

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

PHDREGN/21 _____
Dated: _____

☛ **Most-Urgent/Date Bound**

To,
All the Chairpersons/Directors of the
University Teaching Departments/Institutes,
Kurukshetra University,
Kurukshetra-136119

Sub: **Instructions for Admission in Ph.D. for the Academic Session 2021-22 through Entrance Test**

Sir/Madam,

This is to inform you that the following instructions may be adhered to while making enrolment for Ph.D. Course for the Academic Session 2021-22:-

1. Ph.D. admissions through Entrance Test may be finalized as per schedule notified. Selected eligible candidates shall be called through e-mail/registered post/ speed post to check their testimonials for admission to Ph.D. Course.
2. As per Clause 8.1 of the Ph.D. Ordinance pertaining to the Reservation of seats should be strictly adhered to. Details of Reservation Policy have been given in the Handbook of Information 2021 (HBI-21) for admission to PG Courses under Chapter-3 "Reservation of Seats and Guidelines for Reservation" appearing at Page No. 58 to 63 with Annexure from Page No. 101-113. All permissible seats shall be converted as per reservation policy. Category wise roster shall be maintained on total number of seats every year and accumulate these point successively so as to make these seats available whenever it reaches required marks.
3. DRAC shall scrutinize the merit list/admission list prepared by the Department/Institute in accordance with provisions of Clause 7.2 of Ph.D. Ordinance before allowing the applicants for their admissions/enrolment in respective Department/Institute.
4. It should be ensured by the concerned Chairperson/Director that number of admissions to Ph.D. Course should not be more than the seats notified at University website in any case.
5. The equivalence of qualifying examination passed by the candidate should be first checked by the Department with the Equivalence Book of Kurukshetra University, Kurukshetra or equivalence shall be established by following due procedure of the University prior to the admission. No candidate shall **be enrolled for Ph.D. Course in the absence of equivalence.**
6. Prior to enrolment of a candidate to Ph.D. Course an undertaking may be obtained from the concerned student that he/she is not simultaneously pursuing study in any other course or appearing in the examination of any other course in terms of Clause 10.8 of the Ph.D. Ordinance.
7. The Chairperson/Director of the concerned Department/Institute shall ensure the compliance of the conditions mentioned in Clauses 2.4, 2.5, 2.8, 11.13, 11.14 & 11.15 of the Ph.D. Ordinance. If a candidate admitted in Ph.D. Course is in employment or he/she joins employment thereafter during the period of Ph.D. Course.
8. No admission shall be made in Ph.D. Course after last date for depositing the fees i.e. **14.03.2022 notified** in the Schedule and the status of Ph.D. seats left vacant (category wise) is required to be supplied latest by **15.04.2022 to the Ph.D. (Registration) Branch** for the notification of Ph.D. Admission. Any clarification in rules may be sought well in time prior to admission/enrollment of candidate.
9. The candidate will have to contact the office of the Chairpersons/Directors of the concerned Department/Institute to get their documents physically verified before submission of the fees in online mode at the University admission portal using their login Id and Password.

Documents to be submitted/supplied to the Ph.D. Regn. Section, Registration Branch

1. RF 2 format (duly verified by the Fee Section) for students who never got registered in this University along with Migration Certificate. In case Migration Certificate is not submitted by the student within one month from the date of enrolment to Ph.D. Course after that late fee shall be charged as per Sr. No. 2.
2. RF 6 format (duly verified by the Fee Section) for the students who are not registered in this university or have got issued Migration Certificate from this university. Such students shall submit the Migration Certificate. In case Migration Certificate is not submitted by the student within *One* month from the date of enrolment to Ph.D. Course, the student may submit his/her migration certificate with a late fee of Rs.1000/- per month upto the completion of Coursework with an affidavit that he/she has not done any other course at any institution after his/her enrollment to Ph.D. course. Thereafter, his/her case shall not be processed further for Ph.D. Registration by intimating him cancellation of Ph.D. admission on this account.
Note: In RF 2 & RF 6, the names of students admitted may be filled up in CAPITAL words as given in the Master's Degree.
3. Common Merit List(s) of all the eligible candidates of showing details as per Clause 5.2 duly approved by the Standing Committee as per Clause 8.2 of the Ph.D. Ordinance.
4. Certified list of student(s) who have passed M.Phil. course as a regular student and his/her admission in M.Phil. course was made through *common UGC/CSIR -NET JRF candidates* alongwith a copy of M.Phil. Degree/ M.Phil., Viva-voce Result notification/date of declaration of M. Phil Viva-Voce Result or Evaluation of M.Phil. Dissertation (as case may be) issued by the Examination Branch for seeking exemption from the Coursework. Where the candidate has not completed M.Phil. Degree, Clause 2.7 of the Ph.D. Ordinance is required to be strictly adhered to before allowing admission in Ph.D. Course.
5. A copy of list of Reserved Category candidates admitted in Ph.D. Course.
6. A copy of list sent to Fee Section to accept enrollment fee for admission to Ph.D. Course.
7. A copy of Coursework Fee deposited by the students enrolled for Ph.D. course.

The documents required from Sr. No. 1 to 7 placed in a file, mentioning page number at each page alongwith a forwarding letter, addressed to the undersigned, may be submitted upto 16.04.2022. failing which a late fee of Rs. 100/- per day per student shall be charged from the office of the concerned Department/Institute.

Controller of Exams-II

Endst No. Ph.D. (Regn.) / 61-120

Dated: 05/1/2022

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

1. Dean, Academic Affairs, K.U.K.
2. Dean Research & Development, K.U.K.
3. All the Deans of Faculties, K.U.K.
4. The Finance Officer, K.U.K.
5. OSD to the Vice-Chancellor, K.U.K.
6. Supdt. O/o Registrar, K.U.K.
7. Superintendent, Fee Section (Attachment: Schedule & Fee Structure)



Assistant Registrar (Regn.)
for Controller of Exams-II