



**GUIDELINES FOR ADMISSION
IN VARIOUS UG/PG COURSES
IN COLLEGES/INSTITUTES
AFFILIATED TO
INDIRA GANDHI UNIVERSITY
MEERPUR, REWARI
(2023-24)**

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Chapter - I

ADMISSION SCHEDULE FOR UG/PG COURSES

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

Admissions will be made as per the schedule notified by the Department of Higher Education, Haryana and available on website <https://admissions.highereduhry.ac.in>. The guidelines of DHE Haryana issued during the current session for applicants are available on above mentioned website. If any difference in rules and guidelines for admission process is found between Indira Gandhi University, Meerpur and DHE Haryana, the instructions issued by DHE Haryana shall be followed.

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

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

Sr. No.	Particulars	Date
1.	Start of Filling of Application Form	22.06.2023
2.	Last date for submission of application form	10.07.2023 (upto 04:00 p.m.)
3.	Display of 1 st Merit List on College Website as well as Notice Board	12.07.2023 (upto 02:00 p.m.)
4.	1 st Counseling	13.07.2023
5.	Fee Submission	14.07.2023 (up to 02:00 p.m.)
6.	Display of Vacant Seats after 1 st Counseling & 2 nd Merit List on College Website as well as Notice Board	15.07.2023
7.	2 nd Counseling & Fee Submission	17.07.2023
8.	Display of Vacant Seats after 2 nd Counseling & 3 rd Merit List on College Website as well as Notice Board	18.07.2023
9.	3 rd Counseling and Fee Submission	19.07.2023
10.	Display of Vacant Seats after 3 rd Counseling & 4 th Merit List on College Website as well as Notice Board	20.07.2023 (upto 12:00 noon)

11.	Open Counseling	21.07.2023
12.	Commencement of Classes	w.e.f. 21.07.2023

Note:

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

TERMS & VACATIONS:

The schedule for terms & vacations will be notified later on.

Chapter - II

ADMISSION PROCEDURE AND REGULATIONS

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

8. A candidate, whose result is declared late by this University without any fault of the candidate or of the College/Institute concerned, may be admitted by the Principal/Director, if he/she has applied by the stipulated date and seat is available, within 10 working days of the declaration of result by the University. In such case, no late fee will be charged from the candidate.

9. Declaration to be obtained from the candidate:

The College/Institute should make a provision in the admission form for a declaration to be given by the student(s) as under:-

“I declare that I am applying for admission with the consent of my parents/guardian and that the particulars given above are correct. I have read the College/Institute prospectus for the session 2023-24 as well as the admission requirements as laid down by the University for the course. I agree to abide by the rules and regulations given therein. I further declare that I shall submit myself to disciplinary jurisdiction of the Principal/Director of the College/Institute, the Vice-Chancellor and the other authorities of the University who may be vested with the power to exercise discipline under the Act, the Statutes, the Ordinances and Rules framed by the University in this regard. I understand that my admission if made by the College/ Institute is provisional and will be subject to confirmation by the University. In case my admission is cancelled by the University I shall have no claim for refund of fees paid by me to the College/Institute or the University.

I undertake that I shall not indulge in any act of ragging otherwise my admission to the College/Institute shall stand cancelled and liable for any disciplinary proceedings initiated against me.”

11. **Students, in no case, will be dealt directly by the University and their requests/applications should not be sent to the University in piece meals. However the doubts, if any, may be got cleared by deputing an official/teacher to the University for the purpose.**
12. All admissions shall be made strictly on merit amongst eligible applicants for each programme/course of study.

13. In determining the eligibility, the fraction of percentage of marks of 0.5 or more shall be raised to the next higher percentage while fraction of less than 0.5 shall be ignored in Under Graduate Semester-I i.e. B.A./B.Sc./ B.Com./ B.Sc. (Home Sc.)/B.Sc.(Sports Science) etc.
14. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. programme if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the subject.
15. If the last date of admission/submission of application form falls on a holiday or that day is declared holiday by the Govt./University/College/Institute, the next working day will be considered as the last date for the purpose.
16. The Principal/Director of the College/Institute shall not make admission over and above the sanctioned intake. Such admissions shall not be regularised by the University. Registration Branch of this University will ensure that admissions are not made over and above the sanctioned seats by any College/ Institute. If any violation in this regard comes to the notice, the same will be brought to the notice of the University authorities.
17. No one shall be allowed to appear in any examination of the University unless he/she has been registered as a student of the University.

The Colleges/Institutes shall not make admissions beyond the sanctioned intake. However, in case of extra ordinary situations/circumstances, the Colleges/ Institutes shall adopt the following procedure for making a request to the University for creation of additional seat(s) (except M.Tech, MCA, LL.B., B.P.Ed. and D.P.Ed.) for the session 2023-24.

— The Principal/Director of the College/Institute will send the recommendations of the College/Institute Admission Committee for creation of additional seat(s) for a particular session certifying that requisite infrastructures/facilities are available for the proposed increase. Such recommendations including increase of seats, if any, should come to the Colleges Branch of the University for further action. In case of Govt. Colleges/Institutes, such request shall be made through the Director General, Higher Education, Haryana.

The admissions will be made against the increased seats on the basis of the laid down merit/criteria. However, an extreme compassionate case can be considered on individual basis on the recommendations of the Admission Committee of the College/Institute.

18. The total number of seats in the erring College(s)/Institute(s) committing any type of irregularity in making admissions etc. will be reduced by minimum ten seats initially for a period of one year and the reduction will be doubled in case the College/Institute repeats the violation of rules.
19. Admissions to various programmes/courses in the Colleges/Institutes may be made after consulting the list of various examinations of other Universities/Boards recognised by this University (equivalency list available on University Website). If any admission is made by the College/Institute in violation of above list, it shall be the sole responsibility of the said College/Institute and those admissions will not be regularized in any case.
20. The latest regulations notified by UGC for curbing the menace of ragging in Higher Education will be followed.
21. The SC/BC candidates shall be charged 1/4th of the price of the Prospectus/Information Brochure as per instructions of the Director SC/BC Welfare Department, Chandigarh. Therefore, price of the prospectus/Information Brochure for such candidates be printed accordingly.

22. Admissions to Foreign Students

It is mandatory to obtain an eligibility certificate/NOC from Indira Gandhi University, Meerpur, Rewari after submitting the following documents:-

1. Letter of the Association of Indian Universities, New Delhi regarding equivalency /recognition of the examination.
2. Photocopy of Student Passport.
3. Photocopy of student visa.
4. No AIDS Certificate.
5. COVID Vaccination Certificate
6. Eligibility Fee – as the case may be.
7. Any other documents required.

