

INSTRUCTIONS/GUIDELINES
FOR ADMISSION TO VARIOUS
COURSES FOR THE SESSION
2019-20



KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by the State Legislature Act- XII of 1956)

Website:- www.kuk.ac.in

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act- XII of 1956)
("A+" Grade, NAAC Accredited)

No. Regn/R-I/2019/128-562

Dated: 25/06/2019

To

1. All the Chairpersons/Directors of University Teaching Departments/Institutes, Kurukshetra University
2. The Principals/Directors of all the Colleges /Institutes affiliated with Kurukshetra University

Subject:- Instructions/Guidelines for Admission to various Courses for the Session 2019-20 Submission of Registration Return thereof.

Dear Sir/Madam,

The Academic Session 2019-20 will commence with admissions to various courses from 01.07.2019. The admissions are required to be made strictly according to the provisions of the rules as contained in respective Ordinance(s), the instructions already issued from time to time, and the instructions uploaded on University website by the Deputy Registrar (Academic) vide his letter No. ACM-3/Admn.13 (ii)/ 19/8432-8506 dated 24.5.2019 already uploaded on the University website: www.kkuk.ac.in. However, the main instructions relating to admissions for various courses and submission of Registration Returns there of to the University, are being sent herewith.

The main points of these Instructions/Guidelines be incorporated in the Prospectus of the College/Department (in case, the Prospectus is published separately by the Department itself). In addition, a copy of these Instructions/Guidelines be also displayed on the Notice Board of the College/Department for information of the students and for wide publicity.

Nothing contained in this letter would be construed to convey sanction or cited as an authority for which University Regulations in Calendar Volumes-I, II and relevant rules in Volume-III alone are applicable.

You are, therefore, requested kindly to get the Registration Returns prepared accordingly after admissions and send the same to this office, duly checked and authenticated, within the schedule of time fixed for this purpose.

Specimen of Blank Registration Return Forms alongwith other relevant Proforma attached can be downloaded from our Website www.kuk.ac.in

Yours faithfully,

Superintendent (Regn.)
For Registrar

Encl:- ***Detailed Instructions/Guidelines***
(From Page- 1 to 38)
 Specimen Regn. Return Proforma
(From Page- 39 to 60)
Contd...p/2...

Endst.No. Regn/R-I/2019/563-577

Dated: 25/06/2019

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

1. Director Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula.
2. Director, Technical Education, Haryana, Panchkula.
3. Dean Academic Affairs, KUK.
4. Dean of Colleges, KUK.
5. Superintendent O/o the Vice-Chancellor, KUK.
6. Finance Officer, KUK.
7. Deputy Registrar (S.C. Cell), KUK
8. Deputy Registrar (Academic), KUK.
9. Deputy/Asstt. Registrar (R-I), KUK.
10. Asstt. Registrar (R-II), KUK.
11. Asstt. Registrar (R-III), KUK.
12. Assistant Registrar O/o Registrar (for kind information of the Registrar), KUK
13. PA to Vice-Chancellor/Controller of Exams-I&II./Director, Distance Education (for kind information of the Vice-Chancellor/Controller of Exams./Director, Distance Education), KUK.
14. Superintendents (Colleges) (I & II), KUK.
15. All the dealing Assistants (Regn. Branch), KUK

Superintendent (Regn.)
for Registrar

KURUKSHETRA UNIVERSITY KURUKSHETRA

A. GENERAL INSTRUCTIONS/GUIDELINES FOR ADMISSION TO VARIOUS COURSES ADMISSION COMMITTEE AND ADMISSIONS

1 Every College/Department/Institute shall constitute an Admission Committee to be appointed by the Principal/Chairperson from amongst the teachers of the College/Department and SC/ST representative must be included in the Admission Committee.

All the admissions should be made by the Department/College/Institute through the **Admission Committee** to be constituted strictly in accordance with the rules as contained in the Ordinance for the relevant course/class appearing in the University Calendar Volume II, 2014. 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 be kept in view.

If any wrong/irregular/ Ineligible/excess admission without finalization of eligibility is made and such ineligible students appears the Examination the entire responsibility will rest upon the Principals/Chairpersons of the Colleges/Departments concerned.

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 such 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 may also be ensured that the candidate seeking admission is eligible. If there is any doubt, regarding Equivalence of University/Board/Course, a clarification to this effect must be sought from the Asstt./Dy. Registrar (Academic) before the finalization of admission.

2. ALLOCATION OF SEATS:

Admission of students in no case should exceed the sanctioned strength of each Class/Course. However, Instructions regarding additional seats circulated by Academic Branch vide its letter No. ACM-3/Admn.33(ii)/7/5573-5627 dated 24.04.2017 may be kept in view while making admission. Admissions allowed in excess of the sanctioned strength will be the sole responsibility of the Principal/Chairperson/Director of the College/Department/Institute concerned and the University will take strict action for allowing wrong/excess admission. The Dean Academic Affairs and the Dean of Colleges will exercise control and supervise the admissions in the UTDs and in the Colleges affiliated with this University respectively. A copy of the details showing sanctioned strength of each class/course/subject be prepared on format **RF-10A (with photocopy of affiliation letter)** by the Principal/Chairperson/Director and 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 Colleges Branch of this University. In case admissions to any fresh class/course is/are made, Registration Return with a copy of approval for affiliation be sent with Registration Returns failing which Registration Returns will not be entertained.

3 **RECOGNITION OF EXAMINATION**

Complete information regarding Recognition/Equivalence of examinations of other Universities/Institutes /Boards and the rules of Equivalence for higher studies at this University are available in the Book of Equivalence of Kurukshetra University and the same has been displayed on K. U. website i.e. www.kuk.ac.in. However, in a particular case where equivalence of examination of any University/Institute has not been considered so far, the eligibility of such case can be finalized for the purpose of higher studies, keeping in view the terms and conditions given under Note No. 41 & 42 or 44, as the case may be, appearing at page : 316-317 of the Book of Equivalence.

10+2 level Examination of various States/Boards of Education recognized by the Kurukshetra University, Kurukshetra for the purpose of Higher Education, lists in the Book of Equivalence be treated as recognized HAVING PASSED WITH FIVE SUBJECTS INCLUDING SUBJECT OF ENGLISH.

A list of de-recognized Board/ Universities and fake Universities as circulated by the UGC is attached for your ready reference. However, updated list can be downloaded from the UGC website i.e. www.ugc.ac.in . An updated Book of Equivalence of (Indian/ foreign) Examination is available with the Manager (P & P), K. U. Kurukshetra which can be obtained on payment, the same has also been displayed on KU website.

Bihar School Examination Board, Patna has been recognized by this University subject to checking and verification of the certificate issued by that Board.

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 Ordinance(s) must strictly be adhered to.

To avoid unnecessary delay, the Registration Branch/

Department/Institute/College/Examination Branch may finalize the eligibility at their level.

ELIGIBILITY

4. Eligibility of students who have passed their qualifying examination from Board of School Education, Haryana/other Boards/Universities including Kurukshetra University, be checked properly and admissions be allowed in accordance with the provision of rules of the Ordinance concerned. The particulars of the candidate i.e. **Name, Father's Name, Mother's Name should strictly be the same as mentioned on the qualifying examinations** and their Registration Return must reach in the Registration Branch as per schedule alongwith 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.

Candidate(s) placed under compartment in one subject only can be admitted provisionally to Part-I of B.A./B.Sc./B.Com./BCA/BIM/BTM at his/her own risk/responsibility subject to passing their compartmental subject before commencement of the Examination of 1st semester of the year as per provision of rules, contained in the respective Ordinance.

Admissions of all such cases will be subject to their fulfillment of the minimum eligibility conditions. Registration Returns of all such cases be sent on Format RF-4/4A and the same must be accompanied by legible photocopies of the lower qualifying examination, duly attested by the Authority as detailed above. For regularization of admission of such students, photocopies of the certificates, duly attested, of the examination passed by the candidate(s) in supplementary examination, be sent, in person, to this office immediately after the declaration of the result but before the commencement of examination of 1st semester of the year as the case may be.

** 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.

Compartmental candidates are not eligible for admission to various P.G. Professional/Tech./Medical/Para-medical Courses. Therefore, all such requests may not be considered at all. Concerned Ordinances be kept in view while making admissions. However for other P.G. courses (in affiliated Colleges only) students having re-appear in only one paper either in 5th OR 6th Semester at Under-graduate level other than the subject/paper in which he/she has sought admission in Post-graduate Course (s) may be allowed to seek

admission in any Post graduate course (s) subject to the condition that they will not be allowed promotion in the 3rd Semester of Post-graduate Course, if they fail to pass the concerned one paper of their graduation before the commencement of the 3rd Semester and their provisional admission in the P.G. Course will be cancelled. However, students who have clearly passed graduation have to be considered for admission first and thereafter for remaining seats reappear candidate are to be considered.

All the Chairpersons/Directors of UTDs/Institutes/ Principals/Directors of all the Colleges /Institutes affiliated with Kurukshetra University concerned are requested to:

- i) **Ensure that ineligible candidate(s) is/are not allowed admission in the College/Dept./Instt. and for this 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 Ordinance, if any, will rest entirely with the Principal/Chairperson/Director of the College/Department/ Institute concerned, admission of such students may be treated as cancelled ab-initio and necessary steps will be initiated against the college as per University rules. 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/Department/Instt. concerned and in case it is to be defended by the University, the expenses incurred on the said civil suit will have to be born 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, all the Principals/Chairpersons/Director of the Colleges/Deptts., especially the Principals of the professional Colleges, be directed to be more vigilant and 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.**

The above mentioned decision of the Hon'ble High Court should be strictly adhered to in letter and spirit.

THE RULES REGARDING THE ADMISSION OF EASTERN INSTITUTE FOR INTEGRATED LEARNING IN MANAGEMENT, UNIVERSITY AND CMJ UNIVERISTY, MEGHALIYA IS AS UNDER:

1. The candidates who have passed their qualifying examination from EILLM 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.
2. 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.
3. Regarding the CMJ University, the Academic branch has already circulated the notification Endst. No. ACM-11/ Mics.30146-30205 dated 29-7-2013, issued by the Principal Secretary to the Governor of Meghalia.

ADMISSION CONCESSIONS FOR COLLEGES/INSTITUTES AFFILIATED WITH THE KURUKSHETRA UNIVERSITY FOR UNDER-GRADUATE AND POST-GRADUATE COURSES FOR THE SESSION 2019-20.

In addition to the sanctioned seats, additional seats for the following categories will be as under :

- (i) **Two additional seats in P.G. courses including Law (3 Yr.) & Integrated courses** and 10 seats in Arts, 05 seats in Science and 05 Seats in Commerce in TDC Part-I over and above the sanctioned seats for the outstanding sports persons (except the courses in which admissions are being made by the Haryana State Counseling Board/A.I.E.E.E.) w.e.f. the session 2019-20 as per the following criteria :

NORMS, GUIDELINES & CRITERIA TO DECIDE THE MERIT FOR OUTSTANDING SPORTS PERSON FOR 2 ADDITIONAL SEATS IN P.G. COURSES INCLUDING LAW (3 YR.) & INTEGRATED COURSES

Norms For Outstanding Sports Person : Outstanding Sports Person means a person who has atleast represented the University or State in the Inter University or Senior National Level Championship or above. This include (Senior National, Federation Cup, National League, Inter Zonal National, National Games/National University Games during the course of his/her Graduate/Post Graduate studies).

