

PROSPECTUS

2019

for Online Admission in

Dept. of Botany; Dept. of Chemistry; Dept. of Physics; Dept. of Mathematics;
Dept. of English; Dept. of Commerce; Dept. of Law; Dept. of Geography;
University School of Management; Dept. of Physical Education

for

M.Sc. (Botany); M.Sc. (Chemistry); M.Sc. (Chemistry with specialization in Pharmaceuticals);
M.Sc. (Physics); M.Sc. (Mathematics); M.A. (English); M.Com.; LL.M.; M.Sc. (Geography);
MBA 2-Yr.; M.P.Ed.



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(‘A+’ Grade NAAC Accredited, Category-I University)

Website: www.kuk.ac.in

Admission Portal : <https://kukadmissions.in>

Helpline No. : +91-9057047584, +91-9057047585, +91-9057047586, +91-9057047587, +91-9057047588, +91-9057047589



VISION

Be globally acknowledged as a distinguished centre of academic excellence.

MISSION

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

Dr. KAILASH CHANDRA SHARMA
VICE-CHANCELLOR



Kurukshetra University,
Kurukshetra - 136 119 (INDIA)
(Established by the State Legislature Act XII of 1956)
(A+ Grade, NAAC Accredited)



MESSAGE

Congratulations on deciding to study at Kurukshetra University. I would like to take this opportunity to extend a warm welcome to you. By coming to this University, you are joining a leading higher education institution in the country with a strong passion in the field.

From its humble beginnings in 1956, Kurukshetra University has expanded, improved and established itself as a premier Higher Education Institute in the country. As an institution renowned for research teaching and learning excellence in the field of higher education, the University has been awarded A+ Grade by NAAC and has been placed at 8th position amongst the State Universities of the Country in Category-I by the MHRD.

Kurukshetra University aims to build top quality human resource capital by constantly motivating young minds to learn and enjoy the excitement and adventure that education offers. It offers a holistic learning environment so that students can inculcate qualities of scientific temper, leadership, social responsibility and respect for all cultures and traditions.

Kurukshetra University will expose you to some of the best teachers of the country. The University teachers are engaged in high quality research of International standard and they bring their expertise and new knowledge meaningfully into their teaching in the class room.

In consonance with the Government's flagship initiative 'Digital India', Kurukshetra University offers its students a good exposure to new technologies which have opened new vistas of knowledge in the 21st century. We have 473 acre wi-fi campus to provide world class learning environment to our students. Students take instruction through interactive platforms which include smart class rooms, online web-resources, video conferencing and language labs.

The University is amongst the largest providers of on-campus hostel accommodation to the students in the country. It has presently 25 well maintained hostels accommodating 6431 students in 12 hostels for men and 13 women. Besides, it also has auditoria, shopping complex, banks, post office and world-class sports and cultural activity facilities, the students health services, a career development and counseling cell and a placement cell.

I hope the Handbook of Information gives you all the information which you need to make Kurukshetra University as the University of your choice. It has been designed to help you to explore information about admission schedule, accommodation, fee structure and other campus facilities for students and so on.

We encourage you to choose Kurukshetra University and hope that your stay at Kurukshetra University will help you harness your full potential to serve our country through the knowledge and skills gained at the University.


(Kailash Chandra Sharma)

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STATUTORY OFFICERS

Hon'ble Chancellor
Shri Satyadeo Narain Arya
Governor, Haryana

			STD Code : 01744
Vice-Chancellor		Dr. Kailash Chandra Sharma M.Sc., Ph.D., FBS	238039
Registrar		Dr. Nita Khanna M.Sc., Ph.D.	238026
Dean Academic Affairs		Prof. Manjula Chaudhary M.B.A., Ph.D.	238045
Dean Students' Welfare		Prof. Pawan Kumar Sharma M.Sc., Ph. D.	238096
Proctor		Prof. R.K. Deswal M.A., Ph. D.	239617
Dean of Colleges		Prof. Rajnesh Kumar M.Sc., Ph.D.	238347
Dean, Research & Development		Prof. Anil Vohra M.Sc., Ph. D.	238561
Chief Warden (Boys Hostels)		Prof. C.P. Singh M.A.(SW), Ph. D.	238711
Chief Warden (Girls Hostels)		Prof. Manjusha Sharma M.A., Ph.D.	238278
Librarian		Dr. Manoj K Joshi M.Lib., Ph. D.	238367
Controller of Examinations		Dr. Hukam Singh M.Phil., Ph. D.	238377

KURUKSHETRA UNIVERSITY

Introduction

Accredited A+ Grade by NAAC and recognized as Category-I University by MHRD, Kurukshetra University, Kurukshetra, is a premier institution of higher learning in India. Established on 11th January, 1957 as a Sanskrit University, presently it offers education and research programmes in diverse areas of science, business studies, social sciences, humanities, performing arts and sports. Located on the southern bank of famed Brahma Sarovar, the University has a sprawling campus spread over 473 acres.

In addition to providing quality education to the students, Kurukshetra University embodies the values of *Yogastha Kuru Karmani*, enshrined in Bhagwadgita, which embodies performing activities while steadfast in Yoga. Those passing out of the precincts of the University also imbibe the social, moral and ethical values. The University equips its students with skills, insights and practical experiences to competitively perform in various professions.

The University's programs combine the enduring value of a liberal arts education with the skills and experience offered by professional departments. The University offers 175 courses on the campus in 49 Departments and Institutes through a highly qualified faculty of 385 members. The University also has 261 affiliated colleges and institutes in the districts of Ambala, Karnal, Kaithal, Kurukshetra, Panipat, Panchkula and Yamuna Nagar.

The campus of the University has often been rated as one of the most beautiful campuses in India. It resembles a large, self-contained village with lecture theatres, smart class rooms, Wi-Fi, libraries, laboratories, on campus hostels, cafeterias, canteens, markets, swimming pool, gymnasias, banks, ATMs, post office and world-class sports facilities. The most remarkable feature of the campus is a seamless interconnection of nature and the built environment. There are a number of lush green gardens, water fountains and sidewalks which provide an ideal environment on the campus for study and leisure.

In its commitment to facilitating the student and other stakeholders, the University digitalized the examination system and provided online platforms for payment of fee.

Striving for Excellence

The Kurukshetra University is widely recognized for its commitment towards imparting quality education and for an environment that is conducive to academic growth. The University's impressive infrastructure and its commitment towards quality teaching and research are also institutional strengths. The University has proved its excellence in sports at National level and presence at International level. The University has been accredited with A+ grade by NAAC after assessing its progress in various criteria including academic, research, students' support and progression, physical infrastructure, sports and cultural activities. The University is one of the 25 Universities of the country graded as Category-I University by UGC. The University is one of the 10 State Universities of India selected by MHRD, Govt. of India for a grant of Rs.100 crores. The University is in process of establishing Centre of Excellence for Research, Innovation and Entrepreneurship in the Campus.

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of the University works towards the realisation of the goals of quality enhancement and maintenance. It continuously strives to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution. The aim is to channelize all efforts and measures of the University towards promoting 'Quality Culture' leading to holistic academic excellence. This is achieved through involvement of students, parents, teachers, administrative staff and other stakeholders. Students and their parents are encouraged to send in their suggestions/ feedback to the Coordinator, IQAC on any quality related issues.

University Library

The JLN Library established on January 11, 1957 is located at a central place in the middle of various Departments and Institutes of the Kurukshetra University. The Library has a total plinth area of 1,14,205 sq. feet besides beautiful well maintained lush green parks and vehicles parking. The JLN Library comprises of three blocks i.e. Ranganathan Block, Ram Prasad Bismil Golden Jubilee Reading Hall and Savitri Bai Phule Block have seating capacity of 1390. Presently, the library has well maintained a rich collection of 3,95,682 Books (including Bound volumes and Ph.D. thesis), 15,324 Manuscripts and 196+24 Print Journals (Indian and Foreign) covering all the subjects of different disciplines. Presently the library is receiving 13 full text E-Resources under E-shodh Sindhu consortium of INFLIBNET. The JLN Library has subscribed other E-Resources like Manupatra, Cambridge University Press and Emerald. The JLN Library is regarded as one of the prestigious libraries of the country.

The JLN Library comprises of various sections such as Registration, Periodical, Internet Services Centre, Technical, Reference and provides open access to its books and periodical's collection. The buildings

are centrally air conditioned and with all modern amenities for the reading of the students which remain open 9.00 a.m. to 12.00 midnight on all the days throughout the year (except on 26th January, 15 August and 2nd October, 1st November and Holi). The Circulation (books issue and return) and Internet facility is available from 9.00 a.m. to 5.00 p.m. from Monday to Saturday. One Reading Hall in Savitri Bai Phule Block remains open round the clock. The JLN Library provides a congenial atmosphere to the enrolled students for reading and preparation of their university examinations and competitive examinations. The library is equipped with modern infrastructure, generator facility, internet and provides disturbance free atmosphere to the students with adequate security arrangements. The library has separate reading room for atleast 60 Research Scholars with adequate facilities.

Internet Services Centre of the library was established in 1996 to keep abreast with the latest information technology and new trends in information management and services. The link of Library on University website www.kuk.ac.in acts as a single window information provider for the access of all its resources and services. The JLN library offers various automated/computerized activities and services including access to E-Resources, CD-RoMs, circulation services and OPAC.

Students' Support Services

Office of the Dean Students' Welfare

A number of facilities and opportunities are provided to the students of the University by the office of the Dean Students' Welfare. The office governs all Cultural, Sports, NSS and Youth Red Cross activities of the University Teaching Departments and Institutes on the Campus. The office maintains liaison with students regarding their demands and other welfare activities.

Bus and train passes are issued through this office. Educational/study tours are also organized through this office. The office provides generous supports for extension lectures and other students' programmes of importance. The office provides financial help to the differently abled students for transportation facilities on Campus and provides Jackets/Jerseys to the SC/ST students. The office also supports the needy students through the Earn While You Learn Scheme which enables students to do some work in their Departments/Institutes on a token payment basis. Insurance of all the students of the University Teaching Departments on the Campus in the form of Group Insurance Scheme is managed by the Dean Students' Welfare office.

The office provides support to the students of University Teaching Departments for participating in cultural and literary events like Zonal Youth Festival, Inter-Zonal Youth Festival, Haryana Day Festival (Ratnawali), Annual Public Speaking Competition (ROSTRUM) and other Quiz, Declamation, Paper-reading, Poster Making, Music and Dramatic Competitions: Slogan Writing Competition, Essay Writing Competitions etc. ROSTRUM is a programme initiated by the Dean Students' Welfare office to develop communication abilities among students. The competition (ROSTRUM) is very popular and attracts thousands of students every year for participation.

Sports material is provided to the students for sports activities on the Campus and the office provides support to students of University Teaching Departments for participating in sports tournaments held at Zonal and Inter-Zonal level of the University.

Dean Students' Welfare convenes the meeting of the Students' Grievances Redressal Cell which looks after the grievances of the students which can be submitted to the Dean Students' Welfare either through an email (dsw@kuk.ac.in) or in writing.

The office of the Dean Students' Welfare organizes students' programme for making the students aware regarding their role in the society. The office also takes measures from time to time to inculcate leadership qualities amongst students. The programmes for development of communication skills, soft skills, personality development and enhancement of placement activities on campus are also managed through the office of the Dean Students' Welfare.

Supporting International Students

In the age of globalization, Kurukshetra University has set out to make its presence felt globally through internationalization of its programmes and opening new avenues of association for global student community. In order to assist international students the University has an International Students' Advisor who helps the International Students to understand the admission procedures of various university programmes, getting visa for admissions and also to help them live comfortably in the new environment. The University

also has arrangements to assist international students with regard to language issues. Every year the University admits international students sponsored by ICCR (Indian Council for Cultural Relations) and directly. The details of admission can be downloaded from the University website.

Dr. Radhakrishnan Foundation Fund

Dr. Radhakrishnan Foundation Fund was established in the year 1994 for raising donations/mobilization of resources etc. for the overall development of the University under Financial Resources Mobilization (FRM) Scheme of the University Grants Commission (UGC). The annual interest accrued to the fund is utilized for award of scholarship etc. to the students.

On-Campus Hostel Facilities

The University at present has 25 Hostels (11 for Boys, 1 for Foreign male students and 13 for Girls) on the campus. These hostels have a capacity to accommodate 2700 boys and 3000 girls. Providing a comfortable and safe atmosphere to the students, the hostel facilities on the campus make it easy for the students to find a home like accommodation away from their families. The girls' hostels provide all important facilities within the girls' hostels complex. These include common Gym., Common Reading Hall, ATM, Photocopy facilities, Computer Lab. etc. Out of 25 hostels, 15 hostels operate their own mess and in rest of the hostels there are contractual messes where hygienic and nutritious meals with a varied menu is provided. In view of the large number of applicants seeking hostel accommodation, the University allots hostels to the students on the basis of their merit in the admission list. Most of the hostels have Reading Rooms, Computer Lab., Common Rooms and Indoor & Outdoor Games facilities. The University has also made available the facility to male hostlers for parking their vehicles in the Central Parking near their hostels. The girls' hostels are also provided with round the clock ambulance services and a dispensary. The hostel accommodation is subject to availability of seats.

Health Care

The University Health Centre looks after the medical needs of the students, staff and their families, facilities for protective inoculation exist in Health Centre. Complete Physiotherapy Unit, Computerized ECG, X-Ray, Round the Clock Ambulance facilities, adequate Laboratory facilities, Auto Analyzer facilities, are available in the Health Centre. A Dentist is also available in the Health Centre. The University has more than 65 private Doctors with different specializations on its panel for consultation free of cost. The facilities include a modern ambulance service.

Career and Counseling Cell

The University has established a Career and Counseling Cell with an objective to address the diverse socio-economic handicaps and geographic backgrounds of the heterogeneous population of students coming to the University. The Cell supports the students in the development of soft skills and communication ability to challenge the rigors of competitive tests and on-job-training in add-on or vocational courses, besides inculcating social values and ability to think independently for carrying out social responsibilities. The Career and Counseling Cell is a Resource Centre of information, guidance and counseling with free accessibility and internet based global connectivity and exchange of information on professional placements.

Placement Cell

The Placement Cell of the University provides career guidance and facilitates corporate interaction to the University students. It organizes and coordinates campus placement activities. The Cell also organizes the employability skills enhancement programmes for the university students. The Cell is headed by Placement Officer and there are teacher(s) coordinators at departmental level. It coordinates and organizes campus interviews/placement drives/summer internship/industrial visit etc. The Cell also organizes and coordinates personality development, soft skills development, entrepreneurship development programmes, executive meets, motivational talks and other activities related to the employability career guidance and personal development of the University students.

Addressing Women and Societal Concerns

Women's Studies Research Centre

The Centre reflects the University's commitment to society and its policy of inclusive growth. The Centre is fulfilling its objectives of women empowerment through research, curriculum development, documentation, networking, providing counseling services and launching awareness programmes. The Centre offers two full time courses in Women's Studies - M.A. (Women Studies) two years (semester system) and PG Diploma in Women's Studies one year (annual examination). Gender Sensitization workshops are

organized for various sectors of society including the development functionaries of the State. The Centre has also been working as a Nodal Agency to guide and monitor the functions of Women Cells in the colleges of Haryana. The Centre is now a Phase-III Centre of the University Grants Commission making it one of the top few in the country. The Centre's library and research documentation are rated as one of the best in the country. As part of the Extension Work, the centre regularly Organizes Gender Sensitization Programmes cum Awareness Campaigns in the different Departments and Colleges on the Campus as well as in villages surrounding Kurukshetra.

Internal Complaints Committee (ICC) against Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal)

Kurukshetra University is committed to provide to all women a place of work and study free of sexual harassment, intimidation and exploitation. It is expected that all students, faculty, staff, karamcharis and officials treat one another and visitors to the University with respect. Reports of sexual harassment are taken seriously and dealt with promptly.

Sexual harassment can take place in various forms; some subtle and indirect, some blatant and overt. For instance any one or more of the following acts of unwelcome behaviour (directly or by implication); physical contact and advances, A demand or request for sexual favours, Making sexually coloured remarks, Showing pornography, any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Kurukshetra University has a policy against Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) 2015 which is available on its website : www.kuk.ac.in. This policy is a compliance with (SEXUAL HARASSMENT OF WOMEN AT WORK PLACE PREVENTION, PROHIBITION AND REDRESSAL ACT 2013).

As per policy Kurukshetra University constitutes ICC every year representing different stakeholders and this list remains available on University website. The details of ICC functions and help numbers are displayed throughout campus.

Students can take help of ICC without any hesitation. Complaints can be made directly to any member of ICC or through existing channels of lodging grievances, such as University Authorities, Wardens, Teachers, Students, Union/Association Representatives, and Administrative Superiors etc. Third Party (any individual who is not a party to the incidents) can also register complaints.

SPEAK UP SPEAKING UP MAY PREVENT YOU AND OTHERS FROM BEING HARMED.

Co-curricular Activities

Sports

The Ranking of Kurukshetra University Kurukshetra in Maulana Abul Kalam Azad (MAKA) Trophy remains in top four from the session 2006-07 to 2016-17 . The Trophy is symbol of supremacy and excellence in sports among about 900 Indian Universities, affiliated to Association of Indian Universities (A.I.U.). On the basis of overall performances of the Universities in sports, the Ministry of Sports, Govt. of India & Association of Indian Universities (Sports Division), New Delhi declares best four Universities, every year.

About six players of the University have represented India in different International tournaments & secured positions. The University teams which secured positions at All India Inter University as well as Zonal level in the session 2018-19, so far are ; Volleyball (Women) team secured 1st position, Kabaddi (Women), Wrestling Free Style (Men), Wrestling Greco Roman (Men), Boxing (Women) teams secured 2nd position, Kho-Kho (Women), Wrestling (Women), Fencing EPEE (Men) teams secured 3rd position and Archery Compound Round (Men), Hockey (Women), Handball (Women) teams secured 4th position in All India Inter University championships and 7 teams of University have secured the different positions in North Zone Inter University Championships 2018-19.

