



**GUIDELINES FOR ADMISSION
IN VARIOUS UG/PG PROGRAMMES
IN COLLEGES/INSTITUTES
AFFILIATED TO
INDIRA GANDHI UNIVERSITY
MEERPUR, REWARI
(2025-26)**

कुलगीत

जयतु - जयतु हे अहीरबाड़ी, धन्य धरा, पावन कल्याणी,
वीर प्रसविनी धरती इसकी माटी में सन्तों की वाणी।

यहीं मीरपुर में सुप्रतिष्ठित, ज्ञान.ज्योति का निर्मल आलय,
इन्दिरा गाँधी विश्वविद्यालय, जय भारती विश्वविद्यालय।

नवयुग का ले नव विहान, माँ. वीणापाणि सरस्वती आई,
कला, वणिजू, विज्ञान साथ में विधि की तर्ककला भी लाई।

इसी त्रिवेणी पुण्योदक से, सिरजा, नया महान षशिवालय
इन्दिरा गाँधी विश्वविद्यालय, जय भारती विश्वविद्यालय।

विश्वग्राम की इस दुनिया में, तन.मन से हों सभी निरामय,
शान्ति और सद्भाव साथ लें, बनें परस्पर सभी सदाशय।

नए शोध हो, नए बोध हो, नव प्रभात हो, पूर्ण प्रभामय।
इन्दिरा गाँधी विश्वविद्यालय, जय भारती विश्वविद्यालय।

अन्त्योदय विकास लक्ष्य हो, गत हो सब संकीर्ण भावना।
राष्ट्र अस्मिता, राष्ट्र चेतना, बने प्रखर हम हो महामना।

योग. क्षेम बने सद्भावी, लोक तंत्र हो उभय निरामय।
इन्दिरा गाँधी विश्वविद्यालय, जय भारती विश्वविद्यालय।

**Prof. Aseem Miglani
Vice-Chancellor**



Message

Education plays a transformative role in shaping individuals and empowering societies. At Indira Gandhi University (IGU), Meerpur, Rewari, we envision our institution as more than a place of academic pursuit—it is a nurturing ground where young minds are moulded, values are instilled, and future leaders are shaped.

Youth are the architects of the nation's future, and guiding them towards responsible, ethical, and progressive pathways is both our privilege and our mission. At IGU, we are committed to fostering an environment that promotes academic excellence, intellectual curiosity, and all-round development—moral, cultural, ecological, and professional. Through inclusive learning spaces and access to knowledge resources, we aim to develop a resilient and growth-oriented mindset in our students.

As we enter the academic session 2025–26, I warmly welcome all students, faculty, and staff. Since its inception on 7th September 2013, IGU has grown into a dynamic multidisciplinary university, offering a wide range of programs in Humanities, Social Sciences, Commerce, Science, Pharmacy, Engineering, Management, and Computer Applications. The recent addition of career-aligned programs like Biotechnology, Psychology, and Social Work reflects our responsiveness to evolving market needs and our focus on employability.

To stay relevant in an ever-changing world, we are committed to expanding our academic offerings with job-oriented programs that equip students to thrive in the competitive global landscape. A major milestone has been the full implementation of the National Education Policy (NEP) 2020 across IGU and its affiliated colleges from the academic session 2024–25. NEP has empowered students with greater academic flexibility, interdisciplinary choices, and broader opportunities for research and innovation. We believe this learner-centric approach will help our students become more empathetic, socially responsible, and better prepared to address real-world challenges.


Alongside academics, IGU places strong emphasis on co-curricular engagement. With 15 vibrant student clubs—including Literary, Music, Dance, and Fine Arts—our students have excelled in various youth festivals at the state, zonal, and national levels. These achievements reflect the creative spirit and active involvement we encourage across campus. In the realm of research, IGU continues to make impactful contributions. We currently have 126 Ph.D. scholars enrolled and 96 doctoral degrees awarded—testimony to our commitment to building a strong research culture.

