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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' Grade, NAAC Accredited State Govt. University

No. Acad./AC-1/2020/ 3893

Dated: 26/8/2020

To

The Assistant Registrar (Registration)
GJUS&T, Hisar

Subject:-

General Instructions/ Guidelines for Admission to various courses in Affiliated
Colleges/Institutes w.e.f. the academic session 2020-21 onwards.

Please find enclosed herewith the a copy of the proceedings of the meeting of the
Committee held on 07.08.2020 in the office of Dean Academic Affairs, GJUS&T, Hisar approved by the
Vice-Chancellor alongwith General Instructions/ Guidelines for admission to various courses in affiliated
colleges./ Institutes w.e.f. the academic session 2020-21 onwards.

You are, therefore, requested to send the same to the affiliated Colleges/ Institutes,
for taking further necessary action, accordingly.

Deputy Registrar (Academic)
For Registrar

DA/As above

Endst. No. Acad./AC-1/2020/ 3894-96

Dated: 26/8/2020

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

1. Dean of Colleges, GJUS&T, Hisar.
2. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
3. Superintendent O/o the Registrar (for kind information of the Registrar), GJUS&T, Hisar.

Deputy Registrar (Academic)
For Registrar

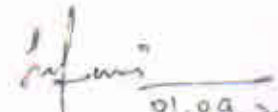
Registration Branch

Endst. No. Regn./R-II/2020/... 29.48-74

Dated: 01.09.2020.

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

1. Controller of Examinations, GJUS&T, Hisar.
2. Principals/Directors, Degree/Law/Engg. & Mgt. colleges/Institutes, affiliated to GJUS&T, Hisar with a request to download the General Instructions/Guidelines w.e.f. 2020-21 from university website. A soft copy of the said guidelines is also being forwarded to each college/Institute at their E-Mail ID.
3. Director, PDUCIC with a request to upload the aforesaid General Instructions/Guidelines on the university portal.


01.09.2020
(Asst. Registrar (Regn))



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' Grade, NAAC Accredited State Govt. University

Proceedings of the meeting of the Committee held on 07.08.2020 at 12.00 noon in the office of the Dean Academic Affairs, Guru Jambheshwar University of Science & Technology, Hisar to update the General Instructions/ Guidelines for admission to various programmes in affiliated Colleges/ Institutes for the academic session 2020-21 onwards.

The following members were present:


1. Dean Academic Affairs
2. Dean of Colleges
3. Controller of Examinations
4. Assistant Registrar (Registration)
5. Assistant Registrar (Academic)


The above Committee was constituted by the Vice-Chancellor to update the General Instructions/ Guidelines for admission to various programmes in affiliated Colleges/ Institutes w.e.f. the academic session 2020-21 onwards. The meeting of the Committee was held on 07.08.2020 in the office of the Dean Academic Affairs. After detailed/ pointwise discussion on the General Instructions/ Guidelines for admission to various programmes in affiliated Colleges/ Institutes for the session 2019-20 approved by the Academic Council and the Executive Council, the Committee recommended the following:-

- 1) The Committee has made some minor amendments in the General Instructions/ Guidelines of admission for the session 2019-20 and accordingly finalized the General Instructions/ Guidelines for admission to various programmes in affiliated Colleges/ Institutes w.e.f. the academic session 2020-21 onwards and the same is placed at Flag 'X'.
- 2) Further, the Committee also recommended that the Common Fee Structure, Combination of subjects (for UG) and eligibility criteria etc. of the academic session 2019-20 have already been circulated to the affiliated degree colleges by the Academic Branch which will remain same.

The meeting ended with a vote of thanks to the Chair.


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Dean Academic Affairs


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Dean of Colleges


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Controller of Examinations


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Assistant Registrar (Regn.)


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Assistant Registrar (Acad.)



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR**

(Established by State Legislature Act 17 of 1995)

'A' Grade, NAAC Accredited State Govt. University

**GENERAL INSTRUCTIONS/GUIDELINES FOR ADMISSION TO VARIOUS COURSES
IN AFFILIATED COLLEGES/ INSTITUTES w.e.f. THE ACADEMIC SESSION 2020-21
ONWARDS**

1. ADMISSION COMMITTEE:

Every College/ Institute shall have an Admission Committee to be constituted by the Principal from amongst the teachers of the College/ Institute and SC/ST teacher and a female representative from the College/ Institute shall be included in the Admission Committee.

All the admissions should be made by the College/ Institute through the **Admission Committee** strictly in accordance with the Rules/Ordinances of the concerned courses (UG/PG). Notifications regarding provisions of relevant Ordinance(s) for Under-Graduate and Post-Graduate Classes/Courses as well as subsequent amendments circulated by the University from time to time may be kept in view.

Responsibility for wrong/irregular admission/excess admission, if any, will entirely rest upon the Principal and Admission Committee of the College/ Institute concerned, even if the admission is carried out through online by DHE. A certificate from each student seeking admission to the effect that any University/Board has not disqualified him/her, must invariably be obtained at the time of admission. Certificates/Detailed Marks Cards of all students seeking admission on having passed the qualifying examination from other Universities/Boards may categorically be checked exhaustively at the time of admission and it shall also be ensured that the candidate seeking admission is eligible. If there is any doubt, a clarification to this effect must be sought from the Registration/Academic Branch as the case may be before the finalization of admission.

2. ALLOCATION OF SEATS:

Admissions of students in no case should exceed sanctioned strength of each Class/Course. Admissions allowed in excess of the sanctioned strength will be the sole responsibility of the Principal of the college concerned and the university will take strict action with a penalty of Rs. 1,00,000/- (One Lac) per student ceiling to Rs.10,00,000/- (Ten Lacs) per course on a college for making excess admissions over and above the sanctioned intake. The Dean Academic Affairs and the Dean of Colleges will exercise control and supervise the admissions in the UTDs and in the Colleges respectively. Admissions of students be made only in such class/course/subject where permission/affiliation has been granted by the College Branch of this university.