The University provides maximum sports facilities, programmes and activities to enable the students to achieve and maintain a fit, healthy and enjoyable lifestyle. The University has two Multipurpose Halls (New & Old). The New Hall equipped with workout machines, Gymnastic equipments and mats of Judo, Taekwondo, Kabaddi, Wrestling, Wushu etc. and all these activities are being organized in this Hall. There is a Boxing Ring, Weight Lifting Station & Badminton Courts in Old Gymnasium Hall. The University has a Standard Swimming Pool also. In addition to these the University has Hockey, Football, Kabaddi, Kho-Kho, Hand Ball, Tennis, Volley Ball & Basket Ball Courts/Grounds, Table Tennis Room and a Standard 400 mts. Grassy Athletic track and a climbing wall for adventure Sports. The Shooting Range is about to complete and laying of Synthetic Vinyl Sports Flooring in the New & Old Gymnasium Halls is also under process.

The Directorate of Sports Organized about 62 Inter-Collegiate Championships in men & women sections in different sports disciplines in the year 2018-19. The Directorate of Sports conducts coaching camps for the University teams prior to their participation in the Inter-University Tournaments and also organized two/three North Zone/All India Inter University Championships every year. Other than the Inter Collegiate & Inter University tournaments, the tournaments of Central/State Government departments and Federations/Associations are also being organized at University Sports Complex. The University gives Awards and Sports Stipend to the outstanding sports persons.

Department of Youth and Cultural Affairs

Kurukshetra University, Kurukshetra is one of the best platforms for the artists in Haryana who is working for the promotion, preservation and documentation of rich cultural heritage of our state for the last three decades. The Department of Youth & Cultural Affairs aims at providing opportunities, incentives and channels to student for making healthy, educative and constructive use of their leisure for self-fulfillment and excellence. The Department organizes various activities and programmes for the students of the University Teaching Departments and affiliated Colleges. Independence day, Talent Show Competition at all the affiliated colleges, Celebration of Sanskrit Week, Celebration of Hindi Diwas, Inter Zonal Youth Festival, Declamation Contest on the occasion of Gita Jayanti Utsav (Kurukshetra Mahotsav), Inter Collegiate Kamal Nayan Bajaj Elocution Competition, Participation in Kamal Nayan Bajaj National Elocution Competition at Shiksha Mandal, Wardha, Literary Workshop-cum-Competition, Fine Arts Competition-cum-workshop, Quiz competition, Kamlesh Memo. Poetical Symposium, Participation in North Zone Inter University Youth Festival organized by the A.I.U. Celebration of Republic Day, Participation in All India Inter University National, Youth Festival organized by the A.I.U., Participation in SAUFEST (South Asian Universities Festival, International Youth Festival) organized by the A.I.U. Ratnawali Yuva Saang Mahtosav at Five zones, Adventurous Programme/Youth Leadership Camp, Two Trekking Camps (UG), Two Trekking Camps (PG), Two Advance Youth Leadership Camps (Boys & Girls) (UG & PG), Two Basis Youth Leadership Camps (Boys & Girls) (UG&PG), One Advance Youth Leadership Camp for Professional Colleges. In addition to the youth activities for the entertainment of the campus students as well as University employees, the department screens the Films by K.U. Campus Film Society.

National Cadet Corps (NCC)

The University has a well-equipped contingent of NCC Battalion under the charge of experienced and trained officers of 10 Haryana Bn. NCC Kurukshetra. Separate arrangements have been made for boys and girls to facilitate them to join NCC. Apart from regular training parades, the Cadets attend NCC Camps for centralized training with their counterparts from other institutions. The Units prepare them for taking up the higher NCC Certificate Examinations. NCC Cadets are also groomed for assisting the administration in the proper and orderly conduct of special events and in relief work in civic emergencies. The Unit also presents brief programmes during the Republic and Independence Day Celebrations, and on special occasions such as the NCC Day. The University lays special emphasis on training students for the armed forces by arranging lectures and guidance programmes. A special facility is provided in the sports complex to help students prepare for entry into the forces.

National Service Scheme (NSS)

Kurukshetra University is a founder member of NSS Programme, since 1969. At present there are 12800 volunteers enrolled with 128 units in 73 affiliated colleges.

The volunteers take keen interest in various NSS activities and last year 73 special 7 day NSS Camps were organized. The Volunteers donated 2928 units of blood. Several awareness programmes such as Swachhta Mission : Ek Bharat, Saresth Bharat, Samajik Samrasta, Vittia Saksharta Abhiyan/Digital India, AIDS, Yoga programme for society and various social issues including Beti Bachao Beti Padhao, Environmental Pollution, Awareness for the Health & Hygiene etc. are regularly undertaken by the NSS volunteers. University Teaching Departments has four units of NSS, where students can work for community and participate in various activities.

Inclusive Growth

Mahatma Gandhi All India Service Coaching Institute

The Mahatma Gandhi All India Services Coaching Institute was established in the year 1982. The prime purpose of the Institute is to encourage the students coming from the downtrodden and backward sections of the society including SC/ST students by way of providing them coaching and counseling for the

UGC NET Examinations and other competition examinations including the Civil Services examinations. The Institute also undertakes the Coaching Programmes for the Haryana Civil Services (Executive) Examinations, Haryana Judicial Services Examinations and Remedial Coaching.

During the Calendar Year 2018, the Institute has organized two Coaching-cum- Counseling Programmes for the UGC Net Paper-I Examination for the SC/BC and Minority categories students of Haryana.

The students are advised to look for the notices issues by the Institute from time to time.

SC/ST Cell

The Scheduled Castes/Scheduled Tribes Cell was established in the year 1984 with the financial assistance of the University Grants Commission. The main objectives of the Cell are to look after the work of Co-ordination, Evaluation and Monitoring of the implementation of programme/work relating to the Scheduled Caste and Scheduled Tribes students/employees of this University and its maintained colleges. It is the duty of the Cell to see that the guidelines issued by the Govt. of India/University Grants Commission/State Govt. in favour of the Scheduled Castes/Scheduled Tribes candidates are implemented effectively.

The Cell has been working as a Nodal Agency for supplying of various types of statistical information in respect of the students, teachers and other employees of the Scheduled Caste/Scheduled Tribes categories in the University for onward transmission to the Govt. of India/University Grants Commission/State Govt. from time to time after collecting the same from various University Teaching Departments/Institutes/Colleges/Branches of the University.

The Scheduled Castes/Scheduled Tribes Cell remains in constant touch with various agencies of the Govt. in order to apprise the various welfare schemes to the Scheduled Caste/Scheduled Tribes students of the University.

Keeping in view the above objectives the University has been carrying out welfare activities for Scheduled Caste/Scheduled Tribes students studying in the University Teaching Departments/Institutes of Kurukshetra University, Kurukshetra during the period under report. The Cell provides winter clothing to extremely needy and poor students and financial assistance.

Dr. B. R. Ambedkar Study Centre

The Centre for Dr. B. R. Ambedkar Studies was set up in Kurukshetra University in June, 1992 to mark the centenary celebration of Baba Saheb Dr. Bhim Rao Ambedkar who played important role in the constitutional development and emancipation of the Scheduled Castes and weaker sections of the society. The objectives of the centre are : to study the work of Dr. B. R. Ambedkar scientifically and objectively; to understand Dr. Ambedkar's relevance today; to study problems such as untouchability, social injustice etc. in the light of his ideas and vision; to collect and publish writings and speeches on Dr. Ambedkar; to bring out publications and journal devoted to his life and the subjects in which he contributed and to propagate the philosophy of Dr. Ambedkar among the downtrodden and other weaker sections of the society; to encourage students of M.Phil and Ph.D. courses and other scholars to work on Dr. Ambedkar and Dalit Literature; to hold seminars, symposia, lectures and competitions on Dr. Ambedkar's life, work and ideology and to provide a common platform to the scholars working on Dr. Ambedkar in India and abroad to share their views and experiences.

Taking Education to the Door Steps

Distance Education Programme

Kurukshetra University started Distance Education Programmes of 1976 through Directorate of Correspondence Courses with a vision of providing higher education opportunities to the large number of aspiring persons who could not be part of regular education. Since then the Directorate has been attempting to provide access to quality education at affordable fees. The Directorate was re-casted as Directorate of Distance Education (DDE) to keep pace with the advancements in Distance Education Modes. It has consistently evolved and reinvented with times and in the recent years around 23,000 students enrolled in about 40 undergraduate and postgraduate conventional and job-oriented professional courses in the areas of Law, Commerce, Library & Information Science, Computer Science, Management, Journalism and many more. Its courses meet students' demand and social needs. The curricula are updated alongwith regular courses to offer education at par to the students of distance education. The important programmes offered by Directorate are two year LL.M. and two year B.Ed. Its LL.M. course is preferred choice of working law professionals and NCTE approved B.Ed. benefit working teachers in schools and education institutions across

the country. DDE is making persistent efforts to provide more opportunities for distance education and has started 6 new programmes as Category-I University in the areas of Business Analytics, Cyber Law, Taxation, Human Rights, Gita and Yoga in 2018-19 and plans to offer more courses in the new and emerging areas in the coming years. All courses of the Directorate are recognized by regulatory bodies; Distance Education Bureau (DEB), UGC, NCTE.

The learning mode adopted by the Directorate involves use of study material for self learning and annual Personal Contact Programme (PCP) for teacher assisted learning. DDE teachers provide round the year personal counseling to its students and the schedule for the same is displayed on the website for the information of students. The study material of DDE in SIM format is made available in both print and soft forms. The soft version can be downloaded from the DDE Website using a unique ID allotted to each student. DDE aim is to provide all study material in the form of ISBN numbered books. The Directorate provides many facilities to its students such as centrally air-conditioned, well equipped computer labs. with internet facilities, teaching-block exclusively for the classes of distance education students, centrally air-conditioned library, canteen and other amenities. The Directorate has kept pace with times and uses its own website www.ddekuk.ac.in for online admission and other information. It uses a mobile app 'DDEKUK' for better and effective communication with the students that available free on the Google Play Store. It uses SMS service to provide the information to the students, quickly and efficiently.

An important feature of DDE evaluation system is its comprehensiveness using 20% Internal Assessment in all UG/PG (except LL.M. & B.Ed.) classes and 80% external evaluation. The internal assessment is added to external exam marks for deciding result of students. DDE has been offering incentive for girls' education beginning 2017-18 in phased manner for B.A. courses through its scheme 'Shikshit Beti' which provides 25% concession in tuition fee to the girl students having more than 70% marks at 10+2 level. Hostel facilities are made available to girls during PCP to ensure equity.

The reach of the Directorate and its ability to support education in the country is its biggest achievement. The Directorate has been acknowledged for its efforts on many occasions namely; Ranked No.1 by Career 360 Magazine in the year 2012, awarded with "Dnyandeep Award" by Yashwantrao Chavan, Maharashtra Open University, Nasik, Maharashtra in 2015, conferred with the "CSR Top Distance Learning Institutes of India Award" for the year 2016 by the Competition Success Review, New Delhi. It again got the same recognition from CSR in 2018. These recognitions have strengthened the commitment of Directorate towards quality education and empowerment of the society, DDE plans to build more students friendly systems with the use of technology and wishes that learners from all sections of the society get opportunities for higher education.

Connecting with the Roots

'Dharohar' - Museum of Haryana Heritage

The University established Dharohar a museum dedicated to Haryana heritage and culture on April 28, 2006. Its huge popularity since then is reflected in the number of visitors who have visited the museum. The Dharohar is dedicated to Haryanas' heritage and to a scale that would attract national and international attention in its year to come.

Upto January, 2019 the Museum was visited by about 24 lac visitors. Delegates from 108 different countries visited here the Museum. The Museum also houses a literary and research centre devoted to promotion to quality research in various discipline of a study in Haryana 8000 Research Scholars for doing the work on heritage and culture of Haryana has so far been visited.

Displays have been presented in a thematic concept spread over different sections. The Museum is divided in two parts – the 1st Phase and the 2nd Phase. The 1st Phase displays the sections like War Heroes, Domestic Articles, Arts & Craft Sections. Haryanavi Ornaments and Folk Costumes, Folk Theater and Library, Profession Tools and Rasoi, Freedom Fighter Section, Construction and Architecture, Folk Musical Instruments, Wall Paintings, Archeological Heritage, Manuscripts Sections. Folk Festivals, Ghfer – Cattles Enclosure, Charpai & Hukka Sections, Water Heritage, Transportation Means.

The Museum is poised for major expansion 2nd Phase in Dharohar having different sections. Displayed in distinct sections devoted to Khera the Village Deity, Thathera the Tinker, Sunar the Gold Smith,

Maniyar the Bangle Seller, Tokre Wala the Basket Maker, Kumhar the Potter, Pathera the Weaver, Yagya the Sacrificial Offering, Ahirwal, Pathar Shilpkar Stones Mason, Baniya the Village Shopkeeper, Badhai the Carpenter, Leelgar the Dyer, Darji the Tailor, Charmakar, Shoe Maker, Brij, Mewat, Bharkash ke Deshaj Sadhan Modes of Travel & Transport, Bohia, Hara-Kala Papier Mache and Clay Work, Tantiya, Telli Cotton Threshing and Oil Extraction, Luhar the Blacksmith, Sikligar the Locksmith and Tools-Sharpner, Muddha the Indigenous Arm-Chair, the Barber, Kohlu Making of Jaggery in Kohlu, the Oil Extractor (Teli), Panghat the Village Well.

Institute of Sanskrit and Indological Studies

The Institute of Sanskrit and Indological Studies was established in 1963 in order to pursue Indological Research. Initially it started the publication of **Praci-Jyoti-Digest of Indological Studies** (published annually), which is continuously serving the needs of scholars throughout the world. 44 volumes have since been published. The Institute has undertaken a Major Research Project, “A Word-Concordance of Mahabharata,” which is to be published in Fifteen Volumes. So far eleven volumes have been published.

Corporate Resource Centre

The University established a Corporate Resource Centre for a larger industry-academia interface in higher education in 2007. It is a nodal centre for ongoing interaction between academics and industry for furthering the horizon of education and research. The Centre is aimed at seeking wider industry participation in the academic research, course designing, and curricula delivery. The centre helps and encourages research faculty to seek corporate industry assignments and acquaint the students with latest and updated knowledge and practices. Students are the end beneficiary of this endeavour as their skills and competencies are honed up through innovative curricula and its enriched delivery to magnify their employability at higher end and inculcate entrepreneurial pursuits. This has also opened up possibilities of bringing real life corporate experience and interactive teaching-learning for the benefit of students.

Committee for Environment Friendly Alternative

Committee for Environment Friendly Alternative constituted to facilitate environment protection in the campus, organizes activities to increase awareness about pertinent environmental issues among employees and residents of the campus and to maintain a sustainable, clean and green campus through conservation of resources.



ABBREVIATIONS

Abbreviations used, stand for:

AIC	All India Category	HRY	Haryana
CBS	Core Banking Solution	IQAC	Internal Quality Assurance Cell
DA	Differently Abled	KUK	Kurukshetra University, Kurukshetra
DFP	Dependent of Freedom Fighter	NTA	National Talent Awards
ECA	Extra Curricular Activities	NAAC	National Assessment and Accreditation Council
ESM	Ex-servicemen and their wards	SFS	Self Financing Scheme
FHU	From Haryana Universities	TFC	Throughout First Class
HONS.	Honours	UGC	University Grants Commission
HGC	Haryana General category	EWSs	Economically Weaker Sections

CHAPTER-1

SCHEDULE OF ENTRANCE EXAM AND COUNSELLING

The Admission/Entrance Exam/Counselling Schedule for admissions to various courses will be as under:

SCHEDULE OF ADMISSION/ENTRANCE EXAM

Sr. No.	Important events	Date	
1.	Filling of Online Application Form will commence w.e.f.	10.06.2019	
2.	Last date for submission of Online Application Form	26.06.2019 (23:59 hrs. Midnight)	
3.	Admit Card along with details of Examination Centre will be available for download onwards	27.06.2019 (after 12.00 Noon)	
Course		Date of Entrance Exam	Result of Entrance Exam declared upto
(i)	M.Sc. (Physics)	02.07.2019, 10.00 a.m.	06.07.2019
(ii)	M.Sc. (Chemistry)	02.07.2019, 12.00 noon	
(iii)	M.Sc. (Chemistry with Specialization in Pharmaceuticals)	(Common Entrance Exam.)	
(iv)	M.Sc. (Mathematics)	02.07.2019, 03.00 p.m.	
(v)	M.Sc. (Botany)	03.07.2019, 10.00 a.m.	
(vi)	M.Sc. (Geography)	03.07.2019, 12.00 noon	
(vii)	LL.M.	03.07.2019, 12.00 noon	
(viii)	M.P.Ed.	03.07.2019, 03.00 p.m.	
(ix)	MBA 2-Yr./MBA 2-Yr.(under SFS)	04.07.2019, 10.00 a.m. (Common Entrance Exam.)	
(x)	M.Com.	04.07.2019, 12.00 noon	
(xi)	M.A. (English)	04.07.2019, 03.00 p.m.	

- Note :**
1. For M.P.Ed. course, Physical Efficiency Test (PET) will be conducted in the Dept. of Physical Education, KUK on **08.07.2019 and 09.07.2019**. The schedule and respective groups of PET will be notified on **02.07.2019** on the Admissions Portal of KUK.
 2. For MBA 2-Yr. programme, G.D. & Interview will be conducted in the University School of Management, KUK during **08.07.2019 and 09.07.2019**. The schedule and respective group of G.D. & Interview will be notified on **02.07.2019** on the Admission Portal of Online Admissions.
 3. Admission/Entrance Exam. schedule may be changed without any prior notice.

COUNSELLING SCHEDULE

Candidates are given a nine days window i.e. 05.07.2019 to 13.07.2019 to register for counselling and to fill-in their choices. This window will not be extended under any circumstance. Candidate **MUST LOCK** their choices. If candidates **DO NOT LOCK** their choices, last saved choices will be locked automatically in the last minute of last date of choice filling. Candidates will not be able to change their choices/preference order any more.