NOTE:

- A) The Colleges have to apply for Eligibility Certificate/No Objection Certificate from the University within one month from the last date of admission. Thereafter, a fine of Rs.5000/- per student will be charged from the College.**
- B) Special Endorsement on the Visa should be in the name of concerned college in which the candidate has been admitted.**

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

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

The decision of the State Govt. conveyed by the Chief Secretary to Govt. Haryana by notification No.22/129/2012-1GSIII dated 16.07.2014 in view of judgment of Hon'ble Supreme Court passed in Civil Appeal No.7084/2011 regarding relaxation in minimum eligibility condition for reserved categories in all the courses being run in the University Teaching Departments and Colleges/Institutes, prescribing minimum eligibility qualifications for admission in various courses, the reduction of 5% should be reduced from the minimum required marks by a general category candidates.

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

Out of 100 Marks needs to less = 5

Out of 1 Mark needs to less = 5/100

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

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

- 24. Reservations or relaxations, if any, are available to the candidates of reserved category of Haryana only, as per reservation policy of the State.**
- 25. Certificate of Residence and Caste Certificate (Backward Class and Scheduled Caste) should be signed and issued by the Circle Revenue Officer (*Tehsildar / Naib Tehsildar*-**

cum-Executive Magistrate) of the District/Sub Division to which the candidate belongs and Head of Department in case of Govt. employees. Certificate issued by any other authority will not be accepted.

26. Candidates who have passed their qualifying examinations from the Universities/Boards in the state of Haryana will be deemed to be Haryana residents and will not be required to submit certificate of Residence of Haryana.
27. No College/Institute shall register/enroll any student in violation of the merit list. In case any College/Institute is found violating the merit list, it shall be liable for disciplinary action as per university norms.
28. The duration of the course for B.A./B.Sc./B.Com (Pass & Vocational/Hons.)/B.B.A./B.C.A./B.B.A. (Business Economics)/Bachelor of Journalism & Mass Communication shall be three academic years i.e. six semesters but the duration of Bachelor of Hotel Management & Catering Technology course and Bachelor of Tourism & Travel Management shall be of four academic years, i.e. eight semesters. The examinations of odd semesters shall be held in the month of November/December and examinations of even semesters shall be held in the month of May/June each year.
29. **The maximum period to complete the course is duration of the course + 3 years, unless otherwise specified in any other Ordinance.**
30. At the time of admissions, fees/funds like enrolment, registration, tuition fee, games, union, library, magazine, medical, examination and other funds may not be charged from SC students whose parents' annual income is not more than Rs.2.5 Lacs. The claim on account of such fee may be submitted to the Director General, Higher Education, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual. These instructions shall also be applicable to all Colleges where programmes/courses are being run under SFS. Instructions received from the State Govt. from time to time on this issue shall be followed.

The fees and funds relating to SC students shall be claimed by the concerned College/Institute under Post Matric Scholarship to SC students. The concerned Institute, while sending the claim of SC students shall also submit the certificate to the effect that they have not charged funds and fees from SC students. In case, the students have paid the fees and funds to the College/ Institute, then the said amount shall be transferred in the bank account of concerned student through Aadhar Card by State Government. Such students shall intimate the College/Institute on receipt of the claim.

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

However, they are required to deposit library and other securities which will be refunded to them after completion of the course or leaving the College on submission of "No dues Certificate".

31. The UGC vide its letter dated 26.02.2015 has issued guidelines to the University regarding scholarships meant for SC students, to be incorporated in Prospectus/Information Brochure of all the Institutes. The eligible SC students shall be required to submit their scholarship forms for the Academic year by February each year. Therefore, all the Institutes are required to incorporate the instructions in their Prospectus/Information Brochure that the eligible SC /ST, OBC, PWD students etc. should submit their scholarship form for the Academic year by February for each year.
32.
 - a. If a candidate after having been admitted to the first year of a programme, leaves the programme without attending any class and he/she applies for a refund of fee within 7 days of the date of admission, the fee paid by him/her shall be refunded after deducting Rs.1000/-.
 - b. If a candidate after having been admitted to the first year of a programme withdraws his/her candidature within 15 days and the seat vacated by him/her is subsequently filled up, the fee paid by him/her shall be refunded after

deducting 15% of the fee paid by him/her subject to a minimum of Rs. 1500/-. It is clarified that filling of complete sanctioned intake is not required in this case. It is also clarified that if the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.

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

Note:

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

33. No class in any subject should be started if the number of candidates admitted in any subject does not fulfill the government norms.
34. **As per the Hon'ble Supreme Court guidelines, Aadhaar Number should not be mandatory for all. However, Aadhaar number and the bank account number should be mandatory for reserved category applicants who claim Scholarship benefits under DBT mode. In 2023-24, 10+2 roll number with concerned board will be mandatory for all and it should be as a unique number of Students.**
35. Any candidate, who fails to turn up for Counseling at his/her turn, will be considered for the remaining seats at the time he/she reports for counseling. But no relaxation shall be given if the candidate fails to appear before the Admission Committee on the

fixed date/time. Those candidates, who do not get admission in one round of counseling, shall be eligible for admission in subsequent round(s), if seats are available.

36. **The Director/Principal of the College/Institute must ensure that before making admissions to various programmes/courses, the Admission Committee of the College/Institute has gone through the Ordinances and Admission Brochure available on the University website i.e. www.igu.ac.in.**

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

It has been decided by the University that students will be promoted to the next semester strictly as per the provisions available in the relevant Ordinances of this University.

38. A student who has already been enrolled and has a gap in studies can be granted permission to continue that course after he/she submits an undertaking describing the valid reason of the gap period and also that he/she has not indulged in any illegal activities, keeping in view the maximum duration to complete the course.
39. A candidate, who after getting admission in a course leaves that course in between and takes admission in other course may be allowed to continue the preceding course if he/she is able to complete the said course within the maximum period prescribed for completing a course which is the duration of the course +3 years, unless otherwise specified in any other Ordinance.
40. A candidate, who has qualified the qualifying examination for admission and has a gap of two years or more in studies, can be granted admission to a course if such a candidate submits an undertaking describing the valid reason of the gap period and also that during gap period, he/she has not indulged in any illegal activities.
41. Vacant seats in reserved categories after the scheduled counseling shall be converted into general category and filled up strictly on the basis of merit. **Such cases are not required to be sent to the University for approval.**
42. Unless otherwise specified, there is no upper or lower age limit for admission in any course.

43. In case, the seats remain vacant in the College and waiting list is exhausted, fresh applications may be invited to fill up the seats and admissions be made on the basis of merit and criteria fixed by the University/State Government.
44. It is clarified that the students whose result is declared as EEC, means that their entire examination result has been cancelled for that roll number i.e. theory and practical. Internal Assessment marks of that students shall be carried forward as per University rules. Such students will appear in the re-appear examinations and not be required to attend classes again of the semester in which their EEC have been declared.