A copy of the details showing sanctioned strength of each class/course/subject be prepared on prescribed format by the Principal of the college, which is required to be sent along with the Registration Returns. Any delay in this regard will be viewed seriously. Admissions of students be made only in such class/course/subject where permission/affiliation has been granted by the University. In case, admission(s) to any fresh class/course is/are made, Registration Return with a copy of approval for affiliation be sent separately to the Registration Branch within stipulated period.

3. RECOGNITION OF EXAMINATION:

I. The following examinations are recognised for the admission to relevant courses in the affiliated Colleges/ Institutes:

- (i) 10+2 examination of C.B.S.E., New Delhi, Council for Indian School Certificate Examinations, New Delhi, Board of School Education, Haryana, State Council for Vocational Education, Haryana, or an equivalent examination of Statutory Boards examining bodies of the other States/Union Territories, recognized by the Haryana Board of School Education, Bhiwani.

Further, the candidates who have passed the qualifying examination from other Universities/ Boards recognised by Haryana Board of School Education, Bhiwani without English are not eligible to seek admission to various Under-Graduate Courses, as a regular student irrespective of the fact that their qualifying examinations stand recognized as per above clause.

- (ii) Graduate and Post-Graduate Degrees of all Indian Universities, Deemed Universities, Institutions of National Importance which are on the list of University Grants Commission.
- (iii) All examinations of foreign Universities, Boards, Examination Bodies, which have been recognized by the Association of Indian Universities.
- (iv) Diploma in Pharmacy Examination conducted by Boards of Technical Education and various Universities in India, recognized by the Pharmacy Council of India.
- (v) Diploma course in Engineering and Technology approved by the State Board of Technical Education.
- (vi) The Pharmacy Council of India in its 97th Central Council meeting held in June, 2015 has decided to approve a pass from Open School education system of the Central Govt./ State Govts. Institutions for admission to various Pharmacy courses for the purpose of registration as a pharmacist.
- (vii) One-sitting Bachelor's Degree programme upto the session 1995-96 from a recognized University.
- (viii) M.A./M.Com./M.Sc. (one sitting) upto June, 1999 from a recognized University.
- (ix) AMIE is equivalent to B.Tech.(in respective subject) for the purpose of admission.

- (x) All courses through correspondence/ distance education mode of all the Statutory Universities/ Deemed to be Universities including open/private Universities established by an Act of State Legislature/ Parliament which are approved by University Grants Commission and Distance Education Council or the Joint Committee of UGC, AICTE, DEC now Distance Education Bureau (DEB) as the case may be. However, updated list of such Universities may be seen on DEC now Distance Education Bureau (DEB) website www.deb.ac.in. It will be the responsibility of the candidate to produce the proof of approval of his / her course / programme/degree by Distance Education Council or Joint Committee of DEC Distance Education Bureau (DEB), UGC and AICTE or any other statutory body, as the case may be.

Note:- As per policy laid down by the AICTE, the qualifications acquired through distance education mode at Diploma, Bachelors & Master's level in the field of Engineering, Technology, Architecture Town Planning, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts are not recognized by AICTE (Public Notification issued by the AICTE)

- II. State wise list of fake Universities declared by the University Grants Commission taken from their website is attached for ready reference. However, updated list can be downloaded from the UGC website i.e. www.ugc.ac.in.
- III. As far as the admission on the basis of having passed various diplomas/ vocational courses, mere recognition of any examination be not taken as proof of granting admission to any candidate in any Course/ Class, eligibility conditions prescribed in the respective rules/ guidelines/ Ordinance(s) or as prescribed by the regulatory bodies AICTE/ BCI/ NCTE etc. must strictly be adhered to.
- IV. The Registration Branch shall finalize the Registration of the eligible students on or before 1st December of the year of the admission.

4. **ELIGIBILITY:**

- i) The Principals of the Affiliated Colleges of this University shall strictly follow the minimum eligibility conditions prescribed by the University (**Appendix-A already supplied**) to be laid down in the concerned Information Brochure/Prospectus/Handbook of Information /Ordinance of the respective session for admission to various courses in their colleges. Admissions of candidates not meeting the minimum eligibility conditions will not be regularized by the University in any case.
- ii) Special attention should be given by the Principals of all the Affiliated Colleges while giving the admission and sending the Registration Return to avoid any legal complications at a later stage as University has to face very unpleasant situation on the wrong admissions made by the Affiliated Colleges. The Eligibility of all the students, even if they are admitted through Central counseling, should be checked by the College itself before the confirmation of admissions. Wrong admissions pointed out by

the University on the receipt of documents, will not be accepted and Principals of Colleges will be fully responsible for any wrong admission. No excuse like admissions are made through Counseling/Admission Committee etc. for wrong admissions will be entertained. Registration of such students will not be finalized by the university.