Counselling	Category	Display of merit list	Reporting date for admission at the allotted Department	Fee/dues Deposited upto	Seats updation by the respective Department
First Counselling	All Categories	15.07.2019 at 10.00 hrs.	15.07.2019 to 17.07.2019 upto 16.00 hrs.	17.07.2019 upto 17:00 hrs.	17.07.2019 by 23:59 hrs. (midnight)
Second Counselling (if seats remain vacant)	All Categories	19.07.2019 at 10.00 hrs.	19.07.2019, 20.07.2019 and 22.07.2019 upto 16:00 hrs.	22.07.2019 upto 17:00 hrs.	22.07.2019 by 23:59 hrs. (midnight)
Third Counselling (if seats remain vacant)	All Categories	23.07.2019 at 10.00 hrs.	23.07.2019 to 25.07.2019 upto 16:00 hrs.	25.07.2019 upto 17:00 hrs.	25.07.2019 by 23:59 hrs. (midnight)
<p>Final Counselling will be carried out (if seats remain vacant after 3rd counselling) by respective Department on the basis of physical presence from 09.00 am. To 11.00 a.m. on 01.08.2019 and Final List will be prepared upto 12.00 noon as per the procedure given below :</p> <p>Procedure for Counselling: If seats remain vacant in any course in any Department after 3rd counselling, the same will be filled up by respective Department in the Final Counselling on the basis of marks of Entrance Exam.. For Final Counselling the candidates must report to Chairpersons/Directors of the Concerned Department between 9.00 a.m. to 11.00 a.m.. Benefit of reservation will be given to all the reserved categories as per State Reservation Policy. In case, no eligible candidate of the reserved category (other than SC category) is available, these vacant seats will be filled up on open merit basis.</p> <p>After display of Final List, if any seat(s) remain vacant or fall vacant due to drop out by the admitted students, the vacated seat(s) first be filled up from the candidates of respective category on merit basis. If no reserved candidate is available, then it will be filled up on open merit basis by the Chairperson from the waiting list drawn on the day/date of physical presence upto 08.08.2019 with prescribed late fee. The candidates who do not mark their presence on the day of final list will only be considered for admission against any subsequent vacant seat, if there is no candidate in the waiting list drawn on the day of Physical presence.</p> <p>Physical Counselling for Additional/Supernumerary Seats : No online counselling will be held for additional/supernumerary seats. All additional/supernumerary seats will be filled up on the basis of physical presence in the concerned Department/Institute on the day of Final Counselling i.e. 01.08.2019. The candidates who have appeared in the Entrance Test may be participated in the physical counselling.</p>					01.08.2019 by 23:59 hrs. (midnight)
Commencement of Classes will be from					22.07.2019
Last date for receiving of application for refund of fee					29.07.2019

Note: 1. Counselling schedule may be changed without any prior notice.

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

(i) Normal admission without late fee	15.07.2019 to 01.08.2019
(ii) Late admission with late fee of Rs.200/- per student	02.08.2019 to 09.08.2019
(iii) Late admissions with additional late fee of Rs.100/- per day per student	13.08.2019 to 20.08.2019

CHAPTER-2

ADMISSION PROCEDURE

2.1 HOW TO APPLY

1. Download Prospectus. Read it carefully to ensure your eligibility and acquaint with the requirements for submission of Online Application Form, no separate information will be sent to any candidate in this regard. Prospectus can be downloaded from the website of Kurukshetra University, Kurukshetra: www.kuk.ac.in or **Admission Portal:** <https://kukadmissions.in>.
2. Prospective candidates willing to take admission in Kurukshetra University Kurukshetra in Post Graduate (PG) courses in M.Sc. (Botany); M.Sc. (Chemistry); M.Sc. (Chemistry with specialization in Pharmaceuticals); M.Sc. (Physics); M.Sc. (Mathematics); M.A. (English); M.Com.; LL.M.; M.Sc. (Geography); MBA 2-Yr. and M.P.Ed. should visit the website to register themselves and fill the Online Application Form for PG Admissions. Online counselling for the above courses will be conducted as per counselling schedule given in **Chapter-I**.
3. Prospective candidates willing to take admission in Kurukshetra University Kurukshetra in Post Graduate (PG)/Diploma courses **i.e. M.A. in** Economics; Business Economics; Public Administration; Sociology; Journalism & Mass Comm.; Hindi; History; Political Science; Psychology; Master of Social Work (MSW); M.Com.; M. Pharmacy; **M.Sc. in** Environment Science; Zoology; Forensic Science; Biotechnology; Bio-chemistry; Microbiology; Mass Communication and **Diploma in** Yoga & Applied Philosophy. Separate Prospectus (KUK. P.G.-19A) is available on the website of Kurukshetra University, Kurukshetra: www.kuk.ac.in. Admission will be made as per Admission/Counselling Schedule given in the Prospectus on the basis of physical presence.
4. Candidates have to apply for Online Admissions 2019 **“Online” ONLY** by accessing the website. kuk.ac.in or **Admission Portal:** <https://kukadmissions.in>. Application forms other than online mode will not be accepted in any case. Only one application for a course/courses is to be submitted by a candidate. More than one application i.e. **Multiple** application forms submitted for the same course/courses by a candidate will be rejected.
5. Candidates applying for admission are advised to carefully read "Prospectus", all "Notifications" available on **KUK** website and also check their "Eligibility" before filling the online Application Form.
6. All the particulars in the **Application Form** must be filled carefully and no entries should be left unfilled. Incomplete applications are liable to be rejected.
7. The admission portal will remain functional for registration and filling Application Forms as per schedule mentioned in Prospectus on KUK website.
8. **It is suggested that you have the following ready before starting the filling of the application form:**
 - A computer with good Internet connectivity
 - All your qualification details
 - Scanned clear passport photograph in JPG/JPEG format (size between 10 kb–200 kb)
 - Scanned clear signature in JPG/JPEG format (size between 4 kb–50 kb)
 - Scanned copy of Matric Certificate (in .jpg file of size not more than 50 KB).
 - A valid e-mail Id as all communication will be made on this e-mail Id
 - A valid mobile number as all information via SMS will be sent to this number
 - A valid debit/credit card or Net banking account if you want to pay ONLINE
 - A printer connected to your system to print confirmation page

No correction can be made at a later stage after submission of an application. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.

1. Follow 4 (Four) Steps to Apply Online:

Step-1: Register Online: For online registration **“Applicant is advised to fill up the e-mail ID carefully, failing which the registration process shall not get completed, since a verification link shall be sent to the applicant’s e-mail ID and the registration process shall get completed only when the verification link is clicked upon and the E-mail ID is verified.”** Once the registration process is completed. A registration ID of the candidate will be generated. This registration ID will be communicated to the registered mobile and email ID of the candidates. The candidate can login into its account through button **"Applicant**

Login available on the admission portal using their registration ID / registered email ID and password and complete/edit its Application Form.

Step-2: Complete the Application Form: Candidate can login with the registered email ID and created Password for completing the Application Form. The candidate should enter all the details while filling the Online Application Form. After successful submission of the personal details.

Step-3: Upload Scanned Images of Candidate Photograph and Candidate Signature.

- Scanned photograph and signature should be in JPG/JPEG format. The photograph should be coloured or black/white (but clear contrast).
- Size of scanned photograph should be between 10 kb to 200 kb.
- Size of scanned signature should be between 4 kb to 30 kb.
- Scanned copy of Matric Certificate (in .jpg file of size not more than 50 KB).

Note: Upload the correct Photograph and Signature as the facility for correction in images will not be given.

Step-4: Payment by Debit/Credit Card/Net Banking: After successfully completing the above steps, fee will be calculated according to the category and number of course(s) applied for. After that candidate will be directed to online payment gateway to pay the fee through Internet Banking/Debit Card/Credit Card. The application processing fee including entrance exam fee of a subject has been fixed Rs. 800/- (Rs.200/-for SC/BC/Blind candidates of Haryana). If a student applies for more than one course, he/she will deposit Rs.400/- (Rs.100/-for SC/BC/Blind candidates of Haryana) for each additional course. Such concession is applicable to a maximum of three additional courses. Suppose, a candidate applies for additional 03 courses, he/she will deposit a total of Rs.2000/- (Rs.500/-for SC/BC/Blind candidates of Haryana). If a candidate applies for more than four courses (including additional courses), he/she will apply further for each course along with fee of Rs. 800/- (Rs.200/-for SC/BC/Blind candidates of Haryana). For taking admissions to the following courses candidates need not to apply on separate Application Form, they will submit only one Application Form as mentioned against each:

Sr. No.	Name of Course	Candidates will submit Application Form
1.	MBA 2-Yr./MBA 2-Yr. (under SFS)	One
2.	M.Sc. (Chemistry)/ M.Sc. (Chemistry with Specialization in Pharmaceuticals)	One

- KUK does not take any responsibility for the candidates not being able to submit their Application Forms by the last date and time on account of any reason beyond the control of the KUK.
- Candidates can check their fee status after login to their account and can download/print the receipt.
- Candidate can call the helpline for any technical queries related to the submission of Online Application Form during office hours.

These steps can be done together and separately also.

Note:

- The final submission of online Application form will remain incomplete if all the steps are not completed. Such form will stand rejected and no correspondence on this account will be entertained.
- No request for refund of fee once remitted by the candidate will be entertained
- The entire application process of Online Admissions 2019 is online, including uploading of scanned images, documents, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to Kurukshetra University through Post/Fax/ By Hand.
- Candidates are advised to keep visiting the Kurukshetra University admission's website regularly for latest updates and also to check their SMS/e-mails.
- The Kurukshetra University can make use of the data generated for the purpose of research and analysis.

- VI. All the candidates who have submitted the online application and paid the fee within the last date will be eligible to appear in admission test for Online Admissions 2019 in prescribed subjects and their admit cards will be uploaded on the website as per schedule. The University neither verify the information filled by the candidates in the application form nor verify any certificate of category/educational qualification for deciding the eligibility of candidates. The certificates of educational qualification and category (if applied under reserved category) will be verified by the concerned Department at the time of admission. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category). The Kurukshetra University will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in their online application form. Any letter/e-mails in this regard will not be entertained by the Kurukshetra University.
- VII. The candidates are required to check the status of fee payment at Kurukshetra university website (kuk.ac.in) and if the status is “OK”, the candidate will be able to take the printout of Confirmation Page. In case, the fee payment status is not “OK” the candidates are advised as following:-
- i. If the fee is paid through credit/debit card/Netbanking and status is not OK, it means that transaction is cancelled and the amount will be refunded as per university rules after completion of admission process.

2. Information regarding Entrance Exam. and Process of Online Counselling :

- i) **Entrance Examination** for various courses will be held as per schedule mentioned in Chapter-1.
- ii) **Admit Card** for the Entrance Examination will be available for download/print through website as per schedule mentioned in Chapter-1.
- iii) **Result of Entrance Exam** for various courses will be available on website as per the schedule given in Chapter-1.
- iv) **Online Counselling and Reporting** will be held as per counselling schedule given in Chapter-1. After declaration of results of Entrance Exams of all the courses, candidates who are willing to participate in counselling shall **have to register** themselves online on web portal by paying a one-time counselling fee of Rs.500/- online (Rs.125/-for SC/BC/Blind candidates of Haryana) for all rounds of counselling at the time of registration for the 1stcounselling. No separate counselling fee have to be deposited by the candidate for subsequent 2nd, 3rd and final round of counselling. **The Counselling fee once paid shall not be refunded (full or partially) under any circumstances.**
- v) To **register for counselling and choice filling**, candidates are given a nine days window as per schedule mentioned in Chapter-1. This nine days window will not be extended under any circumstances. Candidates must **“LOCK”** their choices within date and time given in the counseling schedule. If candidates **DO NOT LOCK** their choices, last saved choices will be locked automatically in the last minute of last date of choice filling. Candidates will **NOT** be able to change their choices/preferences order any more.
- vi) **In case of M.P.Ed. course, the candidates shall register for online counselling only after qualifying the Physical Efficiency Test (PET) as per the schedule mentioned in Prospectus.**
- vii) **For MBA 2-Yr. courses, the candidates shall register for online counselling only after completion of G.D. and Interview as per the schedule mentioned in Prospectus.**

2.2 ABOUT ENTRANCE TEST AND GROUP DISCUSSION & INTERVIEW

2.2.1 The Scheme/Pattern of Entrance Exam. is as under:

Course	Scheme of Entrance Exam.	Marks	Duration
M.A. in English;M.Com.; M.Sc. in Botany; Chemistry; Chemistry with Specialization in Pharmaceuticals; Physics; Mathematics; Geography.	Entrance Test will be of the level of qualifying examination. There shall be 50 objective multiple choice type questions of 2 marks each for 1 hour duration. The candidates will be awarded 2 (two) marks for every correct answer. There will be no negative marking.	100 Marks	1 Hr.
MBA/MBA(under SFS)	The pattern and level of Entrance Exam. shall be similar to the other national level management admission test such as MAT, CMAT, CAT etc. There shall be 80 objective multiple choice type questions of 01 mark each for 1 hour duration. The candidates will be awarded 1 (one) marks for every correct answer. There will be no negative marking. The Entrance Exam. will consist of four parts : 80 Marks (i) English comprehension : 20 Marks (ii) General Awareness : 20 Marks (iii) Management Aptitude and Data Interpretation : 20 Marks (iv) Logical Reasoning : 20 Marks Group Discussion and Interview : 20 Marks : (i) Group Discussion : 10 Marks (ii) Personal Interview : 10 Marks	80 Marks	1 Hr.
LL.M.	The standard of Entrance Exam. shall be of LL.B. (Professional) Degree level. There will be no negative marking.	100 Marks	1 Hr.
M.P.Ed.	Entrance Test will be of the level of qualifying examination. There shall be 50 objective multiple choice type questions of 2 marks each for 1 hour duration. The candidates will be awarded 2 (two) marks for every correct answer. There will be no negative marking. The candidate must qualify the PET (Canadian Test).	100 Marks	1 Hr. The criteria and specification of the individual events of the Canadian Test are given at Chapter-4.

2.2.2 INSTRUCTIONS FOR ENTRANCE TEST

1. The Admit Cards for the Entrance Test will be generated through the University website by the concerned Department/Institute. The candidate can download the same before the date of conduct of Entrance Test. Roll No. and the Centre of the Entrance Test will be mentioned on the Admit Card. However, if any candidate due to any reason, can not get his/her Admit Card up to two days before the Entrance Test, he/she must contact the office of the Chairperson/Director of the concerned Department/Institute. Such candidates must bring two recent passport size photographs duly attested by a Gazetted Officer or Head of the Department/Institute last attended by him/her to obtain duplicate Admit Card, 1-2 days before the Entrance Test. No Admit Card will be issued on the day of Entrance Test.
2. Candidates must not write or change any entry made in the Admit Card after it has been received by them.
3. Candidates must bring the Admit Cards with them at the time of Entrance Test. Without Admit Card, the candidates will not be allowed to appear in the Entrance Test.
4. Candidates should reach the Examination Hall well before time and should occupy their seats in the Examination Hall atleast half an hour before the examination starts.
5. Candidates will be given a sealed Entrance Test Booklet containing questions as well as the OMR answer sheet 15 minutes before the start of the test. During these 15 minutes, the candidates should read the instructions and fill all the required particulars in the test booklet and OMR sheet.
6. Candidates must sign with a ball-point pen at the appropriate place on the front page of the question booklet as well as on the OMR answer-sheet.
7. Candidates should open the paper seal of the Test Booklet only when they are asked to do so by the Invigilator.
8. The OMR Answer Sheet must be returned to the invigilator before leaving the Examination Hall and the Question Booklet may be carried by the candidates.
9. The candidates are advised to go through the instructions carefully given on the OMR Answer Sheet at the time of Entrance Test.
10. Candidates should bring their own good quality blue/black ball-point pens for making entries in the OMR Answer-Sheet. These will not be supplied by the University.
11. Candidates are advised not to fold, put any stray mark or do any rough work on the OMR answer sheet. However, the candidate can do rough work on the last page of Question Paper Booklet.
12. All the entries in the OMR Answer Sheet should be made strictly according to the instructions given to the candidates in the Examination Hall.
13. Use of books, papers, slide rules, log tables, cellular phones, calculators, pagers, digital diaries etc. will not be allowed in the Examination Hall.
14. If any candidate is found guilty of breach of any rules mentioned in the Prospectus or guilty of using unfair means, he/she will be liable to be punished by the competent authority of the University.
15. The candidates will be allowed to appear in the Entrance Test provisionally, subject to fulfilling the prescribed eligibility conditions/criteria given in the Prospectus. **The candidates shall have no right to claim admission to any course merely due to their appearing in the Entrance Test.**
16. To avoid impersonation if, Videography of the candidates appearing in the Entrance Test and/or interview may be done by the concerned Chairperson/Director at his own level.
17. Specimen OMR Answer Sheet alongwith relevant instructions is appended.

2.2.3 INSTRUCTIONS FOR GROUP DISCUSSION AND INTERVIEW FOR MBA COURSES

1. Admission for these programs will be made on the basis of merit determined by composite marks of the candidates in the Entrance Exam. and Group Discussion & the Personal Interview.
2. The number of candidates to be called for Group Discussion and Personal Interview **will be four times** the total number of seats available in the programme.
3. Final merit list of the candidates called for Group Discussion and Personal Interview will be prepared category-wise on the basis of their aggregate marks in the Entrance Exam., Group Discussion and Personal Interview. **Admission will be made on the basis of final merit list. Appearance in Group Discussion and Personal Interview is must for admission.**
4. The Group Discussion and Personal Interview of the short-listed candidates will be held at the University School of Management, Kurukshetra University Kurukshetra, wherein the candidates will have to present themselves at their own cost from **08.07.2019 to 09.07.2019 at 9.00 a.m.** onwards. Respective group of G.D. & Interview will be notified on **02.07.2019** on the Admission Portal.
5. (a) The candidates appearing in the final year/semester of qualifying examinations in **April/May, 2019** are eligible to apply provisionally. However, those candidates who have reappear(s) in lower years/semesters examination and their results are awaited on the day of counselling will not be eligible.
(b) The result of the qualifying examination should be submitted by **31.08.2019** positively failing which the provisional admission shall be cancelled ab-initio.