Chapter - III

ELIGIBILITY CONDITIONS FOR ADMISSION TO UNDER-GRADUATE COURSES

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

No one shall be eligible to join the first semester of B.A./B.Sc./ B.Com./B.Sc. (Home Science)/B.Sc. Human Nutrition & Dietetics unless he/she has passed one of the following examinations from Senior Secondary Certificate Examination (10+2) of Board of School Education Haryana, Bhiwani or equivalent thereto with at least 33% marks in aggregate for admission to B.A. Sem-I, 40% for admission to B.Com. Sem-I and 45% for admission to B.Sc. Sem-I. However, in case of SC/ST/Blind/Visually and Differently Abled candidates of Haryana will require minimum pass marks only for admission in above courses.

OR

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

OR

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

OR

Any other examination recognised by the Indira Gandhi University as equivalent thereto.

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

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

Note:

- (i) A regular candidate of a college admitted to the privileges of this University of B.A./B.Sc./B.Com. (Hons.) can attend the course of subsidiary and qualifying subjects in other College in case there is no arrangement to teach these subjects in the College where he/she has taken admission for his/her main subjects of Hons. course. The Principal of the College where a student is attending subsidiary and qualifying subjects shall certify that the said student has completed the prescribed number of lectures etc.
- (ii) The candidate seeking admission to B.Sc. (Non-Medical group) Sem-I should have passed the above mentioned qualifying examination with English, Physics, Chemistry &

Mathematics and those seeking admission to B.Sc. (Medical group) Sem-I should have passed the above mentioned examination with English, Physics, Chemistry & Biology and those seeking admission to B.Sc. (Biotechnology/Bio-informatics) Sem-I should have passed English, Physics, Chemistry and Mathematics or Biology.

- (iii) The admission to B.Sc. (Home Science) course shall be open to women candidates only.
- (iv) If a candidate of another Board has not passed the subject of English at 10+2 level, he/she may be allowed provisionally to join the B.A./B.Com./ B.Sc./ B.Sc.(Biotechnology)/ (Bio-informatics)/ (Home Science)/ (Human Nutrition & Dietetics)/ (Sports Science) Sem-I class, as the case may be, under new scheme of this University subject to his/her qualifying in the subject of English of 10+2 examination in the supplementary examination of the same year or in the next annual exam held in March from the Board concerned. Such a candidate shall have to furnish a proof to the University that he/she has cleared the subject of English before the declaration of result of B.A./B.Com./B.Sc./B.Sc. (Biotechnology)/ (Bio-informatics)/ (Home Science)/(Human Nutrition & Dietetics)/ (Sports Science) Sem-II examination failing which his/her result shall stand automatically cancelled.
- (v) A student who wishes to seek migration to B.A./B.Sc./B.Com./B.Sc. (Home Science) and B.Sc. (Sports Science) 2nd year (3rd semester)/ 3rd year (5th semester) under new scheme of this University after passing the examination with at least 40% marks from other statutory universities as equivalent thereto by this university may be allowed to do so provided that the subject(s) offered for B.A./B.Sc./B.Com./B.Sc. (Home Science) and B.Sc. (Sports science) were the same as are available at this University. In case the subject(s)/paper(s) offered for the above course(s) in Part-I (semester I and II) and Part-II (semester III and IV) were not the same as are available at this University, the candidate may be given exemption in part II and III as the case may be for the subject(s)/paper(s) already studied/passed by the students in Part I (semester I and II) and Part II (semester III and IV) and the subject(s)/paper(s) which the candidate has not studied/passed in Part I (semester I and II) and Part II (semester III and IV) shall have to be studied/passed as deficient subject(s) along with remaining subject(s)/paper(s) of Part II and Part III as the case may be.

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

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

Medical Group

Botany, Zoology & Chemistry/Geology

Non Medical Group

Mathematics, Physics & anyone from Group III

Computer Science, Statistics & Mathematics (CSM)

Note:

- i) Every candidate must be offered Hindi either as a compulsory subject or as an elective subject.
- ii) A candidate coming from a Non-Hindi speaking area may opt additional English in lieu of Hindi.
- iii) Language offered as compulsory subject shall not be offered as an elective subject.
- iv) In addition to compulsory subjects, a student will opt one elective subject each from any of the two groups selected out of the above mentioned groups as per the combination allowed by the concerned College.
- v) Candidates appearing for additional subject(s) will also choose not more than one subject from each group.
- vi) A student who wishes to seek migration to 2nd year (Sem-III), he may be allowed to do so subject to the condition (a) he has passed the Senior Secondary Certificate Examination (under 10+2 system) or an examination recognised as equivalent thereto with minimum required percentage for admission as the case may be and also (b) has passed the semester I & II examination of any Statutory University recognised by this University as equivalent to Sem - I & II examination of this University under new scheme.

Compulsory Qualifying Paper: Environmental Studies

Note:- The students will be required to qualify this paper otherwise the final result will not be declared and degree will not be awarded.

Compulsory Computer Education at U.G. Level: It has been decided to introduce Compulsory Computer Education at Under Graduate level. The college will charge Rs.100/- per candidate per month as Lab. charges from such students.

Chapter - IV

ELIGIBILITY CONDITIONS FOR ADMISSION TO POST-GRADUATE COURSES

1. Master of Arts (excluding M.A. Sanskrit, Economics and Education)

Bachelor degree/Shastri Examination (New Scheme) of three years duration with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized as equivalent thereto.

M.A. (Sanskrit):

Bachelor degree with Sanskrit (Elective/Compulsory) for the duration of three years/Shastri Examination (New Scheme) of three years duration with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur, Rewari as equivalent thereto.

M.A. (Education):

Bachelor degree/ Shastri examination (New Scheme) of three years duration with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) marks in aggregate or any other examination recognized by Indira Gandhi University as equivalent thereto.

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

Bachelor degree in any discipline from any University recognized by UGC with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or equivalent thereto.

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

B.A. (Hons.) in Music with 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate.

OR

Bachelor degree with Music as one of the subject with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in the subject of Music.

OR

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

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

OR

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

OR

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

OR

(d) Sangeet Shiromani from Delhi University

OR

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

M.A. (Urdu):-

Bachelor degree of three years duration with Urdu as a compulsory/elective subject with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur, Rewari.

M.A. (Yoga):-

Bachelor Degree in any discipline or any other examination recognized as equivalent thereto with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate.

M.A./M.Sc (Economics):

Bachelor Degree in any discipline with atleast 45% marks in aggregate (42.75% marks in SC/ST/Blind/Visually and Differently abled candidates of Haryana only) or any other examination recognized by Indira Gandhi University, Meerpur, as equivalent thereto.