- iii) Eligibility of students who have passed their qualifying examination from Board of School Education, Haryana/other Boards/Universities including Guru Jambheshwar University of Science & Technology, Hisar be checked properly and admissions be allowed in accordance with the guidelines of DGHE/HSTES/Central Counseling Agency and provision of rules of the concerned ordinance of the university.
- iv) The particulars of the admitted students i.e. Name, Father's Name, Mother's Name should strictly be the same as mentioned in the Matriculation examinations and their registration return, duly uploaded on university web portal, must reach in the Registration Branch as per schedule along with legible photocopies of the certificates of the qualifying examination, duly attested by the Principal of the concerned College himself/herself and/or by a teacher deputed for the purpose, along with the University dues. Intimation regarding authorization of teacher(s) for attestation of documents by the Principal may also be supplied alongwith Registration Returns.
- v) Candidate(s) placed under compartment or allowed to re-appear in one subject only in Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education, Haryana, or equivalent examination of another University/ Board may be allowed to read provisionally in the first semester of undergraduate courses B.A./B.Sc./B.Com./BBA/BCA/BMC etc. run by affiliated colleges (except Engg. and Management Colleges affiliated to the university) at his/her/their own risk/responsibility. An undertaking (Appendix-B) from such students to this effect must be taken prior to their admission in the college. Provision of rules for respective courses, contained in the respective Ordinance/ Eligibility at (Appendix-A) shall be applicable on such candidate(s). Further, at the time of admission, the students who have passed their qualifying examination will be considered for admission in aforesaid undergraduate course(s) first and thereafter for remaining vacant seats, if any, re-appear candidate will be considered in the last counseling. A separate list of all such students should be submitted to the University mentioning their details on prescribed format alongwith aforesaid undertaking taken from the students and the same must be accompanied by legible photocopies of the lower qualifying examination, duly attested by the authority as detailed above. Their registration in the university will also be provisional. For regularization of admission/registration of such students, photocopies of the certificates, duly attested, of the examination passed by the candidates(s) in supplementary as well as annual examination, be sent personally to Registration Branch immediately after the declaration of the result of the qualifying examination.



- vi) The candidates having re-appear in only one paper either in 5th or 6th semester at under graduate level other than the subject in which he/she is interested to seek admission in post-graduate course will be allowed for admission in P.G. course run by affiliated colleges (except Engg. and Management Colleges affiliated to the university) at his/her/their own risk/responsibility subject to the condition that they will not be allowed promotion in the 3rd semester of the post-graduate course. If they fail to pass the concerned one re-appear paper of their graduation before the promotion in 3rd semester, their provisional admission in the P.G. course will be cancelled *ab-initio* and the fee deposited by them will be forfeited. An undertaking (Appendix-C) from such students to this effect must be taken prior to their admission in the college.

Further, at the time of admission, the students who have passed their qualifying examination will be considered for admission first and thereafter for remaining vacant seats, if any, re-appear candidate will be considered.

A separate list of all such students should be submitted to the University mentioning their details on prescribed format alongwith aforesaid undertaking taken from the students and the same must be accompanied by legible photocopies of the lower qualifying examination, duly attested by the authority as detailed above. Their registration in the university will also be provisional. For regularization of admission/registration of such students, photocopies of the certificates, duly attested, of the examination passed by the candidates(s) in supplementary as well as annual examination, be sent personally to Registration Branch immediately after the declaration of the result of the qualifying examination.

- vii) The 3-year diploma course examination conducted by various State Boards of Technical Education in India, which are recognized by the Director, Technical Education Haryana, Chandigarh be recognized as equivalent to +2 level examination for admission to 1st year of 3-year Bachelor Degree Course at this University, provided the candidate shall pass the subject of Hindi Core of +2 level examination, if not already pass at the supplementary examination only of the same year of admission.

5. **PRINCIPALS OF THE AFFILIATED COLLEGES ARE REQUESTED TO:**

- i) Ensure that ineligible candidate(s) is/are not allowed admission in the College/Department and for this purpose, every precaution must be taken. Responsibility for any wrong/irregular admission or admission allowed on the basis of fake certificate or promotion allowed to next higher class without registration number, in contravention of the rules/ guidelines/ Ordinance, if any, will rest with the Principal and the committee constituted for the purpose, of the College concerned. In case, any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended by the College concerned and in case it is to be defended by the University, the expenses incurred on the said civil suit will have to be borne by the College/Department concerned.



- ii) While deciding the CWP No.16591 of 2001-Mr. Bhupesh Gupta, resident of Naraingarh (Ambala) Versus Kurukshetra University and others, the Hon'ble High Court at Chandigarh has observed that the University should take steps to ensure that the educational institutions strictly follow the eligibility criteria while granting admission to the students and not play with the career of young men/women just for their own financial gains. Therefore, the Principal of the College concerned, especially the Principals of the Professional Colleges, be directed to be more vigilant and to consider only those students, who are eligible for admission to the Course/Class and his/her admission is as per provision of rules contained in the concerned Ordinance.
- iii) The rules regarding admission of candidate(s) who passed their qualifying examination from EASTERN INSTITUTE FOR INTERGRATED LEARNING IN MANAGEMENT UNIVERSITY (EILM) AND CMJ UNIVERISTY, MEGHALIYA are as under:
- (a) The candidates who have passed their qualifying examination from EILM University through Regular mode (who submitted the proof of regular course of EILLM University, Sikkim at the time of admission) if otherwise eligible, may be considered for admission in the course.
- (b) The candidates who have passed their qualifying examinations from EILLM University, Sikkim through Distance mode or whose mode has not been mentioned, and who have not submitted any proof/information regarding the mode of passing the qualifying examination from EILLM University, Sikkim at the time of admission may not be considered for admission in the course.
- (c) Regarding the CMJ University, the Director Technical Education, Haryana, Panchkula vide Memo No. 20/11-2013 UNP(5) dated 01.07.2013 and the Academic branch has already circulated the notification Endst. No Acad/AC-II/46/2013/2446-86 dated 02.08.2013 issued by the Principal Secretary to the Governor of Meghaliya.

6. ADDITIONAL SEATS WILL BE CREATED FOR THE FOLLOWING:

- (i) There shall be two additional seats in PG courses (except the courses where the seats have been approved by NCTE/BCI/AICTE etc.) and five additional seats in UG Courses (except the courses where the seats have been approved by NCTE/BCI/AICTE etc.) over and above the sanctioned seats for Outstanding Sports Persons. For admission against such 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.
- (ii) One additional seat shall be for NCC candidate who attended the Republic Day Parade & Camp in all courses over and above the sanctioned seats.
- (iii) One additional seat shall be for NSS merit certificate holder who attended the Republic Day Parade Camp in all the Courses over and above the sanctioned seats.
- (iv) One additional seat in each course shall be for deserving Parsi Students.



