

## Important Guidelines for Filling in the Admission Form

A candidate desirous of seeking admission to any course should go through the following instructions very carefully.

1. A candidate is required to fill in only **one admission** form for different courses falling under the same stream. However, candidates who wish to apply for admission in more than one stream will have to fill in separate form for each stream.

Sr. No.	Stream	Class
1	Arts	B.A. I (General)
		B.A. I (Vocational) in Tourism & Travel Management
2	Science (N.M.)	B.Sc. I (Maths, Physics, Chemistry)
		B.Sc. I (Maths, Statistics , Physics)
		B.Sc.I (Maths, Computer Science, Physics)
		B.Sc. I ( Maths., Computer Sc. , Stats.)
		B.Sc.I ( Maths, Computer Sc., Geography
		B.Sc. I (Maths, Electronics , Physics)
		B.Sc. I ( Maths., Physics , EEM)
		B.Sc. I ( Maths., Physics , Geography )
		B.Sc. I ( Botany, Zoology & Chemistry)
3	Science (Medical)	B.Sc.I(Biochemistry,Botany & Chemistry)
		B.Sc.I (Bio-Technology, Zoology & Chemistry )
		B.Sc. I (General)
4	Commerce	B.Com. I (General)
5	Home Science	B.Sc. I (Home Science)
6	Honours	B.A. I (Hons.) Economics
		B.A. I (Hons.) Philosophy
		B.A. I (Hons.) Sanskrit
		B.A. I (Hons.) Music
7	Computer Applications	BCA I
8	Tourism	BTM I
9	M. Sc. Engineering Physics	Five Year Integrated Course
10	M. Sc. Bio-Technology	Five Year Integrated Course
11	M. Sc. ( Hon.) Economics	Five Year Integrated Course
12	Evening Diploma	DSP

2. Admission will be made purely on the basis of merit of qualifying examination plus weightage as per rules through **counselling** as per the **counselling schedule** given in the Prospectus.
3. As per the counselling schedule the candidates are required to **attend counselling in person** on the said date and time at the venue allotted for the purpose for different courses mentioned in the counselling schedule itself.

4. While attending the counseling candidates are required to bring their original documents for verification (photocopies of which are attached with the application form).
5. **The admission fee must be paid by the candidates on the spot on the day of counseling itself after obtaining fee voucher from the Fee Clerks of the college failing which their claim for admission will be forfeited. (See Approximate fee amount below the counseling schedule)**
6. After depositing the fee on the day of counselling the candidates are required to obtain their roll numbers and identity cards from the room adjacent to the Assembly Hall. Then only the process of admission will be considered complete.

## **Admission Schedule (Annual & Semester System)**

**For B.A./ B.Sc. / B.C.A./ B.Com./ B.T.M. /Vocational /Honours Courses/Five Year Integrated Courses Part - I**

**(a) Last date for receipt of application : 24-06-2011 by 4-00 p.m.**

**No Admission Form will be accepted either by hand or by post under any circumstances after 24-06-2011 (4 p.m.)**

**(b) Normal admissions without late fee : 01-07-2011 to 15-07-2011**

**(c) Late admissions with late fee of Rs.50/- with the permission of Principal : 16-07-2011 to 21-07-2011**

**(d) Late admissions with additional late fee of Rs.50/- per day subject to minimum of Rs.100/- and maximum of Rs.400/- : 22-07-2011 to 30-07-2011**

**Assembly of students of TDC- I : 15-07-2011 (Assembly Hall)**

**Commencement of Classes : 16-07-2011**

## SCHEDULE FOR COUNSELLING

Display of Merit List for counseling of B. Sc (Home Science) & (B. Sc. Medical) - I on 30.06.2011 by 4:00 p.m.

Display of Merit List of all other classes on 01-07-2011 by 4:00 p.m.

**Note:** 1. Candidates must bring discrepancy regarding merit to the notice of the concerned convenor before the date of counseling.

2. Backward Class ( A & B) category candidates must bring latest income Affidavit as per annexure - V

### (A). Semester system --

Sr. No.	Stream	Category	Date	Time	Venue
1.	B. Sc. (Home Science) - I	General & Reserved	1.7.11	9-30 am onwards	Assembly Hall
2.	B.Sc.(Medical) - I	General & Reserved	1.7.11	9-30 am onwards	Zoology Lab
3.	B.T. M. – I	General & Reserved	2.7.11	9-30 am onwards	Assembly Hall
4.	B.A. 1 <sup>st</sup>	General & Reserved	4.7.11	9-30 am onwards	Assembly Hall
	B.A. 1 <sup>st</sup>	Reserved	5.7.11	9-30 am onwards	Assembly Hall
5.	B.Sc. 1 <sup>st</sup> (NM)	General & Reserved Above 70% (with weightage)	6.7.11	9-30 am onwards	Assembly Hall
	B.Sc. – I (NM)	General & Reserved remaining	7.7.11	9-30 am onwards	Assembly Hall
6.	B. Com. - I	General & Reserved	8.7.11	9-30 am onwards	Assembly Hall
7.	B.A. – I (Hons.)	General & Reserved	09.07.11	9-30 am onwards	Assembly Hall
	Five Year	Integrated Courses	(Sem. System)		
8.	M. Sc. - I (Hons) Economics	General & Reserved	09.07.2011	9-30 a.m. onwards	Assembly Hall
9.	M.Sc.- I Engineering Physics	General & Reserved	11.07.2011	9-30 a.m. onwards	Room No.140 (First Floor)
10.	M .Sc. - I Bio -Technology	General & Reserved	11.07.2011	9-30 a.m. onwards	Room No 26 (Ground Floor)
11.	BCA-I	General & Reserved	12.07.2011	9-30 a.m. onwards	Assembly Hall
12	DSP	General & Reserved	12.7.2011	9 -00 a.m. onwards	Room no 108 ( First Floor)

## Counseling for vacant seats, if any (General and Reserved Categories of all streams / classes)

Display of the list of vacant seats on the College Notice Board	: 13-07-2011 12-00 noon
Date and time for marking attendance	: 14-07-2011 09-00 a.m. to 11-00 a.m.
Date & time for Counseling	: 14-07-2011 11-00 a.m. onwards
Venue	: Assembly Hall

**Note :** Admission will be made on merit. The candidates who fail to mark their attendance up to 11-00 a.m. on the above date shall forfeit their claim to admission. **Candidates shall be required to make on the spot payment of their fee on the day of counseling itself failing which their admission will stand cancelled.**

### Counseling for admission against additional Sports / NCC / NSS Seats:

Date	:	13-07-2011
Time	:	9-30 a.m. onwards
Venue	:	College Staff Room

**Note :** The candidates claiming admission against additional seats of sports/NCC/NSS are required to submit the photo copies of their application forms for admission along with their application forms. The selected candidates will have to deposit their fees on the day of counseling itself.

### Approximate Fee for various Courses ( to be deposited at the time of counseling)

Class	Approx. Fee ( Rs.)
B.Sc. -I ( Med., N.M. & Medical)	3000
B. Com.-I	2500
B.A.-I ( Gen. & Hon.)	2500
B.A.-I ( Voc.)	3000
D.S.P.	2500
BCA/BTM-I ( SFS)	23000
Five years integrated courses	2500

**Note: For admission against additional Sports seats:** There shall be five additional seats in TDC-I over and above the sanctioned seats for outstanding sports persons. **For admission against sports seats the candidate will be required to submit the grading certificate of sports issued by the Director of Sports and Youth Welfare, Govt. of Haryana, Chandigarh.**

**Norms for Outstanding Sports Persons :** A sports person means who has won at least 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> position in team game or individual events in junior /senior District Championships , State Championships , Inter School District or state Schools Championship or have participated in National school Games or above Tournaments recognized by district/ State/ National Federations or by School Games Federation of India or Indian Olympic Association in the games in which Inter-University Tournaments are organized by Association of Indian Universities. Achievements of previous three years will be considered for admission. **Such candidates will have to submit a Gradation Certificate issued by the Directorate of Sports and Youth Welfare, Govt. of Haryana, Chandigarh.** No lower sports achievements as mentioned above

will be considered for admission for outstanding sports persons category, even if the seats remain vacant.

**For NCC additional seat:** One additional seat shall be for NCC candidate who attended RD Parade and Camp in all courses over and above the sanctioned seats.

**For NSS additional seat :** One additional seat shall be for NSS merit certificate holder who attended the R.D. Parade camp in all the courses over and above the sanctioned seats

One additional seat in each course shall be for deserving **Parsi students**.

**Important Information :** The principal will allow provisional admission to his own students in promotional classes i.e. BA / B.Sc./ B.Com part-II and part-III. If the student fails on declaration of result, his /her provisional admission stands cancelled ab initio. The classes of B.A./B.Sc./B.Com. II and III will also be started from 16.07.2011. **No student from outside / other colleges may be granted admission to promotional classes of BA/ B.Sc./B.Com. part-II and part-III.**

## I. INTRODUCTION

*University College, Kurukshetra University, Kurukshetra is a co-educational institution offering various courses upto undergraduate level and Five Years Integrated Courses in three subjects. It enjoys the singular distinction of being a college maintained by Kurukshetra University, Kurukshetra, which is well-reputed at the national level in general and in North India in particular. The college deservedly prides itself on having a well-qualified teaching staff, a vastly spacious playground and profusely equipped science laboratories. The wholly computerized library with a vast collection of books and journals and internet facility to the users maintains its unstinted records of being a holy place for the acquisition of knowledge for those who pursue perfection and excellence. Besides, the college has lush green lawns with shadowy trees and fragrant flowers adding to its exotic locale. It is housed in one of the oldest and artistically planned buildings ever come up on the most hygienic and pollution-free environment of the University Campus. It is because of these rare merits that the college attracts a huge number of admission seekers every year from all over the country. Those seeking admissions have to compete on merit and the admitted ones rightly feel exalted by entering this great and incomparable institution offering undergraduate studies and Five Year Integrated Courses. The reason being, they enjoy the added advantage of being a part and parcel of the student fraternity on the Campus. They have free access to books in the University Library and have a direct communion with the University teachers. There are two hostels – one for boys and another for girls – specifically ear-marked for the students admitted to the college. The hostel facilities are just remarkable as the students get an opportunity to reside in the healthiest environment pulsating with glorious academic, cultural and sports traditions. The college has all the three faculties viz. Arts, Commerce and Science for the undergraduate students. The college has the singular distinction of running Five Year Integrated Courses in M.Sc. Engineering Physics, M.Sc. Bio-Technology and M.Sc. Honours Economics which are receiving overwhelming response from the students and opening fresh avenues for placement in private and public sector.*

## PRINCIPAL

Dr. S. C. Sharma, M.A., Ph.D  
Ph.238049 (O), EPABX: 2533

## II. Teaching Faculty

### Name and Qualifications

### Designation

#### ENGLISH DEPARTMENT

Dr. S.C Sharma, M.A., Ph.D.

Associate Prof. & Principal

Sh. Vinod Rawal , M.A. , M. Phil.

Associate Prof.

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

Associate Prof. (HOD)

Dr. (Mrs.) Atul Rasika Moudgil, M.A., M. Phil., Ph. D.

