husband are not covered under the  
criteria fixed by Haryana Govt. vide letter No.1170-SW(1)-95 dated 07.06.1995 & No.213-SW(I)-2010  
dated 31.08.2010 and No. 512-SW(1) 2021 dated 01.12.2021 for excluding socially advanced  
persons/sections (Creamy Layer) from Backward Classes Category. My family gross annual income  
from all sources is Rs. ....for the financial year.....(prior to the year of  
application).

I further undertake that in case the information contained in the above para is found to be untrue  
at any stage, the admission of my ward is liable to be cancelled.

DEPONENT (Father/Mother)

Dated .....

Place.....

**UNDERTAKING BY THE STUDENT**

I, (full name of the student)..... son/daughter of  
Mr./Mrs./Ms.....having been admitted to.....(Course)  
in.....(name of the Department/Institute) have carefully read and  
understood the provisions contained in the Hand Book of Information. My family gross annual income  
from all sources is Rs.....for the financial year.....(prior to the year of  
application).

I hereby solemnly aver and declare that I will submit my BC/Income Certificate within 15 days.

In case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DEPONENT (Student)

Dated .....

Place.....



**AFFIDAVIT**  
**(Specimen of Affidavit by the Parent of the EWS Category Candidates)**  
**(On non-judicial stamp paper of Rs.10/-)**

I \_\_\_\_\_ Father/Mother of \_\_\_\_\_ Resident of \_\_\_\_\_ seeking admission to \_\_\_\_\_ course in K.U. Kurukshetra do hereby solemnly affirm & declare that I belong to Economically Weaker Sections, which is not recognized as a Scheduled Caste and Backward Classes (Block-A &B) by the Government of Haryana, vide Notification No. 22/12/2019-IGS-III dated 25.02.2019 and even No. dated 13.03.2019.

I further undertake that in case the information contained in the above para is found to be untrue at any stage, the admission of my ward is liable to be cancelled.

DEPONENT (Father/Mother)

Dated .....  
Place: .....

**UNDERTAKING BY THE STUDENT**

I, (full name of the student) ..... Son/daughter of Mr./Mrs./Ms. .... having been admitted to ..... (Course) in ..... (name of the Department/Institutes) have carefully read and understood the provisions contained in the Hand Book of Information.

I hereby solemnly aver and declare that I will submit my EWS Income and Asset Certificate within 15 days. In case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DEPONENT (Student)

Dated .....  
Place: .....

**GROUP PERSONAL INSURANCE OF STUDENT PROPOSAL/NOMINATION PROFORMA  
(To be filled by the student)**

The candidate will fill up the form “Group Personal Insurance of Student Proposal/Nomination Proforma” after physically opening the Campus.

**1. Name and Address of Proposer : Dean Students’ Welfare, Kurukshetra University, Kurukshetra.**

**2. Name** : .....

**3. Father’s Name** : .....

**5. Class and Section** : ..... **6. Class Roll No.** : .....

**7. Any Disability (Please specify)** : .....

**8. Period of Insurance** : **2022-23 (for one year from the date of Insurance Policy)**

**9. Sum Insured** : **Rs. Two Lacs**

**10. Permanent Address** : .....

**11. Name and Complete Address of**

**Nominee/Assignee** : .....

**Relation with Insured** : .....

*I declare that the above information is true to the best of my knowledge and belief and that I have disclosed all particulars affecting the assessment of the risk. I agree that this proposal and declaration shall be the basis of the contract between me and the company. I also declare that I do not suffer from any disability other than described above.*

*Place.....*

*Signature of the student*

*Dated : .....*

**Countersigned  
Chairperson/Director,  
(With Official Stamp)**

.....  
**ADDRESS SLIPS**

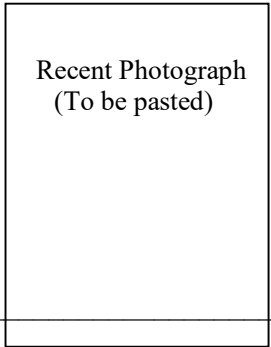
**PLEASE WRITE YOUR NAME AND MAILING ADDRESS IN THE PLACES BELOW :**

<b>1.</b>		<b>2.</b>	

**Important Note:** It must be ensured by the concerned Department/Institute that forms for all the admitted students of their Department/Institute must reach the office of the Dean Students’ Welfare within 15 days of the admission.