7. For admission to B.P.Ed and D.P.Ed., the candidates will have to submit gradation certificate issued by the directorate of Sports and Youth Welfare, Govt. of Haryana. Weightage for Sports will be given only in respect of tournaments in the following games/events arranged by the University/Inter-University Sports Board or by a State/National Organization recognized by the Indian Olympic Association.

Games for Boys and Girls:

Athletics including Cross Country; Badminton; Basket-Ball; Cricket; Cycling; Gymnastics; Hockey; Kho-Kho; Shooting; Swimming including Water-Polo and Diving; Tennis; Table-Tennis; Volleyball; Handball; Kabaddi of National Style; Football; Chess; Boxing; Judo; Weight Lifting; Yoga; Best-Physique; Wrestling and Power Lifting.

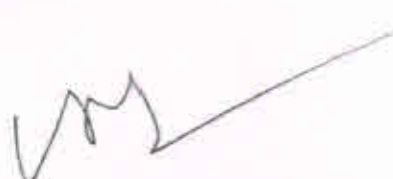
No other game or event which is not recognized by the Association of Indian Universities shall be considered.

8. ELIGIBILITY FOR FOREIGN STUDENTS:

Foreign Candidates have to obtain eligibility certificate from the University prior to consideration of their cases for admissions. In no case, the College/Department shall admit any foreign candidate without production of Eligibility Certificate which will be issued by the Registration Branch.

9. All students will be admitted by the College provisionally at their own risk and responsibility after obtaining undertaking in writing from the students. This undertaking must be got printed in the College Admission Form in the following form:

"I solemnly declare that the information detailed by me in the Admission Form is correct to the best of my knowledge and belief and nothing has been concealed therein. I also do undertake to abide by all the rules, regulations and instructions of the College and also of the University. I am taking admission in the College provisionally at my own risk and responsibility subject to confirmation of my admission by the University. If, at any stage, I am declared ineligible and my admission is cancelled by the College/ University ab-initio, I will abide by the orders of the University and forego every right to claim for it."




10. COMBINATION OF SUBJECTS

The combination of subjects offered by a candidate must be checked carefully with the provisions of the rules as contained in the relevant Scheme of Examinations before his/her admission is finalized. The responsibility of having allowed wrong combination of subjects/ papers to a candidate will rest entirely with the Principal of the College/ Departments concerned. The group wise combination for BA Part-I courses are as under:

Group-I	Group-II	Group-III	Group-IV	Group-V	Group-VI
Defence Studies, Hindi, Sanskrit, Urdu, Punjabi, Computer Science/ Computer Applications, (Economics w.e.f. 2019-20)	Mathematics, Sociology, Social Work, Music (Vocal), Music (Instrumental), Music(Tabla), Health & Physical Education	Political Science, Statistics, Fine Arts, Human Rights, (Public Admn. w.e.f. 2019-20)	Geography, Home Science, Philosophy	History, A.I.H. Culture & Archaeology,	(Psychology w.e.f. 2019-20) Office Management* , 'Commercial Art*, Designing & Painting", Fruit Preservation, Applied Nutrition, Bakery, Tailoring & Hosiery, Rural Industrialization, Marketing, Functional Hindi, Tourism & Travel Mgt., Functional English, Early Childhood Care & Education, Mass Communication & Video Production, Fashion Designing, Agro Service

Note:

- (i) Language offered as Compulsory subject shall not be offered as an Elective subject.
- (ii) Further, the combination of the subjects to be notified by the University from time to time will also be applicable.



11. PROMOTION TO NEXT HIGHER CLASSES

A. RULES FOR PROMOTION TO NEXT/HIGHER CLASS (UG + 5 YEAR INTEGRATED PROGRAMMES)

The following rules for promotion to next/ higher class in respect of 3/5 years Degree Programmes will be followed:

<u>For Promotion to</u>	<u>qualifying condition for clearing lower examinations</u>
5thSemester	1stSemester
6thSemester	2ndSemester
7thSemester	3rdSemester
8thSemester	4thSemester
9thSemester	5thSemester
10thSemester	6thSemester

However, if the result of lower qualifying semester is not declared by the time of admission/promotion to a given semester, students will be allowed promotion provisionally subject to fulfilling the condition on declaration of the result of lower examination.

A student who is not on the rolls and whose name was struck off cannot be promoted to next higher class.

For promotion of the students, if any, admitted during the session 2017-18, the Guidelines/ Rules of the Kurukshetra University, Kurukshetra applicable for the session 2017-18 will be followed.

B. RULES FOR PROMOTION TO NEXT HIGHER CLASS (PG PROGRAMMES)

For promotion to next higher class in PG programmes, there will be no condition of passing papers for promotion to higher semester/year in any academic programme subject to fulfilment of the condition, as prescribed in Clause 1.12 of University Ordinance Calendar Vol. II, but he/she has to complete the degree within the maximum period allowed under the Ordinance.

C. As per Clause 1.12, University Ordinance Calendar Vol. II, End Semester examinations (Major Tests) shall be open to a regular student who:

- i) has been on the rolls of the Department/Institution during the semester; and
- ii) has completed atleast 75% of the lectures in aggregate of each paper, seminar, case discussion, field trips, tutorials, etc. and not less than 50% in any one of these. The Chairpersons/Directors will take care of this condition at the time of allowing candidates to appear in minor tests as well. A deficiency upto 10% may be condoned by the Chairperson of the Department/Director-Principal of Institution.