Associate Prof.

Dr (Mrs.) Anupma Singh , M. A.. M. Phil., Ph. D

Associate Prof.  
(Proceeded on deputation)  
Assistant Prof.

Dr. Richa Bhardwaj, M.A., Ph. D.

Assistant Prof.

Mrs. Jimmy Sharma, M. A., M. Phil.

#### HINDI DEPARTMENT

Dr. Maha Singh, M.A., Ph. D.

Assistant Prof. (HOD)

Dr. Sukarmwati Malik M.A., Ph.D., C.C. in French

Assistant Prof.

#### SANSKRIT DEPARTMENT

Dr. C. D. S. Kaushal , M.A.( Skt. & Eng.) , M. Phil., Ph. D.,  
LL.B., C C in German, PG Diploma in Journalism & Mass Com.

Associate Prof. (HOD)

#### ECONOMICS DEPARTMENT

Dr. Rakesh Sudan, M.A. , M. Phil., Ph.D

Associate Prof. ( HOD)

Dr.Pradeep Chauhan, M.A.,M. Phil., Ph.D.,LL.B,  
Fellow ( Paris), Fellow (Oxford)

Associate Prof.

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

Associate Prof.

## **Name and Qualifications**

## **Designation**

### **HISTORY DEPARTMENT**

Dr. Gopal Parshad, M.A., M. Phil., Ph.D.

Associate Prof. (HOD)

Dr. Kusum Lata, B.Ed, M.Ed, M.A, M.Phil.,Ph.D.

Assistant Prof.

### **POLITICAL SCIENCE DEPARTMENT**

Dr. R.S.Sangwan, M.A. (Pol. Sc, Pub. Adm., History),  
B.Ed., M.Phil., Ph.D.

Associate Prof. (HOD)

### **PUBLIC ADMINISTRATION DEPARTMENT**

Sh. Gyan Chahal, M.A.

Assistant Prof. (HOD)

### **PANJABI DEPARTMENT**

Dr. Pawan Kumar; M.A., Ph. D.

Associate Prof. (HOD)

### **PSYCHOLOGY DEPARTMENT**

Dr. Suresh Kumar; M.Sc., M.Phil, Ph. D.

Associate Prof. (HOD)

Mrs. Navodita, M.A. , M. Phil.

Associate Prof.

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

Assistant Prof.

### **COMMERCE DEPARTMENT**

Dr. Kartar Singh Antil, M.Com., M. Phil., Ph. D.

Associate Prof. (HOD)

Dr.. Sarita Rana, M.Com., M. Phil., Ph. D

Associate Prof.

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

Associate Prof.

Sh. Ravinder Singh , M.A., M. Phil. (Economics)

Associate Prof.

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

Assistant Prof.

### **PHYSICAL EDUCATION DEPARTMENT**

Sh. Sukhbir Singh, M. P. Ed.

Associate Prof. (HOD)

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

Assistant Prof.

### **MATHEMATICS DEPARTMENT**

Sh. Suraj Bhan Malik, M. Sc., M.Phil

Associate Prof. ( HOD )

## **Name and Qualifications**

Sh. Navneet Behl, M.A., M.Phil.

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

Mrs. Nirupma Bhatti, M.A. M.Phil., PGDCA

Sh. Rulda Ram, M.A.

## **Designation**

Associate Prof.

Associate Prof.

Assistant Prof.

Assistant Prof.

## **BIO-CHEMISTRY DEPARTMENT**

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

Associate Prof. (HOD)

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

Assistant Prof.

## **HOME SCIENCE DEPARTMENT**

Dr. (Mrs.) Sunita Madan, M.Sc., Ph.D.

Associate Prof. (HOD)

## **MUSIC DEPARTMENT**

Dr.(Mrs.) Alka Katyal, M.A. B.Ed., M.Phil., Ph. D. (Music Vocal )

Associate Prof. (HOD)

Dr. Amita Sharma, M.A. Ph. D. (Vocal & Instrumental)

Assistant Prof.

## **GEOGRAPHY DEPARTMENT**

Dr. Davinder Singh Sandhu, M.Sc., Ph. D.

Associate Prof. (HOD)

Sh. Manoj Kamal Mishra, M.Sc., M. Phil.

Associate Prof.

Dr. Amrit Singh, M. Sc., M. Phil., Ph.D.

Associate Prof.

## **ZOOLOGY DEPARTMENT**

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

Associate Prof. (HOD)

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

Assistant Prof.

## **CHEMISTRY DEPARTMENT**

Dr. Prem Shanker Gupta, M.Sc., Ph. D.

Associate Prof. (HOD)

Dr. R. P. Gupta, M.Sc., Ph. D.

Associate Prof.

Sh. Satish Kumar, M.Sc.

Assistant Prof.

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

Assistant Prof.

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

Assistant Prof.

## **Name and Qualifications**

## **Designation**

### **PHYSICS DEPARTMENT**

Dr. Satya Parkash Gupta, M.Sc., M. Phil., Ph.D., Diploma in Russian

Associate Prof. (HOD)

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

Associate Prof.

Sh. Anand Kumar, M.Sc.

Assistant Prof.

### **BOTANY DEPARTMENT**

Dr. K.B. Singh, M.Sc., Ph.D.

Associate Prof. (HOD)

Dr. B.L. Saini, M.Sc., M. Phil., Ph. D.

Associate Prof.

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

Assistant Prof.

### **PHILOSOPHY DEPARTMENT**

Dr. Jai Singh, M.A. Ph. D., Diploma in French

Associate Prof. (HOD)

### **STATISTICS DEPARTMENT**

Dr. (Mrs.) Anita Goyal, M. Sc., Ph. D., PGDCA

Associate Prof. (HOD)

### **ELECTRONICS DEPARTMENT**

Dr. Dushyant Gupta, M. Sc. (Electronics), Ph. D., PG.DCA., C.C.C.

Associate Prof. (HOD)

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

Assistant Prof.

### **COMPUTER SCIENCE DEPARTMENT**

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

Associate Prof. (HOD)

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

Assistant Prof.

### **TOURISM DEPARTMENT**

Dr. Mohit Vij, MTM, Ph.D

Assistant Prof. (HOD)  
(on leave)

Sh. Vineet Kumar, M. Com., MTA

Assistant Prof.

Dr. Renu Malra, MTM, Ph.D.

Assistant Prof.

Sh. Vivek Gaur, MTM, M Phil

Assistant Prof.

### **Office Superintendents -**

Sh. J.R. Pal, B.A., LL. B : *Ph.238049 (O), EPABX: 2536*

Superintendent

Sh. Jai Pal Sharma, M. A. (English, History) ; LL. B .

Superintendent

### III. INFORMATION REGARDING COURSES & SEATS

Sr.No.	Course	No. of Seats
1.	B.A. - I (General)	280
2.	B. A.-I (Vocational) Tourism & Travel Mgt.	30
3.	<b>B. Sc.-I (Medical Stream)</b>	
	Zoology, Botany & Chemistry	60
	Bio-Chemistry, Chemistry & Botany	40
	Bio-Technology, Chemistry & Zoology	20
4.	<b>B.Sc. -I (Non-Medical Stream)</b>	
	Physics, Mathematics & Chemistry	80
	Physics, Statistics & Mathematics	40
	Computer Sc., Mathematics & Statistics	20
	Computer Sc., Physics & Mathematics	40
	Electronics Sc., Physics & Mathematics	40
	Electronic Equipment Maintenance, Maths. & Physics	40
	Geography, Physics & Mathematics	20
	Geography, Computer Sc. & Mathematics	20
5.	B.Sc.-I (Home Science)	40
6.	B. Com.-I (General)	120
7.	B.A.-I Honours in Economics	20
	Sanskrit	20
	Philosophy	20
	Music	20
	<b>Self - Financing Courses</b>	
8.	B.C.A.-I	40 (Rs. 20,000/- p.a.)
9.	B.T.M.-I	45 (Rs. 20,000/- p.a.)
10.	<b>Five Year Integrated Courses</b>	
	(A). M. Sc. Engineering Physics	20
	(B). M.Sc. Bio-Technology	20
	(C). M.Sc. Honours Economics	20
	<b>Evening Course</b>	
11.	D.S.P.	60
12.	Additional Sports seats for outstanding sports persons	05
13.	Additional seat for NCC	01
14.	Additional seat for NSS	01

- Note :
1. The number of seats may vary.
  2. No Subject / option / course will be started if the number of candidates opting for the same falls short of the minimum required number as per University rules.

## **IV. INFORMATION REGARDING ADMISSION**

### **General Information:**

1. **The selected candidates are required to deposit the college dues at the time of counseling, failing which their admission will stand automatically cancelled.**
2. **The seats having fallen vacant by the cancellation of admission will be filled up on the basis of merit in the next counseling if any.**
3. **There shall be no rounding off of percentage of marks from 0.5% and above to next higher number for determining the eligibility for admission to various courses.**
4. **In case, two or more candidates in the merit list have equal percentage of marks in the qualifying examination, the candidate senior in age will be considered first.**
5. **All admission applications should accompany with all requisite documents/ certificates for eligibility, weightage, reservation and other concessions, failing which such applications for admission will not be considered and finally rejected.**

### **Information regarding documents to be attached to the application form and originals to be shown at the time of counseling:**

#### **(a) In case of first admission to this college**

- (i) An attested copy of marks-sheet of matriculation / 10+2 examination as proof of date of birth
- (ii) An attested copy of the detailed marks certificate of the qualifying examination passed.
- (iii) A character certificate from the Head of the Institution last attended.
- (iv) In case a candidate seeks the benefit of reserved categories, he/she will have to produce a relevant certificate in support of his/her claim. Backward category (A & B) will also submit an affidavit as per annexure-V.
- (v) **Outstanding sportspersons, candidates who are merit certificate holders for NSS and attended the R.D. Parade for NSS/NCC must attach the relevant proof along with admission form so as to be considered against additional seats and must appear for counseling on 13-07-2011 at 9-30 a.m. onwards**
- (vi) The certificate for validating the claim of weightage.

- (vii) **Affidavit for Gap period from father/mother/guardian of the candidate attested by Notary Public.**
- (viii) University Employee Certificate (in case of wards of Kurukshetra University employees only).
- (ix) **Self attested photo copies of registration certificate of their vehicles and driving license if they bring their vehicles to the college.**

**Documents required at the time of counseling**

- (i) Original D.M.C. of qualifying examination and one extra photo copy of the same.
- (ii) Original University / Board Migration Certificate if coming from University / board other than Kurukshetra University / Board of School Education, Haryana.
- (iii) Application for enrolment in N.S.S. / N.S.O. Annexure – II & III
- (iv) Insurance Proposal / Nomination proforma duly filled in as at annexure- XII

**(b) For the Old Students of this College :**

- 1. An attested copy of the detailed marks card of the last examination passed
- 2. The reserved category students are required to submit the certificates for their claim

**(c) For students belonging to Scheduled Castes / Scheduled Tribes/ Backward Classes:**

A caste certificate from the Revenue Officer or a legislature, also showing annual family income (the proforma for procuring this certificate may be had from the fee clerk of the college).