Guidelines for Sports Seats

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

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

- a) In case of International/ National participation or Position Holder, a certificate of authenticity will be required from concerned National Federation/State Association.
- b) In case of Inter University Participation or Inter University Position Holder other than Kurukshetra University, a certificate of authenticity from the Director Sports/Head of Sports of the concern University will be required.
- c) The game/event must be in the scheduled list of Association of Indian University Sports Calendar.
- d) The tournament must be organized by recognized Federation / Association duly affiliated with State Olympic Association/ Indian Olympic Association and Ministry of Youth Affairs & Sports.
- e) **Achievements of the preceding three years will be considered for Under-Graduate courses.**
- f) No sports achievement lower than the above will be considered for admission for outstanding sports person category, even if the seats remain vacant.

Criteria to decide the Merit

- a) In case of tie in the Sports achievement level then the maximum number of achievements at the same level of the minimum eligibility under sports criteria will be taken into account for deciding the merit.
- b) If still there is tie, then the marks obtained in the Entrance Test will be considered for deciding the merit.
- c) If still there is tie, then the marks obtained in the Qualifying Exam. will be considered for deciding the merit.
- d) If still there is tie, then the age will be considered for the merit (higher in the age will be considered for the merit).

No weightage will be given for participating/winning positions in the sports and games organised by Nehru Yuva Kendra/CBSE National, Vidya Bharti Nationals/Rural Tournaments/Panchayat Tournaments /Novaodya Nationals and invitation non-recognised tournaments /sports festivals.

Norms, guidelines & criteria to decide merit for 10 seats in Arts, 05 seats in Science and 05 seats in Commerce for outstanding sports person in TDC part-I & 02 seats in Integrated courses.

- (ii) One additional seat shall be for NCC candidates who attended the R.D.

Parade and Camp in all courses over and above the sanctioned seats.

- (iii) One additional seat shall be for NSS merit certificate holders who attended the R.D. Parade and Camp in all the courses over and above the sanctioned seats.
- (iv) One additional seat in each course shall be for deserving Parsi Students.

At the time of admission Principal of concerned College will ensure Authenticity of the Sports Certificate.

5. **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 Asstt./Dy. Registrar (Registration).**

- a) For admission to foreign students, the condition of Entrance Test may be exempted and admission be made on first come first serve basis against seats reserved for foreign students.
- b) It may be ensured that the self supporting foreign students seeking admission to the College should not be considered for admission to any courses unless they are in possession of Valid Certificates duly signed and **student visa** issued by the Indian Embassies abroad as intimated by the Director General, ICSSR, New Delhi vide letter No.PSD/SEV/91 dated 31.3.1991. Accordingly applications of students having Tourist Visa or Entry Visa etc. must not be entertained. Change of Visa from “**Tourist**” to “**Student Visa**” will not be entertained.
- c) For Under-Graduate Courses in Engineering/Technology, foreign students should be considered for admission only against the seats reserved for them on the recommendations/sponsorship of the Ministry of Education and Culture and Ministry of External Affairs, Govt. of India.
- d) Only those students who are having valid Students Visa and authenticated original documents and fulfill eligibility conditions will be considered for Eligibility Certificates. Provisional eligibility certificate, in no case, will be issued to any foreign student who does not produce complete documents as per instructions from ICSSR, New Delhi.
- e) In case of a candidate who has passed the lower qualifying examination from a foreign University/Board, eligibility certificate for admission must invariably be obtained by him/her from the Registration Branch of this University only after having the Equivalence Certificate, if considered desirable from the Association of Indian Universities, AIU House, 16 Kotla Marg, New Delhi to facilitate his/her admission to programme of his/her choice. Such candidate must provide the following information as desired by AIU vide letter No.EV/III/758/260091-322 dated 19.3.1998:-
 - i) Degree/Diploma Certificate together with year-wise academic transcript marks

- sheet duly authenticated by Indian Mission abroad/concerned foreign mission in India;
- ii) Accreditation status of the degree awarding foreign University authority;
 - iii) A bank draft of US \$ 50 or equivalent Indian currency in favour of Secretary-General, Association of Indian Universities, New Delhi as fees.
(AIU does not recognize any degree/diploma awarded by accredited foreign University for programs/courses conducted in India).
 - f) NRI fee may be charged from the foreign students.

SENDING OF DOCUMENTS

6. **As no original documents except Migration Certificates are to be sent along with the Eligibility Forms/Registration Returns, strict vigilance may be exercised by the College/Department concerned about the genuineness of the DMCs/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 candidates should be debarred from admission ab-initio**

ADMISSION OF THOSE CANDIDATES WHOSE RESULTS OF QUALIFYING EXAMINATION ARE DECLARED LATE:

7. a) The Principals of the Colleges will make provisional admission of their students (already registered with this University) in promotional classes of B.A./B.Sc./B.Com./M.A./M.Sc./M.Com. etc. and their classes also be started from 16.07.2019 of Under-graduate and from 22.07.2019 of Post-graduate. On declaration of the result, if a student fails, his/her provisional admission shall stand cancelled ab-initio.

No students from outside/other colleges/departments/private candidate/distance education student may be granted admission to promotional classes of B.A./B.Com./B.Sc. and M.A./M.Com./ M.Sc. etc.

The Principals/ Chairpersons/ Director of the Colleges/Departments/Institutes concerned will allow provisional admissions to their own students who are already registered with this University and whose result of Under-graduate/Post-graduate Examinations are not yet declared by the University except UMC cases.

No admission shall be allowed after 22 August of the year. The lectures/attendance of such students will be counted from the date of admission.

- b) The Chairperson/Director/Principal of the University Teaching Depts/Institutes

Affiliated Colleges are requested to submit the late admissions/ promotional cases with details on RF 13 performa for admission to various courses are being run in the University Teaching Depts/Institutes affiliated Colleges.

- c) **Permission for joining late shall not be accepted as a justification for condoning deficiency in lectures.** Provided that in case of a candidate who is allowed late admission as a result of any change in the Rules/Admission Policy made by the University, the lectures shall be counted from the date of admission or from the 11th day of the date on which the decision to change the results/admission policy is taken, whichever is earlier.
- d) Provided further that in the case of a candidate who joined late owing to late declaration of result or who sought admission provisionally till the declaration of the result of the lower examination, the lectures etc. shall be counted from 15 days after the declaration of the result or the date of his joining whichever is earlier (kindly see Clause 11 of the Ordinance – V printed at Page-24-25 of the University Calendar Volume-I, 2009).

The shortage of lectures be notified at least thrice during the session by the Principals.

If a student fails to attend his/her classes continuously for seven days from the date of commencement of the classes or from the date of admission, his/her admission shall be cancelled.

If a student remains absent from the class for 14 days or more in a month, his name will be struck off from the rolls and his/her parents will also be informed.

An Official E.Mail ID will be allotted and communicated to every regular student by the concerned Colleges/Institutes for sending Official Communication to him/her.

8.

PROMOTION TO NEXT HIGHER CLASSES

Students of Post-Graduate Courses including LL.B.3 year, LL.M. and professional courses like BHM&CT, MBA-5 year, MBA(Hons.), LL.B.-5 years, B. Pharmacy etc. who are deficient in clearing 50% papers of their previous class(s) may be allowed to join the next higher class with an additional fee of Rs.500/- per deficient paper payable to the University.

9.

All students will be admitted by the College/Department 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 University ab-initio, I will abide by the orders of the University and forego every right to claim for it.”

COMBINATION OF SUBJECTS

10. 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 Principals/Chairpersons of the Colleges/Departments concerned.

ENGLISH AT QUALIFYING EXAM.

11. The candidates who have passed the qualifying examination from other Universities/Boards 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 in the Equivalence Book.

Hindi AT QUALIFYING EXAM

3-year Diploma for admission to three year Bachelor degree courses, provided the candidate shall pass the subject of Hindi(Core) of +2 level if not already passed at supplementary Exams. only of the same year of Admission

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 and the Principal of the College will be informed accordingly.

B. INSTRUCTIONS SPECIALLY FOR PROFESSIONAL COURSES

12. With regard to admissions in Professional Courses, the Principals of the

Professional Colleges/Institutes affiliated with this University shall strictly follow the minimum eligibility conditions as laid down in the concerned Ordinance of this University. Admissions of candidates with less than minimum eligibility conditions will not be regularized by the University in any case.

Special attention should be given by the Directors/Principals of all the professional Colleges/Institutes 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 Institute/College. Hence, it is necessary to keep in mind the following points while making admissions and sending the Registration Return to the University.

- a) In pursuance of the judgment of the Hon'ble Supreme Court in the case of P.A. Inamdar Vs. State of Maharashtra, AIR 2005 SC(3226), no admission be made henceforth against NRI Sponsored/industry seats as already notified vide this office Endst. No.ACM-3/Misc.06/17013-17072 dated 20.08.2007. NRI seats are to be filled up only from genuine NRI, their children and wards. In the Prospectus for the Session 2015-16 onwards, it should be clearly mentioned that seats earmarked for NRI category will only be filled up from the genuine NRI, their children and wards, as per direction of the Apex Court.
- b) As per discussion of the meeting of State Admission and fee Committee held on 25.4.2006, Registration Return Proforma for professional courses have been prepared. Hence, Registration Return will be accepted only on these revised proforma complete in all respect.
- c) **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. Any excuse like admissions are made through Counseling etc., Wrong admissions pointed out by the University on the receipt of documents, will not be accepted and Principals/Directors of Colleges/Instts. will fully be responsible for any wrong admission.**

C. SOME OTHER GENERAL INSTRUCTIONS:

13. All legal disputes relating to admissions of students will be subject to District Courts at Kurukshetra or Courts having jurisdiction at Kurukshetra.
14. **There shall be no rounding off percentage of marks from 0.5% and above to next higher number for determining the eligibility for admission to various courses (Ref. Academic: ACM-3/Admn.13(i)/14/4954-5093 dated**

5.05.2014)

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.

15. No course will be started if the strength of admitted students is less than ten, and no option will be started if the strength is less than five. All UTD/Colleges/Instt. Affiliated to KUK shall notify the options in each course with number of seats well before the admission and the options will be allotted on merit basis.
16. It may be ensured that the children of single parents are not denied admission in the College/Department 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 fulfillment of all other conditions of admission. In view of Memo No. 11/24-97(UNP)(i) dated 28.1.2000, all such students seeking admission may not be insisted on recording the names of both the parents.
17. The rates of fee/funds etc., shall be the same as prescribed by the University from time to time.
18. The Principals of the Colleges are requested to include the following in the Prospectus to avoid confusion at later stage.
 - i) Admissions in Colleges would be strictly on merit.
 - 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.
 - 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.
 - v) Students seeking admission in under-graduate courses on the basis of having compartment in one subject of 10+2 examination must clear his/her compartment subject before the commencement of examination of 1st semester of the year, as per provision of the concerned Ordinance. In case he/she does not clear the same, his/her admission shall be cancelled ab-initio. An undertaking to this effect must be taken prior to their admissions.
19. No Inter-College Migration shall be allowed by the University unless the student has been registered in this University.