Our dedicated faculty and administrative staff work in harmony to maintain a student-friendly, hygienic, eco-conscious, and digitally empowered environment. Through collaborative efforts, we strive to unlock each student's potential and prepare them for a fulfilling future. At Indira Gandhi University, our collective vision "IGU First" is to elevate the institution to global standards of excellence. This goal can only be achieved through unity, dedication, and shared purpose. Let us move forward with renewed energy and resolve.

As Swami Vivekananda wisely said:

"We want that education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet."

At IGU, we are devoted to providing such an education—one that empowers students to grow, lead, and contribute meaningfully to the world.



(Prof. Aseem Miglani)



Message

It is with great pleasure that I extend my warm greetings to all aspiring students, faculty, parents, and stakeholders through this edition of Information Brochure for the academic session 2025–26. Indira Gandhi University, Meerpur has consistently strived to provide holistic education, blending academic excellence with co-curricular and extra-curricular development. The university since its establishment in 2013, has continually advanced in its mission to provide inclusive, high-quality education. With a strong foundation rooted in academic excellence, the university now offers a diverse range of undergraduate, postgraduate, and research programs through 24 teaching departments and 132 affiliated colleges across the region.

In recent years, the university has witnessed remarkable achievements in the fields of sports and cultural activities. Our students have brought laurels to the university by participating and excelling in various inter-university, state-level, and national-level tournaments.

The academic year 2025–26 marks another important milestone as the university continues to implement the transformative vision of the National Education Policy (NEP) 2020. In alignment with NEP, our programs now offer greater flexibility, multidisciplinary approaches, and student-centric learning pathways. The Four-Year Undergraduate Program with multiple entry and exit options, skill enhancement courses, internships, and a focus on research and innovation are all part of this forward-looking curriculum structure. Beyond academics, the university takes immense pride in the achievements of its students in the fields of sports, culture, and social outreach. From securing top positions in inter-university tournaments to shining in youth festivals, our students consistently demonstrate talent, determination, and a spirit of excellence. We remain committed to nurturing well-rounded individuals by providing a conducive environment for learning, creativity, and character-building. Continuous investment in infrastructure, digital learning platforms, faculty development, and student support services is central to our efforts.

I congratulate all achievers and encourage every student to actively engage in the enriching journey that Indira Gandhi University, Meerpur offers.

Wishing you a successful and fulfilling academic journey.



(Dilbag Singh)

Registrar

Indira Gandhi University, Meerpur

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Chapter - I

ADMISSION SCHEDULE FOR UG/PG PROGRAMMES

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

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

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

C. Admission Schedule for various UG/PG programmes such as BBA/BCA/LL.B. 3 years/B.A. LL.B. 5 years/B.P.Ed./D.P.Ed./M.Sc. Computer Science/MBA/PGDCA etc. (except B.Ed.) being run in the affiliated Colleges/Institutes where admissions are not made by the State Government through Centralized Online Admission process:

i.	Admissions	:	upto 21.07.2025
ii.	Commencement of Classes	:	22.07.2025

Note:

1. The College/Institute must adhere to all Rules & Regulations of DHE, Haryana and Indira Gandhi University, Meerpur, Rewari in letter and Spirit throughout admission process.
2. After each counseling, the list of admitted students shall be submitted to the R&S Branch of the university by the concerned college on the next day of counseling.
3. The college/institute shall not make admission after the prescribed schedule to maintain the statutory provision of minimum 90 teaching days per semester.
4. The late fee to be charged from the students by the colleges/institutes shall be remitted to the University alongwith Registration Return/Continuation Return.
5. **The College/Institute running B.El.Ed. programme shall seek the approval of the University for admission schedule for this programme.**

TERMS & VACATIONS:

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

Chapter - II

ADMISSION PROCEDURE AND REGULATIONS

1. Admission to B.P.Ed./M.P.Ed./D.P.Ed. will be made in the affiliated Colleges/Institutes according to the instructions of the State Govt. of Haryana as and when received.
2. Admission in Under Graduate/Post Graduate programmes (where admissions are not made by the University)/ and other programmes/ courses introduced in affiliated Colleges/Institutes shall be made by the Principal/Director of the College/Institute concerned as per schedule given in **Chapter-I**. Each College/Institute shall prepare an Information Brochure highlighting its programmes, achievements in Academic, Cultural & Sports activities, availability of infrastructure, number of intake, eligibility conditions etc. The prospectus/admission forms shall be made available by the Principal/Director of the Colleges/ Institutes concerned well in time.
3. No admission shall be made by the College/Institute before getting affiliation certificate from the University. If any College/Institute makes admission in any programme without obtaining provisional affiliation from the University, such admissions shall not be regularized in any case.
4. Providing Mobile Number, Photo and Date of Birth in application form should be made mandatory for every student as the same is required by the UGC for uploading the results of students for online verification. Student himself/herself will be responsible for providing the correct information and the Principal/Director will certify that the information submitted by the student is being forwarded after proper verification.
5. The portal for submission of RR/CR will be opened by the University as per schedule notified by the Registration & Scholarship Branch of the University.
6. The category wise (such as SC/ST/BC, Male/Female etc.) list of admitted students in respect of all the programmes/courses shall be sent by the College/Institute to the Registration & Scholarship Branch, Indira Gandhi University, Meerpur, Rewari along with Registration Return.
7. A candidate, whose result is declared late by this University without any fault of the candidate or of the College/Institute concerned, may be admitted by the Principal/Director, if he/she has applied by the stipulated date and seat is available, within 10 working days of the declaration of result by the University. In such case, no late fee will be charged from the candidate.
8. **Declaration to be obtained from the candidate:**
The College/Institute should make a provision in the admission form for a declaration to be given by the student(s) as under:-

“I declare that I am applying for admission with the consent of my parents/guardian and that the particulars given above are correct. I have read the College/Institute prospectus for the session 2025-26 as well as the admission requirements as laid down by the University for the programme. I agree to abide by the rules and regulations given therein. I further declare that

I shall submit myself to disciplinary jurisdiction of the Principal/Director of the College/Institute, the Vice-Chancellor and the other authorities of the University who may be vested with the power to exercise discipline under the Act, the Statutes, the Ordinances and Rules framed by the University in this regard. I understand that my admission if made by the College/ Institute is provisional and will be subject to confirmation by the University. In case my admission is cancelled by the University I shall have no claim for refund of fees paid by me to the College/Institute or the University.

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

9. **Students, in no case, will be dealt directly by the University and their requests/applications should not be sent to the University in piece meals. However the doubts, if any, may be got cleared by deputing an official/teacher to the University for the purpose.**
10. All admissions shall be made strictly on merit amongst eligible applicants for each programme/course of study.
11. In determining the eligibility, the fraction of percentage of marks of 0.5 or more shall be raised to the next higher percentage while fraction of less than 0.5 shall be ignored in Under Graduate Semester-I as per NEP guidelines.
12. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. programme if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the subject.
13. If the last date of admission/submission of application form falls on a holiday or that day is declared holiday by the Govt./University/College/Institute, the next working day will be considered as the last date for the purpose.
14. The Principal/Director of the College/Institute shall not make admission over and above the sanctioned intake. Such admissions shall not be regularised by the University. Registration Branch of this University will ensure that admissions are not made over and above the sanctioned seats by any College/ Institute. If any violation in this regard comes to the notice, the same will be brought to the notice of the University authorities.
15. No one shall be allowed to appear in any examination of the University unless he/she has been registered as a student of the University.

The Colleges/Institutes shall not make admissions beyond the sanctioned intake. However, in case of extra ordinary situations/circumstances, the Colleges/ Institutes shall adopt the following procedure for making a request to the University for creation of additional seat(s) (except M.Tech, MCA, LL.B., B.P.Ed. and D.P.Ed.) for the session 2025-26.