**(d) For Foreign Students Only**

All foreign students are required to submit the following documents at the time of counseling in addition to above:

- 1. Eligibility Certificate from the Assitant Registrar (Registration & Scholarship ), Kurukshetra University
- 2. Student's Visa
- 3. Passport
- 4. Medical Report regarding AIDS.

## V. IMPORTANT INSTRUCTIONS

1. Before an application for admission is submitted, it must be ensured that it is properly filled in, the photo is properly pasted at the proper place and all the relevant documents are attached thereto.
2. If the last date of admission falls on a holiday or a University / College declared holiday, the next working day will be considered as the last date for the purpose.
3. No claim for the weightage will be admissible unless the relevant certificate is enclosed with the application form.
4. A candidate shall be deemed to have been admitted to the college only when he/she, after taking the fee voucher, has deposited the dues and has got the Roll No. allotted to him/ her.
5. It is compulsory for a student to get himself / herself enrolled for at least two years either with N.C.C. or N.S.S or N.S.O. A separate form will have to be filled in for the purpose and this form must bear a passport size photograph of the student concerned.
6. For admission to the Hostel, the application form and the booklet containing the rules can be obtained from the University Press, Kurukshetra after taking the admission .
7. A regular student of the college having once failed in the examination will not be readmitted as a regular student.
8. A regular student having once failed may be considered for admission next year provided he/she has applied for admission to faculty different from the one in which he/she had sought admission the previous year. In that case, he/she will have to compete with fresh applicants on the basis of his / her result in the qualifying examination. For all practical purposes, he / she will be treated as fresh candidate for admission.
9. If a candidate has not passed the qualifying examination in the preceding year i.e. 2010-11, he/she will not be given admission till he/she has furnished a valid gap year certificate to the satisfaction of the admission committee concerned. He/she will have to produce an affidavit duly attested by a Public Notary to the effect that during the gap period he/she has not pursued his/her regular studies in any institution and that he/she has not appeared in any University/ Board examination. This affidavit has to be furnished by the applicant's father/ mother/ guardian.
10. The students who have passed the qualifying examination from the University / Board other than Kurukshetra University / Board of School Education, Haryana, will be granted provisional admission subject to confirmation by the Registration Branch of the University.
11. The students admitted are expected to conduct themselves in a disciplined manner and follow the rules and norms of the College. Those indulging in ragging/ misconduct and indiscipline will be subjected to strict disciplinary action.
12. use of alcohol is prohibited in the University Campus

13. AN OFFICIAL E-MAIL I. D. WILL BE ALLOTTED AND COMMUNICATED TO EVERY REGULAR STUDENT BY THE CONCERNED UNIVERSITY TEACHING DEPARTMENT/ INSTITUTIONS / AFFILIATED / MAINTAINED COLLEGES FOR SENDING OFFICIAL COMMUNICATIONS.
14. WEEKLY ATTENDANCE REPORT OF STUDENTS WILL BE PUT ON THE UNIVERSITY WEBSITE IF A STUDENT REMAINS ABSENT FROM THE CLASS FOR FOURTEEN (14) OR MORE DAYS IN A MONTH THE NAME OF THE STUDENT WOULD BE STRUCK OFF FROM THE ROLLS AND PARENTS WILL BE ALSO INFORMED.

### 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 as well as under the penal law for the time being in force.

Toll free Anti-Ragging Helpline number is 1800-180-5522.

[E-mail-helpline@antiragging.net](mailto:E-mail-helpline@antiragging.net) .

The other toll free number is 155222.

1.	<b>Anti Ragging Committee</b>		<b>Phone No. (Code No. 01744)</b>	<b>Mobile No</b>
	(i)	Proctor	239742 (R)	9896254155
	(ii)	Dean of Colleges	238347	
	(iii)	Dean Students' Welfare	238096	
	(iv)	Deputy Proctor	237654 (R)	9416191876
	(v)	Chief Warden (Boys)	238711	9896338717
	(vi)	Chief Warden (Girls)	238278	
	(vii)	Officer Incharge, Security		9354181628
	(viii)	Director, Public Relations	239639	
	(ix)	President, KUTA	238085	
	(x)	President, KUNTEA	238257	
	(xi)	Director, Women Studies Research Centre	239665	
	(xii)	DSP, Kurukshetra	220130	
	(xiii)	SDM, Thanesar	220032	
	(xiv)	Mr.D.R.Vij, Local Media Representative	220256	
	(xv)	Mr. Rajesh Chauhan, Local Media Representative		9896077118
(xvi)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year			
2.	Anti Ragging Squad			
	Zone-1 (Boys Hostels)			
	(i)	Chief Warden (Boys)	238711	9896338717
	(ii)	Deputy CSO for Boys Hostels Zone		9416369401
	(iii)	All Wardens		
		Wardens		
	1. Partap Bhawan	238176		
	2. Narhari Bhawan	238424		

		3. Harsh Bhawan	238178	
		4. Arjun Bhawan	238627	
		5. Bhim Bhawan	238174	
		6. Tagore Bhawan	238626	
		7. Ambedkar Bhawan	239698	
		8. Ch. Devi Lal Bhawan	239404	
		9. International Hostel		9466620957
		10. Ch. Ranbir Singh Bhawan		9992416045
	(iv)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
	Zone-1I (Girls Hostels)			
	(i)	Chief Warden (Girls)	238278	9355251547 9354181630
	(ii)	Deputy Chief Warden	239990 238560	
	(iii)	Deputy CSO for Girls Hostels Zone		9896065661
	(iv)	All Wardens		
		Wardens		
		1. Bharti Bhawan	238081	
		2. Meera Bhawan	238553	
		3. Kasturba Bhawan	238630	
		4. Saraswati Bhawan	238177	
		5. Gargi Bhawan	238638	
		6. Subhadra Bhawan	238407	
		7. Ahilya Bhawan	238024	
		8. Ganga Bhawan	239491	
		9. Uttra Bhawan	239990 238560	
		10. Devyani Bhawan	238445	
		11. Kalpana Chawla Bhawan		9896506209
		12. Laxmi Bai Bhawan	238540(R)	
	(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
	Zone III (University Campus and other Vulnerable Places)			
	(i)	Officer Incharge, Security		9354181628
	(ii)	Deputy CSO of concerned Zone		9416333269
	(iii)	Mr. C.C.Tripathi, Asstt. Prof./Reader, UIET	233700	
	(iv)	Dr. Dinesh Rana, Asstt. Prof., IIE	238191	
	(v)	Dr. Nirmala Chaudhary, Dept. of Mgt.	238565	
	(vi)	Mrs. Tripti Chaudhary, Institute of Law	238199	
	(vii)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		

### **Instructions against Ragging :**

With fifty years of its existence, Kurukshetra University has earned recognition as one of the renowned centres 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 course 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.

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

- (a) 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.
- (b) indulging in rowdy or indisciplined 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;
- (c) asking any student to do any act which such student will not in the ordinary course 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;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing absence and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) 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;
- (i) 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.

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.

**Each admitted student shall have to furnish two affidavits as per specimen given in the prospectus from himself/herself and his/her parents/guardian that he/she never found guilty of ragging and shall not indulge in any act of ragging (Annexure – XII and XIII).**

15. Students should not bring or invite any outsiders in the college premises.

16. Every student should carry his /her Identity card on his/her person in the college premises and should be able to produce it on demand. It should be preserved carefully and should not be lost
17. Disfiguring of the College walls is strictly prohibited .
18. No unofficial function will be allowed to be held in the college premises.
19. All the legal disputes relating to examinations/admissions of students will be subject to Kurukshetra Courts having jurisdiction in Kurukshetra. If forged /bogus document(s) have been submitted by a candidate, strict legal action will be taken.
20. Students are advised to park their vehicles properly in the Vehicle Stand by using proper lock for the safety of their vehicles and in no case the college will be responsible for any loss / theft of the vehicle.

## **21 Rules for adjustment / Refund of Fee :**

(A). If a candidate after having deposited fee for a admission in one course joins another course in another University Teaching Department / 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 :

1. From a general course to another general course
2. From a general course to a self –financing course or a vice a versa
3. From a self-financing course to another self-financing course. However, in self- financing courses, adjustment / refund of fee will be allowed only If the seat so vacated is filled by the last date of admission.

(B). In case a candidate leaves the University after seeking admission in a particular course, following conditions will apply for refund of fee:

1. If a candidate leaves before the commencement of the classes, the entire fee deposited by the candidate will be refunded after deducting Rs.1000/- only.
2. In case a candidate leaves after commencement of the classes, proportionate deduction of fee up to the month of his/ her leaving will be made, subject to minimum of Rs.1000/- . However, refund will be allowed only if the seat so vacated is filled by the last date of admission.

## VI. INFORMATION REGARDING COURSES OFFERED

University has introduced Semester System in under graduate courses at T.D.C. – I level in all streams (Arts, science & commerce stream ) w.e.f. the session 2010-11. Any change in the syllabus or the scheme of examination will be intimated later.

### HUMANITIES

#### (A) B.A. PART-I (GENERAL)

##### Compulsory Subjects:

1. English
2. Hindi/ Panjabi/Sanskrit/ Urdu

**Note :** 1. Every candidate must offer Hindi either as a compulsory subject or as an elective subject, provided that no candidate will be allowed to offer Hindi both as elective and compulsory subjects.

2. A candidate coming from a non-Hindi area or a candidate covered under clause 10 (iii) of the Ordinance – General Rules for Examination, shall if he did not offer Hindi / Panjabi/ Urdu in the examination qualifying for admission to the B.A.( General) Part-I, offer in lieu of compulsory Hindi / Panjabi / Sanskrit / Urdu the subject of Additional English which shall carry the same marks as for Hindi/Panjabi/ Sanskrit/Urdu.

##### Elective Subjects:

Any one of the following combinations of two subjects each can be offered :-

##### Combinations:

1. Sanskrit or Panjabi with Philosophy / Mathematics / Music / History / Economics.
2. Commercial Art, Design & Painting with Music / Economics / History.
3. Mathematics with Economics / Sanskrit / Panjabi / Physical Education / Geography / Psychology / Statistics
4. Economics with Music / Psychology / Geography / Political Science / Mathematics / Commercial Art / Philosophy / Sanskrit/ Public Administration / History
5. Physical Education with Public Administration / Philosophy / Music / Mathematics / History / Pol. Science/ Psychology
6. Psychology with Political Science / History / Economics /Public Administration / Mathematics / Geography / Physical Education/ Music
7. Geography with History / Economics / Public Administration / Philosophy / Mathematics /Psychology/ Pol. Science/ Defence Studies
8. Political Science with Music /Economics / Psychology / History / Philosophy/Geography / Physical Education /Defence Studies.

9. Philosophy with History / Political Science / Public Administration / Geography / Physical Education / Sanskrit / Panjabi / Music / Economics.
10. History with / Music/ Philosophy / Psychology / Geography / Political Science / Commercial Art / Sanskrit / Panjabi / Public Administration / Physical Education / Economics /Defence Studies.
- 11 Music with History / Political Science / Physical Education / Commercial Art / Sanskrit / Economics / Panjabi / Philosophy / Psychology
- 12 Public Administration with History / Philosophy / Geography / Physical Education / Psychology / Economics.
- 13 \*Defence Studies/Geography/Political Science/History

\* **Defence Studies is being introduced as an optional subject w.e.f 2010-11 with Geography, Political Science and History. The subject will be started if a minimum of 20 students opt for it.**

### **(B) B. A. PART–I with Vocational Course (Tourism & Travel Management)**

Students can also opt for Tourism and Travel Management, a Vocational subject. However, this subject is allowed only with History/ Economics / Psychology /Geography in addition to compulsory subjects, that is, English and Hindi.

