



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

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Ph. No. 01262-274354

No.AC-VI/20/12738-887
Dated 09-09-2020

To

All the Principals/Directors of the Colleges/Institutes
affiliated to M.D.U., Rohtak.

Sub: Admission Procedure and Regulations (Admission guidelines) for UG/PG courses for the
Session 2020-21.

Sir/Madam,

I am directed to supply herewith the Admission Procedure and Regulations (Admission guidelines) for UG/PG courses for the session 2020-21 duly approved by the competent authorities. While making admissions to various undergraduate, postgraduate and other professional courses (except the courses in which the admissions are made by the State/Central Govt. agencies) you are requested to consult these guidelines and the relevant Ordinances. Which are available on the University website i.e. www.mdurohtak.ac.in under heading Home<Academics<Ordinance. The list of various examinations of Universities/Boards recognised by this University, already supplied vide recent letter No. AC-3/2018/F-218/10654-11022 dated 27.04.2018 also needs to be consulted so that no wrong admission is made. The list is also available on University website www.mdurohtak.ac.in.

It has been noticed that various colleges continue enquiring matters regarding admissions from the University without consulting the Admission Procedure and Regulations (Admission guidelines) for UG/PG courses/Ordinances. Their requests, if any, may be sent in one lot to the concerned branch/office so that the same may be decided expeditiously.

It will be the entire responsibility of the Principal/Director of the concerned College/Institute to ensure that no wrong admission is made by the College/Institute. It is further made clear that wrong admission(s), if any, made by the College/Institute shall not be

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accepted/regularized by the University and the expenditure incurred on litigation in such cases by the University shall be borne by the Principal/Director of the College/Institute concerned.

You are, therefore, requested to kindly depute any responsible person to check your e-mail on almost daily basis. The University will not be responsible for communication gap, if any. At the same time, you are also requested to check University website daily to know about any urgent notification(s) etc. As far as possible, please make your all correspondence with this office through e-mail: academic.br@mdurohtak.ac.in

Encl: As above

Yours faithfully,


Deputy Registrar (Academic)
For Registrar

Endst. No.: AC-VI/AB/F-88/20/ 12888 - 98

Dated: 09-09-2020

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

1. Dean College Development Council, M.D.U. Rohtak.
2. Finance Officer, M.D.University, Rohtak.
4. Director, Public Relations Office, M.D.University, Rohtak.
5. Director, University Computer Centre, M.D.University, Rohtak with the request to upload it on the University website.
6. The Assistant Registrar (R&S), M.D.U., Rohtak.
7. The Assistant Registrar (Colleges), M.D.U., Rohtak.
8. P.A. to Vice-Chancellor/Dean Academic Affairs/ Registrar/ Controller of Examinations, M.D.U. Rohtak.
9. Superintendent (Academic)-II, M.D.U. Rohtak.


Deputy Registrar (Academic)

CHAPTER-II

ADMISSION PROCEDURE AND REGULATIONS

1. Admission in Under Graduate/P.G. courses and other courses introduced in affiliated Colleges/Institutes shall be made by the Principal/Director of the College/Institute concerned as per schedule prescribed by the State Government. Each College/Institute shall prepare a small Information Brochure highlighting its courses, achievements in Academic, Cultural & Sports activities, availability of infrastructure, number of intake, eligibility conditions etc. The prospectus shall be made available by the Principal/Director of the College/Institute concerned well in time.
2. No admission be made by the Colleges/Institutes before getting affiliation certificate from the University. If any College/Institute makes admission in any course without obtaining provisional affiliation from the University, such admissions shall not be regularized in any case.
3. Candidates who have compartment/re-appear in one or more papers in the qualifying examination shall not be allowed admission in 1st semester of the course in any case.
4. Aadhar Number, Mobile Number, Photo and Date of Birth should be made mandatory for every student as the same is required by the UGC for uploading the results of students for online verification. Student himself/herself will be responsible for providing the correct information and the Principal/HoD/Director will certify that the information as submitted by the student is being forwarded as such.
5. The panel for submission of RR/CR will be opened by the University as per rule and schedule for the same will be notified separately by the University.
6. Selection/merit list in respect of all the courses be sent by the Colleges/Institute category wise such as SC,BC, and Male/Female etc. to the R&S Branch, Maharshi Dayanand University, Rohtak alongwith RRs(Registration Returns).
7. Keeping in view of the prevailing situation arising out due to COVID-19, the students will have to attend the lectures in theory and practicals as per the requirements prescribed in the ordinances and guidelines/instructions to be issued by the State Government.
8. A candidate whose result is declared late by this University without any fault of the candidate or of the College/Institute concerned, may be admitted by the Principal/Director, if he/she has applied by the stipulated date and seat is available without payment of late fee, within 10 working days of the declaration of result by the University.
9. A declaration to be obtained from the candidate by the College / Institute as under:-