20. No Inter-Varsity or Inter College Migration shall be considered during the Ist year of any Course or in the Course having one year duration.
21. Inter-College Migration shall not be allowed from affiliated Colleges of this University and Institutes/Teaching Departments or vice-versa.
- 21a 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.
22. **Reservation Policy of the State shall continue to be followed as uploaded on University website by the Academic Branch of this University vide their letter No. ACM-3/Admn.13 (ii)/19/8432-8506 dated 24-5-2019 and as amended from time to time by State Govt. In case of any doubt, clarification may be sought from the Deputy Registrar (Academic) of this University. 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/ST/Blind /Visually/Differently Abled etc candidates, the minimum less marks against 55%, 50% and 45% marks shall be calculated as under:-
 55 marks -2.75 marks =52.25 marks ($5/100 \times 55 = 2.75$);
 50 marks -2.50 marks =47.50 marks ($5/100 \times 50 = 2.50$);
 45 marks -2.25 marks =42.75 marks ($5/100 \times 45 = 2.25$);
- (iii) However, this relaxation is not applicable for LL.B. Professional-3 Yr. and B.A. LL.B. (Hons.)-5 Yr.
23. If the last date for admission falls on a holiday or that day is declared a holiday by the University/College, the next working day will be considered as the last date for the purpose.
24. The Principal of the College is permitted to admit the students after a gap of studies, if the student is otherwise eligible and his/her case falls under the admission policy.
25. No student be allowed promotion to the next higher class without Registration Number. If Principal of concerned College allows promotion without 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.
26. As decided in the meeting of the Principals of all the affiliated Colleges held on 17.5.2004 and communicated vides Endst. No.CBS/2004/4890-4963 dated

25.5.2004 no casual admission will be made in the Colleges. However, such students who have to appear in the Practical Examination may be admitted on casual basis in the beginning of the 2nd term i.e. in the month of September. Failure Science students cannot be admitted as casual students. The normal fee will be charged from the casual students as is being charged from the regular students.

27. 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 has been sent to the University.

28. In no case, the college should mention any clause in their prospectus which is in violation of University rules and ineligible candidate be not admitted in the College by the Principal. Any violation of the rules in admission will be personal responsibility of the Principal of the College and the Vice-Chancellor is authorized to impose penalty on College for admission of such students who do not fulfill the minimum qualification on case-by-case basis. (Ref. Admission Committee Res. 5 dated 21.05.2013).

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

30. The competent authority of the University may reconsider the case to revive/regularize/late submission of Registration Returns/migration/ inter college migration etc. on the merits of the case.

31 **Schedule for accepting Registration Returns of all the affiliated Colleges/Institute/UTDS (Except B.Tech./M.Tech./UTDs CBCS Courses) will be as under:**

1. The Registration Returns will be uploaded through online University portal and the existing time period of submission of Registration Return to the University is reduced from 40 days to 15 days and in case of extended dates of admission, 03 days of the last date instead of 10 days. All the documents will be submitted within 20 days of the last date of admission and for extended dates documents will be submitted upto 20th of September.
2. The process of uploading of data of Registration Return will be completed only after depositing the Registration fee/Continuation fee/Development fee/University Establishment Charges through a payment gateway.
3. As well as a hard copy of Registration Returns may also be submitted to the University as per past practice to avoid the problem, if any arises, during the process of online submission of Registration Returns as online portal is being launched first time.

31-A

Schedule for accepting Registration Returns of professional Colleges (B. Tech./M. Tech./ and UTDs CBCS courses) will be as under:

1. The professional colleges/institutions/UTDs assigned to HKCL will upload the Registration Returns data online on HKCL server within 15 days from the last date of admission and will submit all the documents of admitted candidates with details within 20 days from the last date of admission. After 15 days, the portal will be closed and no registration return data will be uploaded thereafter.
2. The process of uploading of data of Registration Return will be completed only after depositing the Registration Fee/Continuation Fee/ Development Fee through a payment gateway.
3. HKCL officials will provide the Registration Returns in prescribed proformas college-wise as well as class-wise in excel form with a hard copy.

31-B

Schedule for accepting Registrations of B.Ed/M.Ed course will be as Under:

The Registration/Continuation Returns of B.Ed 1st year/2nd /M.Ed. 1st year/2nd year will be submitted within 15/40 days from the last date of last round of 1st counseling of B.Ed 1st year/M.ed 1st year.

Before the commencement of first semester/Ist year examinations, all the discrepancies will be got removed by the concerned colleges/institutions/UTDs, failing which Examination Roll No Slips of the concerned students will not be issued/generated and the student will not be allowed to appear in examination of first sem/year.

Schedule for accepting Registration Returns will be as under:

- (i) Admission schedule be prepared by Academic Branch in consultation with the State Govt. Admission Agencies, who regulate/make admissions of the professional courses.
- (ii)(a) All the affiliated colleges/institutes and University Teaching Departments will have to submit the Registration Return/Continuations Return of only eligible students to the Registration Branch within 15/ 40 days without fine from the last date mentioned in schedule of admissions issued by the Academic Branch.
- (b) All the affiliated Colleges/Institutes and University Teaching Department will have to submit the Registration Return of only eligible students to the Registration Branch within 3/10 days each of the extended

last date of admission with late fee as fixed by the University from time to time.

(c) If any College/Institute/U.T.D. submits the Registration Returns after

15/ 40 days in respect of (a) above and 3/10 days in respect of (b) above,

Registration Returns should be submitted with the following fine:

1	(i) For 1-7 days late after expiry of normal due date. (i) For 1-7 days late after expiry of extended due date.	Rs. 100/- per day per student.
2	(i) For 8-14 days late after expiry of normal due date. (ii) For 8-14 days late after expiry of extended due date	(i) Rs. 200/- per day per student from the first day i.e. 16 th day /41 st day in case of normal due date. (ii) Rs. 200/- per day per student from the first day i.e. 4 th / 11 th day in case of extended due date.
3	(i) For 15-20 days late after expiry of normal due date. (ii) For 15-20 days late after expiry of extended due date	Rs. 5,00,000/- (Five Lac)
4	(i) After 20 days late after expiry of normal due date. (ii) After 20 days late after expiry of extended due date	No Registration Return will be entertained. However, the Vice-Chancellor may consider to allow/to admit the Registration Return as a special case, keeping in view the above provision on the recommendation of a committee to be constituted by the Vice-Chancellor.

If Registration Returns are submitted through online portal then 15/3 dyas same will be submitted within from the last date of admission/extended date. of any reason online portal does not work then Registration Returns will be accepted within 40 days/10 days from the last date of admission/extended date as per past practice

- iii) The last date for admission will not be extended after 22 August as the Semester Examinations are to be conducted in the month of December.
- iv) The Registration Returns must be accompanied with required documents (Attested & clear photocopy of qualifying examination, Original Migration Certificate etc.) and prescribed fee/fine preferably in one lot, failing which the Registration Returns will not be entertained for which concerned Principal/Chairperson will be responsible.
- v) The Directors/Principals of the concerned institutes/colleges will also enclose the affiliation/extension letter, if issued by the Colleges Branch along with the Registration Returns. Besides hard copy, they shall submit the Registration Returns in CD form also. 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 institute /college concerned. In case of any discrepancy, the Registration Branch may seek clarification from the Colleges Branch.
- (vi) The admit Cards/Roll Numbers for the Self-financed courses will be issued by the Examination Branch only after the Institutes/Colleges submit No Dues Certificate from the Colleges Branch/Registration Branch/Youth & Cultural Affairs/R.K. Fund/Youth Red Cross Unit/ Alumni Association/Sports etc. on the prescribed proforma.

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
(*A** Grade, NAAC Accredited)

No.AcM-3/Admn.13(ii)/19/ 8432-8506
Dated : 24-5-19

To

The Principals/Directors of all the
Affiliated Colleges/Institutes of the
Kurukshetra University, Kurukshetra.

Subject : Schedule of Admissions to be observed for Under-graduate and Post-graduate Courses during the Session 2019-20.

Sir/Madam,

I am directed to inform you that the Admission Committee has approved the following schedule of dates for admissions and other instructions/guidelines to be observed by the Colleges/Institutions for admissions to Under-graduate (B.A./B.Sc./B.Com. etc.), Post-graduate Courses and P.G. Diploma/Diploma and Diploma in Secretarial Practice (DSP) courses for the session 2019-20 :-

(1) *For Under-graduate (Semester System) courses :

(i) Normal admission without late fee from 02.07.2019 to 15.07.2019	
**Late admission with late fee of :	
Rs.100/- from 16.07.2019 to 24.07.2019	
Rs.200/- from 25.07.2019 to 31.07.2019	
Rs.500/- from 01.08.2019 to 08.08.2019	
Rs.1,000/- from 09.08.2019 to 15.08.2019	
Rs.2,000/- from 16.08.2019 onwards	
**The late fee will be deposited with the University by College/Institute with Registration Returns of the Students.	
Classes for old and new students will start from 16.07.2019	
Submission of online Application Form will start w.e.f. 08.06.2019 (Calendar Time)	
Last Date for Submission of online Application Form 28.06.2019 (12.00 a.m. midnight)	
First merit list will be displayed on 02.07.2019 and will be valid till 06.07.2019.	
Second merit list will be displayed on 09.07.2019 and will be valid till 15.07.2019.	
Waiting lists will be effective w.e.f the 15.07.2019.	
In no case admission be allowed after 15th August, 2019 and in no case the Vice-Chancellor will allow delay condoned after 22nd August, 2019 except in cases of hardships only.	

(2) For Post-graduate courses, LL.B. 3-Yr., B.A. LL.B (Hons.) 5-Yr., MBA 5-Yr. (Semester System) and P.G. Diplomas/Diplomas and D.S.P. etc courses :

(i) Normal admission without late fee	01.07.2019 to 20.07.2019
(ii) Late admission with late fee of Rs.100/- per student with the permission of Chairperson/ Director/Principal.	21.07.2019 to 30.07.2019
(iii) Late admissions with additional late fee of Rs.100/- per day per student (This late fee will be deposited with the University by the College/ Institute with Registration Return of the students).	01.08.2019 to 08.08.2019
Classes will start from 22.07.2019	

(3) The Principals/Directors of the Colleges/Institutes will make provisional admissions of their students in promotional classes of B.A./B.Sc./B.Com., M.A./M.Sc./M.Com. etc. and the classes of Under-graduate courses will commence from 16.07.2019 and of Post-graduate courses will begin from

22.07.2019. On declaration of the result, if a student fails, his/her provisional admission shall stand cancelled from ab initio. **No student from outside/other Colleges/Institutes/Departments may be granted admission to promotional classes of B.A./B.Sc./B.Com. and M.A./M.Sc./ M.Com. etc.**

Note : The following instructions may be adhered to by the Principals/Directors of the Colleges/Institutes at the time of admissions :

1. Every College/Institute shall constitute an Admission Committee to be appointed by the Principal/Director from amongst the teachers of the College/Institute and a representative of SC/ST be included in the Admission Committee.
2. In no case ineligible candidate be admitted to the College/Institute by the Principal/Director. Any violation of the rules in admission will be the personal responsibility of the Principal/Director of the College/Institute.
3. The shortage of lectures be notified atleast thrice during the session by the Principals/Directors.
4. If the last date of admission falls on a holiday or that day is declared a holiday by the University/College/Institute, the next working day will be considered as the last day for the purpose.
5. Permission for joining late, shall not be accepted as a justification for condoning deficiency in lectures.
Provided that in case a candidate who is allowed late admission as a result of any change in the rules/admission policy made by the University, the lectures shall be counted from the date of admission or from the eleventh day of the date on which the decision to change the rules/admission policy is taken, whichever is earlier.
6. An official E-mail ID will be allotted and communicated to every regular student by the concerned College/Institute for sending official communication to him/her.
7. If a student fails to attend his/her classes continuously for seven days from the date of commencement of the classes or from the date of admission, his/her admission, shall be cancelled.
8. If a student remains absent from the class for 14 days or more in a month his name will be struck off from the rolls and his/her parents will also be informed.
9. The admission concessions including reservation of seats and weightages etc. for Under-graduate/Post-graduate courses in the Colleges/Institutes for the academic session 2019-20 are also enclosed for taking further necessary action.
10. **For the courses in which admissions will be made on centralized basis, instructions of the State Govt. be followed.**

Yours faithfully,

[Signature]
Deputy Registrar (Academic)
for Registrar

DA/As above.