**INSTITUTE OF INTEGRATED & HONORS STUDIES**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(A+ Grade, NAAC Accredited)  
**National Sports Organization (NSO)**  
**ENROLMENT FORM 2022-23**

1. Name \_\_\_\_\_  
(in Block Letters)
2. Father's/Guardian's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_  
(as per matriculation certificate or a certificate equivalent )
4. Correspondence Address with Phone No. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. Class : \_\_\_\_\_ 6. Roll No. \_\_\_\_\_
7. Game in which interested \_\_\_\_\_
8. Distinctions in Games : \_\_\_\_\_  
\_\_\_\_\_
9. Whether completed 2 years in the scheme or not ? If completed, give full particulars (mention the name of the game and the year)  
\_\_\_\_\_  
\_\_\_\_\_
12. University Registration No. \_\_\_\_\_

**Signature of the Principal**

**Signature of the Applicant**

**VEC.....**

**INSTITUTE OF INTEGRATED & HONORS STUDIES  
KURUKSHETRA UNIVERSITY KURUKSHETRA  
National Service Scheme (N.S.S)  
Session 2022-23**

1. Name \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Mother's Name \_\_\_\_\_

4. Date of Birth \_\_\_\_\_

5. Class \_\_\_\_\_ Roll No. \_\_\_\_\_ 6. Category \_\_\_\_\_  
( Gen. /Res. /SC / BC)

7. University Regn. No. \_\_\_\_\_

8. Are you willing to donate blood? If yes, mention blood group \_\_\_\_\_

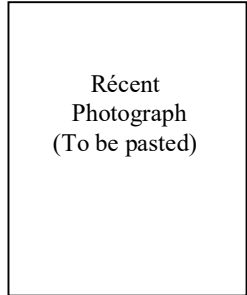
9. Special Hobbies \_\_\_\_\_

10. Social Activities \_\_\_\_\_

11. Hostel Address \_\_\_\_\_  
with Phone No. \_\_\_\_\_

13. Correspondence Address \_\_\_\_\_  
with Phone No. \_\_\_\_\_

14. Email Id \_\_\_\_\_



I declare that the above information is correct. I shall also abide by all the rules and shall participate in N.S.S. activities selflessly.

Dated \_\_\_\_\_

-----  
Signature of the Volunteer

.....  
Recommendation of the Programme Officer N.S. S.

**INSTITUTE OF INTEGRATED & HONORS STUDIES**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
**CULTURAL ACTIVITIES**  
**Session 2022-23**

1. Name of the Student \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Father's Name & Occupation \_\_\_\_\_
4. Mother's Name & Occupation \_\_\_\_\_
5. Class \_\_\_\_\_
6. Roll No. \_\_\_\_\_
7. University Regn. No. \_\_\_\_\_
8. Blood Group \_\_\_\_\_
9. Special Hobbies \_\_\_\_\_

Paste Carefully  
Recent Coloured  
Photograph

**10. Cultural Activities*****Participation/Achievements***

	<i>EVENT</i>	<i>WHERE HELD</i>	<i>YEAR</i>	<i>POSITION</i>
(I)				
(II)				
(III)				

11. Subjects Offered 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

12. Permanent Address \_\_\_\_\_  
 With Phone No. \_\_\_\_\_  
 & Email ID \_\_\_\_\_

13. Hostel Address \_\_\_\_\_  
 with Phone No \_\_\_\_\_

14. Correspondence Address \_\_\_\_\_  
 with Phone No. & Email ID \_\_\_\_\_

I declare that the above information is correct. I shall also abide by all the rules and shall participate in cultural activities selflessly.

Dated \_\_\_\_\_

.....  
Signature of the Student

.....  
Recommendation of the Incharge/ Co-ordinator

**ORDINANCE**

**UNDER GRADUATE PROGRAMMES in Arts/ Science/ Commerce/Computer Applications/ others (General/Honors/Honors and Research) -SEMESTER SYSTEM**

**UNDER LEARNING OUTCOME BASED CURRICULUM FRAMEWORK- CHOICE BASED CREDIT SYSTEM (LOCF-CBCS) AND MULTIPLE ENTRY-EXIT FORMAT  
(w. e. f Session 2022-23)**

This Ordinance is based on New Education Policy (NEP) 2020 and will be effective from the Academic Session 2022-2023.

1.1 The duration of the programme for the award of Undergraduate/ Bachelor's Degree in area (Arts/ Science/ Commerce/Computer Applications/ others-with/ without Honours) shall be three academic years and for Undergraduate Degree in subject (Research with Honours ) shall be four academic years. Each year shall be divided into two semesters i.e. July to November/December and January to April/May.

1.2 There shall be actual teaching for 13 to 15 weeks in each Semester excluding admission, preparation and examination days.