#### **Additional English:**

##### **For Non-Hindi Speaking / Foreign Students:**

Non –Hindi Speaking / Foreign Students can opt for additional English in lieu of compulsory Hindi. Additional English shall carry the same marks as in case of Hindi compulsory.

#### **B.A.-I (Honours)**

The duration of the course is three academic years. The college permits the following Honours courses:

1. B.A.-I Economics
2. B.A.-I Sanskrit
3. B.A.-I Philosophy
4. B.A.-I Music

#### **Scheme of Examination for B.A. Honours Courses (Semester system) Distribution of Papers in all the three academic session (Total six Sem.)**

Main Subject (only one) (out of Economics/Philosophy/Sanskrit/ Music)	: 16 Papers of 100 (90+10) Marks Each
Subsidiary Subject(English Compulsory)	: 6 Papers of 100 (90+10) Marks Each
Qualifying Subject (Hindi Compulsory)	: 2 Papers of 100 (90+10) Marks Each

These 24 papers will be distributed over three years (six sem.) of the course as under :

B.A. Honours Part-I (FIRST YEAR)

**First Semester w.e.f. 2010-11**

Main Subject (only one out of Economics/Philosophy/Sanskrit/ Music) : 2 Papers (Papers I & II) of 100 Marks Each  
Subsidiary Subject(English Compulsory) : 1 Papers of 100 Marks  
Qualifying Subject (Hindi Compulsory) : 1 Paper of 100 Marks

**Second Semester w.e.f. 2010-11**

Main Subject (only one out of Economics/Philosophy/Sanskrit/ Music) : 2 Papers (Papers III & IV) of 100 Marks Each  
Subsidiary Subject(English Compulsory) : 1 Papers of 100 Marks  
Qualifying Subject (Hindi Compulsory) : 1 Paper of 100 Marks

B.A. Honours Part-II (SECOND YEAR)

**Third Semester w.e.f. 2011-12**

Main Subject (only one out of Economics/Philosophy/Sanskrit) : 3 Papers of 100 Marks Each  
Subsidiary Subject(English Compulsory) : (Papers – V, VI and VIII)  
: 1 Paper of 100 Marks

**Fourth Semester w.e.f. 2011-12**

Main Subject (only one out of Economics/Philosophy/Sanskrit) : 3 Papers of 100 Marks Each  
Subsidiary Subject(English Compulsory) : (Paper – VIII, IX and X)  
: 1 Papers of 100 Marks

B.A.Honours Part-III (THIRD YEAR)

**Fifth Semester w.e.f. 2012-13**

Main Subject (only one out of Economics/Philosophy/Sanskrit) : 3 Papers of 100 Marks Each  
Subsidiary Subject(English Compulsory) : (Papers-XI, XII & XIII)  
: 1 Paper of 100 Marks

**Sixth Semester w.e.f. 2012-13**

Main Subject (only one out of Economics/Philosophy/Sanskrit) : 3 Papers of 100 Marks Each  
Subsidiary Subject(English Compulsory) : (Papers-XIV, XV & XVI)  
: 1 Paper of 100 Marks

**Scheme of Papers in the subjects of Economics Honours**

Main Subject :

First Semester	Paper I	: Micro –Economics (I)
	Paper II	: Macro-Economics (I)
Second Semester	Paper III	: Micro –Economics (II)
	Paper IV	: Macro-Economics (II)
Third Semester	Paper V	: Money, Banking & Public Finance (I)
	Paper VI	: Statistical & Mathematical Methods or Economics (I)

Fourth Semester	Paper VII : History of Economics Thought (I) Paper VIII : Money, Banking & Public Finance (II) Paper IX : Statistical & Mathematical Methods or Economics (II)
Fifth Semester	Paper X : History of Economics Thought (II) Paper XI : Indian Economy since Independence (I) Paper XII : International Economics (I)
Sixth Semester	Paper XIII : Development Problems and Policy (I) Paper XIV : Indian Economy since Independence (II) Paper XV : International Economics (II) Paper XVI : Development Problems and Policy (II)

### **Scheme of Papers in the subject of Philosophy Honours**

	Main Subject
First Semester	Paper I : Outlines of Indian Philosophy (I) Paper II : Greek Philosophy (I)
Second Semester	Paper III : Indian Philosophy (II) Paper IV : Greek & Medieval Philosophy (II)
Third Semester	Paper V : Modern Western Philosophy (I) Paper VI : Logic (I) Paper VII : Ethics (I)
Fourth Semester	Paper VIII : Modern Western Philosophy (II) Paper IX : Logic (II) Paper X : Ethics (II)
Fifth Semester	Paper XI : Contemporary Philosophy (I) Paper XII : Philosophy of Religion (I) Paper XIII : Social Philosophy (I)
Sixth Semester	Paper XIV : Contemporary Philosophy (II) Paper XV : Philosophy of Religion (II) Paper XVI : Social Philosophy (II)

### **Scheme of Papers in the subject of Sanskrit Honours**

	Main Subject
First Semester	Paper I : Padya- Kavyam (I) Raghuvamsham Buddhacharitam Cha Paper II : Gadya- Kavyam (I) Kadambri Katha
Second Semester	Paper III : Padya- Kavyam (II) Kiratarjuniyam Nitishatakam Cha Paper IV : Gadya- Kavyam (II) Dashakumaracharitam Shivarajavijayam Cha
Third Semester	Paper V : Natakam Natya-Shastram Cha (I)

Paper VI : Kavya-Shastram (I)	Paper VII : Samskrita-Sahityetihasa (I)
Fourth Semester	Paper VIII : Natakam Natya-Shastram Cha (II)
	Paper IX : Kavya-Shastram (II)
Fifth Semester	Paper X : Samskrita-Sahityetihasa (II)
	Paper XI : Vaidika-Vanmayam (I)
	Paper XII : Darshanam Dharma-Shastram Cha (I)
Sixth Semester	Paper XIII: Vyakaranam Anuvadaha Nibandhash Cha (I)
	Paper XIV : Vaidika-Vanmayam (II)
	Paper VI : Darshanam Dharma-Shastram Cha (II)
	Paper XVII: Vyakaranam Anuvadaha Nibandhash Cha (II)

### **Scheme of Papers in the subject of Music Honours**

Main Subject

First Year	Paper I : Hindustani Music (Theory)
	Paper II Hindustani Music (Practical)

## **SCIENCE STREAM**

### **Five year integrated Courses**

- (A). M.Sc. Engineering Physics
- (B). M.Sc. Bio-Technology
- (C). M.Sc. Honours Economics

### **B. Sc.-I**

**Compulsory subject:** English

### **Elective Subjects:**

Students can opt for one of the following subject combinations:

### **B. Sc.-I (Non-Medical Stream)**

1. Physics, Chemistry, Mathematics
3. Physics, Mathematics, Statistics.
4. Geography, Physics Mathematics
4. Computer Science, Physics and Mathematics
5. Computer Science, Mathematics and Statistics
6. Electronic Science, Physics and Mathematics
7. Electronic Equipment & Maintenance, Physics and Mathematics
8. Geography, Computer Science and Mathematics

### **B.Sc. –I (Medical Stream)**

1. Botany, Zoology, Chemistry
2. Bio-Chemistry, Chemistry, Botany
3. Bio-technology, Zoology, Chemistry

### **B. Sc.-I (Home Science)**

Introduction to Resource Management, Introduction to Human Development & Family Dynamics , Introduction to Textile & Clothing, Fundamentals of Food and Nutrition , Community Development & Extension Education, Fundamentals of Foods and Nutrition and Applied Sciences.

**Note :** The college authorities reserve the right to disallow any subject combination/ course mentioned above, if

- (a) the number of students opting for the particular subject combination / course is less than the number required as per university rules.
- (b) the subject combination cannot be adjusted in the time table of the college.
- (c) there is some other valid reason to do so.

## **COMMERCE**

### **B.Com. –I (General)**

#### **Compulsory**

- |                           |                         |
|---------------------------|-------------------------|
| 1. Business Communication | 2. Business Mathematics |
| 3. Financial Accounting   | 4. Business Economics   |
| 5. Business Management    | 6. Basics of Computer   |

## **BACHELOR OF COMPUTER APPLICATIONS (BCA)**

### **Part-I**

1. General English
2. Computer Fundamentals and Programming
3. Mathematical Foundations of Computer Science –I
4. Computer Oriental Numerical and Statistics
5. Digital Electronics
6. Accounting and Financial Management
7. Software Laboratory -I
8. Software Laboratory –II

## **BACHELOR OF TOURISM MANAGEMENT (BTM)**

### **Part-I**

1. English (Compulsory)
2. Hindi (Compulsory)
3. Indian Culture, Heritage & Tourism
4. Tourism Business
5. Tourism Products
6. Communication Skills & Personality Development

## **DIPLOMA IN SECRETARIAL PRACTICE (DSP)**

**Note :** The College runs this course in evening ( 5 p.m. onward)

Paper-I (Opt.I) Part – A - Typewriting (Eng./ Hindi) Theory  
Paper-I (Opt. I) Part-- B - Typewriting (Eng./ Hindi) Practical  
Paper-I (Opt. II) Part-- A - Computer Skill (Theory)  
Paper-I (Opt. II) Part-- B - Computer Skill (Practical)  
Paper-II Shorthand (English / Hindi)  
Part-A – Theory  
Paper-II Shorthand (English / Hindi)  
Part- B – Practical  
Paper-III English  
Paper-IV Office Organization Correspondence (Hindi / English)  
Paper- V Accounting & Financial Rules

## **ENVIRONMENTAL STUDIES / COURSE**

As per the instructions of the State Government, the subject of ' Environmental Studies` has been introduced as a compulsory subject in T.D.C.-I ( BA / B. Com./ B. Sc./ BCA/BTM etc.). It is compulsory for all the students to qualify this paper. The duration of the course will be six months and total marks will be 100 as given below:

Theory	:	75 Marks
Practical	:	25 Marks

The students will be required to pass with 35% marks. These marks will not be added in the aggregate marks for the purpose of determining the Percentage of marks / division of the candidate. However, these marks shall be shown in a separate column of the DMC. The examination will be conducted by the college at its own level.

### **Basic Computer Education**

The subject of computer education has been introduced at TDC-I level for those students who do not have computer paper in their syllabus. It is a compulsory for all the students to qualify this paper. The scheme of the examination is as under:

Theory	:	100 Marks
Practical	:	100 Marks

## VII. ELIGIBILITY CONDITIONS

### **B. A. (General) PART-I**

Minimum 33% pass marks with English as one of the subjects in the qualifying examination i.e. 10+2.