Endst. No. AcM-3/Admn.13(ii)/19/ 8507-8574 Dated : 24-5-19

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

1. Dean Academic Affairs
2. Dean of Colleges
3. Director General, Higher Education, Haryana, Siksha Sadan, Sector-5, Panchkula
4. O.S.D to the Vice-Chancellor
5. Deputy Registrar (Regn.)
6. Assistant Registrar (Colleges)
7. A.R. o/o the Registrar
8. P.A. to the Vice-Chancellor

DA/As above.

[Signature]
Deputy Registrar (Academic)
for Registrar

Note: (i) Extension/Change in dates for admission for the session 2019-20 in the schedule of dates, if needed, will be allowed by the Vice-Chancellor.

(ii) All the University Teaching Depts./Institutes and all the Maintained/Affiliated Colleges/Institutes will submit the admission list the next day from the last date of admission through E-mail regnkuk@gamil.com.

E. PREPARATION AND SUBMISSION OF REGISTRATION RETURN.

1. *The Principal/Chairman/Director of all the affiliated Colleges, University Teaching Departments are requested to send the Registration Return in CD form in addition to hardcopy (Registration Return on Proformae).*

This CD must reach in the Registration Branch along with Regn. Return.

Principals/Chairpersons of the Colleges/Departments concerned are requested to send the Registration Returns, along with CD (in Microsoft Excel worksheet) complete in all respect and duly signed, along with required documents, affiliation letters (issued by the Colleges Branch, KUK) and prescribed fee preferably in one lot, failing which the Registration Returns will not be accepted.

2. The Registration Returns alongwith instructions should be computerized in double space on both side on the prescribed forms and sent class-wise separately. **Returns on single space/hand written or prepared otherwise will not be accepted in any case.**

The Registration Returns of each class (Roll Number Wise) are to be prepared in Group-wise i.e. separate Returns for Science (Medical/Non-Medical/Commerce/Arts Students). The names of students of two different classes should not be entered on the same sheet. Separate sheets are to be used for each class. In case the Registration Returns are computerized, the format should be the same as prescribed by the University and sufficient space should be given after each line (Double Space)

The Registration Returns are to be signed at the specified place provided for the purpose by the Principal/Chairperson himself/herself and not by any other person on behalf of the Principals/Chairpersons.

Office copies of the Registration Returns may be kept by the College/Department concerned for record and future references.

3. Registers of students are prepared strictly as per particulars given in the 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 qualifying examination. Later on, no correction in spellings (prefixes or suffixes) of the name will be made unless cogent reasons to the satisfaction of the Competent authority are given. It may be notified to the students that the mistakes in the Registration Cards, if any, be pointed out to the University through College concerned within 3 months from the date of issue of the Registration Cards.

If the particulars in the Registration Cards are found incorrect, the Registration Card together with the attested copy of the original certificate be sent to the Registration Branch for necessary correction. For any correction sought later for one reason or the other, candidates shall be required to pay Rs.220/-.

4. **The last date prescribed for the submission of Registration Returns and Migration Certificates (in original) is required to be followed strictly.**

5. 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.

6. The prescribed Proformae (RF-10 & 10A) must be used invariably while sending the Registration Returns to the University.

7. **REGISTRATION RETURN (RF-1 & 21)**

These are meant for only those students who have passed their qualifying examination from the Board of School Education, Haryana and are to be registered for the first time.

NOTE:- No Migration Certificate and its fee is to be obtained/charged from the students who have passed their qualifying examination from the Board of School Education, Haryana, and **Haryana State Technical Board, Panchkula** as they are not required to do so.

8. **REGISTRATION RETURN (RF-2 & 22)**

These are meant for only those students who have passed their qualifying examination from an Institution other than the Board of

School Education, Haryana/Kurukshetra University Kurukshetra. The Registration Returns on the Format, referred to above must accompany:-

- i) Migration certificates in original,
- ii) Attested photocopies of qualifying examination,
- iii) Eligibility Form (except of those students who have passed 10+2 exam. from CBSE & seeking admission in B.A./B.Sc./B.Com. Classes).

9. **REGISTRATION RETURN (RF-3)**

These are meant for those students who have passed their qualifying examination from the Foreign Universities/Boards. For admission under this category of students the procedure of admission given under **Admission of foreign students** be kept in view.

10. **REGISTRATION RETURN(RF-4)**

These are meant for those students who have been placed under Compartment in one subject only in the qualifying examination from the Board of School Education, Haryana, Bhiwani and have been admitted provisionally subject to qualifying their compartment subject. Since the admission is finalized on the basis of compartment cards, the photocopy of the same must be collected from all such students and the same must be attached with the Registration Return.

11. **REGISTRATION RETURN(RF-4 A)**

These are meant for those students who have been placed under compartment in one subject only in the qualifying examination from other than the Board of School Education, Haryana, Bhiwani and have been admitted provisionally subject to qualifying their compartment subject. The following documents may be sent alongwith Regn. Return (RF-4A):-

Since the admission is finalized on the basis of compartment cards, the photocopy of the same alongwith Migration Certificate must be collected from all such students and the same must be attached with Eligibility Form except Central Board of Secondary Education where eligibility form RF-12 is not necessary and Migration Certificate and send along with the Registration Return

- i) Migration Certificate in original.
- ii) Attested photocopies of Compartment Card/DMC, since the eligibility is to be confirmed on the basis of having compartment in qualifying exam.
- iii) Eligibility Form (except of those students who have passed 10+2 exam. from CBSE & Board of School of Education Haryana, Bhiwani) seeking

admission in B.A./B.Sc./B.Com. Class).

12. **REGISTRATION RETURN (RF-6)**

These are to be used in the case of those students who are already registered with this University and have been promoted/admitted in the next higher class on the basis of passing of their lower examination and if they are otherwise eligible.

It will be the sole responsibility of the Principals/Chairpersons of the College/Department concerned to check the percentage of marks before admissions in case of such students who are already registered and whose particulars are to be sent on Registration Return Form (RF-6). The Principals/Chairpersons must fill in all the columns specified in Registration Return (RF-6). **No student should be given promotion to the higher class without having assigned the Registration Number.** The Registration Number of the candidate must be checked carefully before mentioning the same on the Registration Return. Entire responsibility for any wrong/irregular promotion without finalization of eligibility of the lower class and appearance of such ineligible students in the Examination of next class will rest upon the Principals/Chairpersons of the Colleges/Departments concerned.

- i) The Registration Number of each student must be entered in the concerned column.
- ii) When the admission of a student is made after the last date of admission, the justification for late admission, if any, must be indicated.
- iii) The result of each student must be indicated in the concerned column. In case of re-appear, number of re-appear papers must be indicated. However, pass provisional are not eligible for promotion/admission to next higher class.

13. Colleges/Institutes/Departments are requested to submit the Registration Returns along with RF-10 and RF-10-A Form (along with affiliation letters issued by the Colleges Branch of this University). Without RF-10 and RF-10-A Form Registration Return will not be accepted in any case

14. In case of M.A./M.Sc. etc. where minimum %age is required, the same may be mentioned by taking into account the marks of all three years/all semesters. Similarly while considering the marks in the subject of M.A./M.Sc., the marks obtained in Post-Graduate subjects in all three years are to be counted.

In case any mistake comes to the notice of the Principal/Chairperson after the submission of Registration Returns to the University, intimation to this effect must be sent immediately to the Asstt./Dy. Registrar (Registration).

15. Principals/Directors of all affiliated Colleges/University Teaching Departments are to be requested to intimate this office after striking off the name from the College roll or leaving the College, of any student for any reason within three days from the date of action to be initiated.
16. List of Professional courses run by the University Teaching Departments, Institutes, affiliated Colleges and through Distance Education as circulated by this office Letter No. Regn./R-III/11/708-908 dated 11-05-2011 is at "Annexure A".

KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)

No.: Regn/R-III /111708-908

Dated: 11/5/11

To

All the Principals of affiliated/maintained colleges/Institutions
of Kurukshetra University, Kurukshetra

Subject : List of Professional Courses.

Dear Sir,

I am to inform you that the Vice-Chancellor, in anticipation of the approval of the Academic Council has approved the list of professional courses being run by the University Teaching Departments/Institutes, affiliated/maintained Colleges and Directorate of Distance Education as per Annexure-A (enclosed).

You are requested to remit the fee as given at II of Annexure-B in respect of the students studying in any course mentioned in the list (Annexure-A) except B.Ed., M.Ed. and D.Ed. at the time of submission of Registration Return w.e.f. the session 2011-12.

Yours faithfully,

Sd/-

Supdt. Incharge (Regn.)

KURUKSHETRA UNIVERSITY KURUKSHETRA
 (Established by the State Legislature Act XII of 1956)
 ("A Grade, NAAC Accredited)

NOTIFICATION

The Vice-Chancellor, in anticipation of the approval of the Academic Council has approved the list of professional courses being run by the University Teaching Departments/Institutes, affiliated/maintained Colleges and Directorate of Distance Education as per Annexure-A (enclosed).

Further necessary action may please be taken accordingly.

S. K. Malhotra
 Assistant Registrar (Academic)
 for Registrar

Endst.No. AcM-3/Admn.2/11/ 35708-732

Dated: 02.02.2011

Copy of the above alongwith a list of professional courses is forwarded to the following for information and necessary action :

1. Dean Academic Affairs
2. Deans of all the faculties
3. Dean of Colleges
4. Director, Directorate of Distance Education
5. Controller of Examinations (Wing-I)
6. Controller of Examinations (Wing-II)
7. O.S.D. to the Vice-Chancellor
8. Finance Officer
9. Deputy Registrar o/o the Registrar
10. Assistant Registrar (Regn.)
11. Supdt.(Cash & Fee)
12. Supdt. (Fee Section)
13. Supdt. (Syllabus)
14. ACR-I, ACR-2 & ACR-3

35708
3-2-11

S. K. Malhotra
 Assistant Registrar (Academic)
 for Registrar

Annexure 'A'

23

Annexure AKURUKSHETRA UNIVERSITY KURUKSHETRA

List of Professional courses run by the University Teaching Departments, Institutes, affiliated/maintained Colleges and through Distance Education :

Professional Courses

Sr. No.	Course/Degree
1	B.Tech.
2	B.Pharmacy
3	LL.B. 3 Year
4	BA LL.B. (Hons.) 5 Year
5	BCA
6	BIM
7	BTM
8	BIHBM
9	BHM & CT
10	B.Sc. (Hons.) Information Technology (BIT)
11	BBA
12	B.Ed.
13	B.Ed. Special Education
14	C.P.Ed.
15	Shiksha Shastri
16	B.Lib. & Inf. Sc.
17	D.Ed.
18	M.Lib. & Inf. Sc.
19	LL.M.
20	M.Phil.
21	M.Ed.
22	M.Ed. (Special Education)
23	M.P.Ed.
24	MIB
25	MMT
26	MFC.
27	MBA Hospitality Management
28	MBA
29	MCA
30	MBA (Hons.)
31	MBA (Service Management)
32	MBA 5 Year
33	MTM
34	MHM
35	M.A. (Social Work)
36	M.A. (Fine Arts)