“I declare that I am applying for admission with the consent of my parents/guardian and that the particulars given above are correct. I have read the College / Institute prospectus for the session 2020-21 as well as the admission requirements as laid down by the University for the course. I agree to abide by the rules and regulations given therein. I further declare that I shall submit myself to disciplinary jurisdiction of the Principal/Director of the College/Institute, the Vice-Chancellor and the other authorities of the University who may be vested with the power to exercise discipline under the Act, the Statutes, the Ordinances and Rules framed by the University in this regard. I understand that my admission if made by the College/ Institute is provisional

and will be subject to confirmation by the University. In case my admission is cancelled by the University I shall have no claim for refund of fees paid by me to the College/Institute or the University.

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

The applicants shall also submit the Undertaking as **appended at 'G'**.

10. **Students, in any case, will not be dealt with directly by the University and their requests/applications should not be sent to the University in piecemeal. However the doubts, if any, may be got cleared by deputing an official/teacher to the University.**
11. All admissions shall be made strictly on merit from amongst eligible applicants for each course of study.
12. In determining the eligibility, the fraction of percentage of marks of 0.5 shall not be rounded off in 1st semester of various UG and PG Programs.
13. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. Program if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the subject.
14. No one shall be admitted to the University or any examination of the University unless he/she has been registered as a student of the University.
15. The Principal/Director of the College/Institute shall not make admission over and above the sanctioned intake. Such admissions shall not be regularized by the University. Registration Branch of this University will ensure that any affiliated College / Institute does not make admissions over and above the sanctioned seats. If any violation comes to the notice, the same will be brought to the notice of the University authorities. However, in case of extra ordinary situations/circumstances, the Colleges/ Institutes shall adopt the following procedure for making a request to the University for creation of additional seat(s) (except M.Tech, MCA and LL.B.) for the session 2020-21 only. In case of Govt. Colleges/Institutes, such request shall be made through the Director General, Higher Education, Haryana.

The Principal/Director of the College/Institute will send the recommendations of the College/Institute Admission Committee for creation of additional seat(s) for a particular session certifying that requisite infrastructures/facilities are available for the proposed increase. Such recommendations including increase of students, if any excluding Govt. Colleges/Institutes should come to the University for further action by the Colleges Branch.

The admissions will be made against the increased seats, on the basis of the laid down merit/criteria. However, an extreme compassionate case can be considered on individual basis on the recommendations of a sub-committee of the Admission Committee of the College/Institute.
16. The total number of seats in the College(s)/Institute(s) committing any type of irregularity in making admissions etc. will be reduced by minimum ten seats initially for a period of one year and it will be doubled in case the College/Institute repeats the violation of rules.
17. Admissions to various programs in the affiliated Colleges/Institutes may be made after

consulting the list of various examinations of other Universities recognised by this University, already sent to the Colleges/ Institutes vide letter No. AC-3/ 10060-10672 dated 09.05.2014 and also available on University website www.mdurohtak.ac.in. The letters written thereafter in this regard also be consulted. If any admission is made by the College/Institute in violation of above list, it shall be the sole responsibility of the said College/Institute and those admissions will not be regularized in any case.

18. The instructions for curbing ragging as conveyed by the UGC vide letter No. 1-15/2009 (ARC) pt. III dated 17.03.2017, in view of the judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009 and also given in **Chapter X** be adhered to strictly (UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, UGC website i.e. www.ugc.ac.in & the Haryana Prohibition of Ragging in Educational Institution Ordinance 2012.