### **B. Com. PART-I (GENERAL)**

- (i) 40% marks with English as one of the subjects for those who have passed 10+2 in Commerce group or 50% marks with English in Non-commerce group (Humanities and Science).
- (ii) B.Com.-I examination under the old 10+1+3 Scheme of Kurukshetra University.  
OR  
Any other examination recognized as equivalent to (i) or (ii) above with English as one of the subjects and with the prescribed percentage of marks

### **Five year Integrated Courses**

#### **(A) . M.Sc. Engineering Physics**

10 +2 with Physics, Chemistry, Mathematics and English with 50% marks in aggregate

#### **(B). M.Sc. Bio-technology**

10 +2 with Science (Medical / Non- Medical with English as one of the subjects) and 50% marks in aggregate

#### **(C). M.Sc. Honours Economics**

10+2 examination with 50% marks in aggregate with Mathematics and English

### **B. Sc. (General) PART-I (NON-MEDICAL)**

10+2 Science with 40% marks in aggregate along with English and Mathematics.

### **B. Sc. (General) PART-I (MEDICAL)**

10+2 Science with 40% marks in aggregate along with English, Biology, Physics and Chemistry

### **B Sc. (General) PART-I (BIO-CHEMISTRY)**

10+2 Science with 40% marks in aggregate along with English, Biology, Physics and Chemistry

OR

10+2 Science with 40% marks in aggregate along with English, Mathematics, Physics, Chemistry and Biology as additional subject.

### **B Sc. (General) PART-I (BIO- TECHNOLOGY)**

10+2 Science with 40% marks in aggregate along with English, Biology, Physics and Chemistry

### **B.Sc. (General) PART-I (HOME SCIENCE)**

A female candidate who has passed one of the following examinations with at least 40% marks in aggregate and with English as one of the subjects will be eligible to join the B.Sc.-I in Home Science Course:

- (a). Senior Secondary Certificate Examination i.e. 10+2 standard of Board of School Education, Haryana.
- OR
- (b). B.Sc. in Home Science Part-I examination under old scheme of Kurukshetra University.
- OR
- (c). Any other examination recognized as equivalent to (a).or (b) above, with English as one of the subjects and with at least 40% marks in the aggregate.

### **BACHELOR OF COMPUTER APPLICATIONS (B.C.A.) PART-I**

10+2 examination with 50% marks in aggregate with Mathematics as one of the subjects.

### **BACHELOR OF TOURISM MANAGEMENT (BTM) PART-I**

10+2 examination in any discipline with English as one of the subjects and 50% marks in aggregate.

### **B.A. – I (Honours)**

Senior Secondary Certificate Examination ( 10+2 standard ) of Board of School Education Haryana or an equivalent examination with at least five subjects with English as one of the subjects and has also obtained 50% marks in the aggregate or 50% marks in the subject offered for the Honours course .

### **DIPLOMA COURSE IN SECRETARIAL PRACTICE (EVENING)**

Graduates are eligible to seek admission to this course.

## **VIII. ADMISSION CONCESSIONS**

### **I. Additional Seats –**

- (i). There shall be Five additional seats in TDC Part - I over & above the sanctioned seats for outstanding Sports Persons

**Norms for Outstanding Sports Persons :** A sports person means who has won at least 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> position in team game or individual events in junior /senior District Championships , State Championships , Inter School District or state Schools Championship or have participated in National school Games or above Tournaments recognized by district/ State/ National Federations or by School Games Federation of India or Indian Olympic Association in the games in which Inter-University Tournaments are organized by Association of Indian Universities. Achievements of previous three years will be considered for admission. **Such candidates will have to submit a Graduation Certificate issued by the Directorate of Sports and Youth Welfare, Govt. of Haryana, Chandigarh.** No lower sports achievements as mentioned above will be considered for admission for outstanding sports persons category, even if the seats remain vacant.

- (ii). One additional seat shall be for NCC candidate who attended RD Parade and camp in all courses over and above the sanctioned seats.
- (iii). One additional seat shall be for NSS Merit certificate holder who attended the RD Parade Camp in all the courses over and above the sanctioned seats.
- (iv) One additional seat shall be for deserving Parsi Students

## II. Distribution & Reservation of Seats:

### (A) Distribution of seats :

The seats shall be distributed as under:

(1) All India Category including Haryana	15%
(2) Bonafide Residents of Haryana	85%

( 50% of the seats earmarked for bonafide residents of Haryana will be reserved for the categories as mentioned at (B) below, as per State Govt. policy and remaining 50% seats will be filled from amongst Haryana General category).

### (B) Reservation of seats for Bonafide Residents of Haryana

The seats shall be reserved for the categories as under:

(i)	Scheduled Castes	20%
(ii)	Backward Classes of Haryana (except socially advanced persons/ Sections (Creamy Layer)	27% (16% for Block 'A') (11% for Block 'B')
(iii)	Physically Handicapped	3%

(1% for blind or low vision, 1% for hearing impairment and 1% for locomotor disability or cerebral palsy)

If the seats reserved for physically handicapped persons remain vacant due to Non-availability of suitable handicapped candidates, it may be offered to Ex-servicemen and their wards ( 1%) and dependents of freedom fighters(1%).

- (iv). 3% horizontal reservation will be given to Ex-serviceman/ 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. As far as block allocation in Block A and Block B of backward classes categories is concerned, year-wise rotation system will be adopted. For example if Block A of backward classes are given seats in the academic year 2011, the next block i. e B block of category of backward classes will be given seats in the next academic year i.e. 2012 and so on. The colleges / institutes shall maintain the record for the purpose.

**Candidates who have passed their qualifying examination from a school / college /University in the State of Haryana will be deemed to be Residents of Haryana and will not be required to submit certificates of bonafide residents of Haryana.**

**(c). Guidelines for Reservation :**

1. The reservation of seats is as per the Reservation Policy of Haryana Govt. and is subject to any change / amendment made by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa . The vacant seats of SC category will not be converted into General seats.
3. Certificate of SC category & the backward class (Block A & B ) to be submitted by the candidates on the prescribed proforma alongwith the Admission Forms. The BC candidates ( Block A & B ) for benefit of reservation shall also have to furnish an affidavit to the effect that he/she is not covered under the criteria of creamy layer. The said affidavit shall be furnished both by father and mother of the candidate issued during the current year.
4. Dependent of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner
5. Only candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission. Physically Handicapped. Disability certificate must be issued by the Chief Medical Officer of the concerned District.
6. Ex-servicemen and their wards of Haryana are required to submit the certificate from the concerned District Soldier Board.
7. All eligible candidates, whether from Haryana or from reserved categories, may also compete for seats allocated under All India Category. The candidates of reserved categories should be considered first for Haryana General category seats.
8. If the number of seats in any particular category is not a round figure, 0.5 or above will be taken as one and less than 0.5 shall be ignored.
9. Under physically handicapped category at least one candidate will be admitted even if , the share is less than 0.5% .
10. The seats remaining vacant under various reserved categories other than the SC category shall be converted into General Category only if up to the day of display of final list no candidate belonging to reserved categories is available for admission.

**III. Relaxation of the condition of eligibility:**

- i) Unless otherwise specifically provided in the concerned Ordinance, the eligibly conditions for Scheduled Castes will be minimum pass marks in the qualifying examination for admission to a course.
- ii) 5% relaxation in the minimum eligibility condition for admission to various courses will be given to the blind / physically and visually handicapped candidates.

**IV. Weightage for the purpose of merit (subject to proviso below):**

The weightage of marks for the purpose of merit as mentioned below, will be added to the percentage of aggregate and /or percentage of marks in the qualifying examination.

- (A) Candidates who have passed the qualifying examination from the ----- 5 marks Universities in the Haryana State.

(B). Recipients of National Talent Award from the NCERT----- 5 marks

(C). Candidates having consistently good academic record ----- 5 marks  
i.e. throughout First Class from First  
Public Examination to qualifying examination

(D). **For B. Com First Sem. only:**

Students who have passed the 10+2 examination with ----- 5 marks  
Commerce

(E). Candidates who have passed Honours in the subject ----- -5 marks  
concerned

(F) NCC Cadets who have passed the 'C' or 'G-II' Certificate-----5 marks  
(No weightage will be given for Civil Defence Service).

OR

Students who have been recommended or commended  
( i.e. have obtained 1st or 2<sup>nd</sup> position at the Inter-Zonal  
or Inter- University or Inter State or State Level  
Youth Festival(s) or competition(s) either individually or  
as a member of a team.

OR

For courses other than M.P.E.D. : Sports persons who have won 1st or 2<sup>nd</sup> or 3<sup>rd</sup>  
position at the University / State Level Tournament(s)

organized by the State Govt. / Haryana Olympic Association / University in individual  
events or team games or have actually participated in inter university or national level  
duly recognized by Association of Indian Universities / concerned national Federation /  
Indian Olympic Association in the games in which Inter University Tournaments are  
organized by Associations of Indian Universities.

OR

Holders of Bharat Scouts & Guides Certificate awarded by the President of India (for  
admission to under-graduate courses only)

OR

Holders of certificate of merit for NSS awarded by the University.

**Criteria for award of University NSS merit certificate will be as under:**

1. NSS Volunteer who has completed 240 hours of  
regular activities in the period of two years and  
attended two annual special camps (of at least 10  
days duration)

2. One who has donated blood at least twice

OR

has made at least five illiterates literate. This  
shall have to be certified by the Principal  
along with the names and the addresses of  
such illiterates.

OR

Has shown an exemplary act of courage or Bravery by saving life in situations like drowning, fire, natural calamities or man made calamities and awarded at the National Level.

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 required under Sr. no.1 and 2 of the above criteria laid down for University Merit Certificate.

For the students instructors of colleges maintained/ recognized by the Kurukshetra University for running Adult Education Centre/ engaged under the MPFL.

The above weightage under Adult Education Scheme will be given on the basis of the certificates issued jointly by the principal of the college affiliated / maintained by Kurukshetra University and the Hony. Director, CACEE, K.U.K.

Provided that-

- (1) The total weightage for the purpose of merit under section IV above shall not exceed 10 marks.
- (2) Weightage for Sports will be given only in respect of tournaments in the following games /events arranged by the University/ Inter-varsity Sports Boards or by a State / National Organisation recognized by the Indian Olympic Association.

**Games for Boys and Girls:**

Archery, Athletics Cross Country Races, Ball Badminton, Basket Ball, Canoeing & kayaking, Cricket, Cycling, Gymnastics, Rhythmics Gymnastics (Women), Malkhamb, Korf Ball, Net Ball, Hockey, Kho-Kho, Pistol Shooting & .177 Air Rifle Peep Sight, Rowing, Soft Ball, Squash Rackets, Swimming & Diving, Water Polo (Men), Taekwondo, Yachting, Table Tennis, Tennis, Badminton, Volleyball, Hand Ball, Kabaddi, Foot-Ball, Chess, Boxing, Weight Lifting, Best Physique (Men), Wrestling and Power Lifting.

No other game or event which is not recognized by the Association of Indian Universities shall be considered.

## Procedure for preparing the Merit List

Unless otherwise specifically prescribed for a course, Merit list for admission to under graduate and post graduate courses shall be prepared strictly on the basis of marks obtained in the qualifying examination plus admissible weightage as per rules.