1.3 The students will be allowed an exit option at Level 5 after passing one year of the programme with requisite credits of internship and will be awarded a Certificate in Area (Arts/ Science/ Commerce/Computer Applications/ others). The student will also be allowed an exit option at Level 6 after passing two academic years of the programme with requisite credits of internship and will be awarded Diploma in Area (Arts/Science/Commerce/Computer Applications/Others). The student will exit at Level 7 after passing three years of the programme and will be awarded Bachelor's degree in Area(Arts/ /Science/Commerce/Computer Applications/others). Bachelor's Degree (Honours) in a subject will be awarded on passing additional requisite credits in the concerned subject at Level 7. Bachelor's Degree (Research and Honours) in a subject will be awarded at Level 8 after four years of study.

**2. Key Terms**

2.1 **Academic Year and Semester:** Two consecutive (one odd and one even) semesters will constitute one academic year. A semester will consist of 13-15 weeks equivalent to 90 days of academic work.

2.2 **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit means one hour of theory or one hour of tutorial or two hours of laboratory work per week for the duration of a semester (13-15 weeks). 1 Credit will carry 25 marks.

2.3 **Learning Outcome Based Curriculum Framework (LOCF):** The learning outcomes of the programme are mapped against well defined outcomes of its Courses.

2.4 **Choice-Based Credit System (CBCS):** The CBCS provides choices to students to select Interdisciplinary courses to fit their own requirements and learn at their own pace

2.5 **Programme:** A programme leads to the award of a degree, diploma or certificate.

**2.6 Course:** 'Course' refers to the components of a programme. A course may be designed to comprise taught course/ lectures / tutorials/laboratory work/field work/outreach activities/project work/vocational training/seminars/ internship/ map work etc. or any combination of of these.

All courses need not carry the same weightage. Courses can be;

**2.6.1. Core Course:** A compulsorily course of a programme aimed to cover the basics of a particular discipline/subject.

**2.6.2 Elective Course:** A course which can be chosen from a pool of courses and may be very specific or specialized or advanced or supportive to the discipline/subject of study. It aims at providing an extended scope or exposure to some other discipline/subject/domain and nurtures the candidate's proficiency/skills.

**2.6.3 Discipline Specific Elective (DSE) Course:** Elective course offered for enhanced knowledge and skills in the major/minor specializations.

**2.6.4 Generic Elective (GE) Course:** An elective course from an unrelated discipline/subject for development of wider perspective.

A core course offered in a discipline/subject may be treated as Generic elective by other discipline/subject and vice versa and such electives be referred to as Generic Elective.

**2.6.5 Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses are of two kinds:

(i) Ability Enhancement Compulsory Courses (AECC): "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines.

1. Environment Studies

2 English/Modern Indian Languages Communication

(ii) **Skill Enhancement Courses (SEC):** SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

**2.6.6. Audit courses (AC):** are the courses that are evaluated as completed/not completed (C/NC).

**2.6.7. Seminar:** A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation or professional practice.

**2.6.8 Internship:** A course requiring students to participate in professional employment- related activity or work experientially normally under the supervision of an employee of the training organization. A key aspect of the internship is induction into actual formal and organized work situations. Internships involves working with local industry, businesses, artists, crafts persons, educational institutions etc..for practical This will be guided learning by the faculty to mentor and monitor the progress.

**2.6.9 Hobby/Activity courses (30 hours in semester)**

**(i). Studio activities:** Studio activities involve engagement of students in creative or artistic activities involving visual- or aesthetic-focused experiential work.

**(ii). Workshop-based activities:** Courses involving workshop-based activities requiring engagement of students in hands-on activities related to work/vocation or professional practice. **(iii). Community engagement and**

**service:** Courses requiring students to participate in field-based learning/project generally under the supervision of a faculty to expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems.

**2.6.10 Guided learning/Research Ability Enhancement Courses**

**(i). Project work/Field project** is considered as a special course requiring students to participate in field-based learning/project, involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Field project work of 6 credits may be given in lieu of a discipline specific elective paper.

(ii). **Research and thesis- Review of literature, Synopsis writing, research on synopsis, synopsis seminar, presubmission seminar and project report/Dissertation/thesis writing** guided by the faculty.

#### **2.7 Key Terms related to evaluation**

**2.7.1 Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

**2.7.2 Credit Point:** It is the product of grade point and number of credits for a course.

#### **2.7.3 Cumulative Grade Point Average (CGPA):**

It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal place

**2.7.4 Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F

**2.7.5 Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

**2.7.6 Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

**3. Programmes Duration and Multiple Entry and Exit Options:** All programmes shall be offered as per UGC list of 'Specification of Degree' prevailing from time to time. The programme duration and options for multiple entry exit will be as per template below.