D. RULES FOR MAIN/ RE-APPEAR/IMPROVEMENT EXAMINATIONS IN VARIOUS PROGRAMMES UNDER SEMESTER SYSTEM.

- i) The examination of odd semester of all courses being run by affiliated degree Colleges except Education will be held in November/ December and even semester in May/June in an Academic year, on such dates as may be fixed by the Vice-Chancellor and the students will have to appear accordingly.
- ii) Supplementary/re-appear/ improvement examinations for the courses being run under affiliated degree colleges except B.Tech. will be held as per Odd / Even Scheme of regular students i.e. Odd Semester in December/ January and Even Semester in May/ June.

E. MAXIMUM DURATION

- (i) Normally, the student is expected to complete his programme within the minimum period as laid down under the relevant Regulation of the university which should be in conformity with the UGC Regulations on the award of First Degree and Master's Degree and also in line with the notification, issued from time to time, on Specification of Degrees under Section 22 of UGC Act, 1956.
- (ii) A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula therefore should be as follows:
 - a) Time Span = $N+2$ years for the completion of programme.
Where N stands for the normal or minimum duration prescribed for completion of the programme.
 - b) In exceptional circumstance, a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.
 - c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
- (iii) Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case university may allow a student one more year for completion of the programme.



F. IMPROVEMENT

A candidate who has passed the final examinations of this University and is desirous of improving his/her performance, will be allowed to appear in the end semester examinations (Major Tests) only as an ex-student in odd/ even semester/ annual examinations, as the case may be twice, upto one year after the maximum period permissible N+2 (where N stands for normal duration of course). Those candidates who have taken Migration Certificate from this University will not be eligible for appearing in improvement examination. Further, those eligible students who want improvement of "Division"/ "Score" after minimum duration of programme may apply with the recommendations of Chairperson of the Department, Director (HSB)/ (DE), Principal of the concerned affiliated College with normal fee as per notified schedule of examinations within permissible maximum duration of course. After maximum duration (N+2), the candidates will have to pay a fee of Rs. 5000/- per paper, subject to maximum of Rs. 10000/- per semester/ year, as the case may be and the candidates will have to appear in the examination as and when being conducted for that particular semester/ years. The schedule for filling examination form for improvement students will remain the same as notified from time to time for odd/ even/ annual exams without late fee. No application for improvement will be entertained after expiry of scheduled date of without late fee.

12. CONCESSION FOR THE STUDENTS SEEKING ADMISSION TO B.A./ B.Sc. (GENERAL) COURSES.

A candidate of another University/ Board who has passed 10+2 examination but did not pass in the subject of English or any one deficient subject as per requirement of the Ordinance in the Senior Secondary Certificate Examination of 10+2 standard of Board of School Education, Haryana or in any examination recognized as equivalent thereto may be allowed to join the B.A./ B.Sc. (General) Part-I Class provisionally subject to his qualifying in the subject of English or deficient subject of 10+2 standard examination before the commencement of 1st semester's examination failing which admissions of such students may be treated as cancelled ab-initio as mentioned in the Eligibility condition of the concerned course and the Principal of the College will be informed accordingly.

13. SCHEDULE OF ADMISSIONS:

i. For Under Graduate courses being run in affiliated colleges/ Institutes:

The schedule of admissions for affiliated degree Colleges/-Institutes to be issued by the Director General, Higher Education Department Haryana or as notified by the University from time to time for UG courses will be followed strictly.



II. Post Graduate courses being run in affiliated colleges/ Institutes:

The schedule of admissions for affiliated degree Colleges/ Institutes to be issued by the Director General, Higher Education Department Haryana or as notified by the University, from time to time for PG courses will be followed strictly.

III. For Certificate/ Diploma courses being run in affiliated colleges/ Institutes:

The schedule of admissions to be issued by the Director General, Higher Education Department Haryana or as notified by the University, will be followed strictly.

IV. For B.Ed./M.Ed./B.L.Ed./D.P.Ed. etc. being run in affiliated colleges/ Institutes:

The schedule of admissions to be issued by the Director General, Higher Education Department Haryana/ the State University authorized for Common admission of above said programme(s) or as notified by the University, will be followed strictly.

14. ACADEMIC CALENDAR:

The Common Academic Calendar for the State Universities to be issued by the Director General Higher Education, Haryana, Panchkula and/or notified by the University will be followed strictly in all affiliated degree Colleges/ Institutes. In case of affiliated Engineering College(s)/ Institute(s) and Law College(s), the academic calendar notified by the University will be followed.

15. Character Certificate is essential and the details of Character Certificate to be furnished are as under:

For Character Certificate:

Candidates, who have recently passed/ appeared in the qualifying examination last year, must submit Character Certificate from the Head of the Institution last attended.

OR

Candidates who have passed the qualifying examination as private candidates should submit their Character Certificate duly signed by a First Class Magistrate/Sarpanch/Municipal Counsellor.

OR

Candidates who have gap in their academic career after the qualifying examination, must furnish a gap certificate, in the form of affidavit on non-judicial paper or certificate from the employer (if in service) and should also furnish separately the Character Certificate of gap period duly attested by Notary Public.

16.

SENDING OF DOCUMENTS:

As no original documents except Migration Certificate are to be sent alongwith the Eligibility Forms/Registration Returns, strict vigilance may be exercised by College/Department concerned about the genuineness of the DMC's/Passing Certificates/Degrees and other relevant record produced by the candidate(s) and in case of doubt, it should be got verified from concerned Board/University. If found fake, the same be dealt with accordingly and such candidate should be debarred from admission *ab initio*.

17.

Incomplete Registration Return or without complete documents shall be liable for late fee/fine as per schedule till the Registration Return is completed in all respect.