**Note :** The weightage admissible under section -IV shall be added to the percentage of marks obtained in the qualifying examination for the preparation of the final merit list for the purpose of counselling.

## IX. SCHOLARSHIPS 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 than 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 College.

### (C) The students belonging to SC / BC are entitled to scholarships, fee concession 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 College fee clerk.
  - (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.

## **Benefits of fee for SC Candidates of Haryana**

There is a Post Matric Scholarship Scheme of GOI for welfare of SC students as per letter No. FC/SC/BC/2011/204/98 dated 17.01.2011 of the Financial Commission & Principal Secretary to Govt. Haryana Welfare of SC & BC, Chandigarh. SC students whose parents/guardian income is upto Rs. 2.00 lac per annum are eligible for benefits under the scheme. The benefits includes enrollments/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsory payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit will, however, be excluded. **For students admitted under this scheme the application from has to be submitted by the students to the Principal, University College, Kurukshetra.**

**Note:** An income declaration will be furnished by the self-employed parents/guardian of SC candidate, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardian 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.

### **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 and not later than the first week of August. 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.

## **FEE CONCESSION AND FINANCIAL AID**

Applications for fee concession from meritorious/ needy students will be invited in the month of October. The exact date will be notified on the notice board. The students should remain in touch with the office.

1. Full tuition fee concession will be granted to deserving students by the Principal up to 10% (half fee concession to 20%) of the total students on rolls in each class on 31<sup>st</sup> July (including those admitted with late fee upto 31<sup>st</sup> August) of the year, fraction up to 0.4 being counted for half fee concession and fraction of 0.5 and above being counted for full fee concession.

2. Tuition fee concession may be allowed to two or more children of the same parents at the following rates:
  - (a) The eldest to pay full fee
  - (b) The younger or younger ones to pay half fee. The concession will be allowed even if the elder brother or sister is studying in a University maintained institution other than the one in which the younger brother(s)/ sister(s) is or are studying.
3. Fee Concession to University Employees and their dependents:
  - (a) Confirmed University employees seeking admission to the college will be exempted from payment of tuition fee provided that in case of individuals who fail in the examination for which they are permitted or whose conduct is reported as unsatisfactory, the concession will be discontinued.
  - (b) Sons and daughters of the University employees will be granted full fee concession.
  - (c) Younger brothers and younger sisters of a member of the university staff living with him will be eligible for fee concession like sons and daughters of a member of the staff, provided the brother or sister is wholly dependent upon the university employee.
  - (d) The wife or the husband of a university employee who is not working but studying in University College will also be granted fee concession.
4. The children of serving military personnel up to the rank of an N.C.O. or military personnel killed or incapacitated wholly or partially during the war shall be allowed full fee concession.
5. Blind students, on an application, may be granted full fee concession.

Aids out of the Red Cross Fund of the college and Student Aid Fund is also granted to the deserving student as per rule

**Note:** The Concession and the financial assistance are subject to good conduct, regular attendance, appearance in all the House Tests and satisfactory performance therein.

The Principal has the power to withdraw the fee concession on valid grounds. The failures are not entitled to the tuition fee concession. Those placed under compartment can avail themselves of the fee concession only from the date they have cleared the compartment. (For more clarification and detail see University Calender Vol.-I, 1997, page-290)

## X. DISCONTINUATION OF STUDIES

If a student wants his name to be struck off the college rolls, 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 college, he/she must ensure that

He has paid all the college dues, returned all the books borrowed by him/her from the College 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 given on page no.-11.

## **XI. COLLEGE LIBRARY**

The College has a well-equipped library which contains about 39,600 books in different subjects. In addition to that, it subscribes to a number of Newspapers, Magazines and Journals.

1. The Library remains open during the college working hours.
2. Every student admitted to the college 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 College library will follow these norms for the issue of books to the students of different classes .

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

The books issued can be kept for two weeks. Thereafter a fine of 10 paise 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. Automation of the library is in progress. The Library has been connected to internet.
8. Books in the book bank are issued only once for the entire academic session. Only the needy students can avail themselves of this facility for the issue of which applications will be invited.
9. Students are required to maintain peace in the library.

## XII. ADMISSION TO HOSTEL

The accommodation in the Hostels shall be provided strictly on the basis of merit list of admissions; and in accordance with limited number of seats in hostels with reservation (20% for SC category, 3% for handicapped "blind/disabled with 70% and 1 seat for BPL category). Students willing to seek admission in hostels are required to submit their application in the college office immediately after their admission in the college so that the merit list for this purpose can be prepared. The forms for Hostel accommodation are required to be submitted to the concerned hostel duly recommended by the Principal. Proof of Residence viz. Ration Card/ Voter Card/Passport shall have to be shown in original and an attested photocopy of the same needs to be enclosed with the Hostel Admission Form at the time of submission. Subletting is strictly prohibited. The subletters and sublettees - both are liable to be expelled from the Hostel. Students willing to seek hostel accommodation are advised to refer to the Hostel Rules Booklet available with the Manager Printing & Publications of the University on payment of prescribed price. A hosteller desirous of possessing vehicle in the Hostel shall have to submit attested photocopy each of R/C of the vehicle and his/her Driving license in the office of the Warden of the respective Hostel. If the hostel authorities are not satisfied with the character, past behaviour and antecedents of a student, they may refuse accommodation to him/her in order to ensure discipline and peaceful atmosphere of the hostel.

## XIII. UNIVERSITY AND HOUSE EXAMINATIONS

### 1 (a) Conditions for appearing in Annual Examination:

- (i) **Attendance:** A student shall not be eligible to appear in the University examination unless he /she has attended at least 75% of the lectures delivered in the theory and practical classes separately in each subject he/she has opted for. Permission of joining late shall not be treated as an excuse for condoning deficiency in lectures. In case a student is allowed late admission due to any change in the admission policy of the University, the lectures shall be counted from the date of admission or from the eleventh day of the date of change in admission policy, whichever is earlier.
- (ii) **Monthly Tests :** During the academic session, every student is required to obtain at least 15% marks in each subject and 20% marks in the aggregate of all the subjects to be calculated on the combined results of (1) two class tests of one period duration and (2) one House Test of three hour duration. Any change in scheme / schedule owing to the introduction of semester system will be notified later.
- iii) **Internal Evaluation:** To ensure that the students attend maximum number of classes and take their class tests and house examination seriously as per the decision of the Academic Council of the University, There shall be 10 marks or 10% marks for internal evaluation based upon attendance and class tests/ House Examination in each theory papers as under

- ( a). Attendance 5% or 5

- ( b). Class Tests/ House Examination 5% or 5

The weightage of 5% marks for attendance will be given only to those students who have attended more than the minimum requirement of 75% lectures in each theory paper. For example, one student has 76% attendance in each paper, he will be awarded (  $76 \times 5 / 100$ ) 3.8 say 4 marks .

The weightage of remaining 5% will be based on the marks obtained by the students in two class tests / House Examination as detailed above. Fraction of marks below half ( 0.5) shall be ignored and fraction of half ( 0.5) and above will be counted to the next whole.

**Explanation :**

The total score of the class tests and house examination will be 100 as detail given below:

Tests/Exam.	No.	Duration	Marks	Total
Class Tests	2	45 minutes each	10 (each)	20
House Exam.	1	03 Hours	80	80
			Total	100

For example, if a student gets 10 marks in two class tests and 70 marks in house examination, his/ her score will be 80 and he/she will get weightage of 4 marks

**For Semester System**

Internal assessment for the students under semester system has been increased from 10 % to 20% w.e.f. 2011-12. The criteria for internal assessment is as under :

1. Two handwritten assignments : 10%  
( 1st Assignment after one month & IInd Assignment after two months)
  2. One Class Test : 5%  
(One period duration )
  3. Attendance : 5%
- Marks for Attendance will be given as under :

- |                  |   |         |                |   |           |
|------------------|---|---------|----------------|---|-----------|
| (1). 91% onwards | : | 5 Marks | (4) 70% to 75% | : | 2 Marks * |
| (2). 81% to 90 % | : | 4 Marks | (5) 65% to 70% | : | 1 Marks * |
| (3). 75% to 80 % | : | 3 Marks |                |   |           |

\*For students engaged in co-curricular activities of the college only /authenticated medical grounds duly approved by the concerned principal

**Important Note :** Students should see the College Notice Boards regularly. A student has to fulfill the following conditions to appear in the University examination:

- I. He /She must attend 75% lectures in theory and practical classes separately in each subject. There is no concession on any account (e. g. medical , domestic compulsion etc.) in this requirement .

- II. A student must ensure that he/she fills in the prescribed university examination form in time.
- III Students should ensure to satisfy the above conditions to avoid any disappointment at the end of the year.

**(b) Academic Prizes :**

Academic prizes are awarded on the basis of aggregate of the marks obtained in House examinations stream wise.

- (i) A student who has failed or remains absent in any subject in the House Tests will not be eligible for academic prizes.
- (ii) Academic Prizes will be awarded to students who have secured at least 60% of the total marks.

**2 Academic Prizes on the basis of Last Annual Examination:**

- (a) Special prizes will be awarded to those students of our college whose names figure in the University Merit List.
- (b) Special prizes will be awarded to the student of the College who have secured first two positions in the college in the University examination as per their stream , and they must have secured at least 60% marks in aggregate.
- (c) Absence from the monthly tests without any valid reason shall entail the withdrawal of all concessions/ stipends and forfeiture of all his/her claims to academic prizes. The case of those students who are availing themselves of the fee concession from Red Cross Fund/ Students Aid Fund will be reviewed from time to time on the basis of their performance in the house test.

- 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 College office 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 house 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 House Examinations and Monthly Tests. Sick leave during these days, however, will be granted only on the basis of a Certificate issued by the University Medical Officer.

## **XIV. OTHER ACTIVITIES AND FACILITIES**

### **I. COLLEGE MAGAZINE**

Students are given opportunity for self-expression through the college magazine 'Sthanveeshvar' which is normally brought out once in a year. Deserving students are appointed as

student editors for the English, Hindi , Panjabi, Sanskrit, Science, Economics and News Chronicle 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 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 college. The language societies train the students in the art of speech making 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 College 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 college will have to opt for one of the following schemes i.e. NCC/NSO/NSS.

### **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 college 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 (University College Building). Students opting NCC may indicate their choice in the admission form.

### **NATIONAL SPORTS ORGANISATION:**

There are spacious play grounds on the College Campus 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 college team. 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 college at the end of the session latest by 05 March.

### **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 the University College, 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. 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 college. The students are issued a Health Book for the purpose at the time of the admission.

**V. WOMEN CELL :**

A Women Cell has been established in the college premises, 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.

## **XV. COLLEGE TOURS**

**RULES:**

1. The students will undertake the tours entirely at their own risk and responsibility and the college 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 college 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 college 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. 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.
6. 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 college.
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.

## **XVI. UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU**

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

### **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 college library 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.

## XVII. 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 December 2011. 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.