19. Foreign Students' Admission

There is a provision for creation of 15% additional supernumerary seats exclusively for foreign students' in all the courses (except the courses where admissions are made through State/Central counseling) in the various departments of the University. It is mandatory to obtain an eligibility certificate/NOC from the O/o the Deputy Advisor, Centre for International Academic Relations, Maharshi Dayanand University, Rohtak after submitting the following documents:-

1. Hard Copy of the computer generated online application form duly signed by the applicant.
2. Two passport size photographs.
3. Proof of date of birth (Birth certificate/10th certificate/Matriculation/Passport).
4. Document supporting 12 years of schooling education (10+2/Senior Secondary Certificate).
5. Mark sheet (Transcripts) of Qualifying Examination.
6. Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed or from concerned Embassy.
7. Passport (please ensure that the passport is valid for at least six months at the time of submitting the application and same shall be produced at the time of admission).
8. Fitness certificate by the Authorized/Registered Medical Practitioner that the candidate is not suffering from HIV and COVID-19.
9. Other documents, if required for the concerned programme. All foreign nationals with foreign qualifications are required to submit the Equivalence Certificate from Association of Indian Universities (AIU).

NOTE FOR COLLEGES:

- A)** The Colleges have to apply for Eligibility Certificate/No Objection Certificate within one month from the last date of admission after that fine of Rs.5000/-per student will be charged from the College.
- B)** Special Endorsement on the Visa should be in the name of concerned college in which the candidate has been admitted. For details, the Prospectus for Foreign Students is available on the University Website www.mdurohtak.ac.in.

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

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

The decision of the State Govt. conveyed by the Chief Secretary to Govt. of Haryana by notification No.22/129/2012-1GSIII dated 16.07.2014 in view of judgement of Hon'ble Supreme Court passed in Civil Appeal No.7084/2011 and the Resolution No. 100 of the meeting of the Executive Council of this University held on 22.12.2014 regarding relaxation in minimum eligibility condition for reserved categories in all the courses being run in the University Teaching Departments and Colleges/Institutes, prescribing minimum eligibility qualifications for admission in various courses, the reduction of 5% should be reduced from the minimum required marks by a general category candidate.

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

*Out of 100 Marks needs to
less =5 Out of 1 Marks needs
to less= 5/100*

Out of 50 Marks needs to less=5/100×50=2.50

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

21. Reservations or relaxations, if any, are available to the reserved candidates of Haryana only, as per reservation policy of the State.
22. Henceforth, Certificate of Residence and Caste Certificate (Backward Class and Scheduled Caste) should be signed and issued by the Circle Revenue Officer (Tehsildar/NaibTehsildar-cum-Executive Magistrate) of the District/Sub Division to which the candidate belongs and Head of Department in case of Govt. employees. Certificate issued by any other authority will not be accepted.
23. Candidates who have passed their qualifying examinations from the Universities/Boards in the state of Haryana will be deemed to be Haryana residents and will not be required to submit certificate of residents of Haryana.
24. No College/Institute shall register/enrol any student in violation of the merit list. In case any College/Institute is found violating the merit list for admission will invite disciplinary action.
25. The duration of B.A./B.Sc./B.Voc./B.Com. (Pass & Vocational/Hons.)/B.B.A./B.C.A./B.B.A. (Business Economics)/Bachelor of Journalism & Mass Communication shall be three academic years i.e. six semesters whereas the duration of Bachelor of Hotel Management & Catering Technology program and Bachelor of Tourism & Travel Management shall be four academic years.
- The examinations of odd semesters shall normally be held in the month of November/December and examinations of even semesters in the month of May/June each year.
- 26. The maximum period to complete the course is, duration of the course + 3 years, unless otherwise specified in any other Ordinance.**

27. At the time of admissions, fee/funds like enrolment, registration, tuition fee, games, union fee, library, magazine, medical, examination and other funds may not be charged from SC students whose parents' annual income is not more than Rs.2.5 Lacs. The claim on account of such fee may be submitted to the Director General, Higher Education, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual. These instructions shall also be applicable to all Colleges where programs are being run under SFS. Instructions received from the State Govt. from time to time on this issue shall be followed.