2. Master of Science

i) M.Sc. (Physics):

B.Sc. (Hons.) in Physics/ B.Sc. (Pass) with Physics & Mathematics as two of the subjects with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

(ii) M.Sc. (Chemistry):

B.Sc. (Hons.) in Chemistry/ B.Sc. (Pass) with Chemistry as one of the main subjects with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

(iii) M.Sc. (Mathematics):

B.A./B.Sc. (Hons.) in Mathematics/ B.A. or B.Sc. (Pass) with Mathematics as one of the subjects with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

(iv) M.Sc. (Geology):

Bachelor of Science (B.Sc.) of three years in any discipline with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any examination recognised by Indira Gandhi University, Meerpur, Rewari as equivalent thereto. A weightage of 5% will be given to the candidates passing B.Sc. pass course with Geology as one of the subjects and 10% weightage to B.Sc. Hons. (Geology).

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

Bachelor/Postgraduate Degree in any discipline with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any examination recognised by Indira Gandhi University, Meerpur, Rewari as equivalent thereto.

(vi) M.Sc. (Statistics):

B.A./B.Sc. (Hons. or Pass) with Statistics and/or Mathematics or B.A. (Economics)/B.Com./BCA/BE/B.Tech. (with Mathematics as a subject at 10+2 level) with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized as equivalent thereto by this University.

(vii) M.Sc. (Botany)

B.Sc. (Hons.) in Botany/ B.Sc. (Pass) with Botany and any two of the subjects viz., Anthropology, Biochemistry, Biotechnology, Chemistry, Environmental Science, Genetics, Microbiology, and Zoology with at least 50% marks (47.5% for SC/ST/Blind/Visually and

Differently Abled candidates of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

(viii) M.Sc. (Zoology)

B.Sc. (Hons.) in Zoology/ B.Sc. (Pass) with any three of the subjects viz., Anthropology, Biochemistry, Biotechnology, Botany, Chemistry, Environmental Science, Fisheries, Genetics, Geology, Microbiology, and Zoology with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

(ix) M.Sc. (Geography)

B.A./B.Sc. (General or Hons.) with Geography as a subject with least 50% (47.5% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) marks in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

3. Master of Commerce

B.Com. (Hons./Pass)/BBA or B.A. with Economics/Commerce/Marketing /Insurance as a subject with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized by Indira Gandhi University, Meerpur as equivalent thereto.

Note:

1. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. Course if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the other subjects.

2. After passing any post-graduate examination from any University/ College, candidate shall be allowed admission in any P.G. Course in any of the Colleges/Institutes. However, no hostel facilities shall be provided to them.

Example:- I

The criteria for preparing merit list of the candidates for admission to M.A./M.Sc./M.Com. courses shall be as under :-

In respect of those candidates who want to seek admission to M.A./ M.Sc. in a subject which they have not studied in B.A./B.Sc.:

i) Total marks in B.A./B.Sc. I, II & III	1200
ii) Marks obtained in B.A./B.Sc. I, II & III	624
iii) Percentage of Marks in B.A./B.Sc. I, II & III	52%
iv) Percentage considered for merit of the candidate	52%

AND

The merit position of a candidate who has studied the concerned subject at Graduation level may be calculated according to the example given below :-

Example-II

'A' has passed B.A. examination obtaining 540 marks out of 1200 of B.A. I, II & III and has obtained 165 marks in History in B.A. I, II & III out of 300. He wants to seek admission in M.A. (History). His merit will be decided as under :-

(i)	Marks obtained in B.A. I, II & III	540/1200
(ii)	Percentage of marks obtained	45%
(iii)	Marks obtained in History in B.A. I, II & III	165/300
(iv)	Percentage of marks obtained in History	55%
(v)	10% of the percentage of marks obtained in History	5.5
(vi)	Percentage considered for merit of the candidate	45+5.5=50.5%

Note : The benefit at (v) above will not be applicable in case of allied subject(s).

Example-III

'B' has passed B.Sc. examination obtaining 725 marks in aggregate of B.Sc. I, II & III out of 1450. He has also studied English in B.Sc. and wants to seek admission in M.A. (English). His merit position will be decided as under:-

i)	Total marks in B.Sc. I, II & III	1450
ii)	Marks obtained in B.Sc. I, II & III	725
iii)	Percentage of marks obtained in B.Sc.	50%
iv)	Percentage considered for merit of the candidate	50%

Chapter - V

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

1. Bachelor of Computer Application

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

OR

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

2. Bachelor of Business Administration

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

OR

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

Lateral Entry (10% seats of sanctioned intake)

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

3. Bachelor of Hotel Management and Catering Technology (BHM & CT)/ Bachelor of Tourism and Travel Management (BTM)

- i) Senior Secondary Examination (10+2) with at least 50% (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana only) marks in aggregate from Board of School Education, Haryana, Bhiwani or any other examination recognized as equivalent thereto.
- ii) Admission will be made according to merit determined on the basis of marks secured in 10+2+Group Discussion + Interview with weightage of 70%, 20% and 10% for three components respectively.

Lateral Entry (10% seats of sanctioned intake): After passing one year Diploma Course(s) from the Institute of Hotel & Tourism Management or any other examination recognized as equivalent thereto after 10+2 shall be eligible for admission in 2nd year.

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

- i) Bachelor/Master degree with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) in aggregate or any other examination recognized as equivalent thereto.
- ii) Admission will be made according to merit determined on the basis of marks secured in qualifying examination + Group discussion + Interview with weightage of 70%, 20% and 10% for three components respectively.

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

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

7. **LL.B. (Hons.) (3 years)**

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

8. **LL.B. (Hons.) (5 years)**

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

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

A candidate who has passed B.P.Ed. with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) in aggregate.

OR

B.Sc. Physical Education, Health & Sports with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) in aggregate.

AND

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

AND

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

AND

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

Note:

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- (i) Weightages for University Sports Certificates shall be given as per criteria laid down and such candidates need not furnish gradation certificates, but in case of all the National/ Inter-national/States tournament certificates, they are required to be the part of gradation certificate i.e. National/Inter-national/State tournaments certificates must be mentioned in gradation certificate. Sports certificates pertaining to National/ Inter-national tournaments, which are not mentioned in the gradation certificates, will not be considered for sports weightages.
 - (ii) All the certificates pertaining to the Universities shall be verified from their respective Universities. All the gradation certificates shall be got verified from their respective gradation authorities.
 - (iii) The verification of the claims of the candidate regarding participation will be done at the time of interview through appropriate questioning and testing by the Interviewing Board.
 - (iv) For the eligibility of the weightage, only participation and achievements of the candidates at Sr. National/ Sr. Inter-state/All India University/Zonal Inter-University tournaments in games recognized and adopted by IUSB of India will be considered.

- (v) The participation/position achieved by a candidate in any tournaments organized by agencies like Nehru Yuva Kendra, Women Sports Festival, Rural Sports Meet, Panchayat Tournaments will not be considered for eligibility/weightage for admission to M.P.Ed. course.
- (vi) Inter-national Tournaments other than Olympic Games, World Championship, Asian Games, Asian Championship, Commonwealth games, World University games and SAARC games, which are conducted by respective recognized sports federations/associations, will only be considered for weightage and eligibility.
- (vii) The performance at Junior National/ Junior Inter-national will only be considered when the athlete has won place at Zonal/All India-University tournament.
- (viii) The candidate has taken part in the Inter-University Zonal or All India Inter-University/Sr. National tournaments in the games and sports recognized by the Inter-University Sports Board (AIU) and position holder in Junior National is also eligible for admission to M.P.Ed. course.