Se me ster	Core course( CC) @6cred its Subject- 1	Core course (CC) @6cred its Subje ct-2	Core course (CC@6 credits) Subject -3	Ability enhancement compulsory course (AECC)@2cre dits	Skill Enhanceme nt Course (SEC) @2-6 credits	Discipline Specific Course (DSE)@6c redits	Activit y/Hob by @2 credits (Audit )	Tota l credi ts	Exit option
I Lev el-5	CC-1A	CC- 2A	CC-3A	(Language communication) /Environmental Studies	SEC-1 Human Values and Ethics/Comp uter Science Level-1 @2credits	X	2	24	Certific ate in Arts, Science /Comm erice @58 credits
II Lev el-5	CC-1B	CC- 2B	CC-3B	(Language communication) /Environmental Studies	SEC-2 Human Values and Ethics/Comp uter Science Level-1 @2credits	X	2	24	
<b>Internship @10 credits (450 hours) after 2nd semester (only for exit option)</b>									
Se me ster	Core course (CC) @6cred its Subject- 1	Core course (CC) @6cred its Subje ct-2	Core course (CC @6cred its) Subject -3	General Elective course @ credits	Skill Enhanceme nt Course (SEC) @ 2- 6credits	Discipline Specific Course (DSE)@6c redits	Activit y/Hob by @2 credits - Audit	Tota l credi ts	Exit option
III Lev el-6	CC-1C	CC- 2C	CC-3C	GE- 1*@6Credits of level 5	SEC-3- Community Developmen t/Personality Developmen t/MOOC**	X	2	22+6 *	Diplom a in Arts, Science /Comm erice @ 102 credits
IV Lev el-6	CC-1D	CC- 2D	CC-3D	GE- 2*@6Credits of level 5	SEC-4 - Community Developmen t/Personality Developmen t/MOOC**	X	2	22+6 *	
<b>Internship @10 credits (450 hours ) after 4th semester (compulsory for all)</b>									

Se me ster	Core course( CC) @6cred its Subject- 1	Core cours e (CC) @6cr edits Subje ct-2	Core course (CC@6 credits) Subject -3	General Elective* course @6 credits	Skill Enhanceme nt Course (SEC) @ 6credits	Discipline Specific Course (DSE)@ 6credits	Activit y/Hob by/ clubs @2 credits (Audit )	Tota l credi ts	Exit option
V Lev el-7	CC-1H1 subject H	X	X	GE- 3*@6Credits of level 5/6	SEC-5 (Major Subject-1) @6credits	DSE- 1(Major subject-1) DSE- 2(Major Subject-2)	2	20 + 10 of Inter nship +6 H+6*	Graduat ion in Arts/ Science /Comm erce @142 credits/ Honors in subject @154 credits
VI Lev el-7	CC-1H2 subject H	X	X	GE- 4*@6credits of level 5/6	SEC-6 (Major Subject-2)@ 6 Credits	DSE-3 (Major subject-1) DSE-4 Major Subject-2)	2	20+6 H+6*	
Se me ster	Core Courses (Credits)	Research ability enhancement courses(RAEC) and thesis			Research Progression Seminars			Cred its	Exit
VII Lev el-8	CC-1H1 and CC 1H2 (of level 7 to be comple ted by Graduat e students without Honours )	Research Ethics @4 credits  Research Methodology @4 credits			Review of literature General Seminar @ 4 Credits  Synopsis writing and Seminar @ 4 credits			16	Graduat ion in Subject (Honors & Researc h) @ 194 credits
VII Lev el-8		Dissertation/Thesis Preparation/ Writing @ 20 credits			Midterm seminar @ 2 Credits  Pre- submission Seminar @ 2 Credits			24	

\* Generic Elective is optional\*\* MOOC course from Swayam or any other online platform

#### **4.0 Admissions under Multiple Entry Exit**

4.1 The Institute/ College shall declare total number of seats available programme and course wise each year for fresh and lateral admissions .

4.2 The Institute/college may plan the number of seats course wise according to the faculty and infrastructure available.

4.3 Pursuing more than one Undergraduate Academic Programmes simultaneously: A student can pursue one more academic programme along with the regular degree programme either in physical mode (provided the class timings do not overlap) or in Open and Distance Learning (OLD) mode.