37.	Master of Fine Arts (MFA)
38.	M.A. Mass Communication
39.	M.A. (Education)
40.	M.Pharmacy
41.	M.Sc. in Electronic Science
42.	M.Sc. Financial Computing
43.	M.Sc. Banking & Finance
44.	M.Sc. Sustainable Development
45.	M.Sc. (Bio-technology)
46.	M.Sc. (Micro-biology)
47.	M.Sc. in Food & Nutrition
48.	M.Sc. (Human Development)
49.	M.Sc. (Clothing & Textiles)
50.	M.Sc. (Bio-chemistry)
51.	M.Sc. in Environmental Sc.
52.	M.Sc. (Applied Geology)
53.	M.Sc. Mass Communication
54.	M.Sc. Electronic Media
55.	M.Sc. Music Media & Electronics
56.	M.Sc. Computer Sc. (Software)
57.	M.Sc. Industrial Chemistry
58.	M.Tech. (Energy & Environmental Management)
59.	M.Tech. (Computer Sc. & Engg.)
60.	M.Tech. Micro Electronic and VLSI Design
61.	M.Tech (Nano Sc. & Tech.)
62.	M.Tech. (Applied Geology)
63.	M.Tech. (Applied Geophysics)
64.	M.Tech. (Software Engg.)
65.	M.Tech. (Electronics & Communication)
66.	M.Tech. (Bio-technology)
67.	M.Tech. (Computer Engg.)
68.	M.Tech. (Food Technology & Management)
69.	M.Tech. Instrumentation Engg.
70.	PGDCA
71.	Diploma in Management of Development & Welfare Services
72.	Diploma in Management of Non-Governmental Organization
73.	Diploma course in Secretarial Practice
74.	P.G.Diploma in Export Marketing Management
75.	BAMS
76.	MBBS

77.	BDS
78.	MDS
79.	B.Sc. (Nursing)
80.	BPT
81.	Certificate Course in Computer Applications
82.	Diploma in Library & Information Science
83.	P.G. Diploma in Translation (English/Hindi)
84.	P.G. Diploma in Environmental Education
85.	M.A. in Environmental Education
86.	P.G. Diploma in Journalism & Mass Communication

[Signature] 17/1/11

[Signature] 17/1/11



KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
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Minutes of meeting of the Committee constituted by the State Government, Haryana and conveyed by the Director General Higher Education, Haryana, in the colleges level (for Government & Government aided colleges), held on 30.01.2019 at 12.30 p.m. to rationalize and adopt uniformity in the existing fee structure for admissions to the under graduate courses at the office of the Registrar, Kurukshetra University, Kurukshetra.

The following members were present:

1. Registrar, Kurukshetra University, Kurukshetra (Convener)
2. Registrar, Maharishi Dayanand University, Rohtak
3. Registrar, Guru Jambheshwar University Sciences & Technology, Hisar
4. Finance Officer, Kurukshetra University, Kurukshetra
5. Finance Officer, Maharishi Dayanand University, Rohtak
6. Finance Officer, GJU&S, Hisar (Not attended).
7. Dean of Colleges, Kurukshetra University, Kurukshetra (Special Invitee)

The Committee discussed the issue at length and recommends as under:

Sr. No.	Particulars	Fees Proposed (Rs.)	Remarks
1.	Registration Fee (from Fresh students) & Continuation fee (from already registered students from this University)		
(i)	Registration fee (Art/Science/Commerce & other courses)	360.00	
(ii)	Registration fee (Professional courses including Yoga Course)	1300.00	
(iii)	Continuation fee (Art/Science/Commerce & other courses)	150.00	
(iv)	Continuation fee (Professional courses including Yoga course)	650.00	
2.	Eligibility fee	120.00	Required by the respective affiliating University
3.	Sports Registration Fee (per student per annum)	200.00	University Share- 140 College Share - 60
4.	Tournament Fee, p.a. on the basis of total students admitted in college (Strength certificate required)		
(i)	For Colleges having total strength of students upto 200	1000.00	
(ii)	For Colleges having total strength of students upto 201 to 500	2000.00	
(iii)	For Colleges having total strength of students upto 501 to 1000	4000.00	
(iv)	For Colleges having total strength of students upto 1001 & above	5000.00	
5.	Dr. Abdul Kalam Fund	100.00	University Share- 50 College Share - 50

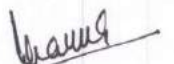
3

6.	Youth Welfare Fee		
(i)	Youth Welfare fee (per student per year) For all Govt. Colleges and courses running under grants-in-aid in Govt. aided private colleges	120.00	University Share- 60 College Share - 60
7.	Development Fee (from fresh as well as continuation students from all affiliated/maintained colleges/institute)		
(i)	B.A. Courses	200.00	University Share- 120 College Share - 80
(ii)	B.Sc.	500.00	University Share- 300 College Share - 200
(iii)	B.Com., Yoga courses	400.00	University Share- 240 College Share - 160
(iv)	BBA	1200.00	University Share- 800 College Share - 400
(v)	BCA	2000.00	University Share- 1200 College Share - 800
(vi)	Professional courses approved by the Apex regulatory bodies viz AICTE, NCTE, BCI, PCI, RCI etc other than UGC	2000.00	
8.	Youth Red Cross Fund	60.00	University Share- 30 College Share - 30
9.	NSS Fee	30.00	University Share- 15 College Share - 15
10.	Alumni Fee (From Fresh Students at the time of Admission only) from every affiliated college	120.00	University Share- 40 College Share - 80
11. (i)	Tuition fee p.m. TDC Part-I, II, III- Pass Course	60.00	
(ii)	Traditional Courses		
(iii)	Hons. Courses p.m.	500.00	
12.	Subject Fee p.m.	70.00	
(i)	Chemistry		
(ii)	Physics	75.00	
(iii)	Botany	75.00	
(iv)	Psychology	75.00	
(v)	Geography	50.00	
(vi)	Defence Studies	30.00	
(vii)	Music	30.00	
(viii)	Dance	30.00	
(ix)	Home Science	30.00	
(x)	Fine Arts	30.00	
(xi)	Astronomy	30.00	
(xii)	Zoology	30.00	
(xiii)	Geology	75.00	
(xiv)	Commerce	75.00	
(xv)	Electronics	40.00	
(xvi)	Statistics	75.00	
(xvii)	Environment Studies	30.00	
(xviii)	Maths	20.00	
(xix)	English	30.00	
(xx)	Physical Education	30.00	

13.	Amalgamated Fund		
14.	Annual Charges		50.00
(i)	Medical Fee		
(ii)	Student Aid Fund	30.00	
(iii)	House Examination/ Sessional examination	25.00	
(iv)	Magazine fees	80.00	
(v)	Dilapidation fund	90.00	
(vi)	Building Fund	70.00	
(vii)	Vehicle Charges	100.00	
(viii)	Water & Electricity charges	250.00	
(ix)	Generator Fund (where the generator is provided)	300.00	
(x)	Audio Video Aids Fund	130.00	
(xi)	NCC	25.00	
(xii)	Corresponding Charges	30.00	
(xiii)	Insurance Fund, if any	40.00	
(xiv)	Co-operative Book shop membership wherever operative	25.00	
(xv)	Computer fee	5.00	
(xvi)	Admission fee	250.00	
(xvii)	I-Card	100.00	
(xviii)	Refundable security (if not withdrawn or adjusted by the student within a year from the date they leave the College shall lapse)	30.00	
(xix)	Career Counselling & Placement fee.	500.00	
15.	University Establishment Charges (Under Graduate Per Semester)		
(i)	All Traditional Courses	100.00	
(ii)	All Professional Courses	150.00	
(iii)	All Engineering Courses	250.00	
(iv)	All Hotel Management Courses	350.00	

The Youth Festival Fee and Technology Management Fest Fee may be charged by the respective University as per practice, where applicable.


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


Registrar
K.U. Kurukshetra


Registrar
M.D.U, Rohtak


Registrar
G.J.U S & T, Hisar


Finance Officer
K.U. Kurukshetra


Finance Officer
M.D.U, Rohtak


Dean of Colleges
K.U. Kurukshetra
(Special Invitee)

IMPORTANT NOTE: All fees (Registration Fee, Development Fee, Eligibility Fee and Establishment Charges) related to Registration Branch will be deposited alongwith the Registration Return.

OTHER FEES:

Fee for Migration during the Course in Arts/Science/Commerce etc. from other Universities	Rs.1100/-
Correction in Name	Rs.220/-

- (i) Holiday Home fee: Rs. 10/- per annum per student is to be deposited with the University by the affiliated colleges/institutes in the shape of Demand Draft in favour of Registrar KUK.

(ii) **Inter College Migration Fee (College to College):**

B.Ed.	Rs. 10,000/-
M.Ed., B.Tech., M.Tech., LL.B., B.A.LL.B. (5-yr.) LL.M., MBA, MBA (5-yr.), MCA, B. Pharmacy, M. Pharmacy	Rs. 25,000/-
Other than above courses	Rs. 550/-

(iii) **Inter University Migration Fee:**

B.Tech., M.Tech., LL.B., B.A.LL.B. (5-yr.) LL.M., MBA, MBA (5-yr.), MCA, B. Pharmacy, M.Pharmacy	Rs. 30,000/-
--	--------------

(iv) **Schedule of submission of migration certificate:**

Semester System

Without late fee	30 th of September
With late fee of Rs. 500/-	30 th of November
With late fee of Rs. 1,000/-	31 st January of next year
With late fee of Rs. 2,000/-	1 st Feb. to 31 st of July of next year
With late fee of Rs. 4,000/-	1 st August to 31 st October and thereafter admission will be treated as cancelled

Annual System

Without late fee	30 th of November
With late fee of Rs. 500/-	31 st of January of next year
With late fee of Rs. 1,000/-	31 st March of next year
With late fee of Rs. 2,000/-	1 st April to 30 th of September of next year
With late fee of Rs. 4,000/-	1 st October to 31 st December and thereafter admission will be treated as cancelled

(iii-a) "If any student who has got issued his/her Inter University Migration Certificate earlier from this University, shall be fully responsible for submission

of the inter University Migration in the Dept./Institute/College at the time of admission, failing which the late migration fee to restore his/her old Regn. No. will be charged as per schedule given in the Instructions Guidelines for admission to various courses.

(iii-b) No student shall be allowed to appear in any examinations of Kurukshetra University Kurukshetra after issuance/receipt of inter University Migration Certificate.

The above rates of fee will be applicable to foreign students also.