The candidates must bring all the relevant original documents along with two sets of self-attested photocopies of documents/certificates/testimonials as listed in **Chapter-5** for verification at the time of reporting to the allotted Department.

2.3 REGISTRATION FOR COUNSELLING AND LOCKING OF CHOICES

1. After declaration of results of Entrance Exams for all the courses, the candidates shall register online on web portal for participating in online counselling (choice filling and seat allotment). **In case of M.P.Ed. course, the candidates shall register online only after qualifying the Physical Efficiency Test as per the schedule mentioned in Prospectus.**
2. **For MBA 2-Yr. courses, the candidates shall register online after completion of G.D. and Interview as per the schedule mentioned in Prospectus.**
3. Online Counselling and reporting will be held as per counselling schedule given in Chapter-1. After declaration of results of Entrance Exams for all the courses, candidates who are willing to participate in counselling shall **have to register** themselves separately on online web portal by paying one time online counselling fee of Rs.500/-Rs.125/-for SC/BC/Blind candidates of Haryana) for all rounds of counselling (i.e. at the time of registration for the 1st counselling). No separate counselling fee for any subsequent 2nd, 3rd and final round of counselling have to be deposited by the candidate. **The Counselling fee once paid shall not be refunded (full or partially) under any circumstances.**
4. For counselling and choice filling, candidates are given a nine days window as per schedule mentioned in Chapter-1 to fill-in their choices. This nine days window will not be extended under any circumstances. Candidates must **“LOCK”** their choices within date and time given in the counseling schedule. **If candidates DO NOT LOCK their choices, last saved choices will be locked automatically in the last minute of last date of choice filling. Candidates will NOT be able to change their choices/preferences order any more.**
5. **To ensure candidate do not lock their choice in an inadvertent manner the process of locking confirmation has been linked to OTP. Before locking candidate will receive an OTP at their registered mobile number / email ID. This OTP is must to confirm the locking of choices.**
6. The candidates are advised to remember that choices once LOCKED cannot be modified.
7. Candidates opting to participate in counselling shall be allowed to update their qualification details only; on the counselling websites/portal, if required, before locking of choices during counselling period.

2.4 PROCEDURE FOR PREPARING OF MERIT LIST AND COUNSELLING

1. Admission during online counselling shall be made on the basis of the inter-se-merit of Entrance Exam. except MBA 2-Yr and M.P.Ed. 2-Yr. courses. After 3rd counselling remaining unfilled/vacant seats shall be filled by the concerned Department **as per the schedule given in Chapter-1.**
2. **Tie Breaking Criteria :**
 - (i) Marks of 10+2 Exam.,
 - (ii) if there is still tie then Marks of Matriculation Examination,
 - (iii) if there is still tie then senior in age.
3. On the basis of the merit of the candidate and choices filled by him/her the seat allotment process will be carried out.
4. A candidate who has been allocated a seat is allowed to download the “Provisional Seat Allocation Letter” and admission fee (Refer to section 2.5).
5. After getting seat(s) allotted; the candidate must (i) report to (any of) the allotted University teaching department(s) where he/she has been offered the seat(s), (ii) get his/her documents verified and (iii) deposit the necessary admission fee.
6. Failure to report in person for seat acceptance will be considered as if the candidate has rejected the offer and is not willing to participate further rounds of counseling’s. Such candidate will not be eligible to participate in the subsequent rounds of counseling’s. **However, he/she will only be considered for final counselling on the basis of physical presence.**
7. Seat will be confirmed by the Reporting Department after verification of the original documents and ensuring that the candidate meets all the eligibility norms. Seat will be cancelled if, at any time, any of the documents / certificates is found to be invalid / fraudulent and/or the candidate does not meet all the eligibility norms.
8. If a candidate has been offered his first choice and he/she reports to the concerned department and remit the fee there than he/she will be out of subsequent rounds of counseling’s.
9. If a candidate has been offered other than his/her first choice, at the time of accepting the seat, candidate can opt to either ‘freeze’ or ‘float’ the choice of course for subsequent round(s), if any, of seat allocation.
 - **Freeze:** Candidates accept the offered seat and indicate that they are content with the allocated course and institution and that they do not want to participate in further rounds of seat allocation. Such candidates will **NOT** be considered in subsequent rounds of counselling.
 - **Float:** Candidates accept the offered seat and indicate that, if admission to a course of better/higher preference in any Department has been offered, they will accept it. Else, they will continue with the currently accepted course and Department. Such candidates will be considered in subsequent rounds of counselling.
10. **For candidates who choose the float option, allocation of a seat in a course and/or Department of their higher preference would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round.**
11. Default Float options will be available to only for those candidates who are NOT offered admission to their first choice.
12. Float options are NOT available in the last round of seat acceptance.
13. Except in the last round of seat allocation, a candidate can change from float to freeze by reporting at allotted institute by submitting an undertaking to this effect.
14. If a candidate opts freeze against a seat, the option cannot be changed. However, during the seat allotments period, if there is a change in the credentials of a candidate due to failure in producing valid certificates and the allotted seat gets cancelled then the candidate will be put in to the default option float. If the changes in the credentials are not leading to cancellation of the seat, then the option freeze continues
15. A candidate has to report only in one programme during one counselling. Reporting in more than one programme during one counselling will be considered invalid and will be debarred from next round of counselling also.

16. The candidate has to ensure that he/she has paid counselling fee before proceeding for online counselling, else he/she will not be considered for online counselling at any stage and candidate would not have any claim. **For participation in online counselling (registration, filling application form, submission of choices, downloading of seat allotment letters etc.), candidates are advised to visit the web site www.kuk.ac.in or admission portal from any internet point.**
17. Three online counselling will be conducted by the Kurukshetra University, Kurukshetra for admissions of the above courses (for details about schedule, refer **Chapter -1**).
18. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice-versa.
19. Final counselling based on physical presence will be done by the participating Departments at their own level. At the time of final counselling, all the vacant seats of reserved categories **except SC category seats** will be converted into General Category, in case, no candidate of respective reserve category is available and the same will be filled up on merit basis of Entrance Exam.. Seats of SC category will not be filled up from another category.
20. While displaying the status of availability of seats, the number of seats available in a specific Department/Institute/School of a University will be displayed as per eligibility/ category.

2.5 POST COUNSELLING INSTRUCTIONS FOR THE CANDIDATES

1. After allotment of a seat/seats in any Department, the applicant will report to the concerned Department with following requisite documents and prescribed fee:

Documents Required at the Reporting University

(Original documents for verification/submission along with one set of self-attested copies)

- i) Computer generated application form and provisional allotment letter duly signed by the applicant.
 - ii) 10th Certificate
 - iii) 12th Certificate
 - iv) Mark sheet of the qualifying examination (B.A./B.Com./B.SC./B.Pharmacy etc.).
 - v) Latest Character Certificate
 - vi) Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Prospectus.
 - vii) Income certificate, if required.
 - viii) Haryana Residence Certificate, if applicable
 - ix) Undertaking certificate from the candidate and parents regarding antiragging as per norms of the concerned University.
 - x) Certificate of gap year, if any.
2. After verification of documents, he/she will deposit the admission fee and get admission. If he/she wants to attend next counselling, he/she will deposit full fee. If he/she gets admission in another course in the university in next round, amount of fee deposited by the applicant will be adjusted/refunded as per fee adjustment rules given in **Chapter-8**.
 3. **The candidate who has reported in the allotted Department/Institute and deposited the required fee will only be allowed for next counselling. In case seat is allotted in 2nd or subsequent counsellings, the earlier allotted/reported seat will be cancelled automatically & the candidate will have to report again in Department allotted in 2nd or Subsequent counselling. Thus candidates are advised to fill the choices in order of priority only to upgrade.**
 4. After the result of each counselling, the candidate shall report in the allotted Department/Institute as per dates mentioned in **Chapter-1** alongwith the provisional allotment letter generated from the website and all requisite documents/certificates/testimonials and password (if any), as per detail mentioned in **Chapter-5**. The joining shall be deemed to be confirmed only after online reporting by the concerned Department/Institute.

5. The participating Department/Institute will update the status of joining/non-joining by a candidate online through portal as per the schedule given in **Chapter-1**.

2.6 REPORTING OF THE SELECTED CANDIDATE IN THE ALLOTTED DEPARTMENT/INSTITUTE

1. The candidate shall get the print out of the application form and provisional allotment letter from website www.kuk.ac.in or admission portal and will report to the allotted Department/Institute and deposit the requisite fees.
2. Selected candidates are required to report during reporting period as given in **Chapter-1** for that particular counselling at the allotted Department/Institute for which they have been selected, **with the allotment letter generated from the website along with all requisite documents/certificates/testimonials/proof of annual parental income from all sources (where applicable)**.
3. The candidates who have reported at the allotted Department/Institute will get a system generated Provisional Admission Slip from the allotted Department/Institute after completing the admission formalities including depositing of admission fees.

2.7 POST COUNSELLING INSTRUCTIONS FOR THE PARTICIPATING DEPT./ INSTT.

1. Verification of the credentials of the candidate will be done by the respective Department/Institutes at the time of reporting for admission. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of admission.
2. The candidates found eligible for admission, will be required to complete other admission formalities as per norms. The candidate must be in possession of all the relevant documents.
3. Online Reporting of each selected candidate shall be done by allotted Department/Institute. Online reporting should be done as and when candidate reports at Department/Institute and not on the last date of admission.
4. The candidates who have reported at the allotted Department/Institute will get a system generated Provisional Admission Slip from the allotted Department/Institute after completing the admission formalities including depositing of admission fees.
5. Department/Institute are required to update the admissions online on www.kuk.ac.in or admission portal as per schedule in **Chapter-1**.
6. **No excuse from Department/Institute regarding non-updation of admissions because of Internet not working, etc. would be entertained in any case. If institute's internet facility does not work, they should use the facility of nearby institute or other Internet Points or Cyber Café for Reporting. The counselling would not be delayed because of them and no seats of Department would be filled after that.**
7. No excess admission shall be made by any Department/Institute.

2.8 GENERAL INSTRUCTIONS FOR ADMISSION

1. Admissions for all courses shall be made purely on the basis of marks obtained in the Entrance Examination except MBA (where admission will be made on the basis of composite merit of Entrance Examination- 80% and G.D. & Interview -20%). There will be absolutely no weightage of any kind during admission.
2. Admission under Kashmiri Migrants (K.M.) category and under any other category i.e., Outstanding Sports Persons, NSS/NCC Certificate Holders, Single Girl Child, Transgender etc. shall be made on the basis of Entrance Examination.
3. **Entrance Test will be of the level of qualifying examination. Scheme/Pattern of Entrance Exam. is given in Chapter-2. There will be no negative marking.**
4. **There will be absolutely no weightage of any kind for admission to the above courses and admission will be made on the basis of Marks obtain in the Entrance Test.**
5. **Medium of Entrance Test will be English.**
6. There will be no Entrance Examination for Foreign Students.
7. Canvassing in any form is strictly prohibited. Further, if any candidate, person or official engages himself/herself in any act that results in the use of unfair means in this counselling, he/she shall be

liable to prosecution under relevant law, including the Indian Penal Code. Candidates indulging in any such activity and/or canvassing may also be denied admission.

8. **The decision of the Online Admission Coordination Committee of the Department in all matters relating to the admissions shall be final.**
9. For the guidance of candidates, List of Departments, Courses, Intakes and fees thereof is provided at **Chapter-3**. Candidates should go through this Chapter for preparation of his/her mind set for selection of preferences of choices to be filled by the candidate during online counselling.
10. The Department reserves no right to change the allotment of seat for any particular individual as the allotment is done purely as per the defined counselling procedure/ admission guidelines. No such request will be considered.
11. For refund of semester/admission fee deposited in the University Teaching Department/Institute, in case of admission cancellation, candidate has to give application for refund to the concerned Department well within time. Remember you are required to apply for refund of fee, in case you want to get the admission cancelled in allotted Department/Institute/School **on or before 29.07.2019. The ultimate responsibility of refund the fee lies with the concerned Department as per refund rules.**
12. To increase the probability of getting a seat, candidates are advised to fill maximum choices.
13. If the last date for depositing the dues falls on a **holiday, or that day is declared holiday by the University, the next working day will be considered as the last day** for the purpose.
14. The candidates shall be allowed to appear in the Entrance Test (if applicable) provisionally subject to determination of eligibility at a later stage. **The candidates shall have no right to claim admission to any course merely due to their appearing in the Entrance Test.**
15. Under no circumstances the original certificates of the candidate should be retained by any Department/Institute of the University. (i) Self-attested photocopies of Certificates/DMCs & documents for Date of Birth, Weightages etc. and (ii) Recent photograph duly attested by a Gazetted Officer must be attached with the Admission Form. The self attested documents/certificates like mark-sheet, Date of Birth certificates etc. would be accepted from the applicants as per Under Secretary General Administration o/o Chief Secretary to Govt. Haryana letter No. 62/09/2010-6GSI dated 22.08.2016 copy received from the Director Higher Education Panchkula order No.12/21-2016 Admn.(5) dated 07.09.2016 and UGC, MHRD, GOI, Bahadur Shah Zafar Marg, New Delhi letter No. D.O. No.1-3/2007 (CPP-II) dated 06.12.2016. Anyhow, if the Department/Institute, so desires, the original certificates from the candidate can be demanded for any purpose whatsoever and after doing the needful the same will be returned immediately.
16. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/ Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
17. Candidates who have already passed a M.A./M. Sc./M. Com. Or Post-Graduate examination in one subject, shall not be permitted to join another Master Course or Post-graduate Course in the University Teaching Departments as regular students other than M.P.Ed., M. Lib. & Inf. Science, M.Ed., LL.B., LL.M., MTTM, MHM&CT, MBA, MCA, M.A. (Journalism & Mass Communication) and Master of Social Work (MSW). Candidates who have passed M.Ed. or M. Lib. & Inf. Science Examination can also take admission in a Post-Graduate course provided they have not already completed a Post-Graduate course in any other subject.
18. A candidate after admission to any course in a University Teaching Department/Institute, shall not be admitted to any other course until he/she has completed the first course, except in the case of B.Ed., M.P.Ed., M. Lib. & Inf. Sc., M.Ed., LL.B, LL.M., MTTM, MHM&CT, MBA, MCA, M.A. (Journalism & Mass Communication) and Master of Social Work (MSW).
19. **The Chairpersons/Directors of the University Teaching Departments/Institutes to ensure that ineligible candidate(s) is/are not allowed admission in the Department and for this every precaution must be taken. Responsibility for any wrong/irregular admission or admission allowed on the basis of fake certificate, in contravention of the Ordinance, if any, will rest entirely with the Chairperson/Director of the University Teaching Departments/Institutes concerned, admission of such students may be treated as cancelled ab-initio. In case any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended by the Department/Institutes concerned.**

20. **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 the Departments shall notify the options in each course with number of seats well before the admission and the options will be allotted on merit basis.**
21. Due to paucity of hostel accommodation, the University may not make available accommodation to the students to be admitted in Certificate, Diploma, Advance Diploma and P.G. Diploma courses in the University Teaching Departments/Institutes w.e.f. the session 2019-20. They will be required to make their own boarding and lodging arrangements outside the Campus.
22. Every student must follow University rules and regulations in maintaining discipline on the Campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehavior and is punished as per University rules, all dues paid by him/her shall be forfeited and no refund will be allowed.
23. **Candidates having compartment in the qualifying examination shall not be allowed admission in the concerned course.**
24. **It shall be the sole responsibility of the candidates to remain in touch with the Department/Institute concerned for keeping track of progress of admissions. No separate communication in this regard will be sent to the candidates by the University.**
25. Due to paucity of hostel accommodation, the University may not be in a position to accommodate all the aspirants in the hostels.
26. **Nothing contained in this Prospectus should be construed to convey sanction or be cited as an authority for which University Regulations in Calendars Vol. I, II and the relevant rules in Calendar Vol. III alone are applicable.**
27. If the concerned authorities are not satisfied with the character/past behaviour/antecedents of a candidate, they may refuse to admit him/her to any course of study in the University/College in order to ensure academic standards, discipline and peaceful atmosphere in the university. The Vice-Chancellor may cancel the admission of any student for a specified period. (If the Hostel authorities are not satisfied with the character/past behaviour /antecedents of a student, Hostel accommodation may be refused to him/her in order to ensure discipline and peaceful atmosphere of the Hostels.)
28. In case any candidate is found to have supplied false information, certificates, documents etc. or is found to have withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission to the course.
29. In case any candidate is found to have supplied false information, certificate, documents etc. or is found to have withheld or concealed some information in his/her Admission Application Form he/she shall be liable to be debarred from admission to the course. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The Department/Institute may also take further action, as deem fit, against the candidate.
30. Any legal dispute relating to admission of students will be subject to Courts at Kurukshetra or Courts having jurisdiction in Kurukshetra.
31. As per directions of the Director, Higher Education, Haryana, Panchkula vide their letter No. 18/30-2015 UNP(4) dated 08.03.2017 link AADHAR ID with the bank account is mandatory for all the students to be admitted in the University Teaching Departments/Institutes and affiliated Colleges/Institutes w.e.f. the session 2017-18. Every student shall be in possession of AADHAR Number at the time of admission. All the Chairpersons/Directors of UTDs/Institutes and Principals/Directors of affiliated/maintained Colleges/Institutes will ensure the implementation of the above instructions of the State Government w.e.f the session 2017-18.
32. Vide Executive Res. No. 24 dated 29.12.2016 one supernumerary seat over and above the sanctioned seats has been created for a single girl child of her real parents or one amongst the only two girl children of those real parents who have only two girl children and have no male child, in all the Courses/Programmes governed by the UGC (Except PCI, BCI, RCI, AICTE and NCTE governed Courses/Programmes) being run in the University Teaching Departments/Institutes w.e.f. the session 2017-18. Name of such new UGC course(s) which will be introduced introduced by the University in future may also be included in this list.
33. **State-wise List of Fake Universities and Examinations of Board not recognized for the purpose of higher studies :** List of Fake Universities declared by UGC and Examinations of Board not recognized for the purpose of higher studies by the Board of School Education, Haryana, Bhiwani is available on their websites. Before finalizing the admissions the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is required to be consulted www.ugc.ac.in/page/Fake-Universities.aspx and www.bseh.org.in

34. **Last date for admission in AICTE courses is 15.08.2019 and no admission will be made after that.**
35. As per instructions issued by the the Principal Secretary, Govt. of Haryana, Higher Education Department, Chandigarh letter No.18/172-2016 UNP (4) dated 30.06.2017, the Committee in its meeting held on 02.08.2017 has resolved that maternity leave upto 45 days will be granted to such women students who are studying in the University Teaching Departments/Institutes and affiliated/maintained Colleges in all the courses **except M.P.Ed., B.P.Ed. D.P.Ed. and C.P.Ed. to complete their education without any gap/hindrance.**
36. The maternity leave to **women students will be granted by the competent authority with the condition that if the women students avail the maternity leave upto 45 days on recommendation of Govt. Hospital Authorities as applicable as per prescribed rules in the case of Govt. Women Employees,** then the women students will have to attend the extra classes as per the requirement of attendance of the specified course/professional/research program.