#### **4.4 Minimum Eligibility Conditions for Admission:**

4.4.1 A candidate who has passed Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana; or any other examination recognized as equivalent thereto with at least 40 % marks in aggregate with English as one of the subjects, shall be eligible to join First Semester of the UG Programme (Level 5). In addition ;

- (i) To opt for mathematics / Computer Science as a subject, the candidate must have passed mathematics in the qualifying exam.
  - (ii) To opt for Botany/ Biochemistry/ Zoology/ Biotechnology as subject the candidate must have passed Biology in the qualifying exam.
  - (iii) To opt for subjects Physics/Statistics/Electronics/EEM/Geology, the candidate must have passed mathematics and physics as subjects in the qualifying exam.
  - (iv) To opt for chemistry as subject the candidate must have passed chemistry as subjects in qualifying exam.
- The ITI pass outs (with English qualified as additional subject at 10+2 level) are also eligible for seeking admission in First Semester of the UG Programme (Level 5) with Humanities/Social Science subjects
  - Necessary relaxation in the pass per cent will be provided for eligibility as per Haryana Government rules prevailing from time to time.

4.5 A candidate who has been placed under compartment or allowed to re-appear in one subject only in Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana, or equivalent examination of another University/Board may be allowed to study provisionally for the First Semester of the UG programme. Such a candidate shall clear the compartment/reappear subject before commencement of the examination of Ist semester of the concerned UG Programme of the University. If a candidate does not clear the compartment/reappear subject even before commencement of the Ist Semester examination, his/her provisional admission to concerned Bachelor degree Programme shall be cancelled ab initio. However, the Vice-Chancellor may relax it, in hard & exceptional cases, on the recommendations of a committee to be constituted by the Vice-Chancellor.

For such candidates the required percentage of marks for admission shall be determined by taking into account the minimum pass marks in compartment/re-appear subject.

4.6 New admissions to vacant seats at Levels 6, 7 and 8 will be provided if the candidates seeking admission have passed preceding level(s) under CBCS scheme. However this will be subject to fulfillment of other eligibility conditions.

4.7 Level 8 will be open to the students who have obtained minimum 7.5 CGPA at Level 7.

## **5. Subjects and courses of UGprogrammes**

5.1 Every student will study minimum three subjects from the subjects offered in concerned college/institute. Students studying Arts will study English/Hindi/Sanskrit/Punjabi as the language subject for at least first two years of study. In third year student will drop any one of these subjects and continue with two subjects as Majors to complete the Bachelor's programme. The other subject/subjects studied till first two years will be treated as minor subject/subjects.

The students opting for Honoursprogramme will be studying two additional courses in the third year of the study in any of the major subjects. The students of four year research and honours degree will have to complete these additional courses if not opted for honoursprogramme earlier.

5.2. /Hobby CoursesActivity courses- The number and types of these courses will be offered by the Institute/College according to the availability of faculty and infrastructure.

5.3 The internship will be governed by the prevailing rules of the university from time to time.

5.4 A student can opt for one additional Generic Elective course of level 5 and 6from the third semester onwards provided seats are available, other conditions of eligibility of admissions in the course are met and time table allows.

(ii) A candidate who has already passed an undergraduate programme can get admission in additional course(s) provided seats are available, other conditions of eligibility of admissions in the course(s) are met and time table allows.

5.5 A candidate can opt for online courses upto 40% as per university guidelines prevailing from time to time from Swayam and other online platforms. The credits for these courses will be added for the completion of programme if transferred to university.

5.6. A student shall obtain minimum 24 credits in the concerned subject in degree programme to be eligible for admission to level 9 of post graduate programme in the concerned subject except for the PG programmes where this condition is not required as per respective ordinances.

### **5.7. Medium of Instruction and Examination**

5.7.1 For Humanities/Social Science/Tourism/Home Science /Commerce subjects

5.7.1.1 The medium of instruction shall be Hindi/English.

5.7.1.2 The question paper shall be set in both English and Hindi, except in the case of –

(a) English, in which the questions shall be set in English.

(b) Sanskrit, in which the questions shall be set in Sanskrit/Hindi

(c) Other languages, in which the questions shall be set in the language concerned.

5.7.1.3 The candidates shall write their answers: (a) in English, in case of English; (b) in the language concerned, in the case of Modern Indian languages (c) English/ Hindi in the case of other subjects.