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

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

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

20. **Admissions to Foreign Students**

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

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

NOTE:

- A) The Colleges have to apply for Eligibility Certificate/No Objection Certificate from the University within one month from the last date of admission. Thereafter, a fine of Rs.5000/- per student will be charged from the College.**

B) Special Endorsement on the Visa should be in the name of concerned college in which the candidate has been admitted.

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

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

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

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

Out of 100 Marks needs to less =5

Out of 1 Mark needs to less = 5/100

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

22. Reservations or relaxations, if any, are available to the candidates of reserved category of Haryana only, as per reservation policy of the State.
23. 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.
24. Candidates who have passed their qualifying examinations from the Universities/Boards in the state of Haryana will be deemed to be Haryana residents and will not be required to submit certificate of Residence of Haryana.
25. No College/Institute shall register/enroll any student in violation of the merit list. In case any College/Institute is found violating the merit list, it shall be liable for disciplinary action as per university norms.
26. The duration of the programme shall be as per NEP guidelines. The examinations of odd semesters shall be held in the month of November/December and examinations of even semesters shall be held in the month of May/June each year.

26. **The maximum period to complete the programme is duration of the programme as per NEP guidelines, unless otherwise specified in any other Ordinance.**

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

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

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

However, they are required to deposit library and other securities which will be refunded to them after completion of the programme 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 be incorporated in Prospectus/Information Brochure of all the Institutes. The eligible SC students shall be required to submit their scholarship forms for the Academic year by February each year. Therefore, all the Institutes are required to incorporate the instructions in their Prospectus/Information Brochure that the eligible SC /ST,OBC, PWD students etc. should submit their scholarship form for the Academic year by February for each year.

29.

- a. If a candidate after having been admitted to the first year of a programme, leaves the programme without attending any class and he/she applies for a refund of fee within 7 days of the date of admission, the fee paid by him/her shall be refunded after deducting Rs.1000/-.
- b. If a candidate after having been admitted to the first year of a programme withdraws his/her candidature within 15 days and the seat vacated by him/her is subsequently

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

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

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

30. No class in any subject should be started if the number of candidates admitted in any subject does not fulfill the government norms.
31. **As per the Hon'ble Supreme Court guidelines, Aadhaar Number should not be mandatory for all. However, Aadhaar number and the bank account number should be mandatory for reserved category applicants who claim Scholarship benefits under DBT mode. In 2025-26, 10+2 roll number with concerned board will be mandatory for all and it should be as a unique number of Students.**
32. Any candidate, who fails to turn up for Counseling at his/her turn, will be considered for the remaining seats at the time he/she reports for counseling. But no relaxation shall be given if the candidate fails to appear before the Admission Committee on the fixed date/time. Those candidates, who do not get admission in one round of counseling, shall be eligible for admission in subsequent round(s), if seats are available.
33. **The Director/Principal of the College/Institute must ensure that before making admissions to various programmes/courses, the Admission Committee of the College/Institute has gone through the Ordinances and Admission Brochure available on the University website i.e. www.igu.ac.in.**
34. **Rule for promotion to various programmes:-**
It has been decided by the University that students will be promoted to the next semester strictly as per the provisions available in the relevant Ordinances of this University.

35. A student who has already been enrolled and has a gap in studies can be granted permission to continue that programme after he/she submits an undertaking describing the valid reason of the gap period and also that he/she has not indulged in any illegal activities, keeping in view the maximum duration to complete the programme.
36. A candidate, who after getting admission in a programme leaves that programme in between and takes admission in other programme may be allowed to continue the preceding programme if he/she is able to complete the said programme within the maximum period prescribed for completing a programme which is the duration of the programme as per ordinance, unless otherwise specified in any other Ordinance.
37. A candidate, who has qualified the qualifying examination for admission and has a gap of two years or more in studies, can be granted admission to a programme if such a candidate submits an undertaking describing the valid reason of the gap period and also that during gap period, he/she has not indulged in any illegal activities.
38. Vacant seats in reserved categories after the scheduled counseling shall be converted into general category and filled up strictly on the basis of merit. **Such cases are not required to be sent to the University for approval.**
39. Unless otherwise specified, there is no upper or lower age limit for admission in any programme.
40. In case, the seats remain vacant in the College and waiting list is exhausted, fresh applications may be invited to fill up the seats and admissions be made on the basis of merit and criteria fixed by the University/State Government.
41. It is clarified that the students whose result is declared as EEC, means that their entire examination result has been cancelled for that roll number i.e. theory and practical. Internal Assessment marks of that students shall be carried forward as per University rules. Such students will appear in the re-appear examinations and not be required to attend classes again of the semester in which their EEC have been declared.