INSTRUCTIONS AFTER ADMISSION

1. Each admitted student shall have to furnish Self Declaration by him/her and his/her Parent/Guardian as per specimen given at **Annexure-IX & X** that he/she was never found guilty of ragging and shall not indulge in any act of ragging. At the time of admission every candidate shall be required to give an undertaking of good conduct & behaviour and not to indulge in ragging. If a candidate after his/her admission is found indulging in any kind of ragging, his/her admission is liable to be cancelled.
2. At the time of admission, each student is required to furnish his/her information as per **Annexure-XIV**.
3. No migration or transfer will be allowed from a College to the University Department and vice-versa.
4. Candidates after taking admission in any course on the Campus other than an Evening Course can also take admission in Evening Certificate/Diploma courses.
5. For information regarding Syllabus of the course, Library services, admission to Hostels, fee concession, scholarships etc. the candidates are advised to contact the Chairperson/Director of the Department/ Institute concerned.
6. 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.
7. If a student remains absent from the class for 14 days or more in a month his/her name will be struck off from the rolls and his/her parents will also be informed.
8. An official E-mail ID will be allotted and communicated to every regular student by the concerned Department/Institute for sending official communication(s) to him/her.

CHAPTER-3

DEPARTMENT-WISE COURSES, INTAKE, SEAT MATRIX AND FEES

Department wise distribution of seats as per the reservation policy of the State Govt., details of supernumerary/additional seats and fees as supplied by the concerned Department are given here. Any change in intake, supernumerary/additional seats/fees for the session 2019-20 will be incorporated at the time of counselling.

Sr. No.	Name of Course, Duration	No. of Sanctioned Seats	Break up of seats as per State Govt. Reservation Policy							Total Fee (1 st & 2 nd Sem.)
			AIC	HGC	SC	BC (A)	BC (B)	EWS	DA/PwD/PH/ESM/DFE	
1.	M.Sc. (Botany) 2-Yr.	60	09	20	10	08	06	05	02	8,290/-
2.	M.Sc. Chemistry (120) (Organic-40, Physical-40, Inorganic -40)	60	09	20	10	08	06	05	02	8,290/-
	1. (Mathematical Stream) 2. (Non- Mathematical Stream)	60	09	20	10	08	06	05	02	
3.	M.Sc. Chemistry with specialization in Pharmaceuticals (under SFS) (20)	10	01	03	02	01	01	01	01	51,600/-
	1. (Mathematical Stream) 2. (Non- Mathematical Stream)	10	01	03	02	01	01	01	01	
4.	M.Sc. (Physics) 2-Yr.	120	18	41	20	16	12	10	03	8,290/-
5.	M.Sc. (Mathematics) 2-Yr.	150	23	51	25	20	14	13	04	8,290/-
6.	M.Sc. (Geography) 2-Yr.	60	09	20	10	08	06	05	02	8,290/-
7.	M.A. (English) 2-Yr.	120	18	41	20	16	12	10	03	6,710/-
8.	M.Com. 2-Yr.	130	20	44	22	18	12	11	03	7,440/-
9.	LL.M. 2-Yr.	30	04	10	05	04	03	03	01	8,070/-
10.	MBA 2-Yr.	120	18	41	20	17	11	10	03	46,390/-
	MBA 2-Yr. (under SFS)	60	09	20	10	08	06	05	02	87,600/-
11.	M.P.Ed. 2-Yr.	40*	06	14	07	05	04	03	01	7,500/-

*** 30% seats shall be reserved for female candidates in each category for M.P.Ed. programme.**

In addition to the sanctioned seats, additional/supernumerary seats over and above the sanctioned seats for the following categories will be as under :

(A) Two additional seats will be for 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 2018-19 as per the following criteria :

(i) 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 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 organised by recognised Federation/Association duly affiliated with State Olympic Association/Indian Olympic Association and Ministry of Youth Affairs & Sports.
- e) **Achievement during the course of Graduate and Post-Graduate studies will be considered for admission in Post-Graduate courses including Law (3 Year).**
- 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 Nationals /Vidya Bharti Nationals /Rural Tournaments /Panchayat Tournaments /Novaodya Nationals and invitation non-recognised tournaments/sports festivals.

- (B) One additional seat in all courses will be for NCC cadets who have attended the Republic Day (R.D.) Parade and Camp over and above the sanctioned seats.
- (C) One additional seat in all courses will be for NSS Merit Certificate holders who have attended the Republic Day (R.D.) Parade and Camp over and above the sanctioned seats.
- (D) Two additional seats in all courses will be for Kashmiri Migrants.
- (E) Vide Executive Council Res. No. 24 dated 29.12.2016 one supernumerary seat over and above the sanctioned seats in each dept./course in UGC programmes for a single girl child or one amongst the only two girl children with no male child for admission to the UGC courses being run in the UTDs./Institutes w.e.f. the academic session 2017-18. Eligibility for admission to supernumerary seat for a single girl child is as under :
 - (i) The supernumerary seat will be given only to the girl child **holding Haryana Domicile**, if she is otherwise eligible and her name appears in the merit list.
 - (ii) Admission to supernumerary seat in a course will be made as per the eligibility criteria and merit for admission purpose (MAP) fixed for the course given in the prospectus. If there are more than one candidates applying for admission to this supernumerary seat, the admission will be made strictly on the basis of merit fixed for the purpose of admission in the course.
 - (iii) If the supernumerary seat in a course remains vacant due to non availability of suitable candidate, it may not be offered to a candidate of any other category and will remain vacant.

(F) Supernumerary Seats for International Students:

15% seats in all courses are classified as supernumerary seats for Foreign Students out of which 10% shall be earmarked for foreigners and 5% seats shall be earmarked for wards of Indians working in Gulf and South East Asia. These seats are interchangeable. Foreign students, if admitted, will have to produce No Objection Certificate from the Ministry of External Affairs and/or Ministry of Education, Govt. of India, irrespective of anything contained in any other Handbook Calendar published by this University. **Detailed rules for admission to Foreign Students are given under Chapter-13.**

CHAPTER-4

COURSE-WISE ADMISSION ELIGIBILITY AND CRITERIA

Sr. No.	Name of Course & Duration	Eligibility (passed one of the following examination from University/Board of School of Education, Haryana or any other recognized university)	Admission Criteria
1.	M.Sc. (Botany)	B.Sc. Examination with atleast 50% marks in aggregate with Botany, Chemistry and Zoology or Biochemistry or Genetics or any other bio-subject. Note: Candidates with B.Sc. (Agriculture) are not eligible for admission.	On the basis of Marks obtain in the Entrance Exam.
2.	M.Sc. (Chemistry)	(i) Mathematical Stream: 50% of the seats in M.Sc.(Chemistry) shall be filled up by candidates who have passed B.Sc. Examination with Chemistry, Mathematics and one other subject at the B.Sc. level, with minimum 50% marks in aggregate. (ii) Non-Mathematical Stream: 50% of the seats in M.Sc.(Chemistry) shall be filled up by the candidates who have passed B.Sc. Examination with atleast 50% marks in aggregate with Chemistry and any other two subjects except Mathematics at B.Sc. level. Note: Equal specialization in each stream i.e. Physical, Inorganic & Organic. in M.Sc. Chemistry (Final) will be allotted on the basis of merit of First Semester Examination and choice of the students out of existing strength of M.Sc.(Final).	-do-
3.	M.Sc. (Chemistry with Specialization in Pharmaceuticals)	All seats in M.Sc. Chemistry with Specialization in Pharmaceuticals under SFS will however be filled up as per eligibility conditions mentioned above from both Mathematical & Non-Mathematical streams. Note: There will be a Common Entrance Examination for admission to M.Sc. (Chemistry) & M.Sc. (Chemistry with specialization in Pharmaceuticals) SFS course.	-do-
4.	M.Sc. (Physics)	B.Sc. with atleast 50% marks in aggregate with Physics and Mathematics as two of the main subjects.	-do-
5.	M.Sc. (Mathematics)	B.A./B.Sc. with Mathematics as one of the subjects or B.A.(Hons.)/B.Sc. (Hons.) in Mathematics with atleast 50% marks.	-do-
6.	M.Sc. (Geography)	B.A./B.Sc.(General or Hons.) with Geography as a subject with 50% marks in aggregate.	-do-
7.	M.A. (English)	B.A. (Hons.) in English with 45% marks in aggregate. or Bachelor's Degree with atleast 50% marks in aggregate or 45% marks in the subject of English.	-do-
8.	M.Com. 2-Yr.	B.Com./BBA/BTM/BIM/Bachelor of Arts/Science with Economics and /or Mathematics with 45% marks in aggregate.	-do-
9.	LL.M. 2-Yr.	LL.B. (Professional) Examination of KUK or an examination recognized as equivalent thereto with atleast 55% marks in the aggregate (Minimum Pass marks for SC/ST candidates) shall be eligible to join First Semester of the LL.M. Course.	-do-
10.	MBA 2-Yr./MBA 2-Yr. (under SFS)	Bachelor's Degree of three yr. duration in any discipline from this University or from any recognized University with not less than 50% marks in the aggregate (47.5% marks in case of SC/ST candidates)	Merit determined by composite marks of the candidates in, the Entrance Exam.- 80% followed by Group Discussion and the personal interview-20%.
11.	M.P.Ed. 2-Yr.	i) Education Qualification: B.Sc. (Physical Education, Health Education & Sports) with atleast 50% marks in aggregate. or Bachelor of Physical Education (B.P.Ed.) with atleast 50% marks in aggregate. (ii) Physical Efficiency Test: All the eligible candidates will be required to qualify the Physical Efficiency Test (Canadian Test) (PET) and the criteria for PET are as under : Male : 1. Total Distance of the Circuit 75 mt.	After qualifying the Physical Efficiency Test (PET) admission to M.P.Ed. course will be based on the marks obtained in the Entrance Exam.

		<p>(excluding the length of Long Jump Pit & Width of River Crossing).</p> <ol style="list-style-type: none"> 2. Long Jump 10 ft. 3. River Crossing 7 times-(6.0 ft width) 4. Vaulting Horse Height 5.0 ft. 5. Forward Roll. 6. Hurdle Height 3.6 ft. 7. Two Buckets of 10 kg each. 8. Timings to complete Circuit 33 sec. <p>Female :</p> <ol style="list-style-type: none"> 1. Total Distance of the Circuit 75 mt. (excluding the length of Long Jump Pit & Width of River Crossing). 2. Long Jump 8 ft. 3. River crossing 5 times-(4.0 ft width) 4. Vaulting Horse Height 4.0 ft. 5. Forward Roll. 6. Hurdle Height 2.6 ft. 7. Two Buckets of 5 kg each. 8. Timings to complete circuit 35 sec. <p>The description of the placement of obstacles :</p> <ol style="list-style-type: none"> 1. Distance from Starting Line to Long Jump – 12m. 2. Distance from Long Jump to River Crossing-10m. 3. Distance from River Crossing to Vaulting Horse -9m. 4. Distance from Vaulting Horse to Front Roll-7m. 5. Distance from Front Roll to Hurdle-15m. 6. Distance from Hurdle to Buckets-10m. 7. Distance from Buckets to Finish Line -12m. <p>Note :</p> <ol style="list-style-type: none"> 1. All the candidates required to bring original ID proofs (Aadhar Card/ Driving Licences/ PAN Card/Voter Card) at the time of PET. 2. In case of two fouls during the whole circuit the candidate will be treated as fail. 3. In case the candidate complete the circuit without any foul but not within the prescribed duration (Male-33 sec. & Female-35 sec.) he/she will be treated as fail. 4. In case of one foul during the whole circuit and the candidate completes the circuit within time limits (Male-33 sec. & Female-35 sec.) he/she will be given second chance. Further in the second chance/attempt, if he/she commits any foul he/she will be treated as fail. 5. If a candidate skips any station during the circuit he/she will be treated disqualified. 6. If any obstacles brakes during the course of the circuit, fresh chance will be given to the candidate. 7. The decision of obstacle judge will be final. 8. Any misbehaviour/misconduct by the candidate before/during/after the PET test will be treated as disqualified for the PET. 9. Only the candidates who are appearing for the PET will be allowed to enter the PET Hall with their Roll No. 10. The candidates appearing in the PET must wear proper sports kit, otherwise he/she will not be allowed for the test. 11. The result of PET will be declared on the spot. <p>Note : Married female selected candidates will have to submit a certificate from RMO/MO of the University Health Centre that she is not in family way, alongwith an undertaking that if during the course of study, it is found that she is in family way, her admission would be liable to be cancelled IPSO-FACTO and all dues paid by her shall be forfeited.</p>	
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Relaxation in eligibility condition:

- (A) Unless otherwise specifically provided for a course in the concerned Ordinance, the eligibility condition for SC/ST candidates will be minimum pass marks in the qualifying examinations for admission to various courses.

(B) 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 (5/100x55=2.75);

50 marks-2.50 marks = 47.50 marks (5/100x50=2.50);

45 marks- 2.25 marks = 42.75 marks (5/100x45=2.25).

(C) There will be no rounding of percentage for determining the eligibility for admission to various courses.

CHAPTER-5

LIST OF DOCUMENTS TO BE BROUGHT BY THE CANDIDATES AT THE TIME OF REPORTING TO THE ALLOTTED DEPARTMENT/INSTITUTE

The candidates must be in possession of the following original documents, certificates and testimonials alongwith two sets of self attested photocopies of all the relevant documents and photographs duly attested by a Gazetted Officer at the time of reporting to the allotted Department for ascertaining their Date of Birth, Eligibility, Category and so on. The original certificates shall be returned after verification by the Department :

- a) Certificate showing marks obtained and maximum marks in each subject of the qualifying examination(s) (for example, for admission to M.A., M.Sc., or M.Com. courses, the self-attested photocopies of the DMCs of Bachelor Degree Part-I, II & III are required). **Admission is to be given irrespective of the declaration of final year result. however, the candidate must submit the proof of qualifying examination by 31.08.2019 failing which, the admission will be cancelled.**
- b) Matriculation or equivalent examination certificate in support of the date of birth, and +2 certificate.
- c) **Character Certificate :**
 - (i) **Private candidates:** Candidates who have passed the qualifying examination as private candidates should submit their character certificate duly signed by a First Class Magistrate.
 - (ii) **Candidates with Gaps in study:**
 - a) Male candidates who have gaps in their academic career after the qualifying examination, must furnish a certificate of **gap AND character** for the gap period duly attested by Notary Public.
 - b) Male candidates who are/were in service during the gap period, must furnish a certificate of employment from the employer AND should also furnish separately a character certificate of the gap period duly attested by Notary Public.
 - c) Female candidates who have gaps in their academic career after the qualifying examination, must furnish character certificate from the last institution attended.
 - (iii) **Candidates who have recently qualified:** Candidates who have passed/appeared in the qualifying examination in 2019 session must submit Character Certificate from the Head of the Institution last attended as per specimen given in **Annexure-I**.
- (d) Certificate on the prescribed proforma for candidates belonging to SC/BC/EWSs/DFF/ESM/DA categories of Haryana, if applicable:
 - (i) Scheduled Caste (SC) Certificate as per **Annexure-II**, if applicable.
 - (ii) Backward Class (BC) Certificate as per **Annexure-III**, if applicable.
 - (iii) Income Certificate of Parental Income from all sources, in case of BC (A) & (B) Category candidates.
 - (iv) EWSs Certificate as per **Annexure-IV**, if applicable.
 - (v) Certificate in respect of Differently Abled (DA) Candidates, as per **Annexure-V**, if applicable.
 - (vi) Certificate required to be furnished by the children and grand-children of Freedom Fighters (DFF) as per **Annexure-VI**.
 - (vii) Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/ Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-VII**.
 - (viii) Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Paramilitary Forces as per **Annexure-VIII**.
 - (ix) Joint Affidavit by the real parents of the girl child on non-judicial paper of Rs. 10/-duly attested by 1st Class Magistrate for Supernumerary Seat for Single Girl Child for admission in KUK only, as per **Annexure -XI**, if applicable. A self declaration will also be given by the eligible applicant that she is the only single girl child/only two girl children of her real parents with no male child on the plain paper alongwith application form. [In case the information contained in the form is found to be false at any stage, the competent authority will be entitled to cancel the admission without any notice and forfeit her fee/funds deposited in the Department/Institute].
 - (x) **Bonafide Resident Certificate as per Appendix-A, if applicable. Candidates who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit a certificate of bonafide resident of Haryana as per guidelines of Appendix A.**
- (e) Employer's Certificate in case of employee, if applicable.

- (f) The candidates seeking admission under Kashmiri Migrants seats should submit attested copies of the following documents alongwith the Admission Application Form and bring the same in original at the time of counselling:
- (i) Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.
 - (ii) Proof of current residence such as Ration Card, Aadhar Card, Photo Identity Card/Voter Card, issued by the Election Commissioner, Driving Licence etc.
- (g) Admit Card.
(h) Aadhar No. (if available)
(j) Coloured photographs

THE CANDIDATES MUST ENSURE THAT THEY HAVE OBTAINED THE RELEVANT CERTIFICATE(S) FROM THE APPROPRIATE COMPETENT AUTHORITY APPROVED AND NOTIFIED BY GOVT. OF HARYANA.