5.7.2 For Science subjects

5,7,2.1 The medium of instruction shall be English/Hindi

5.7.2.2 The question paper shall be set in English

5.7.2.3 the candidates can write their answers in English/Hindi

## **6. Assessment and Evaluation**

6.1 Each candidate shall be examined in the course(s) as laid down in the schemes and syllabus prescribed by the Academic Council from time to time through a system of Continuous Comprehensive Assessment (CCA) using a mix of Internal and End term evaluation. The Internal Assessment and End term evaluation for different courses of programme shall carry weightage of 50% each except for the courses where a different weightage is specified in the syllabus.

## **6.2 . Student Progression and Mentoring**

The students will be assessed through a system of Continuous Comprehensive Assessment (CCA) by the teachers of the department using templates of evaluation rubrics and Learning Outcome-based evaluation (Annexure 1) to help their progression through the programme. A complete record should be maintained by the teachers for the same. The confidentiality of all reports of mentoring shall be maintained by the teachers to respect the privacy of students.

6.2.1 Internal assessment shall be based on clearly defined components of ;

- a. Class participation (10%),
- b. Mid term exam of 2 hour duration (30 %)
- c. Assignments-presentations (10 %)

Class participation, mid term exam, assignments and end term exam will have a mix of theory and practical as per the course requirements as specified in the syllabus.

6.2.2 End term Examination i.e. rest 50% will be based on end term examination of 3 hours duration or as prescribed in syllabus.

6.2.3 The pass percent will be 40% marks in each course (Theory and Practical separately), field survey, training and project report (s). The aggregate of Internal and External examinations will be used to compute percent.

6.3 The Principal/teachers shall ensure uploading of the Internal Assessment marks at least one week before the commencement of the End term Semester Examinations on the examination portal as notified by the Controller of Examinations.

6.4 The marks obtained by a candidate for the Internal Assessment/Field Survey/Training Reports/lab works/seminars/Dissertation, who is permitted to re-appear for the purpose of passing the examination shall be carried forward.

6.5 The Principal shall preserve the record on the basis of which the internal assessment awards are prepared, for inspection, if needed by the University, upto one year from the date of declaration of semester examination results.

## **7 Eligibility for Examination**

7.1. End Term examination shall be open to a regular student who:

- (a) has been on the rolls of the Institute/College during the Semester.
- (b) has passed the requisite qualifying examination as laid down in Clause 5 above, if s/he is a candidate for the First Semester Examination or has passed the preceding Semester Examinations

if s/he is a candidate for the Second/Third/Fourth/Fifth Semester Examination respectively. This is, however, subject to Clauses 8& 9;

- (c) has attended not less than 75% of the lectures in each paper, seminar, case discussion, field trips, tutorials, etc. This requirement shall be fulfilled separately for each course of study. A deficiency in the prescribed course (Lectures/Practicals) may be condoned by the Director/Principal of the Institute/college in a very hard and deserving cases upto 10%.
- (d) has obtained pass marks in the Internal Assessment of the course(s) of the relevant Semester.
- (e) The End Term examinations for the odd semesters i. e. First, Third, Fifth and Seven semesters shall ordinarily be held in December and for the even semesters i. e. Second, Fourth, Sixth and Eight Semesters in May/June, on such dates as may be notified by the Controller of Examinations from time to time.

7.2 Supplementary examinations will be held for Re-appear candidates as under:

<b>Semester</b>	<b>When held</b>
(a) Odd Semester	Along with the First, Third, Fifth and Seventh Semester
(b) Even Semester	Along with the Second, Fourth, Sixth and Eight Semester
(c) Any Semester	Flexi exam on the request of the candidate on a special fee prescribed by the university from time to time

7.3 The last date(s) by which the examination forms shall be uploaded on the examination portal shall be as per the schedule notified by the Controller of Examinations from time to time.

#### **8. Duration for Passing the Programme**

A candidate can complete the Bachelor's degree within three years from the date of admission ,Bachelor's degree (with Honours and research) within four Years, Diploma in two years and Certificate in one year. The reappear chances will be allowed as per clause 9.2.

If a student is registered on ABC, the programme can be completed within 7 years or as per the time period stipulated in the Academic Bank of Credit (ABC) for accumulation of credits from time to time. However, a candidate will be allowed to attend regular classes and stay on the campus for the minimum duration of the programme.

#### **9. Conditions for promotion to Higher Semester and Rules for Reappear**

9.1 A candidate will be allowed to join Third Semester Class only if he/she clears a minimum of 50% theory credits of the First and Second Semester examinations taken together. A candidate will be allowed to join Fifth Semester Class only if he/she clears a minimum of 50% theory credits of the First, Second, Third and Fourth Semester examinations taken together. However, such a candidate may pursue his/her studies for the next higher Semester(s) and appear in the examination(s) for the same along with the examination for the lower Semester(s).