Chapter - III
ELIGIBILITY CONDITIONS FOR ADMISSION TO UNDER-GRADUATE PROGRAMMES
UNDER NEP-2020

1. The Department/College/Institute shall declare approved total number of seats available discipline-wise each year for fresh and lateral admissions.
2. The Department/College/Institute can plan the number of seats discipline-wise in consonance with the faculty and infrastructure available.
3. A student can pursue two Undergraduate Programmes simultaneously through Open and Distance Learning (ODL)/online mode; or combinations of ODL, online and regular modes, from the same or different Universities/Institutions duly approved by the UGC/AICTE/Regulatory Body/Central Government/State Government, in various combinations, viz.
 - i. A student can pursue two full-time UG Programmes in physical mode provided that in such cases, class timings and examination schedule for one programme do not overlap with the class timings and examination schedule of the other programme, and requirements under clause 7 are fulfilled. The Department/College/Institute and the University shall not be responsible for any such overlapping and consequences thereof.
 - ii. A student can pursue two UG Programmes, one in full-time physical mode and another in ODL/online mode; or up to two ODL/online programmes simultaneously.
4. **Minimum Eligibility Conditions for Admission**

A candidate who has passed Senior Secondary Certificate Examination (Class XII level) of the Board of School Education, Haryana; or any other examination recognized as equivalent thereto with minimum passing marks in aggregate with English as one of the subjects, shall be eligible to join First Semester of the Undergraduate (UG) Programme. In addition, the following conditions, if applicable, should also be satisfied:

 - i. to opt for Mathematics as a Major subject, the candidate must have passed Mathematics as a subject in the qualifying examination.
 - ii. to opt for Chemistry as a Major subject, the candidate must have passed Chemistry as a subject in the qualifying examination.
 - iii. to opt for Major subject in the discipline of Life Sciences, which consists of Botany, Zoology as a one or more than one subject(s), then the candidate must have passed Class XII with Biology as a subject.
 - iv. to opt for subjects of Physical Sciences discipline as Major subject(s), the candidate must have passed Mathematics and Physics as subjects in the qualifying examination.

Further, eligibility conditions for admission to a programme shall be applicable as mentioned in the scheme of the concerned subject.

A candidate having 2-Year Diploma from ITI or 3-Year Diploma from Polytechnic of minimum 2 years duration qualified with Hindi core/English as one subject or as an additional subject at Class XII level is also eligible for seeking admission in First Semester of the UG Programme in subjects of Arts discipline or in the disciplines wherever mentioned so.

Note: Eligibility conditions are subject to change according to the implementation of National Curriculum Framework (NCF) for school education or in accordance with any such guidelines issued by the Central/State Government or issued by the University from time to time.