(v) **(a)Schedule of Examination Fee for various Under-graduate and Post-graduate courses w.e.f. December 2016/January 2017 examinations will be as under:-**

Sr. No.	Examinations	Fee For Regular (fresh) Students	Fee For regular (re-appear) students	Fee for Ex-students	Fee for Private (Fresh/re-appear/compar tmental) students*
1.	Under-graduate traditional courses, Including Certificate and Diploma	Rs. 500/-	Rs. 650/-	Rs. 850/-	Rs. 1400/-
2.	Under-graduate Professional courses, including certificate and Diploma and B.Ed. (Except 2a & 2b below)	Rs. 600/-	Rs. 800/-	Rs. 1250/-	Rs. 1300/-
2(a)	Bachelor of International Hospitality & Business Management	Rs. 800/-	Rs. 1100/-	Rs. 1250/-	Rs. 1300/-
2(b)	Bachelor of Hotel Management	Rs. 1250/-	Rs. 1250/-	Rs. 1250/-	Rs.1300/-
3.	Post-graduate traditional courses	Rs. 600/-	Rs. 800/-	Rs. 1000/-	Rs. 1800/-
4.	Post-graduate Professional courses and Post-graduate Professional Diploma courses Including M. Ed. (Except 5) below	Rs. 700/-	Rs. 950/-	Rs. 1250/-	Rs. 1300/-
5	Master of Hotel Management & Master of Tourism Management	Rs. 1250/-	Rs. 1250/-	Rs. 1250/-	Rs. 1300/-
6.	B.Tech. & M. Tech. Engg.	Rs. 1500/-	Rs. 1500/-	Rs.1500/-	-----
7.	All Medical, Dental Ayurveda Physiotherapy, Nursing etc.	Rs. 1500/-	Rs. 1500/-	Rs. 1500/-	-----
8.	Dissertation fee (A) M. Tech. Engg. (B) All other discipline classes/ courses	Rs. 3500/- Rs. 1250/-	Rs. 3500/- Rs. 1250/-	Rs. 3500/- Rs. 1250/-	-----

Note:(i) Fee for Private students at Column No. 6 includes Registration and Continuation fee. However, for regular Ex-students continuation fee amounting to Rs. 100/- will be charged extra only once during an academic Year.

STATE-WISE LIST OF FAKE UNIVERSITIES DECLARED BY THE UNIVERSITY GRANTS COMMISSION AS ON September,2016

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
6. Indian Institute of Science and Engineering, New Delhi
7. Viswakarma open University for self –Employment, Rozgar Sewasadan, 672, Sanjay Enclave, opp GTK Depot. Delhi-110033.

Karnataka

8. Badganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka

Kerala

9. St. John's University, Kishnattam, Kerala

Maharashtra

10. Raja Arabic University, Nagpur, Magarashtra

West Bengal

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

Uttar Pradesh

13. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) jagatpuri, Delhi.
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad
15. Gandhi Hindi Vidyapith, Prayag, Allahabad (U.P.)
16. National University of Electro Complex Homeopathy, Kanpur (Uttar Pradesh)
17. Netaji Subhash Chandra Bose University (Open Univ.), Achaltal, Aligarh, U.P.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (Uttar Pradesh)
19. Maharana Partap Shiksha Niketan Vishwavidyalaya, Pratapgarh (Uttar Pradesh)
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Nodia Phase-II, (U.P).
21. Gurukul Vishwavidyalaya, Vrindavan, 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, Odissa

Examinations of the following Boards not recognized for the purpose of higher studies:

1. All India Board of Secondary Education, New Delhi

2. Uttar Madhyama & Purva Madhyama of Mdu Rohtak (Gurukul Jhajjar Scheme)
3. Central Board of Higher Education, New Delhi
4. Board of Adult Education and Training/Board Shiksha Sansthan, New Delhi
5. Any Diploma/Exams. of Prachin Kala Kendra, Chandigarh
6. Bhartiya Siksha Prishad, Lucknow
7. Board of Higher Secondary Education, Delhi
8. Hindi Sahitya Sammelan, Prayug, Allahabad(U.P)
9. Indian Education Council of U.P., Luchnow

Note: This is not an exhaustive list of fake Universities and Board, Before finalizing the admissions the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is also required to be consulted.

INSTRUCTIONS

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2. The Registration Return of each Class should be prepared roll no. wise & class-wise, i.e. separately for Medical, Non-Medical, Arts, Commerce etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformae of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's, name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return.
6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson at the specified place and not by any other or on behalf of the Principal.
7. Photocopies duly attested only by the Head of the Inst./Dept. of the lower examination passed and the Migration Certificate in original of each student must be submitted in one lot with the Eligibility application form for confirmation of their admissions not later than 10 days after the last date of admission with late fee of Rs.50/- and so on.

Date:.....

CERTIFICATE

Certified that

- i) Every student has been admitted according to relevant Ordinance of the examination inforce at the time of admission as printed in the Kurukshetra University Calendars and they fulfill all the eligibility conditions
- ii) Eligibility form RF-12 alongwith attested photocopies has been sent to the University for checking their eligibility
- iii) The equivalence of lower examination passed by each student has been checked and found in order.
- iv) The number of students, admitted to this course, is within the quota of seats sanctioned by the University.
- v) This college has been granted affiliation by the Kurukshetra University for the course vide letter No. _____ dated _____(letter enclosed)
- vi) It has been checked that the student admitted have not been disqualified by any University/Board in India. An undertaking to their effect has also been taken from each student.
- vii) The spellings of student's name, father's and mother's name, date of birth, marks obtained and Regn.No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned.
- viii) A sum of Rupees..... on account of Registration and Eligibility Fee has been remitted to the Registrar, Kurukshetra University, Kurukshetra vide Bank Draft No..... drawn on Bank..... or deposited vide University Fee Receipt No.....Dated.....

Signature of the Principal
(Office Stamp)

INSTRUCTIONS

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7. Photocopies duly attested only by the Head of the Inst./Dept. of the lower examination passed and the Migration Certificate in original of each student must be submitted in one lot with the Eligibility application form for confirmation of their admissions not later than 10 days after the last date of admission with late fee of Rs.50/- and so on.

Date:.....

CERTIFICATE

Certified that

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- ii) Eligibility form RF-12 alongwith attested photocopies has been sent to the University for checking their eligibility.
- iii) The equivalence of lower examination passed by each student has been checked and found in order.
- iv) The number of students, admitted to this course, is within the quota of seats sanctioned by the University.
- v) This college has been granted affiliation by the Kurukshetra University for the course vide letter No. _____ dated _____ (letter enclosed)
- vi) It has been checked that the student admitted have not been is disqualified by any University/Board in India. An undertaking to their effect has also been taken from each student/
- vii) The spellings of student's name, father's and mother's name, date of birth, marks obtained and Regn.No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned
- viii) A sum of Rupees..... on account of Registration and Eligibility Fee has been remitted to the Registrar, Kurukshetra University, Kurukshetra vide Bank Draft No..... drawn on Bank..... or deposited vide University Fee Receipt No.....Dated.....

Signature of the Principal

(Office Stamp)

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3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proforma of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's, name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return.
6. Photocopy of 10+2 (Compt. Card) in one subject only duly attested by the Principal of the college concerned must be sent with the Regn. Return.
7. Each sheet of the Registration Return should invariably be signed by the principal/ Chairperson at the specified place and not by any other or on behalf of the Principal.
8. In Compartment cases percentage of marks for admission shall be determined by taking into account the marks obtained in the subject passed by the candidates plus the minimum pass marks in the compartment subject as per example given below:-
Suppose a student seeking admission to B.Com-I, who has been placed under Compartment in the subject of Accountancy in the 10+2 Examination and has obtained the marks in each Subject as under:- Hindi Core 45/100, English 50/100, Accountancy 10/100 (Compartment) Commerce 52/100, Economics 40/100.
His eligibility will be determined as under:-
Hindi Core45+English50+Accountancy33(minimum pass marks)+ Commerce52 + Economics40=220/500=44%. If by calculating the percentage of marks of the candidate comes to less than 40% Commerce Group he will not be eligible for admission.
9. Separate Regn. Return may be filled up for paid/Non-paid seats in each course.

CERTIFICATE

Certified that

- i) the spelling of the names, father's and mother's names and date of birth noted in the Return are in accordance with the particulars entered in the Result gazette/original certificate;
- ii) the student fulfill the conditions of percentage of marks laid down under the Ordinance in force for admission to the course concerned and the combination of the subjects offered by each student is in consequence with the syllabus and Ordinances.
- iii) this college has been granted affiliation by the University for this course; (letter enclosed)
- iv) the students admitted have not been disqualified by any University/Board as per undertaking given by each student to this effect.
- v) The students admitted have compartment in one subject only in the lower exam i.e. 10+2, and
- vi) A sum of Rupees..... on account of Registration and Eligibility Fee has been remitted to the Registrar, Kurukshetra University, Kurukshetra vide Bank Draft No. drawn on Bank or deposited vide University Fee Receipt No..... dated.....
- vii) Certified that actual sanctioned strength approved by the University vide letter No.....dated for the said course/class is..... students and actual admission made by the college is students.

Signature of the Principal
(Office stamp)

INSTRUCTIONS

1. The Registration Return duly typed, College/Dept. Roll No. wise on double space having font size 12 in capital letters and Upper & bottom margin should not be less than 1.5 inches . The Registration Returns must be prepared/printed on legal size paper.
2. The Registration Return of each Class should be prepared roll no. wise & class-wise, i.e. separately for Medical, Non-Medical, Arts, Commerce etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformae of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's, name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return.
6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson at the specified place and not by any other or on behalf of the Principal.
7. Original Migration Certificate alongwith Eligibility application form must be sent to the University alongwith Regn. Return.
8. In Compartment cases percentage of marks for admission shall be determined by taking into account the marks obtained in the subject passed by the candidates plus the minimum pass marks in the compartment subject as per example given below:-
Suppose a student seeking admission to B.Com-I, who has been placed under Compartment in the subject of Accountancy in the 10+2 Examination and has obtained the marks in each Subject as under:- Hindi Core 45/100, English 50/100, Accountancy 10/100 (Compartment) Commerce 52/100, Economics 40/100.
His eligibility will be determined as under:-
Hindi Core 45+English50+Accountancy33(minimum pass marks)+Commerce52+Economics40=220/500=44%.
If by calculating the percentage of marks of the candidate comes to less than 40% Commerce Group he will not be eligible for admission.
9. Separate Regn. Return may be filled up for NRI paid seats in each course.

CERTIFICATE

Certified that

- i) every student has been admitted according to relevant Ordinances of the examination in force at the time of admission as printed in the Kurukshetra University Calendars and they fulfill all the eligibility conditions;
- ii) Eligibility form RF-12 alongwith original M.C. has been sent to the University;
- iii) The equivalence of lower examination passed by each student has been checked and found in order;
- iv) This college has been granted affiliation by the Kurukshetra University for the course; (letter enclosed)
- v) it has been checked that the students admitted have not been disqualified by any University/Board in India. An undertaking to this effect has also been taken from each student;
- vi) the spellings of student's name, father's and mother's name, dated of birth, Marks obtained and Regn. No.(if any) noted in this Return, are in accordance with the particulars mentioned in the original certificate of the lower examination passed from the University/Board concerned;
- vii) A sum of Rupees..... on account of Registration and Eligibility Fee has been remitted to the Registrar, Kurukshetra University, Kurukshetra vide Bank Draft No. drawn on Bank or deposited vide University Fee Receipt No..... dated.....
- viii) Certified that actual sanctioned strength approved by the University vide letter No.....dated for the said course/class is..... students and actual admission made by the college is students.

.....

Signature of the Principal

.....

(Office stamp)

RF-6 (FOR TDC/PROFESSIONAL COURSES)

KURUKSHETRA UNIVERSITY KURUKSHETRA
CONTINUATION FEE RETURN

Academic Session:

Name of College/Department..... Last Date of Admission without late fee Class/Course..... Year.....

Date of Submission of Registration Return..... Group(Arts, Medical, Non-Medical, Commerce etc.).....