9.2 A candidate who has completed the prescribed course(s) of a programme in the institute/college for any Semester but does not appear in the examination, or, having appeared fails, may be allowed on the recommendation of the Principal/Director of the institute/college to appear/ re-appear in the Semester

Examinations/course(s) as the case may be, at the next regular examination for that Semester when such examination(s) are held, without attending the course(s) again as an ex-student only twice .

While re-appearing in the examination, the candidate shall be exempted from appearing in the paper(s)/practical(s) in which he/she has obtained pass marks.

9.3 A candidate will be allowed to join Seventh Semester Class only if he/she clears all courses of preceding semesters with a CGPA of 7.5. However, this will be subject to the availability of Graduate research seats in the fourth year of the programme. These seats will be computed based on regular PhD holder teachers in the subject. A teacher can guide a maximum of five undergraduate research students at a time.

9.4 A candidate, whose result is declared late for no fault of his, may be permitted provisionally to attend classes of the next higher Semester at his own risk and responsibility, subject to his passing the concerned Semester Examination. In such a case, the lectures will be counted from the date a candidate starts attending classes. In case a candidate fails to pass the concerned Semester Examination his/her attendance/Internal Assessment in the next higher Semester in which he/she was allowed to attend classes provisionally shall stand cancelled.

#### **10. Internship**

The candidate(s) for the undergraduate programme shall be required to undergo 10 weeks of Internship (10 credits) after the Second semester examination(for the candidates opting to exit with certificate in area) /Fourth Semester (for all) examination as approved by the Principal/Director of the College/Institute. The 10 weeks internship will involve eight weeks of on the job immersion and two weeks of guided report preparation. A copy of this report shall be submitted (hard copy and soft copy in PDF) to the college/institute within 30 days after the completion of training. The evaluation of the Internship shall be done jointly by a panel of two Examiners (External and Internal) on the basis of the report and Viva-Voce based on the Evaluation rubrics in Annexure 1. The report and viva voce shall carry equal weightage.

#### **11. Research thesis**

11.1 A student of fourth-year Bachelor will be required to work on the thesis. A student shall submit a request on a research area within one month of commencement of the seventh semester. The staff council of the college/department shall allot a teacher as a guide for assisting in the development of synopsis and further progression. . The synopsis of the research shall be approved by the Staff Council on the recommendation of the guide in the seventh semester. Only a full time regular/contractual teacher with Ph D can act as a guide.

11.2 Each college/institute shall develop a mechanism and schedule for different seminars of graduate research students. It is to be ensured that research competencies are cultured to enable students to pursue doctoral work after completion of the course.

11.3 The candidate shall be required to submit one copy of his/her thesis (hard copy and soft copy in PDF) to the college/institute by end of the June of the concerned year. The late submission can be allowed with late fees as decided by the university from time to time. The research thesis shall be evaluated by an external examiner on the basis of the thesis and open viva-voce based on the Evaluation rubrics in Annexure 1. The report and viva voce shall carry equal weightage.

11.4 A successful candidate may publish original results of the Training/Survey/Project Reports/Thesis as a paper, in a Journal of repute if permitted by the Research Guide of the student.

## 12. Examinations and Result

12.1 The question papers shall be set and the answer books shall be examined by the External/Internal paper-setter (s) as the case may be.

12.2 The amount of examination fee to be paid by a candidate for each Semester shall be as prescribed by the Controller of Examinations from time to time.

12.3 The Controller of Examinations shall publish a list of candidates who have passed the Semester Examination at an early date.

12.4 Unless otherwise provided in the Ordinance for relevant examination, the minimum Semester Grade Point Average (SGPA) and CGPA (Cumulative Grade Point Average) required for the continuation of registration and the award of the degree is 4.00.

12.5 The Examination Branch will prepare and declare the grade/ result and will notify.

12.6. If a candidate is not able to pass any semester examination during his regular studies in programme, his pass credits will be accumulated on the academic Bank of credits (ABC) and he can pass the deficient courses any time with in 7 years or as stipulated in the academic bank of credits from time to time.

12.7 A candidate, who discontinues his/her studies at any point of time may be permitted to join the remaining studies and complete balance credits as per Clause 4.

### 12.8 Award of Grades

Award of grades and the corresponding grade points will be based on Absolute marks as under. The conversion factor for conversion from SGPA/CGPA to percentage of marks shall be 10.