18. Schedule for accepting Registration Returns will be as under:

- (i) Admission schedule be prepared by the university in consultation with the State Govt. Admission Agencies, who regulate/make admissions of various courses of the affiliated colleges.
- (ii) All the affiliated colleges will have to submit the Registration Return/Continuations Return, duly uploaded on the University Web Portal, of only eligible students to the Registration Branch of the university within 20 days without fine from the last date mentioned in schedule of admissions issued by the University. After expiry of normal due date for submission of Registration Return/Continuation Return, there will be a fine of Rs. 100/- per day per student upto 40 days of last date of admission as per admission schedule notified by the university or State Govt. Admission Agencies who make admissions.
- (iii) No Registration Return will be entertained after 40 days. However, the Vice-Chancellor may consider to allow/to admit the Registration Return/Continuation Return as a special case, with additional fine, keeping in view the genuineness of reasons submitted by the Principal of the college concerned.
- (iv) The Registration Returns must be accompanied with required documents (Attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and prescribed fee/fine, in one lot, failing which the Registration Returns will not be entertained for which concerned Principal will be responsible. No internet downloaded result will be accepted for finalization of registration.
- (v) Regarding submission original Migration Certificate schedule, a student from any other University recognized by Guru Jambheshwar University of Science & Technology or from a Board of Examination other than Board of School Education, Haryana, shall be eligible for admission to the University only on the production of migration certificate (or transfer certificate, if a Board does not issue the migration certificate) to show that the University or Board has no objection to his/her joining this University and he/she will have to submit the same upto 1st October of the year of admission without any late fee, failing which his/her candidature for the concerned examination shall stand suspended automatically, provided that the condition of production of the migration certificate shall not apply in the case of students passing their



examination from foreign universities. Provided that in hard and exceptional cases migration certificate may be accepted with payment of Rs.400/- upto 31st October of the year of admission. Provided further that the Vice-Chancellor may, if deem fit, allow further extension up to 30th November of the year of admission with payment of late fee of Rs.500/-.

- (vi) The Principals of the concerned affiliated colleges will also enclose the affiliation/extension letter, if issued by the Colleges Branch along with the Registration Returns. At the time of checking the eligibility of the students admitted in the institutes/colleges, the Registration Branch will ensure that the institute/college has been granted affiliation/extension in affiliation for the course with the specified sanctioned intake in which the students have been admitted by the college concerned. In case of any discrepancy, the Registration Branch may seek clarification from the Colleges Branch.

19. PREPARATION AND SUBMISSION OF REGISTRATION RETURN.

- i) The Principal of the Affiliated college are required to upload the data of eligible admitted students course wise on university portal to generate Online Registration Return Report. They may obtain their USER ID and Password from Pt. Deendayal Upadhyay Computer & Informatics Centre (PDUIC) of the University. The Print Copy of the same on A-4 size paper alongwith requisite fee, attested photocopies of qualifying examinations and original Migration Certificate(s) are required to be submitted within schedule in the Registration Branch of the University.
- ii) The Registration Number of each student must be entered in the concerned column.
- iii) When the admission of a student is made after the last date of admission, the justification for late admission, if any, must be indicated
- iv) The Registration Returns are to be signed at the specified place provided for the purpose by the Principal himself/herself or by the authorized teacher for this purpose of the college.
- v) In case any concession is granted to a particular student under the rules of the University for determining the eligibility for admission, the same must be included in the Registration Return with documentary proof thereof for record/reference and verification by the University Office.
- vi) Office copies of the Registration Returns may be kept by the College concerned for record and future references.
- vii) Result/DMCs of students are prepared strictly as per particulars uploaded on the university portal for Registration Returns. Therefore, special care should be taken to ensure that the spellings of Name, Father's name and Mother's name of the students are typed exactly in accordance with the names given on the original certificates of Matriculation examination.
- viii) For any correction sought later for one reason or the other, candidates shall be required to pay Rs. 220/- or any other fee revised by the University.
- ix) The last date prescribed for the submission of Registration Returns and Migration Certificates (in original) is required to be followed strictly. In case any mistake comes to the notice of the Principal after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Registration Branch of the University.

- x) Principals of all affiliated are requested to intimate this office after striking off the name from the College roll, of any student for any reason within three days from the date of action to be initiated.
- xi) Principals of all affiliated colleges should not direct their students to contact officials of the university for their name correction, submission of qualifying examination certificate and original migration certificate, finalization of registration, removal of discrepancies etc. The Principals may depute their official(s) to complete/resolve above said day-to-day activities/ problems of the students.

20. **SOME OTHER GENERAL INSTRUCTIONS:**

- i) There shall be no rounding off fraction of percentage of marks from 0.5% and above to next higher number for determining the eligibility for admission to various courses.

In case two or more candidates in the merit list have equal percentage of marks, the candidate senior in age will be considered first.

All admission application should accompany with all requisite documents/ certificates for eligibility weightages, reservation and other concession, failing which such applications for admission will not be considered and finally rejected.

- ii) No course/ option will be started by the affiliated Colleges/ Institutes, if the minimum strength of admitted students in that course/ option is less than the strength prescribed by the Director General Higher Education, Haryana. The directions in this regard issued by the Director General Higher Education, Haryana from time to time will be followed strictly.
- iii) No Inter-College Migration shall be allowed by the University unless the student has been registered in this University.
- iv) No Inter-Varsity or Inter College Migration shall be considered during the 1st year of any Course or in the Course having one year duration.
- v) Inter-College Migration shall not be allowed from affiliated Colleges to the University Teaching Departments or vice-versa. The existing practice of not allowing inter-College Migration in 1st year/Even Semester of a course may continue except in the case of transfer of guardian/marriage where migration in 2nd Semester may also be considered.
- vi) No student be allowed promotion to the next higher class without Registration Number. If Principal of concerned College allows promotion without fulfilling eligibility conditions/Registration Number to any student, he/she will be responsible for this lapse and admission of such students may be treated as cancelled ab-initio.
- vii) It may also be ensured that no regular student be allowed to appear in the examination of the University until and unless his/her Registration



Return, duly uploaded on the University Web Portal, has been sent to the University.