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

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

OR

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

OR

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

OR

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

AND

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

AND

The candidate must have represented his/her College in Inter-College tournaments in the games recognized by IUSB/State Sports Dept.

OR

A candidate must have participated in state level tournaments in the games recognized by IUSB/State Sports Department. A candidate, who has participated at state level tournament, must also have gradation certificate from the State Sports Department of his state. The candidates, who have participate in the Inter-College tournament, must submit a certificate of participation from their Principal.

NOTE:

1. The certificate of sports older than 4 years shall not be considered for eligibility and weightage purpose.
2. The Junior National Tournaments in games recognized by ISUB (AIU) or Haryana State Sports Dept. shall also be considered for eligibility and weightages for admission to B.P.Ed. course.
3. Those candidates who have won positions in All India Inter University championship shall be exempted from Physical Efficiency Test (PET) if he/she got injured and having an authentic certificate from the medical practitioner of a recognized Govt. Hospital. The authenticity of the certificates shall be ascertained by the panel of teacher of the Department of Physical Education. The panel of teachers shall be constituted by the Chairperson.
4. Those candidates who have won position in All India Inter University championship shall be given 5% relaxation in eligibility condition of academic merit (score).

11. Diploma course in Physical Education (D.P.Ed.)

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

AND

In addition to fulfil the academic condition and sports eligibility the candidates are required to qualify the Physical Efficiency Test (PET) (Canadian Test). However, no marks shall be given for this test. The guidelines for the test are given in Appendix “B”.

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

- A. The eligibility conditions for admission will consist of two components:
 - a) Academic merit
 - b) Technical eligibility consisting of two components i.e. Physical Efficiency Test (PET) and sports participation as well as gradation certificate.
- B.
 - (i) Sports participation certificate as well as gradation certificate issued by the Directorate of Sports Haryana having a minimum grade of D-II will be the minimum eligibility for D.P.Ed. course.
 - ii) Physical Efficiency Test (PET) will be conducted by the University on the University campus on the dates to be notified by the University.
- C. The college is required to deposit Rs.100/- per student to conduct the Physical Efficiency Test (PET) in the University and submit the receipt to the Chairperson (Physical Education) before the conduct of physical efficiency test.
- D. The college will submit the list of candidates along with the duplicate copy of admission forms to the Chairperson (Physical Education) for verification. Photocopy of the Admission Form shall not be entertained at any cost. The same will be sent to R&S branch for further action after doing the needful.
- E. After the completion of Physical Efficiency Test (PET), the University will declare the result of successful candidates. The college will collect the list of candidates who had appeared and passed their Physical Efficiency Test (PET) from the office of Chairperson (Physical Education) on the next day of PET. Accordingly, the college will make admissions from amongst the candidates who would have qualified their Physical Efficiency Test (PET) strictly on the basis of merit and eligibility criteria approved by the University.
- F. The Principal/Director of the concerned college/institute will be held personally responsible for fake and wrong admissions.

- G. The candidate must be eligible on the last date of submission of Admission Form. Physical Efficiency Test (PET) will be conducted for the eligible candidates only. Principal of the concerned College shall certify the eligibility of the candidate.

12. **Post Graduate Diploma in Journalism & Mass Communication**

B.A./B.Sc./B. Com. with at least 45% marks in aggregate or any other examination recognized by Indira Gandhi University, Meerpur, Rewari as equivalent thereto.

13. **P.G. Diploma in Rehabilitation Psychology**

Entry Criteria: The minimum basic eligibility criteria will be Graduation in Psychology with at least 45% marks in aggregate in Psychology as major subject or as one of the major optional papers in all the three years of Graduation.

Admission Procedure: The Admission shall be made by the Head of the Institute/Department of Psychology. Admission will be through a written test of 60 minutes duration consisting of the following:-

1. General Mental Ability	80
2. Awareness and interest in the area of rehabilitation of the disabled	20
3. Total marks	100

14. **P.G. Diploma in Nutrition and Dietetics**

B.Sc.(Home Science)/B.A.(with Home Science) having 45% marks in aggregate or any other examination recognised as equivalent thereto. A weightage of 5% will be given to the students who have passed B.Sc. (Home Science)/(Human Nutrition and Dietetics).

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

Bachelor Degree in any discipline with at least 45% marks in aggregate or any other examination recognized by Indira Gandhi University, Meerpur, Rewari as equivalent thereto.

16. **Post Graduate Diploma in Fashion Designing :**

A person who has passed one of the following examinations with at least 45% marks in aggregate shall be eligible for 1st year (Part-I) class of P.G. Diploma in Fashion Designing:-

- (i) B.A./B.Sc./B.Com.(Pass)/B.Sc. (Home Science) examination
- (ii) B.A./B.Sc./B.Com. (Hons.) examination

- (iii) An examination of any other University recognised as equivalent to (i) or (ii) above.

17. Post Graduate Diploma in Yoga Science:

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

18. Master of Computer Applications:

Passed B.C.A./Bachelor Degree in Computer Science Engineering with at least 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by Indira Gandhi University Meerpur as equivalent thereto.

OR

Passed B.Sc./B.Com./B.A. with Mathematics at 10+2 level or at Graduation Level (with additional Bridge Course as per the norms of the University) with at least 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by Indira Gandhi University Meerpur as equivalent thereto. Admission to MCA course shall be made according to the State Reservation Policy by the Colleges/Institutes at its own level with full transparency and strictly on the basis of academic merit.

- 19. M.Tech. courses:** As decided by the HSTES, the admission to M.Tech. courses will be made by the University in respect of Colleges affiliated to it; firstly on the basis of GATE score and thereafter on the basis of marks obtained in the qualifying examination, if seat(s) remain vacant.

20. Bachelor of Architecture (B.Arch.)

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

That he/she has passed senior secondary (10+2) examination of Haryana School Education Board or its equivalent examination from a recognized Board with Mathematics and must

have obtained at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) without rounding off in the aggregate.

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

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

A person shall be eligible for admission, who has passed the Bachelor's Degree in Architecture/Planning or its equivalent examination obtaining at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) without any rounding off in the aggregate.

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

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

OR

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

OR

Any other examination recognized as equivalent thereto.

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

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

OR

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

Note: Admission to MBA course shall be made according to the State Reservation Policy by the Colleges/Institutes at its own level with full transparency and on merit, firstly on the basis of CMAT score (or any other AICTE recognized test score) and thereafter on the basis of marks obtained in the qualifying examination, if seat(s) remain vacant.