The rules of fee and funds relating to SC students will be governed as per the latest Government of Haryana notification.

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

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

28. The UGC vide its letter dated 26.02.2015 has issued guidelines to the University regarding scholarships meant for SC students, to incorporate in Prospectus/ Brochure of all the Institutes that the eligible SC students should submit their scholarship forms for the Academic year by February for processing scholarship to SC students each year. Therefore, all the Colleges/Institutes are required to incorporate the instructions in their Prospectus/Brochure that the eligible SC /ST, OBC, PwD students etc. should submit their scholarship form for the Academic year by February for processing scholarship.

29. If a candidate after having been admitted to the first year of a course, leaves the course without attending any class and he/she applies for refund of fee within 7 days of the date of admission, the fee paid by her/him shall be refunded after deducting Rs.1000/-

If a candidate after having been admitted to the first year of a course withdraws his/her candidature after 7 days and the seat vacated by him/her is subsequently filled up from the waiting list, the fee paid by him/her shall be refunded after deducting 25% of the total fee of one year by him/her subject to a minimum of Rs.1000/-

In a similar case if the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.

30. No class in any subject should be started if the number of candidates seeking admission in any subject is less than 30 subject to fulfilment of the government norms.

31. **All the Colleges/Institutes shall add a column in the admission form/application form in the Prospectus of College/Institute for gender (male/female/Transgender) Aadhar Card Number, Mobile Number and email address. As per instructions of the State Govt. issued vide Memo No. 18/30-2015 UNP (4) dated 08.03.2017, to enable to link Aadhar ID with Bank account of all students to be admitted from the session 2020-21, the Aadhar based admissions must be implemented i.e. every student shall be in possession of Aadhar number at the time of**

admission in the College.

32. Keeping in view of the prevailing situation arising out due to COVID-19, the counseling will be held as per instructions to be issued by the State Government.
33. The Director/Principal of the College/Institute may ensure that before making admissions to various courses, the Admission Committee of the College/Institute has gone through the Ordinances available on the University website i.e. www.mdurohtak.ac.in under column Home<Academic<Ordinance.
34. **Rule for promotion to various programs:-**
It has been decided by the University that in the program governed under Common Ordinance for 2-year, 3-year, 4-year, 5-year and 6-year (except where there is separate Ordinance is prescribed e.g. B.Ed., M.Ed., B.Arch., M.Arch.) the students who were admitted in 1st semester in the session 2017-18 will be promoted to the next semesters according to the provision stated below:
Common Ordinance for 2-Year PG Program: Clause 12(ii)
The candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in clause-8 of the Ordinance.
Common Ordinance for 3-Year UG Program: Clause 11(ii)
The candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in clause-7 of the Ordinance.

Common Ordinance for 5-Year Integrated program: Clause-12

The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause -9 of the Ordinance.

However, promotion to 7th semester will be allowed only when he/she has cleared the 1st module (1st to 6th semesters).

35. A candidate who has gap in studies can be granted admission after he/she submits an undertaking describing the reason of the gap period and also that he/she has not indulged in any illegal activities, keeping in view the maximum duration to complete the **program**.
36. A candidate, who after seeking admission in a **program** left that course in between and seeks admission in other course may be allowed to continue the said course if he/she is able to complete the said course within the maximum period prescribed for completing a course which is the duration of the program + 3 years , unless otherwise specified in any other Ordinance.
37. A candidate who has qualified the qualifying examination and has a gap of more than two years or more, he/she can be granted admission to a program if such a candidate submits an undertaking that during gap period he/she has not indulged in any illegal activities.

38. Vacant seats in reserved categories after scheduled counseling shall be converted into general category and filled up strictly on the basis of merit. There is no need to send such cases to the University for approval.
39. Unless otherwise specified, there is no upper or lower age limit for admission in any program.
40. In case, the seats are vacant in the College and waiting list is exhausted, fresh applications may be invited to fill up the seats and admissions be made on the basis of merit and criteria prescribed by the Govt./University.