## XVIII. COLLEGE DUES

**Fees and Funds to be charged from the students for the Session 2010-11 :**

<b>A.</b>	<b>ANNUAL (UNIVERSITY SHARE) :</b>	<b>(Rs.)</b>
1.	Admission Fee	7-00
2.	Regn./ Eligibility Fee	180-00
3.	Continuation Fee	100-00
4.	Continuation fee for TDC-II & III	500-00
5.	Holiday Home Fee	10-00
6.	Uni. Mig. Fee ( Only for other than Hr. Board of School Education)	100-00
7.	Health Fee & health book	43-00
8. (i)	Examination Fee	200-00
(ii)	Practical Examination Fee	50-00
9.	P.E.C.	5-00
10.	N.S.S.	7-00
11.	Y.W.F.	30-00
12.	Sports fee	50-00
13.	Film Fee	100-00
14.	Dr. Radhakrishnan Foundation Fund (50% college share)	70-00
15.	Alumini Fee once at the entry level ( w.e.f. 2007-08)	100-00
<b>MONTHLY CHARGES ( UNIVERSITY SHARE):</b>		
1.	Tution Fee TDC-I, II , III & DSP	40-00
2.	Water/ Elect. ( 50% College share)	5-00
3.	Re-admission	50-00
4.	Enviromental Studies Part-I	20-00
<b>B. ANNUAL CHARGES ( COLLEGE SHARE):</b>		
1.	College Magazine	35-00
2.	College Security (Refundable)	150-00
3.	Youth Red Cross Fund	60-00
4.	Student Aid Fund (S.A.F.)	10-00
5.	Youth Welfare Fund (Y.W.F.)	10-00

6.	Identity Card	10-00
7.	N.C.C.	10-00
8.	N.S.S.	3-00
9.	House Examination	35-00
10.	College D & M Fee	50-00
11.	College Sports	30-00
12.	Student Association Membership (S.A.M.)	05-00
13.	G.I.S.	42-00
14.	Dilapidation Fund	20-00
15.	Building Fund	50-00

**C. MONTHLY CHARGES (COLLEGE SHARE) :**

1.	Amalgamated Fund (A.F.)	30-00
2.	Physics	15-00
3.	Chemistry	20-00
4.	Botany	15-00
5.	Zoology	15-00
6.	Bio-Chemistry	15-00
7.	Computer Science	30-00
8.	Electronics	30-00
9.	Statistics	20-00
10.	Geography	15-00
11.	Psychology	15-00
12.	Music	15-00
13.	Home Science	20-00
14.	Commercial Art Fee	30-00
15.	Type/Computer/Commerce	15-00
16.	Phy. Education	15.00
17.	Mathematics ( for B.A./ B.Sc.-III only)	15-00
18.	Generator	5-00
19.	Maintenance of Boys/Girls Common Room	5-00
20.	Sports	5-00

**Fee for Vocational Courses ( Monthly ) :**

21.	Electronic Equipment Maintenance / BCA –III	150-00
22.	Tourism and Travel Management	100-00

**Annual Fee for Self-Financing Courses ( in addition to normal monthly fee ) :**

23.	B.T.M.	20,000-00
24.	B.C.A.	20,000-00

**SCHEDULE FOR THE DEPOSIT OF FEES:**

Dues are to be deposited as per details given below:

- At the time of admission : All the University dues and college dues  
( Six months) from June to November along with Exam. Fee.

2. November, 2011 : Dues from December, 2011 to May, 2012  
(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 college rolls. An additional fee of Rs.50/- 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.

## **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 college.
2. No claim for the refund of security will be considered unless the claimant has obtained a no dues certificate from the college. If a student fails to get his name struck off the college rolls by making a written request, the amount payable to the college by him will be deducted from the amount of the security.

## **An appeal to the Parents / Guardians**

*Parents/ Guardians are requested to ensure that their wards come to college regularly, attend at least 75% of the lectures in theory and practicals separately in each subject , appear in the house tests and submit their examination forms in time to be eligible for university examinations. They are also requested to monitor the progress of their wards by keeping in touch with the college authorities. Parents and the college authorities working as a team will definitely produce much better results.*

(ANNEXURE –I)

**UNIVERSITY COLLEGE KURUKSHETRA  
UNIVERSITY KURUKSHETRA**

**CANDIDATES' PROFILE**

**Roll No.....**

1. Name of the Candidate .....

2. Father's Name .....

3. Mother's Name .....

4. Date of Birth .....

5. Class .....

6. Registration No. (Allotted by the University, if any) .....

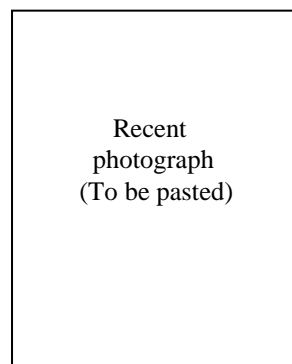
7. Subjects 1..... 2..... 3.....  
4..... 5..... 6.....

8. Address .....

.....Telephone No.....

9. Previous Academic Record (Lower examination)  
Univ./Board.....Session.....Exam Roll No.....  
Compartment (if any).....Marks Obtained ..... Division .....

10. M/F ..... Category .....



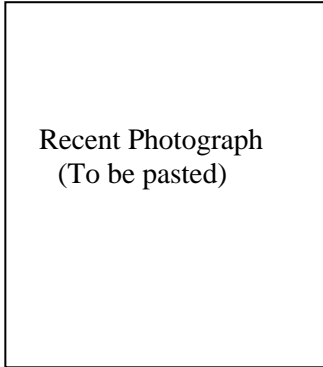
(Signature of the Candidate)

(ANNEXURE-II)

**UNIVERSITY COLLEGE, KURUKSHETRA**  
**UNIVERSITY KURUKSHETRA**  
**NSO**  
**ENROLMENT FORM 2011-12**

The following (Male & Female students ) who are keen to opt for the N.S.O. may fill in the following particulars :-

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)  
\_\_\_\_\_  
\_\_\_\_\_
10. University Registration No. \_\_\_\_\_

**Signature of the Principal**

**Signature of the Applicant**

VEC.....

(ANNEXURE-III)

UNIVERSITY COLLEGE, KURUKSHETRA

N S S

Session 2011-12

Note : WRITE ALL THE PARTICULARS IN CAPITAL LETTERS

If you are willing to participate in NSS selflessly then submit this NSS **joining form** duly filled and signed in the NSS office latest by 18-08-2011.

1. Name	_____	Recent Photograph (To be pasted)
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.	_____ _____	

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.

**(ANNEXURE-IV)**

**SCHEDULED CASTE CERTIFICATE**

Certified that Mr./Mrs. .... son / daughter of Sh. .... resident of (complete Address ) ..... belongs to ..... caste, which has been notified as scheduled caste by the Haryana Government under the constitution ( Scheduled Caste) order 1950.

This certificate is being issued to him /her on the basis of verification by Naib Tehsildar / Secretary , Municipal Committee.....

No. ....

Dated : .....

Sub- Divisional Officer ( C )  
with Seal

**BACKWARD CLASS CERTIFICATE**

Certified that Sh./ Smt./Miss. \_\_\_\_\_ s/o , w/o, d/o Shri \_\_\_\_\_ resident of \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ belongs to \_\_\_\_\_ community which has been declared as Backward Class Block \_\_\_\_\_ by the Government. It is further certified that he above named person is not covered in 'creamy layer' as per instructions issued by Haryana Govt. Vide letter No. 1170/SW(i) -95 dated 7-6-95 and 22/22/2004-3GS-III dated 22-01-2009.

This certificate is being issued to him/her on the basis of verification by Naib Tehsildar / Secretary , Municipal Committee.....

Dated : .....

Place.....

Sub- Divisional Officer ( C )  
with Seal

(ANNEXURE -V )

**SELF DECLARATION**

I, \_\_\_\_\_ father/mother of \_\_\_\_\_ resident of \_\_\_\_\_ Teh \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_ seeking admission to UNIVERSITY  
COLLEGE , KURUKSHETRA UNIVERSITY, KURUKSHETRA do hereby solemnly affirm &  
declare that I belong to Block - 'A' / 'B' of backward class approved by the Haryana Govt. I further and  
affirm that I and my wife/husband are not covered under the criteria fixed by Haryana Govt. Vide letter  
no. 1170-SW (I)-95 dated 7-6-95 and No. 22/22/2004-3GS-III dated 22-01-2009 for excluding socially  
advanced person/ sections (Creamy layer) from Backward Classes.

2. I further undertake that in case any of the information contained in Para-I is found false at a later  
stage the University be entitled to cancel the admission.

Date \_\_\_\_\_

Place \_\_\_\_\_

DEPONENT

**VERIFICATION**

Verified that my above statement is true and correct to the best of my knowledge and belief and nothing  
has been concealed there.

DEPONENT

I solemnly affirm and declare that the above information is correct and further I certify that the  
above declaration has been signed by my father / mother.

DEPONENT  
( Candidate)

Date.....

**Note:** The affidavit should be of the month of May, 2011 or later.

(ANNEXURE –VI)

**CHARACTER CERTIFICATE**

Name of the School/ College \_\_\_\_\_  
Session \_\_\_\_\_ certified that Mr./ Miss/Mrs. \_\_\_\_\_ son/ daughter of  
Shri \_\_\_\_\_ has been a bonafide student of this College / School during the period  
\_\_\_\_\_. He/ She appeared in the \_\_\_\_\_  
Examination of the University / Board held in \_\_\_\_\_ 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 discipline action by School / college / Department / University (including  
punishments such as explanation warning fine for violation of School / college/ Department / Hostel  
Rules, UMC/ disqualification etc., if any: \_\_\_\_\_  
4. General conduct during stay in the Institution.

**Good / Satisfactory / Unsatisfactory**

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

Principal of the college / School  
(with office seal)

\* Strike out whichever is not applicable.

(ANNEXURE –VII )

(For Children/ Grand-children of Freedom Fighters)

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

Dated \_\_\_\_\_

Certified that Shri/ Km \_\_\_\_\_ Son/ daughter of Shri \_\_\_\_\_  
Father /mother of .....( candidate's name)  
resident of village \_\_\_\_\_ Police Station \_\_\_\_\_ Tehsil  
\_\_\_\_\_ District \_\_\_\_\_ was bonafide Freedom  
Fighter \_\_\_\_\_

Signature of concerned  
Deputy Commissioner

(ANNEXURE –VIII )

**CERTIFICATE**

(For deceased/ Disabled/ Discharged Military Personnel/ Ex- Servicemen)

Certified that Shri \_\_\_\_\_ father of \_\_\_\_\_ (name of the candidate) is an  
ex-servicemen and he/his Son/ Daughter is entitled for the benefit of reservation of seats in course in Kurukshetra  
University, Kurukshetra detailed particulars are as under :

1. Name \_\_\_\_\_
2. Fathers Name \_\_\_\_\_
3. Address \_\_\_\_\_
4. Reasons of discharge / retirement \_\_\_\_\_
5. Whether deceased/disabled during military service, if so, give details \_\_\_\_\_  
\_\_\_\_\_
6. Category \_\_\_\_\_

Signature of the Secretary

Place \_\_\_\_\_

Zila Sanik Board  
(with his office seal)

(ANNEXURE -IX)

**OFFICE OF THE CHIEF MEDICAL OFFICER**

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

Dated \_\_\_\_\_

Certified that Shri/ Smt./ Kumari \_\_\_\_\_ son/daughter/ wife of Sh \_\_\_\_\_

Resident of \_\_\_\_\_ District \_\_\_\_\_ appeared before the

under signed for check up. On Medical Examination, he/ she is found suffering from \* \_\_\_\_\_

and thus he/ she is Physically Handicapped.