CHAPTER - VI

MIGRATION, ENROLLMENT AND FEE DETAILS

i. Registration Return/Continuation and Fee Details:

The Principals/Directors of affiliated/maintained colleges/institutes & Chairpersons of University Teaching Departments will complete the process of online submission of Registration Return & Examination Form and Continuation Return (particulars in the RR/CR should be as per documents of the students) within 10 days from the last date of normal admission/open physical counseling of a course and a “Hard Copy” of the same will be submitted along with all types of required certificates/documents (photocopies duly attested) exhibiting their eligibility and migration certificates in the R&R Branch within 7 days after completing all formalities i.e. depositing of required fee mentioned in the Fund Transfer Report (FTR) relating to different type of fees applicable for a session latest by the date notified by the University. A copy of fee receipt should also be submitted in the office of Dean Student Welfare.

If a College/Institute/UTD fails to submit the documents/certificate along with the hard copy of the RR, the late fee as under will be charged as per prescribed schedule:

- a. For 1-15 days late after the expiry of normal due date: Rs. 750/- per student
- b. For 16-30 days late after the expiry of normal due date: Rs. 1500/- per student
- c. For 31-45 days late after the expiry of normal due date: Rs. 2500/- per student
- d. For one week before commencement of Examination and after that no request will be considered in any circumstances: Rs. 5000/- per student with the permission of the Vice-Chancellor.

ii. Migration and Fee Details:

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

migration certificate shall not apply in the case of students passing their examination from foreign Universities.

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

**All UG/PG Programmes/Courses (except B.Ed. & M.Ed. Regular Courses)
University Campus / Affiliated College
Session 2023-24**

Period	Late Fee	Remarks
Upto 31 st January, 2024	Rs. 500/-	
Upto 31 st March, 2024	Rs. 1000/-	
Within One Year as per EC Reso. No. 26, dated 06.09.2017	Rs. 2000/-	Year to be counted after 31 st March of the academic year in which admission was made
Within Two Year	Rs. 3000/-	do
Within Three Year	Rs. 4000/-	do
Within Four Year and above	Rs. 5000/-	do

For B.Ed. & M.Ed. Regular Courses

Period	Late Fee
Upto 31 st March, 2024	Rs. 500/-
Upto 30 th April, 2024	Rs. 1000/-
Upto 31 st May, 2024	Rs. 2000/-
Upto Completion of Course	Rs. 5000/-

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

In case a College/Institute fails to do the needful, the RR & exam form shall be accepted with requisite fee in one go and penalty of Rs.10/-per student per day shall be charged in

respect of each kind of fee separately as already provided in ordinance before one month of the commencement of examination of a course. After that the Registration Return & Examination Form with late fee as referred above will be accepted before ten days of the commencement of examination with the approval of the Vice-Chancellor.

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

iii) Migration certificate received after the above mentioned schedule will not be accepted in any case and the candidature of the student shall stand automatically cancelled. The fee for each kind of fee drawn in favour of the officers mentioned in note-(i) in respect of all the students of each class at the rates(per student per annum) prescribed by the University as mentioned below are to be sent along with Registration Return.

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

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

(iii) Radhakrishnan Fund: Rs.70/-

(iv) Development fee:

- | | |
|--------------------------|---|
| a) Arts/Science/Commerce | Rs.150/- (Rs. 100/- to be remitted to University) |
| b) BBA | Rs. 1200/- |
| c) BCA/M.Sc. (Com. Sci.) | Rs. 1800/- |
| d) M.P.Ed./B.P.Ed. | Rs. 2500/- |
| e) C.P.Ed. | Rs. 1250/- |
| f) Professional Courses | Rs. 1000/- |

(v) Holiday Home Fee Rs. 20/-

(vi) Youth Welfare Fee:

- | | |
|--------------------------|--|
| Non-professional courses | Rs. 60/- (Rs. 40/- to be remitted to Uni.) |
| Professional Courses | Rs. 150/- (Rs. 100/- to be remitted to Uni.) |
| M.C.A. course | Rs. 500/- (Rs. 250/- to be remitted to Uni.) |

(vii) Sports Fee Rs. 120/- (Rs. 80/- to be remitted to Uni.)

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

(ix) Curriculum Charges	Rs. 50/-
(x) Youth Red Cross Fee	Rs. 80/- (Rs. 40/- to be remitted to Uni.)

Entry Fee for Zonal Youth Festival

a) strength upto 200 students	Rs. 2000/-
b) strength upto 500 students	Rs. 3000/-
c) above 500 students	Rs. 6000/-
Tech. Management fest	Rs. 4000/-

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

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

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

Note:-

- i) No one shall be admitted to the University for any examination of the University unless he/she has been registered as a student of the University.
- ii) If a student's name is struck off the rolls of a college or he migrates to another college or is rusticated or expelled, such a fact shall immediately be reported to the R&S Branch of this University for record in the Register of students and for such other action as may be necessary. The candidates seeking admission to the college must ensure that they fulfil the requisite qualifications as prescribed in this Brochure / relevant Ordinances. Their admissions to the courses will be purely provisional subject to verification of their eligibility by the College/University as per rules in force. In case,

a candidate is found ineligible at a later stage the provisional admission granted to him/her by the college shall be cancelled and he/she shall have no right for admission to the course or refund of the fees paid by him.

iii) The candidates must have passed the qualifying examination with the requisite percentage of marks as per this Brochure of the University. The combination of subjects must have been offered by the candidates as per provision in Brochure/ Ordinance(s).

iv) The Entry fee for Zonal Youth Festival/Tech. Management shall be payable even if a college does not participate. The entry fee will be deposited with the Director Youth Welfare along with Youth Welfare Fee and Holiday Home fee in the starting of the session. Entry forms may, however, be entertained upto five days before the date of commencement of the festival.

Chapter VII

CHANGE OF CATEGORY/SUBJECT(S) OR COURSE

1. A student of Three Year Degree Course Part-I (Sem-I) may be permitted to change his/her subject(s) or Course within one month from the commencement of the session or within one month from the date of admission whichever is later. However, in a genuine case such as parents transfer or a student coming from overseas, this rule may be relaxed on the recommendations of the Principal/Director of a college/institute and the change from one subject to another may be allowed upto the end of the first semester at the risk and responsibility of the student himself.
2. A student of B.A./B.Sc. Part-II (Sem-III) may be allowed to change only one subject within one month from the commencement of the session subject to the following conditions :-
 - (i) Change of subject will be allowed only within the Faculty.
 - (ii) Change to a subject involving practicals will not be allowed.
 - (iii) The candidates will be treated as reappear in changed subject of Part-I (Sem-I & II) and he/she will be required to clear the same within the permissible chances as available to other students having compartment in part-I (Sem-I & II). The candidate having re-appear/compartment in Part-I (Sem-I & II) examination will be allowed to change the subject in which he/she has been placed under compartment only. The candidate will be required to get revised Detailed Marks Card of Part-I (Sem-I & II) from the concerned Result Branch while changing the subject. It will not be necessary for him/her to attend the Part-I (Sem-I & II) classes of the subject concerned.
3. The lectures in the case of a student allowed to change his subject(s) under this Ordinance shall be counted from the date of the change.
4. A student after passing B.A./B.Sc./B.Com. (Hons.) Part-I (semester I) be permitted to change over to the B.A./B.Sc./B.Com. Part-II (semester III) within one month of the start of admission to this course provided that the Principal of the College where he/she is studying is satisfied that the student will be able to carry on with the new course.
 Provided that a student after passing B.Sc./B.Com. (Hons.) Part-I (Sem-I & II) examination shall have to appear in the subject of English of B.A. Part-I (Sem-I & II) along with B.A. Part-II (Sem-III & IV) examination, unless he/she has already qualified in this subject.