Letter grade	Grade Point	Marks
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Good)	8	65-74



B+(Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab	0	Absent

- Note:
- (1) A candidate eligible to take the examination obtaining Grade F or Ab will be considered to have failed in the examination/course(s). Such a candidate will be required to re-appear in that examination/course(s) within the permissible chances given in the concerned Ordinance for obtaining a pass grade.
  - (2) A candidate who has not obtained pass marks in Internal Assessment, will also be awarded Grade 'F'. Such a candidate will have to appear again in Mid Term Examination/Assignments-presentations and obtain pass marks in Internal Assessment.
  - (3) If 'F'/'Ab' Grade is awarded to a candidate in a major project, he/she will get only one more chance to repeat the project work at the end of the next Semester. However, if a candidate still gets 'F'/'Ab' Grade in a major project, the same will not be eligible for the award of a degree.
  - (4) For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

### 12.9 Computation of SGPA and CGPA

The following shall be the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) . The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

(ii). The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- (iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- (iv) While assigning the letter grade corresponding to the marks obtained, the fraction of 0.5 and above marks shall be rounded up to the nearest higher integer and below 0.5 shall be ignored.
- (v) Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the examination branch of the University may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters after completion of the programme.
- (vi) The merit list will be prepared and Gold Medal will be awarded in the examinations under CBCS to the candidates securing highest CGPA provided the candidate must have passed all the Semester Examinations at the first attempt and within minimum duration of the course. In case two candidates obtain the same CGPA then both the candidates will be awarded Gold Medal.

### **13. Improvement**

A candidate who has passed the Bachelor programme is allowed to improve their result by appearing in the scheduled semester examination(s) according to the rules and syllabus prevailing at that time as an ex-student at the fees prescribed by the university from time to time. A candidate is allowed to make repeat attempts within 7 years of passing the programme or as per the time period stipulated in the Academic Bank of Credit (ABC) scheme for accumulation of credits from time to time if registered with.

### **14. Award of Grace Marks**

Grace marks will be awarded according to university rules prevailing time to time.

- 15** The Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.

## Annexure-1

### Evaluation rubrics

<b>Class participation:</b> Discussions, raising relevant issues, analysis, synthesis, updated readings	Never	Rarely	Sometimes	Always
<b>Learning level Evaluation scale (1-4)</b> (1; <30%, 2; 30-59%, 3;60-70 %, 4; > 70 %)[% denotes marks on absolute scale]	<b>Beginner (1)</b>	<b>Progressing (2)</b>	<b>Proficient (3)</b>	<b>Excellent (4)</b>
<b>Training/ Internship report</b> (Content, organization, writing, visual appeal)	Very little understanding and application	Somewhat understanding and application	Good understanding and application	Excellent understanding and application
<b>Dissertation</b> (Format, content, Methodology, analysis, Visuals, Citation)	Very little understanding and application of research	Somewhat understanding and application of research	Good understanding and application of research	Excellent understanding and application of research
<b>Assignment and presentation</b> (Introduction, Research, Conclusions, Writing, speaking/body language, use of power point)	Vague/irrelevant	Somewhat clear and relevant	Clear and relevant	very Clear and relevant
<b>Practicals</b> (Set up experiment, demonstrate, arrange data, analyse, explain, write report/journal)	Not able to complete tasks	Good ability to perform tasks	High ability to perform tasks	Very high ability to perform tasks
<b>Mid term Exam</b> (Completeness, Understanding, Argument, Structure and writing)	Poor	Average	Good	Very good
<b>End term Exam</b> (Completeness, Understanding, Argument, Structure and writing)	Poor	Average	Good	Very good
<b>Training/ Internship Report</b> (Content, organization, writing, visual appeal)	Below Average understanding and application	Average understanding and application	Good understanding and application	Very good understanding and application

<b>Dissertation</b> (Format, content, Methodology, analysis, Visuals, Citation)	Below Average understanding and application of research	Average understanding and application of research	Good understanding and application of research	Very good understanding and application of research
--	--	---	--	---

## Template

Learning Outcome-based evaluation - [Name of the Course]

Number of Credits

Students	Students scores and learning levels against CO's (Evaluation scale 1-4 (1; <30%, 2; 30-59%, 3;60-70 %, 4; > 70 %) [% denotes marks on absolute scale])				
	Class Participation (Marks between 0-10)	Assignments and presentations (Marks between 0-10)	Mid term Exam (Marks between 0-30)	End term exam (Marks between 0-50)	Aggregated (Marks between 0-100)
	CO1- CO2- CO3- and so on	CO1- CO2- CO3- and so on	CO1- CO2- CO3- and so on	CO1- CO2- CO3- and so on	CO1- CO2- CO3- and so on