5. A student who has been placed under compartment or allowed to re-appear in one subject only in Senior Secondary Certificate Examination (Class XII level) of the Board of School Education, Haryana, or equivalent examination of another University/Board may be allowed to study provisionally for the First Semester of the UG programme. Such student shall pass the compartment/re-appear subject before commencement of the examination of Ist semester of the concerned UG Programme. If a student does not clear the compartment/re-appear subject even before the commencement of the Ist semester examination, her/his provisional admission to concerned UG Programme shall be cancelled ab initio by the Chairperson/Principal/Director with intimation to the University. However, the Vice-Chancellor may relax this condition, in exceptional cases, oneself or on the recommendations of a committee constituted by the Vice-Chancellor. For such students, the required percentage of marks for admission shall be determined by considering the minimum pass marks in compartment/re-appear subject.
6. A student is allowed multiple entry into a UG Programme. A student can re-enter into second year of a programme if s/he has taken an exit option after first year. Similarly, re-entry into the third year is allowed if exit option was exercised by a candidate after getting UG Diploma after second year. In any case, the gap between the exit and the re-entry into the UG Programme should not be more than three years subject to completion of the whole UG Programme within 7 years. Multiple entry shall be allowed in a Department/College/Institute subject to the availability of seats in that programme in that year in that Department/College/Institute.
7. Lateral admissions against sanctioned vacant seats may be made by a Department/College/Institute category-wise following the State Govt. norms for reservation in odd semesters. Lateral admission may be provided in the 3rd, 5th and 7th semesters if a student has passed all the preceding examinations up to 2nd, 4th and 6th semester, respectively of the concerned programme under NEP Curriculum Framework. However, this will be subject to fulfilment of other eligibility conditions for the programme in which the admission is sought.

First preference in the lateral admission will be given to the students of that Department/College/Institute who had taken exit from that programme and are seeking re-entry into the same institution.

List of subjects is annexed at Annexure – A.

Chapter - IV

ELIGIBILITY CONDITIONS FOR ADMISSION TO POST-GRADUATE PROGRAMMES

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

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

M.A. (Sanskrit):

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

M.A.(Economics):

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

2. Master of Science

(i) M.Sc. (Physics):

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

(ii) M.Sc. (Chemistry):

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

(iii) M.Sc. (Mathematics):

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

(iv) M.Sc. (Geology):

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

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

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

(vi) M.Sc. (Botany)

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

(vii) M.Sc. (Zoology)

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

(viii) M.A./M.Sc. (Geography)

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

3. Master of Commerce

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

Note:

1. The marks obtained by the candidate in an additional subject be considered for calculating the merit percentage for admission to P.G. programme if the candidate is seeking admission in that subject after eliminating the lowest marks secured by the candidate in any of the other subjects.
2. After passing any post-graduate examination from any University/ College, candidate shall be allowed admission in any P.G. programme in any of the Colleges/Institutes. However, no hostel facilities shall be provided to them.

Example:- I

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

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

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

AND

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

Example-II

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

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

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

Example-III

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

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

Additional marks to NSS Merit Certificate holders

For UG Programmes	5 additional marks to NSS Merit Certificate holder student of 10+2 class
For PG Programmes	5 additional marks to NSS Merit Certificate holder students of Under Graduate level NSS Merit Certificate holder

Vide letter from Additional Chief Secretary to Govt. Haryana Higher Education Department, Chandigarh Memo No.- 15/1-2020 NSS (2) Dated, Panchkula dated 10.05.2023

Chapter - V

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

1. LL.B. (3 years)

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

2. B.A. LL.B. (5 years)

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

3. LL.M

LLB (Professional) Examination or an examination recognized equivalent thereto by IGU Meerpur, with atleast 50% marks in aggregate (47.50% for SC / ST/Blind/Visually and differently-abled candidates of Haryana only)

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

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

OR

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

OR

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

OR

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

AND

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

AND

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

OR

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

NOTE:

1. The certificate of sports older than 4 years shall not be considered for eligibility and weightage purpose.

2. The Junior National Tournaments in games recognized by ISUB (AIU) or Haryana State Sports Dept. shall also be considered for eligibility and weightages for admission to B.P.Ed. programme.
3. Those candidates who have won positions in All India Inter University championship shall be exempted from Physical Efficiency Test (PET) if he/she got injured and having an authentic certificate from the medical practitioner of a recognized Govt. Hospital. The authenticity of the certificates shall be ascertained by the panel of teacher of the Department of Physical Education. The panel of teachers shall be constituted by the Chairperson.
4. Those candidates who have won position in All India Inter University championship shall be given 5% relaxation in eligibility condition of academic merit (score).