5. A student may be allowed to change from Honours to Pass course and vice-versa on the recommendations of the Principal/Head of the Department concerned within one month from the date of his admission to Part-I (Sem-I), if otherwise eligible.
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Chapter -VIII

PROVISIONS FOR DEFICIENCY IN ATTENDANCE

1. Unless otherwise provided in any other Ordinance of a Programme/Course, a candidate who had not attended the percentage of lectures/ practicals etc. as prescribed by the Ordinance, and the deficiency thereof has not been condoned by the Principal/Director of the College/Institute shall not be eligible to appear in the examination. The Principal/Director of the College/Institute can condone deficiency in lectures in various courses run in the affiliated Colleges upto 20%.
2. The Principal/Director of the College/Institute may condone shortage in lectures on the following grounds :
 - i) Illness of self.
 - ii) Illness/death of parents, brother, sister or any other close family member.
 - iii) Any other reason beyond the control of the student to the satisfaction of the Principal/Director of the college/Institute.

In case of (i) and (ii) above, the student must produce valid proof from a Govt. Health Centre/Hospital including various Hospitals which have been approved by the Govt. of Haryana for seeking treatment by State Govt. employees.

If the Principal/Director of a College/Institute is not satisfied with the reasons for the shortage given by a student, it is not obligatory on his/her part to condone the shortage. The decision of the Principal/Director of the College/Institute in the matter shall be final.

No students shall be deemed to have pursued a regular course of study unless he/she has attended not less than 65% of the lectures delivered in theory as well as practical, unless otherwise provided in any Ordinance. Relaxation in shortage of lectures upto 20% will be allowed by the Principal/Director/Head of the College/Institute on the grounds detailed above. The name of the students remaining absent for 10 consecutive working days during the academic session without any notice shall be struck off from the rolls of the College/Institute.

However, re-admission may be allowed on payment of Rs. 1500/- along with required fine of Rs. 10/- per lecture on account of remaining absent from the classes within 15 days with the permission of the Vice-Chancellor. If a student fails to report within this time limit, the seat will be declared vacant to be filled according to university rules. Re-admission may be

allowed by the Vice-Chancellor only once on the recommendations of the concerned Head of the Institute on payment of prescribed re-admission fee. The information regarding struck off and re-admission shall be forwarded to the R&S Branch of the University by Principal/Director of concerned College/Institute within a week from the date of name struck off/re-admission.

3. If, at the time of submission of examination form a student has not completed the required percentage of attendance etc. his name may be sent for the examination provisionally. The Principal/Director shall, 15 working days before the date of commencement of examination, intimate to the Registrar/Controller of Exams if the student has made up the required percentage of attendance or if the deficiency has not been condoned. If Roll No. slips in respect of such students are received by the Principal/Director, these shall be immediately returned to the Registrar/Controller of Examinations.
4. Attendance at Seminars will be counted as lectures but a test for quiz shall not count for this purpose.
5. If a student migrates from another University/College, the lectures/practical, etc. attended by him/her at the previous institutions shall be taken into account for determining whether he/she has attended the requisite percentage of lectures/practical etc.
6. If the percentage of attendance is deficient on account of :
 - a. participation in University or Inter Collegiate Sports Tournaments/Youth Festivals with the previous sanction of the Principal;
 - b. (i) participation in Inter University Sports Tournaments Youth Festivals with the previous sanction of the Principal;
 - (ii) attendance at the NCC/NSS Camps or University Educational Excursions certified by the Principal;
 - (iii) attendance at Mountaineering Courses by students selected by the University / College;

The lectures/tutorials/practicals work delivered/done during the period of absence on account of participation in aforesaid be not taken into consideration while counting the number of lectures delivered or tutorial/practical work done provided that the total period of absence in the case of (a), (b) (ii) and (b)(iii) shall not exceed 21 days and in the case of (b) (i) 30 days in an academic year.

7. In the case of a candidate appearing in any competitive examination conducted by Government for Public Services, the days spent in the examination (i.e. from the first to the last paper of the candidate concerned and in travelling connected therewith) shall be counted on production of satisfactory evidence as attendance at lectures delivered to his class during the aforesaid period subject to a maximum of ten days in an academic year.
8. A student of a College/Institute who is unable to appear in an examination owing to shortage in prescribed course of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year (in the following examination, if he is a candidate for an examination for which a supplementary examination is held for failed candidates) if he attends the College for at least one term to make up the deficiency in the subject(s). If he leaves the college after one term he may be allowed to appear in the examination as an ex-student but if he attends the College for the whole academic year and completes the requisite percentage of lectures in that year, he may be allowed to appear in the examination as a regular student.

Such a student shall be charged tuition fee for each full term in which he attends classes.

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

9. Students, who voluntarily donate blood to the Blood Bank may be given the benefit of attendance of all periods for that day. This will apply to all courses.

CHAPTER-IX

RESERVATION OF SEATS AND WEIGHTAGES

1. Reservation of Seats:

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

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

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

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

Further, 3% reservation is also provided to Ex-serviceman/ Freedom Fighter and their dependants by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned year wise rotational system will be adopted. For example if Block-A of Backward Classes are given seats in academic year 2022, the next Block i.e. (B) Block of Category of Backward Classes will be given seats in the next academic year 2023 and so on.

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

2. **Guidelines for Reservation**

- i) A candidate who applies for a reserved category or for both reserved and general categories will be considered first in general category. In case, he is not selected in general category, he/she will be considered for reserve category.

The Scheduled Castes/Backward Classes candidates who get selected /admitted in Educational/Professional/Technical Institutions and Universities in open competition on the basis of their own merit, will not be counted against the quota reserved for scheduled caste/ backward classes, rather they will be treated as open competition candidates. However, such candidates shall fulfill condition of eligibility regarding age etc. as are meant for general category candidates (Memo No.13864-75 dated 24.8.2012 received from the Principal Secretary to Govt. of Haryana, Welfare of Scheduled Caste and Backward Classes, Department, Chandigarh).