- viii) The Examination Branch of the University will issue the Roll nos. to the Colleges after obtaining no objection from the Registration Branch.
- ix) The admit Cards/Roll Numbers for the courses will be issued by the Examination Branch only after the Colleges submit No Dues Certificate from the Colleges Branch and Registration Branch and Accounts Branch etc. on the prescribed proforma.
- x) It may be ensured that the children of single parents are not denied admission in the College on the plea that names of both the parents are not mentioned in the certificate of qualifying examination/admission form, if they are otherwise eligible/ subject to fulfilment of all other conditions of admission.
- xi) The Fee from the students be charged as per Fee Structure (fee/funds) notified by the University (Appendix-D already supplied) and shall be deposited as per schedule prescribed by the University/College. Further, the Fee Structure revised/ modified by the University from time to time will also be applicable.

21. REFUND OF FEES:

- (a) In case of UGC courses/ programmes, the following clause (4.1.3) of UGC vide Notification dated October, 2018 for "Remittance and Refund of Fees" will be followed:-
- 4.1.3 If a student chooses to withdraw from the program of study in which he/she is enrolled the institution concerned shall follow the following five-tier system for the refund of fees** remitted by the student.

Sr. No.	Percentage of Refund of fees**	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more before the formally-notified last date of admission.
(2)	90%	Less than 15 days before the formally-notified last date of admission.
(3)	80%	15 days or less after the formally-notified last date of admission.
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
(5)	00%	More than 30 days after formally-notified last date of admission.

**NOTE:

- 4.1.4 In case of (i) in the table above, the Higher Educational Institutions (HEI) concerned shall deduct an amount not more than 5% of the fees paid by the students, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all Higher Educational Institutions (HEIs) to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

(b) AICTE Refund Policy be followed for Refund of Fee in case of AICTE approved courses i.e. B.Tech., M.Tech., MBA, MCA, B.Pharm., M.Pharm. The refund is not required to be linked with the vacancy of seats, in the institutions. The requests for refund of fees will be processed in accordance with AICTE's provisions under the rules for AICTE programmes. After that only caution money will be refundable.

22. The Principal(s) of the College(s) is/ are requested to include the following in the Prospectus to avoid confusion at later stage.

- i) Admission in Colleges would be strictly on merit or is governed by the Director-General of Higher Education Department, Haryana.
- ii) No separate intimation would be sent to the students. They would themselves be responsible for checking of the list displayed on the specified dates for admissions on Notice Board of respective colleges or on admission web-site of Director General Higher Education, Haryana.
- iii) If any student whose name appeared in the merit list but did not deposit his/her fees in the fixed scheduled time would forego his/her right for admission and would not be reconsidered in any case.
- iv) Students be advised to apply simultaneously in more than one college in order to avoid disappointment or as per the rules of Director General, Higher Education, Haryana relating to on-line admissions.

23. Reservation Policy as amended from time to time by the State Government shall continue to be followed. Deviations in the implementation of the RESERVATION POLICY will not be tolerated and any lapse therein will be dealt with severely.

- (a) Relaxation of the condition of eligibility:
 - (i) Unless otherwise specifically provided for a course in the concerned Ordinance, the eligibility condition for Scheduled Castes will be minimum pass marks in the qualifying examinations for admission to a course.
 - (ii) In case where specific relaxation of 5% marks in the eligibility condition is to be given to SC candidates, the same will be calculated as per the instructions conveyed by the Chief Secretary to Govt. Haryana, Chandigarh vide letter No. 22/129/2013-1GS III dated 16.07.2014 as per the procedure in the compliance of the judgement of Hon'ble Supreme Court passed in CWP No. 7084/2011 e.g.



"A General candidate requires to have 50% marks, than as per Govt. instructions by giving 5% relaxation the minimum-eligibility marks for a reserved caste candidate should be calculated as under:-

Out of 100 marks needs to less = 5

Out of 1 Marks needs to less = 5/100

Out of 50 marks needs to less = $5/100 \times 50 = 2.50$

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

(iii) However, this relaxation is not applicable for LL.B. Professional-3 Year and B.A. LL.B. (Hons.)-5 Yrs.

24. No candidate is allowed to pursue any two U.G./P.G. degree from same affiliated degree college.
25. In case, a candidate submits any document in the College /Institute, he/she is required to obtain a receipt from the College/ Institute concerned specifically mentioning the particulars and the date of submission of the documents.
26. Hon'ble Supreme Court of India Orders- Curbing Ragging in Educational Institutions- Prospectus admission:

It has been impressed upon by the Hon'ble Supreme Court of India that henceforth in every prospectus relating to admission of the students in any educational institution, it shall be clearly stated that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

Instructions for curbing ragging: Ragging in educational institutions is banned and any one indulging in ragging is liable to be punished appropriately, which may include suspension from the institution or classes for a limited period, expulsion from the institution and consequent debarring from admission to any other institution for a specific period or fine as per UGC guidelines upto Rs. 2.50 lacs. The punishment may also take the shape of (i) withholding scholarships or other benefits, (ii) debarring from representation in events, (iii) withholding results, (iv) suspension or expulsion from hostel or mess. If the individuals, committing or abetting ragging, are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

The following will be termed as the act of ragging:

Any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the



ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher student.