5. Diploma programme in Physical Education (D.P.Ed.)

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

AND

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

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

A. The eligibility conditions for admission will consist of two components:

- a) Academic merit
- b) Technical eligibility consisting of two components i.e. Physical Efficiency Test (PET) and sports participation as well as gradation certificate.

B.

- (i) Sports participation certificate as well as gradation certificate issued by the Directorate of Sports Haryana having a minimum grade of D-II will be the minimum eligibility for D.P.Ed. programme.
 - ii) Physical Efficiency Test (PET) will be conducted by the University on the University campus on the dates to be notified by the University.
- C. The college is required to deposit Rs.100/- per student to conduct the Physical Efficiency Test (PET) in the University and submit the receipt to the Chairperson (Physical Education) before the conduct of physical efficiency test.

- D. The college will submit the list of candidates along with the duplicate copy of admission forms to the Chairperson (Physical Education) for verification. Photocopy of the Admission Form shall not be entertained at any cost. The same will be sent to R&S branch for further action after doing the needful.
- E. After the completion of Physical Efficiency Test (PET), the University will declare the result of successful candidates. The college will collect the list of candidates who had appeared and passed their Physical Efficiency Test (PET) from the office of Chairperson (Physical Education) on the next day of PET. Accordingly, the college will make admissions from amongst the candidates who would have qualified their Physical Efficiency Test (PET) strictly on the basis of merit and eligibility criteria approved by the University.
- F. The Principal/Director of the concerned college/institute will be held personally responsible for fake and wrong admissions.
- G. The candidate must be eligible on the last date of submission of Admission Form. Physical Efficiency Test (PET) will be conducted for the eligible candidates only. Principal of the concerned College shall certify the eligibility of the candidate.

6. **Post-Graduate Diploma in Computer Applications:**

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

OR

Passed B.Sc./B.Com./B.A. with Mathematics at 10+2 level or at Graduation Level (with additional Bridge programme as per the norms of the University) with at least 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by Indira Gandhi University Meerpur as equivalent thereto.

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

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

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

OR

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

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

CHAPTER - VI

MIGRATION, ENROLLMENT AND FEE DETAILS

i. Registration Return/Continuation and Fee Details:

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

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

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

Note:

Special instruction for the old students Registration Return

The College(s)/Institutes are requested to adhere to the guidelines for old registration students of Indira Gandhi University, while filling the Registration Return otherwise Rs. 300/- be charged for any deviation from the procedure.

ii. Migration and Fee Details:

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

Provided that in case a candidate is not able to submit the migration certificate while sending registration return or before 31st December of the year, the migration of such

candidates may be forwarded in original to the Registration & Scholarship Branch as per the schedule give below along with late fees mentioned against each:

**All UG/PG Programmes/Courses (except B.Ed. & M.Ed. Regular Programmes)
University Campus / Affiliated College
Session 2025-26**

Period	Late Fee	Remarks
Upto 31 st January, 2026	Rs. 500/-	
Upto 31 st March, 2026	Rs. 1000/-	
Within One Year as per EC Reso. No. 26, dated 06.09.2017	Rs. 2000/-	Year to be counted after 31 st March of the academic year in which admission was made
Within Two Year	Rs. 3000/-	do
Within Three Year	Rs. 4000/-	do
Within Four Year and above	Rs. 5000/-	do

For B.Ed. & M.Ed. Regular Programmes

Period	Late Fee
Upto 31 st March, 2026	Rs. 500/-
Upto 30 th April, 2026	Rs. 1000/-
Upto 31 st May, 2026	Rs. 2000/-
Upto Completion of Programme	Rs. 5000/-

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

In case a College/Institute fails to do the needful, the RR & exam form shall be accepted with requisite fee in one go and penalty of Rs.10/-per student per day shall be charged in respect of each kind of fee separately as already provided in ordinance before one month of the commencement of examination of a programme. After that the Registration Return & Examination Form with late fee as referred above will be accepted before ten days of the commencement of examination with the approval of the Vice-Chancellor.