Total No. of sanctioned seats Total candidates admitted: (i) Through Counseling (ii) By Management

Important Note: Before filling up this form, Important Instructions for this session and instructions given overleaf must be read carefully.

Sr. No.	Date of receipt of Migration	Regn. No. assigned/ to be assigned by the University	Date of Counseling	Date of Admission	College Roll No	NAME OF STUDENT (In Block letters)	FATHER'S NAME (In Block letters)	MOTHER'S NAME (In Block letters)	Particulars of passing of 10+2/ Lower qualifying Examination										For office use only	
									Date of Birth(As per Matric Cert.)	Name of Univ/ Board	Name of Exam	Year and Session	Roll No.	Subject of Comptt. in case RF4/4A	Marks Obtained/ Total Marks	Whether belongs to Gen/BC/ SC/ST	Marks in PCB/PC M	Category Open/M gt.		Merit Rank No.
						(Spellings should be typed as per certificate of qualifying examination)														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				

INSTRUCTIONS

CERTIFICATE

1. The Registration Return duly typed, College/Dept. Roll No. wise on double space having font size 12 in capital letters and Upper & bottom margin should not be less than 1.5 inches . The Registration Returns must be prepared/printed on legal size paper.
2. The Registration Return of each Class should be prepared roll no. wise & class-wise, i.e. separately for Medical, Non-Medical, Arts, Commerce etc.
3. Office copies of each sheet on plain paper must be retained for record and future references.
4. Only the relevant prescribed proformae of the Registration Returns meant for various categories of students (on the basis of their lower exams. of various Boards/Universities) may be used.
5. The spellings of name, father's and mother's, name of each student may be typed in capital letters and checked exactly in accordance with those recorded in the original certificates of lower examinations before submitting the Registration Return.
6. Each sheet of the Registration Return should invariably be signed by the Principal/Chairperson at the specified place and not by any other or on behalf of the Principal.
7. Details of Marks Obtained out of Total Marks in Col. No. 16 be shown only for admission to all such courses when the condition of minimum percentage of marks is required under the relevant Ordinance.
8. The student who are already registered and still stand migrated from this University to another University/Board, be not shown in this Return. Instead, these students may be shown in RF-2 Return.
9. No student may be promoted in next-higher class until/unless he/she has been registered.

Certified that

- i) the students admitted have secured the required percentage of marks in the lower examination as required under the Ordinances prescribed for admission to.....
- ii) the names and Regn. Nos. noted in this Return are in accordance with the names and Regn. Nos. entered in Result Gazette or supplied by the University;
- iii) Number of students admitted in this class does not exceed the number of sanctioned seats;
- iv) The names of all the students admitted in the above class have been included in the Regn. Return;
- v) These students have not migrated from this University to another University/Board.
- vi) The College/Dept. is exclusively responsible for wrong admissions of students, if any, indicated in the Regn. Return.
- vii) The College has been granted affiliation by the University for this course vide letter No. dated.....
- viii) The students admitted have not been disqualified by this or any other University/Board; and a sum of Rupees.....on account of Continuation fee of the students has been remitted to the Registrar, Kurukshetra University, vide Bank Draft No..... dated..... University Receipt No.....dated.....

.....
Signature of the Principal

(Office stamp)

FORWORDING LETTER FOR SUBMISSION OF REGISTRATION RETURNS

This letter is to be filled class wise along with the registration return must reach the university office within prescribed time from the last date of admission with/without late fee.

Ref. No..... Registered Parcel Dated:-.....

From To

The Principal/Chairman,
.....
.....

The Asstt./Dy. Registrar (Registration),
Kurukshetra University,
Kurukshetra -136119

Dear Sir,

I am sending here with Registration Return of this college/Department, duly filled in and arranged according to the guidelines/instruction supplied by the University.

Number of student admitted to various classes in accordance with the schedule of dates for admissions circulated by the University for the current session (In no case the name of the students have been include in the Registration Returns, whose late admissions have not so far been got approved by the University, as required under the rules). The students who member of the Scheduled caste/ Scheduled Tribe/Backward classes have been noted in the list mentioned overleaf. Performa of 10A duly filled in is allotted herewith.

It is certified that the admissions have been made as per provisions given in the Prospectus/University Calendar/Ordinances of the concerned Course/class.

It is also certified that the distribution of seats as well as Reservation Policy as applicable and notified by the Government and University from time to time has been implemented by the College/Department into and any deviation in this regard is the responsibility of the Principal/Director of the College/Institute.

Category of Regn. Return	No. of Boys	No. of Girls	Total No. of students	Amount remitted
R.F-1
R.F-2
R.F-3
R.F-4
R.F-4A
R.F-6
R.F-13
R.F-21
R.F-22

Enclosures:-

(i) Total pages of Registration Return

Yours Faithfully

(ii) Total Original Mig. Certificate.....

.....

(iii) D.D for Rs.....

Signature of Principal/Chairman

(iv) Proforma 10A (alongwith affiliation letters)

(Office Stamp).....

To be filled by the Registration Branch

1. File no. of College/Deptt.....
2. Date of receipt in the University Officevide R.P No.Dated.....

.....
Receipt Clerk

.....
Assistant

.....
Asstt./Dy. Registrar (Regn.)

To be filled in by the fee Receipt Section

Received Rs..... vide University Receipt No.Dated.....

.....
Fee Receipt Clerk

.....
Asstt. (fee Receipt)

P.T.O.

List of the Students who belong to Scheduled Caste/Scheduled Tribe/Backward Classes:

Sr. No.	Regn. No.	College/Deptt. Roll No.	Class	Name of the Student	Remarks

.....
Signature of the Principal/Chairman
(Office Stamp).....
.....

Dated.....

RF- 10 A

KURUKSHETRA UNIVERSITY, KURUKSHETRA**STATEMENT SHOWING THE SUBJECT WISE SANCTIONED SEATS AND STUDENTS ADMITTED
FOR THE SESSION _____**

SR. No.	Subject	B.A/B.Sc./Part – I		B.A/B.Sc./Part – II		B.A/B.Sc./Part – III		K.U. letter No. & date vide which sanction allowed
		Sanctioned seats	Students admitted	Sanctioned seats	Students admitted	Sanctioned seats	Students admitted	
	GENERAL COURSE							
1.	English							
2.	Hindi							
3.	Punjabi							
4.	Sanskrit							
5.	History							
6.	Economics							
7.	Pol. Sci.							
8.	Sociology							
9.	Pub. Admn.							
10.	Philosophy							
11.	History of art							
12.	Education							
13.	Social work							
14.	Military science							
15.	Music							
16.	Art							
17.	Psychology							
18.	Home Science							
19.	Geography							
20.	Mathematics							
21.	Physics							
22.	Chemistry							
23.	Botany							
24.	Zoology							
25.	Commerce							
26.	Statistics							
27.	Comp. Application							
28.	Electronic Science							
29.								
30.								
31.								
32.								
33.								
RESTRUCTURED COURSE								
1.	Incl. & Actl. Science							
2.	Electronics							
3.	Comp. Sci.							
4.	Genetics							
5.	FPANH							
6.	Rural Industrialization							
7.	Local Self Govt.							
8.	Office Management							
9.	Marketing							
10.	Labour Welfare							
11.	Commercial Art							
12.	Health & Phy. Edu.							
13.	Arch. Musm. & Tour							
14.								

Certified that :-

1. The above statement includes only those subjects in which the University has already allowed affiliation.
2. The above statement has been checked and found correct.
3. No. of students admitted does not exceed the number of sanctioned seats.

Dated : _____

Signature of the Principal _____

College stamp _____

RF-10A

KURUKSHETRA UNIVERSITY KURUKSHETRA

STATEMENT SHOWING THE SANCTIONED SEATS VIS-À-VIS STUDENTS ADMITTED IN VARIOUS COURSES/CLASSES

NAME OF COLLEGE/INSTITUTE..... ACADEMIC SESSION.....

Sr. No.	Name of Course/Class (Medical/Non-Medical/Restructures/Vocational etc.	No. of Sanctioned Seats	K.U. Letter No. & Date vide which sanction of seats allowed (letter enclosed issued by the Colleges Branch)	No. of Students admitted as shown in Regn. Return	No. of Excess admissions, if any	Remarks/Reasons in case excess admissions
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Certified that :-

1. The above statement has been checked and found correct.
2. The University has already accorded affiliation to run these courses/classes.
3. Number of students admitted does not exceed the number of sanctioned seats.
4. The admissions have been made in accordance with the University Rules & Ordinances.

Signature of Principal.....

Dated.....

College Stamp.....

R.F.-11

Eligibility Certificate Case No.

KURUKSHETRA UNIVERSITY KURUKSHETRA**APPLICATION FORM FOR OBTAINING ELEGIBILITY CERTIFICATE FOR SEEKING ADMISSION TO THE POST-GRADUATE COURSES OF THE UNIVERSITY TEACHING DEPARTMENTS AND AFFILIATED COLLEGES FOR THE SESSION**

A student who wishes to join the University Teaching Department/affiliated colleges on the basis of the qualification obtained from another University or Board, shall obtain Eligibility certificate by completing this form which must be alongwith the Original Detailed Marks Certificate of the lower examination on the basis of which admission is sought. Admission to the University Teaching Department/Post Graduate affiliated colleges without production of Eligibility certificate shall be invalid. As regards other details of admission procedure. Chairperson/Principal of the concerned Dept./College should be contacted.

1. Name of Candidate (Mr./Miss/Mrs.)..... (in block letters)
2. Father's Name : Shri.....
3. Mother's Name Mrs.....
4. Date of Birth.....(attach photo attested copy of Matric Certificate).
5. Registration No. of Kurukshetra University (if any).....
6. Name of University Department you wish to join.....
7. Course to which admission is being sought.....Semester/Year.....
8. (a) Fill in the below given columns on the basis of which the eligibility to this course is claimed (Also attach original Certificates)

Name of the Examination Passed	Year	Month	Roll No.	Subject/ Papers	Marks Obtained	Minimum Pass Marks	Aggregate %age of Marks	University	Result/Pass/ Fail/Re-appear

(b) Original Certificate attached:

(i)(ii).....(iii).....

9. Permanent home Address.....

10. University Receipt/Postal Order No Rs. 80/- and so on Dated

11. Do you belong to Scheduled Caste/Scheduled Tribe (if so, also attach original certificate).

12. Are you appearing at any other examination from this or other University simultaneously
If yes, Give full particulars.

Name of Examination Roll No.....Session..... University.....

13. Have you ever been disqualified from any examination by any Board/University..... (Yes/No) If yes, decision thereof.....Examination.....University.....Year & Session.....

DECLARATION TO BE GIVEN BY THE CANDIDATE

I do hereby declare that the statement given above is true to the best of my knowledge and belief and nothing has been concealed.

If any information is found incorrect, I own the responsibility and the University, may take any action against me. I further declare:

- (i) that I have not passed the same or equivalent examination from this or any other University/Education Board for which I am seeking admission.
- (ii) that no action of any kind against me is pending or has been decided in any University/Education Board which makes me ineligible for admission to the course.

Encl.: (As above) Dated.....

.....
Signature of Applicant

Important Note:- Migration certificate is to be submitted by the applicant to the Chairperson/Principal of the Department/Colleges concerned within one month from the date of admission.

Certified that the name of the said candidate is to the Selection list at Sr. No.....