He/ Her percentage of Handicap is \_\_\_\_\_ % (in words).

Place \_\_\_\_\_

Dated \_\_\_\_\_

Chief Medical Officer  
Distt. Concerned

\_\_\_\_\_

- State blindness or low vision  
or  
Hearing impairment  
or  
Locomotor disability or cerebral palsy

(ANNEXURE-X)

**UNIVERSITY COLLEGE, KURUKSHETRA**  
**CULTURAL ACTIVITIES**  
**Session 2011-12**

**Note : WRITE ALL THE PARTICULARS IN CAPITAL LETTERS**

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

**1. Cultural Activities**

***Participation/Achievements***

***EVENT***

***WHERE HELD***

***YEAR***

***POSITION***

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

12. Permanent Address \_\_\_\_\_  
With Phone No. \_\_\_\_\_

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

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

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

( ANNEXURE-XI

)

**GROUP PERSONAL INSURANCE OF STUDENT  
PROPOSAL / NOMINATION PERFORMA**

(To be filled by the Student)

1. NAME AND ADDRESS OF PROPOSER DEAN STUDENTS WELFARE,  
KURUKSHETRA UNIVERSITY,  
KURUKSHETRA.
  
2. NAME AND PERMANENT ADDRESS \_\_\_\_\_  
OF THE STUDENT WITH PHONE NO. \_\_\_\_\_  
FATHER'S NAME \_\_\_\_\_
3. CLASS AND SECTION \_\_\_\_\_
4. CLASS ROLL NO. \_\_\_\_\_
5. ANY DISABILITY (Please Specify) \_\_\_\_\_
6. PERIOD OF INSURANCE 2011-12 (1-8-2011 TO 31-7-2012)
7. SUM INSURED One Lac.
8. 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 that described above.

PLACE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF STUDENT

COUNTERSIGNED

PRINCIPAL,  
UNIVERSITY COLLEGE,  
KURUKSHETRA.

**(ANNEXURE -XII)**

Instructions regarding Bonafide Residents of Haryana 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 and No. 62/27/2003-6GSI dated 29<sup>th</sup> July, 2003 by the Chief Secretary to Government, Haryana.

---

**Subject : Bonafide Residents of Haryana – Guidelines regarding.**

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 Indian 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 recognized 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 the pensioners of Haryana Govt. or in respect of the Children/ Wards/ Dependents 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.

**(ANNEXURE-XIII)**

**LIST OF THE SCHEDULE CASTES IN HARYANA STATE**

Sr. No.	Name of the Caste	Sr. No.	Name of the Caste	Sr. No.	Name of the Caste	Sr. No.	Name of the Caste
1	Ad Dharmi	2	Balmiki, Churra, Bhangi	3	Bangali	4	Brar,
5	Bhatwal	6	Bauria, Bawaria	7	Bazigar	8	Burar, Berar
9	Chanal	10	Dagi	11	Darain	12	Bhanjra
13	Dhanak	14	Dhogri, Dhangri, Saggi	15	Dumma, Mahasha, Doom	16	Daha, Dhaya, Dhea
17	Gandiala, Gandhil, Gondaloo	18	Kabirpanth, Julaha	19	Khatik	20	Gagra
21	Marija, Marecha	22	Mazhabi, Mazhibi, Sikh	23	Megh	24	Kori, Koli
25	Od	26	Pasi	27	Perma	28	Pherera
29	Sanhai	30	Sanhal	31	Sansi, Bhedkut Manesh	32	Sansai
33	Spela, Sopera	34	Sarera	35	Sikligar, Bariya	36	Sirikiband
37	Chamar	38	Jatia Chamar	39	Rahgar	40	Raigar
41	Ramdasi	42	Ravidasi	43	Balahi	44	Batai
45	Bhatoi	46	Bhambi	47	Chamar – Ravidas	48	Jatav
49	Jatava	50	Mochi	51	Ramadasia		

**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	Aheria, Aheir, Heri, Naik, Thori or Turi, Hari	2	Barra	3	Beta, Hensi or Hesi
4	Bargin	5	Barwar	6	Barari, Tamboli
7	Baragi, Baigari, Swami, Sadh	8	Battora	9	Bharbhunja, Bharbuja
10	Bhat, Bhatra, Dapri, Ramiya	11	Bhuhlia Lohar	12	Changar
13	Chirimar	14	Chang	15	Chimba, Chhipi, Chimpa, Darzi, Rohilla
16	Diaya	17	Dhobis	18	Dakaut
19	Dhimar, Mallah, Kashyap, Rajpoot, Kahar, Jhinwar, Dhinwar, Khewat, Mehra Nishad, Sakka, Bishti, Seikh – Abbasi	20	Dhosali, Dosali	21	Faquir
22	Gwaria, Gauria or Gwar	23	Ghirath	24	Chasi, Chasiara or Ghosi
25	Gorkhas	26	Gawals, Gowala	27	Gadaria, Pal, Baghel
28	Garhi – Lohar	29	Harijan, Nai, Nafe, Sain	30	Jhangra, Brahman, Khati, Suthar, Dhiman, Tarkhan., Barnai, Baddi
31	Joginath, Joti Nath Jangum Jogi, Yogi	32	Kanjar or Kanchan	33	Kurmi
34	Kumhars, Parjapati	35	Kamboj	36	Kanghera
37	Kuchband	38	Labana	39	Lakhera, Manihar, Machera
40	Lohar, Panchal	41	Madri	42	Mochi
43	Mirasi	44	Nar	45	Noongar
46	Nalband	47	Pinja, Penja	48	Rehar, Rehara or Re
49	Raigar,	50	Rai Sikh	51	Rechband
52	Shorgir, Shergir	53	Soi	54	Singrkant, Singrwala
55	Sunar, Zargar, Soni	56	Thathera, Tamera	57	Teli
58	Vanzara, Banjara	59	Weaver (Jullaha)	60	Badi, Baddon
61	Bhattu/ Chlattu	62	Mina	63	Rahbari
64	Charan	65	Charaj (Maha Brahman)	66	Udasin
67	Ramgarhia	68	Rangrez, Lilgar, Nilgar, Lallari	69	Dawala, Soni – Dawala, Nyaaria
70	Bhar, Rajbhar	71	Nat (Muslim)		

At present, Mochi and Julaha castes find a mention in the list of both scheduled castes and backward classes and it has been decided that persons belonging to these castes, who are not covered under the scheduled castes being Non – Hindus or Non – Sikh, can take the benefits under the backward classes only.

**(BLOCK B) : 1. Ahir/ Yadav 2. Gujjar 3. Lodh/ Lodha 4. Saini, Shakya 5. Meo**

**Annexure - XIV**  
**AFFIDAVIT BY THE STUDENT**

1. I, \_\_\_\_\_ (*full name of the student with admission/registration/enrollment number*) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the regulations and 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 clause 3 of the Regulations.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2011

**Signature of the deponent**  
**Name :**

VERIFICATION :

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

Verified at (place) \_\_\_\_\_ on this the day of \_\_\_\_\_ (month of) \_\_\_\_\_ 2011

Signature of the deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ 2011 after reading the contents of this affidavit.

OATH COMMISSIONER

## Annexure - XV

### AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of, (*full name of student with admission/registration/enrollment number*), having been admitted to (*name of the institution*) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against 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 clause 3 of the Regulations.
  - (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 clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that 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 \_\_\_\_\_ 2011

#### Signature of the deponent

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone/Mobile No. \_\_\_\_\_

#### VERIFICATION

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

Verified at Kurukshetra on this the \_\_\_\_\_ 2011

**Signature of the deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ 2011 after reading the contents of this affidavit.

**OATH COMMISSIONER**

**List of Fake Universities declared by University Grants Commission, New Delhi vide letter No. F-6-18/2002 (FU/ MPC) dated 12 May, 2005.**

1. Maithili University/ Vishwavidyalaya, Darbhanga, Bihar
2. Mahila Gram Vidyapith/ Vishwavidyalaya, (Women's University) Prayag, Allahabad (UP)
3. Varnaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi
4. Commercial University Ltd., Daryaganj, Delhi
5. Indian Education Council of U.P., Lucknow (UP)
6. Gandhi Hindi Vidyapith, Prayag, Allahabad (UP)
7. National University of Electro Complex Homeopathy, Kanpur.
8. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh (UP)
9. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.
10. St. John's University, Kishauttam, Kerla.
11. United Nations University, Delhi.
12. vocational University, Delhi.
13. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (UP)
14. Maharana Partap Shiksha Niketan Vishvavidyalaya, Partapgarh (UP)
15. Raja Arbic University, Nagpur.
16. Kesarwani Vidyapith, Jabalpur (MP)
17. Delhi Vishwa Vidyapeeth, 233, Tagore Park, Model Town, Delhi – 110009
18. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum (Karnataka).
19. ADR – Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi.
20. Private University in the State of Chhatisgarh as declared in operative by the Hon'ble Supreme Court of India.
21. \* Bhartiya Shiksha Parishad, U.P., Lucknow.

\* Bhartiya Shiksha Parishad is a fake institution functioning in contravention of the UGC Act, 1956. The Hon'ble Civil Court (JD) Lucknow has granted interim stay to the Parishad and has restrained UGC from calling it as fake or treating it fake till the final decision in the matter. The UGC has initiated action to get the stay vacated. However, in compliance of the order of the Hon'ble Court the UGC has for the time being decided to exclude the name of the Bhartiya Shiksha Parishad from the list of fake institutions.

**List of derecognized Boards**

1. All the Examinations of All India Board of Secondary Education, New Delhi.
2. Uttar Madhyama & Purva Madhyama of MDU Rohtak (Gurukul Jhajjar Scheme).
3. Intermediate of the Central Board of Higher Education, New Delhi.
4. All the examinations of Board of Adult Education and Training/ Board Shiksha Sansthan, New Delhi.
5. Any Diploma/ Exams of Prachin Kala Kendra, Chandigarh.
6. Gurukul Vishvavidyalaya, Vrindavan (UP)
- 7.

NOTE : Before finalizing the admissions the updated list of recognized examinations of Board of School Education, Haryana, Bhiwani/ Other boards is/ are also required to be consulted.



## CONTENTS

<b>Sr. No.</b>	<b>Contents</b>	<b>Page No.</b>
I.	Introduction	1
II.	Teaching Faculty	2
III	Information regarding courses & seats	6
IV.	Information regarding admission	7
V.	Important instructions	9
VI.	Information regarding courses offered	14
VII.	Eligibility conditions	21
VIII.	Admission concessions	22
IX.	Scholarships and fee concessions	27
X.	Discontinuation of studies	29
XI.	College library	30
XII.	Admission to hostel	31
XIII.	University and house examinations	31
XIV.	Other activities and facilities	33
XV.	College tours	35
XVI.	University Employment & Guidance Bureau	36
XVII.	Casual admission	37
XVIII.	College dues	37