IT IS THE SOLE RESPONSIBILITY OF THE CANDIDATE TO ATTACH ALL NECESSARY DOCUMENTS/ CERTIFICATES/ TESTIMONIALS/FEES WITH THE APPLICATION FORM. DISCREPENCY, IF ANY, SHALL NOT BE COMMUNICATED TO THE CANDIDATES BY THE DEPARTMENT/INSTITUTE.

APPLICATIONS WHICH DO NOT HAVE THE REQUIRED DOCUMENTS WILL BE TREATED AS INCOMPLETE AND SUCH APPLICATIONS MAY NOT BE CONSIDERED FOR ADMISSION.

CHAPTER-6

RESERVATION OF SEATS AND GUIDELINES FOR RESERVATION

(A) Distribution of seats

The seats shall be distributed as under :

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

***(60% of the seats** earmarked for bonafide residents of Haryana will be reserved for the categories as mentioned at (B) below, as per State Govt. policy and remaining **40% seats** will be filled from among Haryana General Category)

(B) Reservation of seats for Bonafide Residents of Haryana

The seats shall be reserved for the categories as under :

(i)	Scheduled Castes	20%
(ii)	Backward Classes of Haryana (except Socially Advanced Persons/Sections (Creamy Layer)	27% (16 % for Block-A) (11 % for Block-B)
(iii)	Economically Weaker Sections (who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Class (Block-A &B) other than category (i) & (ii) above.	10%
(iv)	Differently Abled	03% if the seats reserved for differently abled persons remain vacant due to non-availability of suitable differently abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).
(v)	Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/ institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2019, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2020 and so on. The concerned Chairperson/Director of the Department/Institute shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.	

(C) Guidelines for Reservation :

1. **The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.**

2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
4. **If a candidate of Haryana General, SC, BC and EWSs also apply for Differently Abled/ESM/ DFF category will be considered first for Haryana General, SC, BC and EWSs category.**
5. Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-II**, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per **Annexure-III** and **Income Certificate from the Competent Authority** at the time of Counseling. Vide Notification No. 1282-SW(1) dated 28.08.2018 the Government of Haryana Welfare of Scheduled Castes and Backward Classes Department has intimated that the Government Notification No. 808-SW(1) dated 17.08.2016 has been examined in consultation with the Advocate General Haryana. The Advocate General relying upon the judgment of the Hon'ble Punjab and Haryana High Court has opined that the criteria for computing annual income as prescribed under the above notification as gross annual income shall include income from all sources. All previous notifications or instructions which provided for a different mode of computing annual income stands over-ridden.

Income certificate mentioning gross annual income issued after 17.08.2016 shall only be considered for availing any benefit under BC(A) and BC(B) category.

Instructions for gross annual income of BC (A) and BC(B) category issued vide Haryana Government, Welfare of Schedule Castes and Backward Classes Department Notification No. 1282-SW(1) dated 28.08.2018 be followed and Haryana Government Notification No. 808-SW(1) dated 17.08.2016 be set aside as the Hon'ble Punjab & Haryana High Court, Chandigarh vide its judgment dated 07.08.2018 rendered in CWP 15731 of 2018, titled as Nisha vs. State of Haryana and ors. while deciding bunch of CWPs including CWP No. 18234, Anupama & Anuradha Vs. State of Haryana and Others (relating to admission under BC category in LL.B. 3-Yr. course of the KUK session 2018-19) while allowing the said CWPs the Hon'ble High Court has set aside the Haryana Govt. Notification dated 17.08.2016 and has further directed that the counselling shall be held afresh **on the basis of the earlier existing criteria limiting the preference to those BCs with an income upto Rs.6 lakhs with no further sub-classification.**

6. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently abled candidates belonging to Haryana are required to submit the certificate as per **Annexure-V**.
7. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per **Annexure-VI**.
8. Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/ Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-VII**.
9. Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Paramilitary Forces as per **Annexure-VIII**.
10. For horizontal reservation, ESM/DFF candidates of General, SC and BC category will also have to furnish ESM/DFF certificate.
11. As per instructions of the Government of Haryana, General Administration Department, General Services-III Branch, Chandigarh containing in letter No. 22/10/2013-1GSIII dated 10.08.2017 for giving following priorities for reservations or preferences to the wards of Armed Forces personnel for admission in medical/professional/non-professional courses running in the University Teaching Departments/Institutes/Affiliated/Maintained Colleges/ Institutes :

(a) Priority-I : Widows/Wards of Defence personnel killed in action.

(b) Priority-II : Wards of disabled in action and boarded out from service.

- (c) Priority-III : Widows / Wards of Defence personnel who died while in service with death attributable to military service.
- (d) Priority-IV : Wards of disabled in service and boarded out with disability attributable to military service.
- (e) Priority-V : Wards of Ex-servicemen who are in receipt of Gallantry Awards:
- (i) Param Vir Chakra
 - (ii) Ashok Chakra
 - (iii) Sarvottam Yudh Seva Medal
 - (iv) Maha Vir Chakra
 - (v) Kirti Chakra
 - (vi) Uttam Yudh Seva Medal
 - (vii) Vir Chakra
 - (viii) Shaurya Chakra
 - (ix) Yudh Seva Medal
 - (x) Sena, Nau Sena, Vayu Sena Medal
 - (xi) Mention - in-Despatches
- (f) Priority-VI : Wards of Ex-servicemen.

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

12. In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11.04.2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Sh. Ishwar Singh Vs KUK & Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats.
13. Under differently abled category, atleast one candidate will be admitted, even if the share is less than 0.5 seat.
14. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
15. All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.
16. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
17. 30% seats in M.P.Ed. will be reserved for female candidates in all categories.
18. Differently Abled candidates will not be considered for admission to M.P.Ed..
19. **Admission Criteria for EWSs derived from the Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under :**
 - (a) **Income & Assets Certificate issuing Authority :**
 - (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.
 - (ii) As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No.22/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified in instruction No. 22/28/2003-3GS-III, dated 30.01.2004.
 - (iii) The prescribed format for EWS Income and Asset Certificate shall be provided at **Annexure-IV.**
 - (b) **Criteria of Income & Assets :**
 - (i) Persons who are not covered under the existing scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs.6.00 lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation, Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

- (ii) Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
 - a) 5 acres of agricultural land and above;
 - b) Residential flat of 1000 sq. ft. and above;
 - c) Residential plot of 100 sq. yards and above in notified municipalities;
 - d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
 - e) Total immovable assets owned are valued at Rs. One Crore of more.
- (iii) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- (iv) The term “Family” for this purpose will include the person who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

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

CHAPTER-7

ELIGIBILITY CERTIFICATE

The eligibility for admission to various courses will be checked by the Chairperson/Director of the Department/Institute concerned at their own level and after provisional admission, the Registration Branch will check all documents of admitted candidates except State Universities/Board of Haryana.

The candidates who have passed their lower examination from any University except State Universities/Board of Haryana, are required to obtain an Eligibility Certificate from the Registration Branch before they are admitted provisionally by the Department/Institute concerned. For Eligibility Certificate, the prescribed form can be had from the concerned Department/Institute. Application Form alongwith original certificates should be submitted to the Branch Officer (Regn. Branch) for issuing the Eligibility Certificate. No such students will be given even provisional admission without obtaining Eligibility Certificate.

FOREIGN STUDENTS

Candidates who have passed lower/qualifying examinations from foreign Universities or Boards are required to submit Eligibility Certificate. The Eligibility Certificate will be issued by the Registration Branch on checking the required documents, such as student’s visa and original documents of a Foreign student. No Foreign student will be given even provisional admission without obtaining Eligibility Certificate.

CHAPTER-8

GUIDELINES FOR CANCELLATION OF SEATS AND REFUND/ADJUSTMENT OF FEE

1. For withdrawal of admission Fee, the candidate should submit a request in the concerned Department as per the date given at **Chapter-1**. After withdrawal, the seat shall be cancelled and shall be allotted to next eligible candidate. Proforma of **Application for Adjustment of Dues/Fees at Annexure-XII and Application for withdrawal of admission and refund of fee at Annexure-XIII**.
2. In case a candidate gets a new seat in subsequent counselling, the earlier allotment/ admission, if any, will stand cancelled automatically.
3. In case a candidate upgrades to a new discipline in the university, he/she should report again in the allotted Department but need not to deposit one semester fees again. He will deposit the balance fee if any. Surplus fee will be adjusted/refunded by the concerned Department.
4. The candidates who did not get seat in previous counselling or who are not satisfied with the allotted seat may try in subsequent counselling for getting a seat as per the case respectively. **Once the seat in subsequent counselling is allotted, the previous seat allotted (if any) will automatically be cancelled. After allotment of seat in subsequent counselling, the candidate must report at the allotted institute and in case of non reporting by the candidate, the newly allotted seat will also be cancelled and that seat will be automatically offered to the candidates in the next subsequent counselling. Previously allotted seat once withdrawal by a candidate, the same will not be given to him again by any means after new allotment of seat in the subsequent counselling even if it remains vacant.**

5. **Refund of Fee in case student leaves after joining the course:** The refund of fee will be done as per the fee refund rules. The Rules for Adjustment/Refund of Fee will be pasted on the Notice Board of the Departments/Institutes for information of the students. It would not be permissible for university to retain the last Institution Leaving Certificates in original. **Application for withdrawal of admission and refund of fee at Annexure-XIII.**
6. Adjustment of Fee in case of candidate after having deposited fee for admission in one course, join another course in the university is permitted, after withdrawal of his/her candidature from the previous course. Balance fees/funds, if any will be deposited and surplus amount, if any will be adjusted/refunded to the candidate. **Application for adjustment of dues/fees (after the change of Department) as per Annexure-XII.**

RULES FOR ADJUSTMENT/REFUND OF FEE

(a) ADJUSTMENT OF FEE

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

- a. from a general course to another general course;
- b. from a general course to a self-financing course or vice-versa.
- c. from a self-financing course to another self-financing course.

Application for adjustment of fee is as per Annexure-XII.

(b) REFUND OF FEE

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

Sr. No.	Point of time when application of refund of fee is served	#Percentage of Refund of aggregate fee	Remarks
1.	On or before the formally-notified* last date of admission.	90%	10% of the aggregate fees will be deducted as processing charges from the refundable amount as per the clause 4.2.4 of the UGC Notification dated December, 2016.
2.	Not more than 15 days after the formally-notified* last date of admission.	80%	20% of the aggregate fee will be deducted from the aggregate fee.
3.	More than 15 days but not less than 30 days after the formally-notified* last date of admission.	50%	50% of the aggregate fee will be deducted from the aggregate fee.
4.	More than 30 days after the formally-notified* last date of admission.	00%	No fee will be refunded.

Note :

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

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

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

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

Application for withdrawal of admission and refund of fee is as per Annexure-XIII.

PROCEDURE FOR DEPOSITING FEES/DUES AT THE TIME OF ADMISSION:

1. The list of selected students for admission in various post-graduate courses will be displayed on-line. The students can deposit their fees through on-line mode by visiting the University website and by following the below mentioned path:

www.kuk.ac.in>online payment>payonline

However, in exceptional circumstances, the students can deposit their fees in **Cash at the Counter of the Bank in the Crush Hall of the University Auditorium**. After obtaining the necessary voucher from the officials of the Fee Section of the University in the University Auditorium.

After depositing the fees either on-line or through the Bank, the candidates are required to do the following:

- (i) Report with the hard copy as proof depositing the fee on-line and Bank Receipt (fee deposit through Bank) to the **Fee Section** and obtain their Class Roll No.
 - (ii) After obtaining Class Roll No. from the **Fee Section**, candidates will present themselves in the office of Department/Institute concerned and get their names entered in Admission Register of the Department/Institute on the same day.
2. **If a candidate depositing fees through on-line or in the Bank does not get Roll No. slip from the Fee Section and/or fail to report to the concerned Department/Institute within the stipulated time limit, his/her admission will be treated as cancelled even though he/she may have deposited the fee. His/her seat will be treated as vacant and will be allotted to the next candidate. Such a candidate will bear the responsibility for this lapse himself/herself.**
 3. If a selected candidate does not deposit his/her dues by the Scheduled Date, his/her name will not be considered for the next list. His/her name will be considered only for the Final List, if seats remain vacant and the candidate marks his/her attendance by 12.00 noon on the prescribed date in the concerned Department.

Benefits of Fee for Candidates of Haryana belonging to the Scheduled Caste Category

There is a Post Matric Scholarship Scheme of GOI for welfare of candidates belonging to the Scheduled Caste Category. As per letter No.3/44-2012 Sch.(2) dated 19.06.2013 of the Director General Higher Education, Haryana, Panchkula. such students whose parents/guardian income is upto Rs. 2.50 lac per annum, are eligible for benefits under the said scheme. The benefits include enrollment/registration, tuition, games, union, library, magazine, Medical Examination and such other fees compulsorily payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit are, however, excluded. For students admitted under this scheme, the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/ Institute.

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

1. No fee will be charged by the University from the students belonging to the Scheduled Caste Category, whose parent's Income is upto 2.50 lac p.a.. They shall be admitted during the academic session 2019-20 as per instructions of the Director Higher Education, Haryana and the Director General, Technical Education Department, Panchkula, Haryana. However, as per instructions dated 01.09.2019 of the Director, Welfare of SC/BC Classes Department Haryana, Chandigarh, the students belonging to the Scheduled Caste Category who after verification of record by the office are found eligible for the PMS Scholarship, shall have to submit an undertaking in the Fee Section of the Accounts Branch that they will deposit their fee immediately to the institution as soon as they receive the Scholarship in their bank account.
2. Students belonging to the Scheduled Caste category who are eligible for Post Matric Scholarship Scheme should get their Saving Bank Account linked with Aadhaar Number to get transferred the funds in their respective bank accounts.

3. Students who are eligible for Scheduled Caste and Backward Class Scholarship(s) as the case may be, may apply online on the dates which will be announced/published in the newspapers/hryscbcschemes.in/ highereduhry.com portal by the State Govt./Funding Agencies.

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

MEMBERSHIP FEE FOR POPULATION EDUCATION CLUB, KUK

The Population Education Club, Kurukshetra University, Kurukshetra has notified vide Endst. No. PEC/17/365-77 dated 24.03.2017 that Rs. 6/- (Rupee Six only) as membership fee of the Population Education Club, Kurukshetra University, Kurukshetra will be charged annually from all the students enrolled in the University Teaching Departments/Institutes during the session 2019-20. The Chairpersons/Directors of all the University Teaching Departments/Institutes are requested to send the membership fee in one lot alongwith number of students enrolled in their Departments/Institutes upto 30th September, 2019 to the Honorary Secretary of the Club.

ATTENDANCE AND TUITION FEE CONCESSION

CANDIDATES HAVE TO FULFIL THE MINIMUM ATTENDANCE REQUIREMENT AS GIVEN IN THE ORDINANCE FOR EACH COURSE (UNIVERSITY CALENDAR VOL.II)

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

Tuition Fee Concessions:

- (a) Full Tuition Fee Concessions may be given to deserving students by the Chairperson of the Departments/Principals up to 10% of the total number of students on rolls in each class or department as on 31st July (including those admitted with late fee upto 31st August) of the year, fraction up to 0.4 being counted for Half Fee Concession and fraction of 0.5 and above being counted for full concession.
The Vice-Chancellor may, in deserving cases on the recommendation of the Chairperson of the Department concerned, grant additional fee concessions upto 10 provided that not more than one such additional fee concession shall be awarded in any class in a Department.
- (b) Tuition Fee concessions may be allowed to two or more children of the same parents at the following rates;
 - (i) The eldest to pay Full Fee.
 - (ii) The younger or younger ones to pay Half Fee.
The concessions will be allowed even if the elder brother or sister is studying in a University maintained institution other than the one in which the younger Brother(s)/Sister(s) is or are studying.
- (c) Fee concession to University Employees and their dependents:
 - (i) Confirmed University Employees permitted to join Evening classes or the Directorate of Distance Education or those who are posted in Evening Shifts and are permitted to join the University Day Classes, will be exempted from payment of Tuition Fee provided in case of individuals who fail in the examinations for which they are permitted or whose conduct is reported as unsatisfactory or who do not take proper interest in the office work, the concession will be discontinued.
 - (ii) Sons and daughters of the University Employees will be granted Full Fee Concession if they are studying in University Department/University College/University College of Education or have enrolled themselves with the Directorate of Distance Education, unless otherwise provided.
 - (iii) A child of a University employees who is in service and joins a Dept./University College/ University College of Education or Directorate of Distance Education for higher studies will be entitled to Fee Concession on the basis of his own income and that of his father taken together.
 - (iv) Brother and sister of a member Staff living with him will be eligible for Fee concession like sons and daughters of a member of the staff, provided the sister or brother is wholly dependent upon the University employee.

- (v) The wife of a University employee who is not working but is studying in the Dept./University College/University College of Education or has enrolled herself with the Directorate of Distance Education will be granted Fee Concession as available to sons/daughters and dependent sisters or brothers of an employee.
- (d) The Children of serving military personnel upto the rank of an NCO or of military personnel killed or incapacitated wholly or partly during the war, shall be allowed Full Fee Concession.
- (e) Blind students may, on an application, be granted Full Fee Concession.

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

In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time.

Similar concessions are also available to students from some of the other states in accordance with the rules framed by the respective State Governments.