Certified that the eligibility of the candidate has been checked and he/she is eligible to take admission in the Department for the above course under the latest University Rules/Ordinance and as per list of examinations recognized by this University. The admission has been allowed provisionally to the candidate at his/her own risk and responsibility subject to confirmation of the eligibility by the University.

DA:

- (i).....
- (ii).....

Signature of the
Chairperson
(With Office Seal)**P.T.O.**

FOR OFFICE USE

1. Name of the Course.....Group.....
.....Examination passed fromUniversity is recognized
as equivalent to as at Sr. No.....Page No..... of the list of Examination
of the Kurukshetra University.
2. Percentage of marks and other condition Prescribed in the Ordinance.....
3. Eligibility for admission to.....Class/Course.
The applicant has obtained.....marks out of.....and has obtained the percentage of
marks for admission to the Course.
4. His admission is provisional subject to submission of
5. Fee has been entered in the Fee Register at Sr. NoEligibility Certificate
No.....
Eligibility checked on the basis of original documents and provision of the Allowed Ordinance.

Dealing Official

Assistant

Superintendent (Regn.)

Asstt./Dy. Registrar (Regn.)

R.F.-12

KURUKSHETRA UNIVERSITY KURUKSHETRA

APPLICATION FORM FOR OBTAINING ELEGIBILITY OF STUDENT SHOWN IN RF-2 RETURN

- Important Note :-
- (i) The Application Form duly filled in by the student and completed in all respect, must be sent to the University within 10 days from the date of admission;
 - (ii) A student joining a college affiliated to this University, on the basis of having passed qualifying exam., from another recognized University/Board (except Board of School Education, Haryana), are required to apply for eligibility by completing this form;
 - (iii) The application Form alongwith Photostat copy of detailed Marks Certificate duly attested by the Principal of the college concerned alongwith original Migration certificate must be sent.

1. Name of Candidate (Mr./Miss/Mrs.)..... (in block letters as per lower exam)
2. Father's Name: Shri.....
3. Mother's Name Mrs.....
4. Date of Birth.....(as recorded in Matric Certificate)
5. Registration No. of Kurukshetra University (if any).....
6. Class/Course to which admission is sought.....Section.....
- Class Roll No.....Subject offered (i).....(ii).....
- (iii).....(iv).....(v).....(vi).....
7. Fill in the below given columns on the basis of which the admission is sought.

Name of the Examination Passed	Year	Month	Roll No.	Subject/Papers	Marks Obtained in each subject	Max. Marks in subject	Total marks obtained	Aggregate %age of Marks	Result Pass/Fail/Re-appear	University/Board
				1.....				
				2.....				
				3.....				
				4.....				
				5.....				

8. Are you appearing in any compartmental/deficient subject in the supplementary examination from this or any other University/ Board?
If so, name of University/Board..... Name of Exam.....
Comptt./deficient subject.....
9. Correspondence Address.....
10. Permanent Home Address.....
11. Do you belong to Scheduled Caste/Scheduled Tribe.....

I do hereby declare as under:-

- (i) That the statement given above is true to the best of my knowledge and belief and nothing has been concealed.
- (ii) That I have not passed the same or equivalent examination from this or any other University/Education Board of which I am seeking admission.
- (iii) That no action of any kind against me is pending or has been decided in any University/Education Board which makes me ineligible for admission to the course.
- (iv) That I am taking admission in the college at my own risk and responsibility subject to confirmation of my eligibility by the University. If I am declared ineligible at any stage no admission to the course and my admission is cancelled by the University abinitio, I shall have no claim whatsoever for this.

Date.....
 (Signature of the Father/Guardian) (Signature of Student)

Certified that the eligibility of the candidate has been checked and he/she is eligible to take admission in the college for the above course under the latest University rules/Ordinance and as per list of examination recognized by this University. The admission has been allowed provisionally to the candidate at his/her own risk and responsibility subject to confirmation of the eligibility by the University. The original certificate/DMC has been checked and a Photostat copy duly attested by the undersigned alongwith original migration certificate is attached herewith for the purpose. If the candidate is declared ineligible for admission to the above course for non-fulfillment of any of the eligibility conditions and the provisional admission of candidate is cancelled, the college shall have no claim whatsoever for this.

DA: Original certificate attached
 (i).....
 (ii).....

Signature of the Principal
 (With Office Seal)

Dated

P.T.O.

FOR OFFICE USE

1. Name of the Course applied forSubject Offered
(If applicable)
2. Name of the Lower Examination passed.....
University/Board..... Recognized as equivalent
to at Sr. No.....Page No..... of the Equivalency list.
3. Percentage of marks and other condition Prescribed in the Ordinance.....
Other conditions prescribed in the Ordinance.....
4. Percentage of marks obtained by the student.....
Other conditions which the candidate fulfils.....
5. (i) Whether the student belong to SC/ST (Mention Category).....
(ii) Percentage of concession allowed.....
6. Dated of Receipt of Original Migration Certificate.....
Fee for late submission of Migration Certificate of Rs.....
Entered in the Registrar (if applicable at Sr. No.....
7. Eligible subject to submission of.....

Clerk Assistant Superintendent (Regn.) Asstt./Dy. Registrar(Regn.)

REASON IF NOT ELIGIBLE

Clerk Assistant Superintendent (Regn.) Asstt./Dy. Registrar(Regn.)

KURUKSHETRA UNIVERSITY KURUKSHETRA**APPLICATION FORM FOR OBTAINING ELEGIBILITY CERTIFICATE IN RESPECT OF FOREIGN STUDENTS
FOR THE SESSION**

A student who wishes to join the University Teaching Department/affiliated colleges/Directorate of Correspondence Courses on the basis of the qualifications obtained from another Foreign University or Board shall obtain Eligibility certificate by completing this form which must be accompanied alongwith the Original Detailed Marks Certificates of the lower examination on the basis of which admission is sought. Admission to the University Teaching Department/affiliated colleges/ Directorate of Correspondence Courses without production of Eligibility certificate shall be invalid. As regards other details of admission procedure concerned Chairperson/Principal/Director of Correspondence Courses is to be contacted.

1. Name of Candidate (Mr./Miss/Mrs.)..... (in block letters as per lower exam)
2. Father's Name: Shri.....
3. Mother's Name Mrs.....
4. Date of Birth.....(attach attested photocopy of Matric Certificate)
5. Registration No. of Kurukshetra University (if any).....
6. Name of University Department you wish to join.....
7. Course to which admission is being sought.....Semester/Year.....
8. (a) Fill in the below given columns on the basis of which the eligibility to this course is claimed
Also attach original Certificates)

Name of the Examination Passed	Year	Month	Roll No.	Subject/ Papers	Marks Obtained	Minimum Pass Marks	Aggregate %age of Marks	University	Result/Pass/ Fail/Re-appear

(b) Original Certificate attached:

(i) (ii)..... (iii).....

(c) Other Documents Attached:

(i) Student Visa..... (ii) Passport..... (iii) Medical Aid Certificate.....
(iv) Residential Permit.....

9. Permanent home Address.....

10. University Receipt/Postal Order No Rs. 500/- Dated

11. Do you belong to Scheduled Caste/Scheduled Tribe (if so, also attach original certificate).

12. Are you appearing at any other examination from this or any other University simultaneously If yes, Give full particulars.

Name of Examination Roll No.....Session..... University.....

13. Have you ever been disqualified from any examination by any Board/University..... (Yes/No)

If yes, decision thereof.....Examination.....University.....Year & Session.....

DECLARATION TO BE GIVEN BY THE CANDIDATE

I do hereby declare that the statement given above is true to the best of my knowledge and belief and nothing has been concealed.

If any information is found incorrect, I own the responsibility and the University may take any action against me. I further declare:

(iii) that I have not passed the same or equivalent examination from this or any other University/Education Board for which I am seeking admission.

(iv) that no action of any kind against me is pending or has been decided in any University/Education Board which makes me ineligible for admission to the course.

Encl.: (As above) Dated.....

.....
Signature of Applicant

Note:- Migration certificate is to be submitted by the applicant to the Chairperson of the Department/Principal of the Colleges concerned within one month from the date of admission.

P.T.O.

FOR OFFICE USE

1. Name of the Course.....Group.....
.....Examination passed fromUniversity is
recognized as equivalent to as at Sr. No.....Page No..... of the
list of Examination of the Kurukshetra University.
2. Percentage of marks and other condition Prescribed in the Ordinance.....
3. Eligibility for admission to.....Class/Course.
The applicant has obtained.....marks out of.....and has obtained the
percentage of marks for admission to the Course.
4. His admission is provisional subject to submission of
5. Fee has been entered in the Fee Register at Sr. NoEligibility
Certificate No.....

Eligibility checked on the basis of original documents and

Allowed provision of the Ordinance.

Dealing Official

Assistant

Superintendent (Regn.)

Asstt./Dy. Registrar (Regn.)

KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

NO DUES CERTIFICATE

(To be issued by the Authorized Officer with Office Stamp)

Name of the Institute/College:

Name of the Course:

Session:

Total Roll Nos:

Date of Examination:

<u>Colleges Branch</u> No Dues are Pending. Signature of the Branch Officer (Stamp)	<u>Registration Branch</u> No Dues are Pending. Signature of the Branch Officer (Stamp)	<u>Youth & Cultural Affairs</u> No Dues are Pending. Signature of the Branch Officer (Stamp)
<u>Sports Department</u> No Dues are Pending. Signature of the Branch Officer (Stamp)	<u>Youth Red Cross Unit</u> No Dues are Pending. Signature of the Branch Officer (Stamp)	<u>Alumni Association</u> No Dues are Pending. Signature of the Branch Officer (Stamp)
<u>Holiday Home</u> No Dues are Pending. Signature of the Branch Officer (Stamp)	<u>NSS</u> No Dues are Pending. Signature of the Branch Officer (Stamp)	<u>Examination Branch</u> No Dues are Pending. Signature of the Branch Officer (Stamp)

As per above reports, the referred Institute/College has cleared the dues so, admit, cards/roll numbers may be issued and this certificate be retained by the set Incharge for future reference.

(Signature of the Branch Officer)
Result Branch
Dated

SupdtResult Branch

KURUKSHETRA UNIVERSITY KURUKSHETRA

Return for supplying particulars and remittance of late admission fee of the students provisionally admitted late in various courses after the last date with late fee of Rs. 100/-.

Note: - (i) In addition to late fee of Rs. 100/- (to retained by the College/Deptt.) as additional late fee @ Rs. 100/- per day per student may be realized.

- (ii) The consolidated list completed in all respects, alongwith late fee, must reach the University latest by the last date fixed as per schedule already notified or within 10 days of the date of late admission.
- (iii) No admission be allowed after the last date fixed for admission with late fee of Rs. 100/- per day per student and fixed by the University from time to time, unless otherwise allowed by the University.

Sr. No.	Name of the Student	Class/Course	Roll No.	Last date of admission with late fee of Rs. 100/-	Date of Admission	Delay involved (No. of Days)	Amount of Late Fee @ Rs. 100/- per day per student

Certified that the late fee chargeable under the Rules has been realized from all the students admitted late.

Encl.: Bank Draft No.....

Dated.....

For Rs.....

.....

Signature of the Principal/Chairperson

.....

Verification of Receipt of Fee by the Fee Section in respect of University Teaching Department only.

Receipt of Rs.....verified

Dated.....

.....

(Incharge Fee Section, K.U.K.)

SPEED-POST

O.I.G.S.

To

*From:-
Sr. Admn officer. /Dy. Registrar (Registration)
Kurukshetra University, Kurukshetra*