ZERO TOLERANCE ON RAGGING

- Ragging in the University/ College Campus is totally banned.
 - Any student found indulging in the act of ragging shall be liable to disciplinary action as per University/ College rules.
 - Any one who finds ragging or being ragged in the campus can submit his/her complaint to the concerned person/Committee appointed/constituted by the Principal.
27. The Executive Council of this University, vide resolution no. 48 of its meeting held on 29.12.2015 has approved the following recommendations of the Committee, duly approved by the Academic Council, regarding Maternity Leave Rules for the Women Students studying in the University Teaching Departments and thereafter amendments in clause (i) of these rules approved by the Academic Council vide resolution no. 10 of its meeting held on 06.03.2017 and recommended to the Executive Council as under:-
- (i) The State Government has decided the matter in a broader perspective to support the married girl students to complete their education without any gap/ hindrance. The State Government has taken a policy decision for grant of Maternity Leave upto 45 days to such married girl students, who are studying in State Technical Universities/ SIETs in the State. The maternity leave to the Girl students will be granted by the competent authority with the condition that if the girl student avail the maternity leave upto 45 days on recommendation of Government Hospital Authorities as applicable as per prescribed rules in the case of Government Women employees, then the girl student will have to attend the extra classes as per the requirement of attendance of the specified course/ professional research programme.
 - (ii) However, if desired so, the student may drop the full semester but she has to complete the attendance of that drop out semester after appearing in the final semester examination and shall have to appear in the drop out semester examinations according to the Even & Odd Semester policy. In such cases, she will not be required to pay the re-admission fee and the entire semester fee (if she has already paid the drop out semester fee) to complete the attendance of the drop out semester.

The above Maternity Leave rules will also be applicable for affiliated Colleges/ Institutes.

28. In the event of any inconsistency in the rules or any clarification thereof, the matter shall be referred to the Vice-Chancellor for interpretation, whose decision shall be final. The Vice-Chancellor is also competent to remove any inconsistency at any time and decide as to which provision shall take precedence over the other.
29. In addition to above general instructions/guidelines for admission to various courses in affiliated colleges/ Institutes, the on-line admissions rules/ guidelines of Director General Higher Education, Haryana will also be followed strictly.
30. The Rules/Guidelines/ Ordinance for Examination purpose in force at the time a student joins the course shall hold-good. The amendment, if any, made in the Rules/ Guidelines/ Ordinance for examination purpose from time to time by the University will also be applicable to all the students whether old or new.
31. All legal disputes relating to admissions of students will be subject to District Court at Hisar or Courts having jurisdiction at Hisar.

LIST OF FAKE UNIVERSITIES

State-wise List of fake Universities declared by the University Grants Commission taken from UGC website www.ugc.ac.in as on April, 2018.

Bihar

1. Maithili University/ Vishwavidyalaya, Darbhanga, Bihar

Delhi

2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi-110 008.
6. Indian Institute of Science and Engineering, New Delhi
7. Vishwakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-1, Block-A, Vijay Vihar, Rithala, Rohini Delhi-110085

Karnataka

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

Kerala

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

Maharashtra

11. Raja Arabic University, Nagpur, Maharashtra

West Bengal

12. Indian Institute of Alternative Medicine, Kolkatta.
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2nd Floor, Thakurpurkur, Kolkatta- 700063

Uttar Pradesh

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

Odisha

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

Puducherry

24. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhthavoor Road, Puducherry-605009.

* Bhartiya Shiksha Parishad, Lucknow, UP – the matter is subjudice before the District Judge- Lucknow.

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



(To be submitted by the student(s) admitted in B.A./ B.Sc. /B.Com./BBA/BCA/BMC etc. 1st year of the Degree College for the session _____ on the basis of compartment /Reappear in one subject in qualifying examination).

UNDERTAKING

I _____ S/D/o Sh. _____ r/o _____
_____ hereby solemnly declare and affirm that

1. I have taken admission in Under Graduate (UG) course _____ in the college _____ against the vacant seat for the session _____. My admission in the said course is provisional.
2. I have taken admission in the course on the basis of reappear/compartment in the session (Session of reappear in qualifying Examination) _____ in the qualifying examination in one subject _____.
3. My admission in the course is subject to the clearance of compartment/reappear paper in the qualifying examination before the commencement of 1st semester examination of the aforesaid UG course.
4. In case, I fail to pass the compartment/Reappear paper of my qualifying examination before the commencement of the 1st Semester examination of the aforesaid UG course, my admission shall be stood cancelled by the college/University *ab-initio* as per rule/regulations of the University. I will be abide by the orders of the University and forego every right to claim it.

Place : _____
Date : _____

(Full signature of the Student)
Class _____
Roll No. _____

(Signature with Seal of the
Principal of the Affiliated College)

ANNEXURE-C

(To be submitted by the student(s) admitted in 1st year of Post Graduate Course in the Degree College(s) for the session _____ on the basis of compartment /Reappear in one subject in qualifying examination other than the subject of Post Graduate Course).

UNDERTAKING

_____ S/D/o Sh. _____ r/o _____
_____ hereby solemnly declare and affirm that

1. I have taken admission in Post Graduate (PG) course _____ in the college _____ against the vacant seat for session _____. My admission in the said course is provisional.
2. I have taken admission in the Post Graduate (PG) course on the basis of reappear/compartment in the session (Session of reappear in qualifying Examination) _____ in the qualifying examination in one subject _____ other than the subject of PG course.
3. My admission in the course is subject to the clearance of compartment/reappear paper in the qualifying examination before the commencement of 3rd semester examination of the aforesaid PG course.
4. In case, I fail to pass the compartment/reappear paper of my qualifying examination before the commencement of the 3rd Semester examination of the aforesaid PG course, I shall not be allowed to promote in the IIIrd Semester of the PG course and my admission shall be stood cancelled by the college/University *ab-initio* as per rule/regulations of the University. I will be abide by the orders of the University and forego every right to claim it.

Place : _____
Date : _____

(Full signature of the Student)
Class _____
Roll No. _____

(Signature with Seal of the
Principal of the Affiliated College)