HOSTEL ADMISSION PROCEDURE

The University has 25 Hostels (11 for boys, 1 for Foreign male students and 13 for Girls students). The accommodation in the Hostels is provided strictly on the basis of department merit list of admissions; and in accordance with limited number of seats in hostels allocated by the Chief Wardens to each Department with reservations (20% for SC category, 3% for Differently Abled-blind/disabled with 70% and 1 seat for BPL category). The forms for Hostel accommodation are required to be submitted to the concerned hostel duly recommended by the concerned Chairperson/Director/Principal. Proof of Residence viz. Aadhar Card/Ration Card/Voter Card/Passport shall have to be shown in original and a self-attested photocopy of the same needs to be enclosed with the Hostel Admission Form at the time of submission. Subletting of Hostel Accommodation is strictly prohibited. Both the subletters and sublettees are liable to be expelled from the Hostel. Students willing to seek Hostel accommodation are advised to refer to the Hostel Rules Booklet available with the Manager, Printing & Publications of the University on payment of prescribed price. Any hosteller desirous of possessing vehicle in the Hostel shall have to submit an attested photocopy of Registration Certificate (RC) of the vehicle alongwith Driving Licence in the office of the Warden of the respective Hostel. If the Hostel authorities are not satisfied with the character/past behaviour/antecedents of a student, Hostel accommodation may be refused to him/her in order to ensure discipline and peaceful atmosphere of the Hostels. Keeping in view the limited number of rooms/seats, the hostel accommodation is allotted on sharing basis. All terms and conditions for seeking hostel accommodation are given in the Hostel Rules and Regulations Booklet which may be consulted accordingly.

CHAPTER-9
List of Department-wise Chairpersons of the Departments, Telephone, Mobile No., Email and Courses
Kurukshetra University, Kurukshetra

Sr. No	Name of the Chairperson/Director	Department	Telephone, Mobile No & Email	Name of Course
1.	Prof. Neelu Sood	Botany	9416147725 Neelusood61@yahoo.com	M.Sc. Botany
2.	Prof. H.K. Sharma	Chemistry	01744-238410 Extn. 2129, 9416566068 chemdeptkuk@gmail.com	M.Sc. Chemistry
3.	Prof. Sanjeev Aggarwal	Physics	9416227111, Extn. 2482 chairperson.physics@kuk.ac.in rkmoudgil@kuk.ac.in	M.Sc. Physics
4.	Prof. Anil. K. Vashisth	Mathematics	9416191876, Chairperson.math@kuk.ac.in	M.Sc. Mathematics
5.	Prof. Rajeshwari	Geography	8168499733 chairperson.geography@kuk.ac.in	M.Sc. Geography
6.	Prof. S.S. Rehal	English	98150 04298 Srehal63@gmail.com	M.A. English
7.	Prof. Neelam Dhanda	Commerce	01744-238290, 9416422106 Extn. 2528, 2531 chairperson.commerce@kuk.ac.in	M.Com.
8.	Prof. Dalip Kumar	Law	01744-239753, 9896242030 Chairperson.law@kuk.ac.in	LL.M.
9.	Prof.(Mrs.) Usha Rani	Physical Education	9467421444 Chairperson.phyedu@kuk.ac.in	M.P.ED.
10.	Dr. Ramesh Chander	University School of Management	01744-238565, 09466535510 chairperson.usom@kuk.ac.in , dalal.kuk@gmail.com	MBA, MBA (under SFS)

CHAPTER-10

SCHEDULE OF ACADEMIC CALENDAR FOR THE SESSION 2019-20

FOR UNDER-GRADUATE COURSES

EVENT	DURATION
Admissions	02.07.2019 to 15.07.2019
Odd Semester	
1st Teaching Term	16.07.2019 to 23.10.2019
Vacation-I (Diwali)	24.10.2019 to 30.10.2019
2nd Teaching Term	31.10.2019 to 18.11.2019
Examinations	19.11.2019 onwards
Winter Vacation-II	20.12.2019 to 31.12.2019
Even Semester	
1st Teaching Term	01.01.2020 to 07.03.2020
Vacations-I (Holi)	08.03.2020 to 15.03.2020
2nd Teaching Term	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacations	20.05.2020 to 30.06.2020

FOR POST-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2019 to 20.07.2019
Odd Semester	
1st Teaching Term	22.07.2019 to 23.10.2019
Vacation-I	24.10.2019 to 30.10.2019
2nd Teaching Term	31.10.2019 to 23.11.2019
Examinations	25.11.2019 onwards
Winter Vacation-II	20.12.2019 to 31.12.2019
Even Semester	
1st Teaching Term	01.01.2020 to 07.03.2020
Vacations-I (Holi)	08.03.2020 to 15.03.2020
2nd Teaching Term	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacations	20.05.2020 to 30.06.2020

Examinations be completed of each class within 25-30 days and the evaluation of Answer Books, etc. be got done in remaining days and during Vacations.

Note : 1. The next academic Session 2020-21 will start from 01.07.2020.

- If the number of teaching days falls less than 180 days (90 days in each semester) in the academic session 2019-20 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.
- In case results of the Even Semester are not declared in time, provisional admission in case of ongoing Semesters will be made and classes may commence w.e.f. 16th July, 2019 of U.G. and 22th July, 2019 of P.G. courses.
- The examinations of 6th Semester of U.G. will be start w.e.f. 20.04.2020 onwards.
- The State Universities are authorized to make minor changes/adjustment according to their local condition at their own level, keeping in view the condition of minimum 90 teaching days in each semester.

CHAPTER-11

SCHOLARSHIP/STIPENDS

Kurukshetra University Golden Jubilee Post-graduate Scholarships to be awarded to 90 students of P.G. courses of the University Teaching Departments/(except SFS courses) @ Rs.500/- p.m. for 10 months every year, 45 Scholarships for 1st & 2nd Semester and 45 Scholarships for 3rd & 4th Semester students will be awarded to Below Poverty Line (BPL)/Poor/Needy and deserving students having atleast 2nd division at graduation level. In addition to this, there are some other Scholarships/ Stipends, State Scholarships and Scholarships/Awards, donated by individuals/ institutes are awarded by the University for various courses. Notifications in this regard are circulated in all the University Teaching Departments.

“Smt. Kiran Yadav Scholarship”

There shall be one Scholarship of Rs.1,000/- p.m. known as “Smt. Kiran Yadav Scholarship” every year to a student doing B.Ed. Special Education (Visual Impairment) in the Department of Education who is resident of Haryana and fulfills one of the following eligibility criteria :

- i. Physically Challenged/Differently able.
- ii. Widow/Divorcee Woman
- iii. Ward of a Marginalized farmer
- iv. Ward of a Martyr in Defence
- v. BPL Card Holder

The following criteria in order of preference/priority will also be considered for award of this scholarship.

- a) Economically Backward (having lowest income per annum from all the sources).
- b) In case of tie, Merit of qualifying examination will be considered.

CHAPTER-12

CURBING THE MENACE OF RAGGING

CURBING THE MENACE OF RAGGING

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

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

University Grants Commission Anti Ragging Helpline Toll Free Number: 1800-180-5522 & E-mail: helpline@antiragging.net

- Vice-Chancellor : vc@kuk.ac.in
Registrar : registrarkuk@gmail.com
Proctor : proctor@kuk.ac.in

1.	Anti Ragging Committee	Phone No. (Code No. 01744)	Mobile No
(i)	Proctor	238901-3022 (Ext.)	9466522694
(ii)	Dean of Colleges	238878-2118 (Ext.)	9466066674
(iii)	Dean Students' Welfare	238096-2115 (Ext.)	7082113109
(iv)	Deputy Proctor (Male)	239597-3022(Ext.)	9416214826
(v)	Deputy Proctor (Female)		9896065661
(vi)	Chief Warden (Boys)	238711	7082113081
(vii)	Chief Warden (Girls)	238278	9896343783
(viii)	Officer Incharge, Security (CSO)	238410-3080 (Ext.)	7082113044
(ix)	Director, Public Relations	239639	7082113123
(x)	President, KUTA	238410-2532 (Ext.)	9416344793

(xi)	President, KUNTEA	238410-2135 (Ext.)	9416412360
(xii)	Director, Women Studies Research Centre	239665-2727 (Ext.)	9896740740
(xiii)	SDM, Thanesar (Nominee of DC, KKR)	220032	8901163144
(xiv)	DSP, Pehowa (Nominee of SP, KKR)	220462	7056700104
(xv)	Sh. Vijay Shabharwal, Local Media Representative		9896244822
(xvi)	Mr. Vinod Jindal, Local Media Representative		9896334769
(xvii)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		9991751735 9034992298 8397935081 7027777730
(xviii)	Director, Dr. B.R. Ambedkar Studies Centre	238410-2551 (Ext.)	9416249880
2.	Anti Ragging Squad		
Zone-I (Boys Hostels)			
(i)	Chief Warden (Boys)	238711	7082113081
(ii)	Deputy CSO for Boys Hostels Zone		7082113090
(iii)	All Wardens Wardens		
	1. Partap Bhawan	238176	7082113089
	2. Narhari Bhawan	238278	7082113100
	3. Harsh Bhawan	238178	7082113096
	4. Arjun Bhawan	238627	7082113095
	5. Bhim Bhawan	238174	7082113098
	6. Tagore Bhawan	238626	7082113099
	7. Ambedkar Bhawan	239698	7082113088
	8. Ch. Devi Lal Bhawan	239404	7082113097
	9. International Hostel	-	9728851400
	10. Ch. Ranbir Singh Bhawan	-	9813919922
	11. Swami Vivekanand Bhawan	-	7082113090
	12. Shaheed Bhagat Singh Bhawan	-	7082113132
(iv)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
Zone-II (Girls Hostels)			
(i)	Chief Warden (Girls)	238278	9896343783
(ii)	Deputy Chief Warden		7082113103
(iii)	Deputy CSO for Girls Hostels Zone		7082113105
(iv)	All Wardens Wardens		
	1. Bharti Bhawan	238081	9996604087
	2. Meera Bhawan	238553	7082113137
	3. Kasturba Bhawan	238630	7082113104
	4. Saraswati Bhawan	238177	9812001469
	5. Gargi Bhawan	238638	9896065661
	6. Subhadra Bhawan	238407	7082113101
	7. Ahilya Bhawan	238024	7082113102
	8. Ganga Bhawan	238036	7082113102
	9. Uttra Bhawan	238560	7082113107
	10. Devyani Bhawan	238445	7082113103
	11. Kalpana Chawla Bhawan	238522	7082113147
	12. Laxmi Bai Bhawan	238526, 238874	7082113108
	13. Yamuna Bhawan	238197	9896343783
(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		

Zone-III (UIET, IOL, II&HS, ITT&R, Inst. of Pharmacy, IMC & MT, Inst. of Mgt.)			
(i)	Deputy Proctor (Male)	239597-3022(Ext.)	9416214826
(ii)	Deputy Proctor (Female)		9896065661
(iii)	Officer Incharge, Security	238410-3080(Ext.)	7082113044
(iv)	Directorate of UIET, Inst. of Law, Inst. of Pharmacy, IMC& MT, Inst. of Management will depute two senior teachers (one male & one female) from each of these Institutes and will intimate the Proctor.		9416280555 9467648056 9991302121 9896174084 9466174087
(v)	Principal, Institute of Integrated & Honors Studies and Institute of Teacher Training & Research will depute two teachers from each of the Institute and will intimate to the Proctor.	238049 238125	7082113047 7082113038
(vi)	Supervisor, Security		7082113065
(vii)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration		
(viii)	Four Students representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare		
Zone-IV (University Campus & other Vulnerable Places excluding Zone-I, II & III.			
(i)	Deputy Proctor (Male) Deputy Proctor (Female)	239597-3022(Ext.)	9416214826 9896065661
(ii)	Officer Incharge Security	238410-3080(Ext.)	7082113044
(iii)	Chairpersons, Dept. of Instrumentation, School of Management and Commerce will nominate one teacher to the Anti-Ragging Squad and shall inform the same to the Proctor	239555 238565 238290	9466045776 9966535510 9416322106
(iv)	Dean, Faculty of Sciences, Social Sciences, Life Sciences, Arts & Languages, Indic Studies will nominate one teacher of that Faculty to the Anti-Ragging Squad and will inform the same to the Proctor.		9466650266 9416291626 9466066674 9416448939 9416570371
(v)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare		
(vi)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration		
3.	Monitoring Cell		
(i)	Registrar	238026	-
(ii)	Dean, Academic Affairs	238045, 2490(Ext.)	7082113003
(iii)	Proctor	238901, 3022(Ext.)	9466522694
(iv)	Dean of Colleges	238347-2118 (Ext.)	7082113042
(v)	Dean Students' Welfare	238096-2115 (Ext.)	7082113109
4.	Nodal Officers		
(i)	Nodal Officer for all teaching Departments and Institutes : Proctor		
(ii)	Nodal Officer for affiliated colleges : Dean of Colleges		
5.	Anti Ragging Counselors		
(i)	Dr. Hardeep Lal Joshi, Dept. of Psychology		9416785665
(ii)	Dr. Rakesh Pal Sharma, MD (Psychiatric), Aggarwal Hospital, KKR		9812434648
(iii)	Dr. (Mrs.) Ranjana, Dept. of Psychology		9466064490

INSTRUCTIONS AGAINST RAGGING :

With sixty two years of its existence, Kurukshetra University has earned recognition as one of the renowned centres of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in

joining a course, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all-round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

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

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

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

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- k. All the senior students are advised to guide and treat junior students affectionately.
- l. Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

CHAPTER-13

ADMISSION RULES AND PROCEDURE FOR INTERNATIONAL STUDENTS

1. Introduction

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

2. The Office

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

3. International Students

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

4. Documents required for admission of international students

- i) **VISA:** All the international students shall require a student VISA endorsed to the Kurukshetra University, Kurukshetra for joining the full time courses. Foreign students admitted to Kurukshetra University shall obtain a **STUDENT VISA** in the name of Kurukshetra University on the basis of admission with in one Month from the date of admission for the prescribed duration of the course. A copy of this **VISA** is to be submitted in the office of Advisor, international Students, Kurukshetra University Kurukshetra.

Students wishing to join a research programme will require a research VISA endorsed to the Kurukshetra University, Kurukshetra. The visa should be valid for prescribed duration of the course. VISA is not required for NRI students.

- ii) **Certificate from Association of Indian Universities (AIU):** The course on which eligibility is relied upon must be included in the list of the Association of Indian Universities (AIU). In case the University/Board is not included in the said list, the candidate has to obtain and submit Equivalence Certificate to this effect from the Association of Indian Universities.

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

The Secretary General

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg

New Delhi-110002

Phone No. (91) – 11-23230059; (91) – 11-23232429

Fax No.(91) – 11-23232131

E-mail: aiu@dell2.vsnl.net.in

Website: <http://www.aiuweb.org>

- iii) **Prior Security Clearance:** All international students desiring to undertake any research work or join a Ph.D or M. Phil. Programme must obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary and Higher Education, Ministry of Human Resource

Development, Government of India and this must be on the research visa endorsed to the university or institution concerned.

- iv) **Attestation by concerned Embassy/High Commission/Consulate:** All attestation must be done by the concerned Embassy/High Commission/Consulate of the relevant country in India. The document without attestation shall be summarily rejected.
 - v) **Attested Transcripts:** Candidate applying from their own country should get their transcripts of certificates attested by the concerned accredited authorized Government Agency and also duly certified by the Indian Embassy or Consulate as the case may be. Attested copies of Senior School Certificate/Bachelor's Degree/Master's Degree or equivalent thereof should be attached.
 - vi) **Character Certificate:** A Character Certificate from the Head of the Institution last attended alongwith its attestation by the concerned Embassy/High Commission/Consulate should be submitted.
 - vii) **Medical Certificate:** All the international students have to undergo the medical examination and get the medical fitness certificate. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive.
 - viii) **Registration in Foreign Regional Registration Office (FRRO) :** Within 14 days of arrival in India, the international student has to register his name with the police in the Foreigner Regional Registration Office (FRRO) of the local police. For this the following documents shall be submitted by the admitted students to the Office of the Advisor, International Students :
 - a) Photocopy of the Passport
 - b) Photocopy of the VISA
 - c) Proof of Residence
 - d) Proof of Admission
 - e) Four Passport Size photographs
 - f) HIV Report.
5. **Eligibility Qualifications:** International students should fulfill the minimum eligibility condition prescribed for admission as per the requirements of the course applied for. **HOWEVER**, such candidates shall NOT be required to undergo the admission entrance test.
6. **Supernumerary Seats for International Students:**
- i) 15% supernumerary seats shall be available for international students in all the courses run by the University at its campus including the AICTE approved courses.
 - ii) Candidates to the Supernumerary seats shall be required to fulfill the eligibility criteria for the course applied. **HOWEVER**, such candidates shall NOT be required to undergo the admission entrance test.
 - iii) Candidates under this category shall be required to fulfill all/any other conditions as may be prescribed and notified by Kurukshetra University, Kurukshetra from time to time.
 - iv) Candidates seeking admission under Supernumerary seats will have to apply on a prescribed form which will be available from the office of the Advisor, International Students, Kurukshetra University, Kurukshetra or this form can be downloaded from University website (www.kuk.ac.in).
 - v) This application form should be submitted to the office of the Advisor, International Students, alongwith the attested/certified copies of all requisite documents mentioned in the form.
 - vi) In case applications are received in excess against the allotted seats in particular course, **interse** merit will be prepared.

7. **Fee Structure for Supernumerary Seats:**

COURSE	DISCIPLINE/STREAM	FEE Per Annum
Under-graduate	Science/Technical/Engineering/Management/Pharmacy/Law/Tourism /Hotel Management/Journalism & Mass Communication/ Computers	\$US 2000
For other UG Courses	-----	\$US 1000
Post-Graduate	Science/Technical/Engineering/Management/Pharmacy/Law/ Tourism/Hotel Management/Journalism & Mass Communication/ Computers	\$US 2500
For other PG Courses	-----	\$US 2000
M.Phil.	For all Courses	\$US 2000
Ph.D.	For all Courses	\$US 2000

8. **Last date for Receipt of Application Form:** Last date for Receipt of Application Form duly completed in all respect will be 31st July of every academic session.