- ii) Benefit of reservation will be given to all the reserved categories upto scheduled counselling according to the reservation policy given in the Information Brochure. In case at the time of scheduled counselling the reserved seats of various categories remain vacant and no eligible candidates of the reserved categories are available, these vacant

seats may be thrown open to Haryana General Category. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown open to All India Open Category

- iii) If any seat remains vacant in sub-categories of BC(A) and BC(B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC(B) category remains vacant, the same will be filled up from BC(A) category and vice-versa.
- iv) A candidate having a minimum of 40% permanent disability will be considered physically handicapped for admission to a course, provided that the candidate is otherwise medically fit for the particular course. Such candidate will be admitted to the relevant courses on the basis of academic merit and not on the basis of degree of handicapped.

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

Sr. No.	Particulars	Marks
A.	Recipients of National Talent Award from the NCERT	5 Marks
B.	NSS Certificate	5 Marks
C.	For B.Com. 1st Semester Students who have passed the 10+2 examination with Commerce	5 Marks
D.	N.C.C. Cadets who possess the 'B' Certificate	5 Marks
	or Holders of Bharat Scouts & Guides Certificate awarded by the President of India (for admission to under graduate courses only)	5 Marks
	or SPORTS WEIGHTAGE FOR ADMISSION TO THE U.G. COURSES INCLUDING LAW 3-YEARS	5 Marks
	Guidelines for Sports Weightage Sports Certificate for weightage will only be considered if the candidate produce the State/National Position Holder Certificate from the respective State Govt./Sports Department. In case any State does not issue the gradation certificate, the following criteria will be adopted: a. In case of International/National participation or State Position Holder, a certificate of authenticity will be required from the concerned National Federation/ State Association. b. The game/event must be in the scheduled list of Association of Indian University Sports Calendar.	

	<p>c. The tournament must be organized by the Federation/Association duly affiliated with the State Olympic Association/Indian Olympic Association and Ministry of Youth Affairs & Sports.</p> <p>(No weightage will be given for participating/winning positions in the sports and games organized by Nehru Yuva Kendra/CBSE National, Vidya Bharati Nationals/Rural Tournaments/Panchayat Tournaments/Navaodya Nationals and invitation non-recognized tournaments/sports festivals).</p>	
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Example for preparing merit list:-

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

4. Admission against Supernumerary seats in the category of Outstanding Sports Seats

Conditions for admission against sports seats (PG Courses):-

One seat in each PG Course (except the courses in which the admission made through Central/State Statutory Bodies i.e. AICTE/BCI/PCI/NCTE etc.) in the College/Institute where the strength is upto 30 and 2 seats where the strength is more than 30 have been earmarked for outstanding sports person(s) over and above the sanctioned intake. The eligibility criteria will be as under :-

- I) The candidates should fulfil the minimum eligibility conditions prescribed in the Admission Brochure/Ordinances.

Cat. A-I :

- (i) The Candidates should have won 1st / 2nd / 3rd position in Olympic Games, World Championship, World Cup, World University Games, Devis Cup, Wimbledon Championship, U.S. French and Australian Open Tennis Championship, Thomas Cup, Uber Cup, All England Badminton Tournament.

- (ii) Participation in the above mentioned tournament.

Cat A.-II :

- (i) 1st / 2nd / 3rd position in Champions Trophy, Common wealth Games, Common Wealth Championships, Asian Games, Asian Champion ships, Asian Cup, World

University Championship, Cricket Test Matches, One Day International Cricket Matches, International Athletic Permit Meet and SAF Games.

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

Cat B.-

- (i) 1st /2nd / 3rd position in All India tournaments/ National Games/ National Championships/ Federation Cup organized by National Sports Federations recognized by the Govt. of India.
- (ii) Participation in the above mentioned in B-category

Cat C.-

1st/2nd /3rd position in zonal Inter- University tournaments/ zonal national tournaments/ representation of All India University team.

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

- III) The candidates should be eligible for Inter – University Tournaments during the year of admission.
- IV) There should be continuity of participation of the applicant at various levels including Inter-Varsity Tournaments and his/her performance should not be more than one year old.
- V) The candidate better in sports will be admitted as per merit.
- VI) The candidate better in sports will be admitted as per merit decided by the Admission Committee of the concerned Department/ College. However, the Director Sports will guide the Admission Committee with regard to checking the genuineness of the certificates/merit.
- VII) In case of tie in sports merit, the candidate better in academic merit be given preference.
- VIII) The age of the student should be between 17 years to 25 years.
- IX) The sports certificate and photograph of the player must be attested by the Secretary of the concerned federation.
- X) The candidate must possess the graduation certificate (other than University Tournaments) from the Sports Dept. of his/her state, on the basis of his/her

representation/position at National/Inter-National /Zonal/State level tournament in the games recognized by AIU from time to time.

- XI) In case, there is no availability of Coach in the University, for the game in which the student is seeking admission, then University will hire the services of the Coach from Sports Department of Haryana.
- XII) Only those games which are recognized and adopted by the Inter-University Sports Board of India and approved by AIU will be considered for determining admission against sports seat.
- XIII) It will be mandatory for the admitted students to participate in the Sports activities of his/her Department/University and should have consistently participated in Sports activities.

NOTE:

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

Conditions for admission against sports seats (UG Courses):-

One seat in each course (over and above the sanctioned intake) where the sanctioned intake is 30 seats and two seats where the sanctioned intake is more than 30 be earmarked in B.A/B.Sc./ B.Com. and all other UG Courses (excluding Technical Professional Courses) subject to the following conditions :-

- i) The Candidates should fulfill the minimum eligibility conditions prescribed in the Admission Brochure/Ordinances.
- ii) I/II/III position/participation at the School National Tournaments.
- iii) I/II/III position/participation at the School National Games and Sports.
- iv) I/II/III position holder at the State level Tournaments.
- v) The candidate better in sports will be admitted as per, merit decided by the Director (Sports) of the University on the basis of criteria to be laid down for sports merit.

- vi) In case of tie in sports merit, the candidate better in academic merit must be given preference.
- vii) The age of the student should not exceed to 23 years.
- viii) It will be mandatory for the admitted students to participate in the sports activities of his/her Department/College/ Institution and should have consistently participated in the sports activities.

Admissions for Kashmiri Migrants

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

5. Admissions against Supernumerary Cultural Activities Seats

One supernumerary seat in each College/Institute will be earmarked to promote cultural activities subject to the fulfilment of the following conditions :

- (i) Any position in the National Youth Festival organized by the Association of Indian Universities, New Delhi.
- (ii) First position holder in the North Zone Inter University Youth Festival organized by the Association of Indian Universities.
- (iii) The age of the student should not exceed 23 years.
- (iv) It will be mandatory for the admitted students to participate in the cultural activities of his/her College/Institute and should have consistently participated in the youth festivals.
- (v) The maximum age limit to participate in the Youth Festival of IGU and Association of Indian Universities is 25 years. So when a student takes the admission in any College/Institute with an age of 23 years can participate for next two years as per rules.