9. **Vacations:** Information regarding vacations is available on the University website: www.kuk.ac.in
10. **Hostel Facilities:** Kurukshetra University endeavours to provide hostel facilities to almost all outstation students. Each hostel is provided with indoor and outdoor facilities for games and sports. Recreation facility like T.V. sets is also provided. The detail of hostel fee can be obtained from the offices of Chief Wardens (Boys & Girls Hostels), Kurukshetra University, Kurukshetra.
11. **Important Telephone Numbers of Kurukshetra University Functionaries:**
 - a. Vice-Chancellor 01744-238039 (O).
 - b. Registrar- 01744-238026 (O).
 - c. Dean, Academic Affairs- 01744-238045 (O).
 - d. Dean, Students Welfare- 01744-238096 (O).
 - e. Chief Warden (Boys Hostel)- 01744-238711 (O).
 - f. Controller of Examinations- 01744-238377 (O).
 - g. Advisor, International Students : 7082113123.
E-mail: aisku@kuk.ac.in
12. **Cancellation of Admission:** The admitted students should note that his admission stands automatically cancelled if:
 - (i) He/She fails to obtain long term Student/Research Visa in the name of the Kurukshetra University, Kurukshetra only from the Indian Embassy in his/her country on the basis of the letter of provisional admission.
 - (ii) He/She fails to produce Original Statement of marks/grade point average certificate of the last qualifying examination or equivalent thereof at the time of admission.
 - (iii) He/She is found to be medically unfit.
 - (iv) He/She fails to fulfill any condition of eligibility for admission to the Course.

CODE OF CONDUCT FOR STUDENTS

1. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e. 75%, then he/she can be detained from appearing in the examinations.
2. A student should always wear his/her ID Card around his/her neck on the Campus. The same should be shown when identity proof is required by the University officials.
3. No student will be allowed to enter any office, hostel, library, auditorium, administrative & examination blocks, etc., if he/she fails to show his/her University Identity Card. Students will be allowed to attend cultural programmes, sports events, film shows or other programmes of the University only when they are in possession of their ID cards.
4. All the students must fill in the required information correctly in the Students' Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
5. If a student gets accommodation allotted in his/her name in a hostel and allows some other person(s) to stay in his/her allotted room and/or to take meals, in that case the admission of both the students, i.e. the allottee and the illegal occupant, shall be cancelled from the Department/Institute as well as from the hostel without assigning any reason.
6. Non-residents of university hostels will not be allowed to stay in the hostels without prior permission of the competent authority. Strict disciplinary action would be taken against the student(s) who violate(s) this rule.
7. Bonafide student desirous of bringing/keeping his/her vehicle in the University Campus would be required to submit self-attested photocopy of the Registration Certificate (RC) of his/her vehicle and the driving licence to the Chairperson/Director of the Department/Institute and to the Warden of the hostel concerned. The student will be issued a Permit in the form of a Sticker for his/her vehicle after submission of copy of Registration Certificate to the Chief Security Officer through Chairperson/Director of the Department/Institute. No vehicle, other than the permitted one, will be allowed entry in the University campus.
8. Students are not allowed to honk horn(s) of their vehicles or to play loud music in their vehicles in the University premises.
9. No vehicle with black film(s) will be allowed entry in the University premises.
10. Students must observe maximum speed limit of 30 km per hour while driving their permitted vehicle on the campus.

11. Kurukshetra University, Kurukshetra is a Ragging Free Campus. All students must follow the University guidelines regarding Anti-Ragging appended on pages 37-40 in the prospectus. To report incident(s) of any kind of ragging, helpline numbers are displayed at major places on the campus and the University website also.
12. All students should behave decently with female students, teachers and employees. No student should involve in any incident of eve-teasing. Anyone found indulging in such activity shall be liable to stringent disciplinary action. The University strictly follows its policy of zero tolerance towards eve-teasing and act(s) of sexual harassment.
13. Students should use decent language with everyone on the campus.
14. The University property should not be harmed in any manner. If a student is found damaging the University property, strict action will be taken against him/her.
15. Use of alcohol, tobacco and drugs in any form is strictly prohibited on the University Campus. Every student must observe these instructions on the Campus failing which strict action will be taken against him/her to the extent of expulsion from the University and the course.
16. Every student must follow University rules and regulations in maintaining discipline on the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehaviour then he/she will be punished as per University rules.
17. Since Kurukshetra University Campus Students' Council is now democratically elected, all collective students' demands may be taken up with the Students' Council. No student is allowed to disturb the academic atmosphere of the campus. If anyone is found disrupting classes or instigating students to disrupt classes, then such activity will be considered serious disciplinary act and the student(s) will be punished accordingly.
18. University has a mechanism to redress the grievances of its students through Students' Grievances Redressal Cell. A student can submit his/her complaint/grievance to the Dean Students' Welfare, Convener of the Cell, via e-mail dsw@kuk.ac.in or in writing mentioning his/her name, class, roll number, department/hostel & phone number to the office of Dean Students' Welfare, KUK. However, collective students' grievances/demands can only be dealt as mentioned in the Point No. 17.
19. Students are advised not to hold any rally or protest near the University administrative block. They should take up the issue, if any, first with the Chairperson/Director/Principal/Warden/Chief Warden and then with the Dean Students' Welfare.
20. Students must obey instructions of the teacher-in-charge(s) while on a tour/ trip/ field training/ Industrial training, etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
21. All the students must observe silence in the library. They must not use mobile phones in the library.
22. One should not write or paste posters on the walls and window panes of the University buildings. Any poster/hoarding found pasted/fixed/hanged at any place, other than the prescribed place, will attract severe punishment under the Defacement Act of Public Property.
23. Students are expected to keep the campus neat and clean. The use of polythene is strictly banned on the campus.

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

Subject: Bonafide residents of Haryana - Guidelines regarding.

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

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

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

LIST OF THE SCHEDULED CASTES IN HARYANA

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	14.	Dhanak	26.	Od
1(A).	Aheria, Aheri, Hari, Heri, Thori, Turi				
2.	Balmiki	15.	Dhogri, Dhangri, Siggri	27.	Pasi
3.	Bangali	16.	Dumna, Mahasha, Doom	28.	Perna
4.	Brar, Burar, Berar	17.	Gagra,	29.	Pherera
				29(A)	Rai Sikhs
5.	Batwal, Barwala	18.	Gandhila, Gandil, Gondola	30.	Sanhai
6.	Bauria, Bawaria	19.	Kabirpanthi, Julaha	31.	Sanhal
7.	Bazigar	20.	Khatik	32.	Sansi, Bhedkut Manesh
8.	Bhanjra	21.	Kori, Koli	33.	Sansoi
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhato, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasia	22.	Marija, Marecha	34.	Sapela, Sapera
10.	Chanal	23.	Mazhabi, Mazhibi Sikh	35.	Sarera
11.	Dagi	24.	Megh, Meghwal	36.	Sikligar, Bariya
12.	Darain	25.	Nat, Badi	37.	Sirikiband
13.	Daha, Dhaya, Dhea				

LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Naik	25.	Gorkhas	49.	Raigar
2.	Barra	26.	Gawala. Gowala	50.	-
3.	Beta, Hensi or Hesi	27.	Gadaria, Pal, Bagnel Diaya	51.	Rechband
4.	Bagria	28.	Garhi -Lohar	52.	Shorgir, Shergir
5.	Barwar	29.	Hajjam, Nai, Naie, Sain	53.	Soi
6.	Barai, Tamboli	30.	Jhangra Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barahai, Baddi	54.	Singhikant, Singiwala
7.	Baragi, Bairagi, Swami, Sadh	31.	Joginath, Jogi, Nath, Yogi	55.	Sunar, Zargar, Soni
8.	Battera	32.	Kanjar or Kanchan	56.	Thathera, Tamera
9.	Bharbhunja Bharbuja	33.	Kurmi	57.	Teli
10.	Bhat, Bhatra, Darpi, Ramiya	34.	Kumhars, Prajapati	58.	Banzara, Banjara
11.	Bhuhalia Lohar	35.	Kamboj	59.	Weaver (Jullaha)
12.	Changar	36.	Kanghera	60.	Badi/Baddon
13.	Chirimar	37.	Kuchband	61.	Bhattu/Chattu
14.	Chang	38.	Labana	62.	Mina
15.	Chimba, Chhipi, Chimpa Darzi, Rohilla	39.	Lakhera, Manihar, Kachera	63.	Rahbari
16.	Daiya	40.	Lohar, Panchal-Brahmin	64.	Charan
17.	Dhobis	41.	Madri	65.	Chaaraj (Mahabrahman)
18.	Dakaut	42.	Mochi	66.	Udasin

19.	Dhimar, Mallah, Kashyap-Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra Nishad Sakka, Bishti, Sheikh-Abbasi	43.	Mirasi	67.	Ramgarhia
20.	Dhosali, Dosali	44.	Nar	68.	Rangrez, Lilgar, Nilgar, Lallari
21.	Faquir	45.	Noongar	69.	Dawala, Soni-Dawala, Nyaaria
22.	Gwaria, Gauria or Gwar	46.	Nalband	70.	Bhar, Rajbhar
23.	Ghirath	47.	Pinja, Penja	71.	Nat (Muslim)
24.	Ghasi, Ghasiara or Ghosi	48.	Rehar, Rehara or Re	72.	Jangam

LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-B)

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

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

CHARACTER CERTIFICATE

Name of the Department/College.....Session.....Certified
that Mr./Miss/Mrs.....son/daughter of
Shri.....

.....has been a bonafide student of this Department/College during
the period.....He/She appeared in the
Examination of the University/Board held inunder Roll
No.....and *passed obtaining.....marks out ofmarks or
*failed/*placed under compartment in the subject of

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

Dated:.....

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

*Strike out whichever is not applicable.

Annexure-II

HARYANA GOVERNMENT

Certificate Sr.No. _____ /Year _____ Tehsil _____.

SCHEDULED CASTE CERTIFICATE

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

Photo of
applicant to be
attested by
the issuing
authority

Signature with seal of issuing Authority

Full Name

Designation

Address with Telephone No. with code

Dated : _____

Place : _____

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

BACKWARD CLASS CERTIFICATE (BLOCK ‘A’ or ‘B’)

Photo of
applicant to be
attested by the
issuing authority

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

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995 & No.213-SW(1)-2010 dated 31.08.2010, No. 22/22/2004 3GS-III dated 14.06.2016 and No. 1282-SW(1) dated 28.08.2018.

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

Signature with seal of issuing Authority

Full Name

Designation

Address with Telephone No. with code

Sr. No.:.....

Place :.....

Dated :.....

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

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

Certificate no.....

Date :

VALID FOR THE YEAR

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

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

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

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

Recent Passport
size attested
photograph of
the applicant

Signature with seal of Office
Name
Designation

*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

**Note 2: The term 'Family' for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

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

MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED
OFFICE OF THE CHIEF MEDICAL OFFICER _____

No. _____

Dated _____

Certified that Sh./Km./Smt _____ son/daughter/wife of Sh. _____ resident of _____ District _____ appeared before the Medical Board for medical check up. On his/her Medical Examination, it is found that the nature of Differently Abled/disability is _____% and (as applicable), is as under :

1. Blind or Low vision _____
2. Hearing impairment _____
3. Locomotor disability/cerebral palsy _____

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

(Signature of the Applicant)

Chief Medical Officer

Dated : _____

_____, Haryana

Place : _____

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

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

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

Sr.No. : _____

Dated : _____

Place : _____

Deputy Commissioner of concerned
District of Haryana
(Office Stamp)

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

Certified that Number..... Rank..... Name

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

(1) Medical Category

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

(2) Reason of discharge/ retirement

(3) Death

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

(4) If killed in action

name of the war / operation

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

(6) Nature of disability

- i. Whether permanent i.e. for life
- ii. Whether temporary up to what extent)

Next RSMB IS DUE

Name of Records.....

Case No.

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

Date :

Place :

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

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

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

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

Place:.....

Date:.....

*(Strike out whichever is not applicable)

SELF DECLARATION BY THE STUDENT
(No affidavit required)

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

Declared this _____ day of _____ month of _____ 2019.

Signature of the Student
Name :

SELF DECLARATION BY PARENT/GUARDIAN
(No affidavit required)

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

Declared this _____ day of _____ month of _____ 2019.

Signature of the Parent/Guardian

Name : _____

Address : _____

Telephone/Mobile No. _____

Email ID _____

AFFIDAVIT

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

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

We, _____ father and mother of Miss _____ resident of _____ (full address) do hereby, solemnly declare and affirm as under :-

- 1. That we are permanent resident of _____
- 2. That Miss _____ born on _____ at _____ (place of birth) is the only (Single) Girl Child of the deponent(s), who is seeking admission in _____ course for the session 2019-20.

OR

- 3. Miss _____ is one amongst the only two girl children (Miss _____ born on _____ at _____ (place of birth) and Miss _____ born on _____ at _____ (place of birth) with no male child of the deponent(s), who is seeking admission in _____ course for the session 2019-20 and we shall not claim the benefit of supernumerary seat for the second girl (Name _____) in the course(s) being run in the Kurukshetra University for the session 2019-20.
- 4. That the deponent(s), have only one (Single) girl child.

OR

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

Signatures of Deponent(s),

Place: _____

1. _____

Date: _____

2. _____

Verification:

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

Signatures of Deponent(s),

Place: _____

1. _____

Date: _____

2. _____

(Strike out whichever is not applicable)

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A+' Grade, NAAC Accredited)

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

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

Date :

Signature of Student

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

Date:

**Signature of Chairperson
with Official Seal**

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

Date:

**Signature of Chairperson
with official Seal**

For Office Use Only

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

**Assistant Incharge
(Fee Section)**

Adjustment Allowed

KURUKSHETRA UNIVERSITY KURUKSHETRA

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APPLICATION FOR WITHDRAWAL OF ADMISSION AND REFUND OF FEE

To

Sir,

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

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

Document to be attached:

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

Date :

(Signature of the Candidate)

VERIFIED AND RECOMMENDED

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

KURUKSHETRA UNIVERSITY KURUKSHETRA

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STUDENTS INFORMATION FORM

Paste passport size color unattested photograph (Not to be stapled)

(This form is to be filled completely by the candidate in his/her own handwriting at the time of admission and is to be signed by the parents of the students)

Name	:	Phone No.	:
Father's Name	:	Phone No.	:
Mother's Name	:	Phone No.	:
Class	:	E-mail ID	:
Roll No.	:		
Dept./Institute	:		
Do you reside in Hostel	:(Yes/No) _____ (Mentioned the name of Hostel, if yes)		
Permanent Address	: _____ : _____ : _____		
(Attach a copy of Ration Card/Aadhaar Card in support of the above address)			
Phone No. of a person who is to be contacted in case of an Emergency			:
Blood Group			:
Whether your name exist in a voter list of any Assembly/Parliament Constituency (If yes, attach copy of Voter Identity Card)			:
Dated : _____			
			(Signature of Student)
Declaration :			
Certified that all the above information given by my ward are correct to the best of my knowledge. (Attach a photocopy of Voter ID Card/PAN Card/Aadhaar Card of Father/Mother)			
Dated : _____			(Signature of Father/Mother)

GROUP PERSONAL INSURANCE OF STUDENT PROPOSAL/NOMINATION PROFORMA

(To be filled by the student)

1. Name and Address of Proposer : Dean Students' Welfare, Kurukshetra University, Kurukshetra.
2. Name and Permanent Address of the Student
3. Father's Name
4. Class and Section
5. Class Roll No.
6. Any Disability (Please specify)
7. Period of Insurance 2019-20 (for one year from the date of Insurance Policy)
8. Sum Insured Rs. Two Lac
9. Name and Complete Address of
 Nominee/Assignee
- Relation with Insured

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

Place.....

Dated.....

Signature of the student

Dated :.....

Countersigned
 Chairperson/Director,
 Department/Institute of _____
 Kurukshetra University, Kurukshetra.

.....
ADDRESS SLIPS

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

1.		2.	

3.		4.	

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



KURUKSHETRA UNIVERSITY

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SIDE - 1

OMR ANSWER SHEET

निम्न प्रविष्टियों को केवल बॉल प्वाइंट पेन से ही भरें
FILL THE FOLLOWING ENTRIES WITH A BALL
POINT PEN ONLY

Test Booklet Code

Question Booklet No.

Name of Exam

Date of Exam

ROLL NUMBER

अनुक्रमांक

NAME OF THE CANDIDATE (IN CAPITAL LETTERS)

अभ्यर्थी का नाम

DATE OF BIRTH

जन्म तिथि

Day

Month

Year

NAME OF EXAMINATION CENTRE (IN CAPITAL LETTERS)

परीक्षा केन्द्र का नाम

NAME OF THE COURSE

कोर्स का नाम

SIGNATURE OF CANDIDATE

INSTRUCTIONS FOR MARKING ON SIDE - 2

पृष्ठ-2 पर (पीछे) उत्तर अंकित करने के लिए अनुदेश

- केवल काले या नीले बॉल प्वाइंट पेन का प्रयोग करें।
USE BLACK OR BLUE BALL POINT PEN ONLY



- जितने प्रश्न दिये गए हैं केवल उतने ही उत्तर क्रमांक का प्रयोग करें।
Use the Answer serials to the extent question are given.

- प्रत्येक प्रश्न का उत्तर उसके नीचे बने खानों में से एक को जिसे आप सही समझने हो पूरा-पूरा गहरा भरें जैसा कि नीचे दर्शाया गया है।

Darken completely only one response which you think is correct as shown in the figure below.

Correct Method



- निम्न प्रकार से अपना उत्तर न भरें अन्यथा यह गलत हो जायेगा।

Do not fill the Response as shown below otherwise it will be treated as wrong.

Wrong Methods



- उत्तर के लिए दिये खाने को भरिए। इस उत्तर पत्र पर अन्य कोई खरोंच या निशान न लगाएँ।

Mark only in the space provided. Please do not make any stray marks on the answer sheet.

- इस उत्तर पत्र पर किसी भी तरफ रफ कार्य न करें।

Rough work must not be done on either side of this answer sheet.

- प्रत्येक प्रश्न का उत्तर घाट में दिये गये संबन्धित क्रमांक के सामने बने खाने को गहरा भरकर दीजिये।

Mark your answer only in the appropriate space given against the number corresponding to the question you are answering.

SIGNATURE OF INVIGILATOR