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

- iii) Migration certificate received after the above mentioned schedule will no not be accepted in any case and the candidature of the student shall stand automatically cancelled. The fee for each kind of fee drawn in favour of the officers mentioned in note-(i) in respect of all the

students of each class at the rates(per student per annum) prescribed by the University as mentioned below are to be sent along with Registration Return.

- (i) Registration fee: Rs.300/- for general programmes and Rs. 1000/- for professional programmes
- (ii) Continuation fee: Rs.100/- for general programmes and Rs. 500/- for professional programmes
- (iii) Radhakrishnan Fund: Rs.70/-
- (iv) Development fee:
 - a) Arts/Science/Commerce Rs.150/- (Rs. 100/- to be remitted to University)
 - b) BBA Rs. 1200/-
 - c) BCA/M.Sc. (Com. Sci.) Rs. 1800/-
 - d) M.P.Ed./B.P.Ed. Rs. 2500/-
 - e) C.P.Ed. Rs. 1250/-
 - f) Professional Programmes Rs. 1000/-
- (v) Holiday Home Fee Rs. 20/-
- (vi) Youth Welfare Fee:
 - Non-professional Programmes Rs. 60/- (Rs. 40/- to be remitted to Uni.)
 - Professional Programmes Rs. 150/-(Rs. 100/- to be remitted to Uni.)
 - M.C.A. programme Rs. 500/- (Rs. 250/- to be remitted to Uni.)
- (vii) Sports Fee Rs. 120/- (Rs. 80/- to be remitted to Uni.)
- (viii) NSS Fee Rs. 20/- (Rs. 10/- to be remitted to Uni.)
- (ix) Curriculum Charges Rs. 50/-
- (x) Youth Red Cross Fee Rs. 80/- (Rs. 40/- to be remitted to Uni.)

Entry Fee for Zonal Youth Festival

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

Tech. Management fest Rs. 4000/-

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

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

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

and AIU, New Delhi will however, be entertained upto the dates to be circulated/notified by the University.

Note:-

- i) No one shall be admitted to the University for any examination of the University unless he/she has been registered as a student of the University.
- ii) If a student's name is struck off the rolls of a college or he migrates to another college or is rusticated or expelled, such a fact shall immediately be reported to the R&S Branch of this University for record in the Register of students and for such other action as may be necessary. The candidates seeking admission to the college must ensure that they fulfill the requisite qualifications as prescribed in this Brochure/relevant Ordinances. Their admissions to the programmes will be purely provisional subject to verification of their eligibility by the College/University as per rules in force. In case, a candidate is found ineligible at a later stage the provisional admission granted to him/her by the college shall be cancelled and he/she shall have no right for admission to the programme or refund of the fees paid by him.
- iii) The candidates must have passed the qualifying examination with the requisite percentage of marks as per this Brochure of the University. The combination of subjects must have been offered by the candidates as per provision in Brochure/ Ordinance(s).
- iv) The Entry fee for Zonal Youth Festival/Tech. Management shall be payable even if a college does not participate. The entry fee will be deposited with the Director Youth Welfare along with Youth Welfare Fee and Holiday Home fee in the starting of the session. Entry forms may, however, be entertained upto five days before the date of commencement of the festival.

Chapter VII

CHANGE OF CATEGORY/SUBJECT(S) OR PROGRAMME

1. A student of Under Graduate Programme Part-I (Sem-I) may be permitted to change his/her subject(s) or Programme within 15 days from the commencement of the session or within 15 days from the date of admission whichever is later. However, in a genuine case such as parents transfer or a student coming from overseas, this rule may be relaxed on the recommendations of the Principal/Director of a college/institute and the change from one subject to another may be allowed upto the end of the first semester at the risk and responsibility of the student himself.
2. A student of UG programme (Multidisciplinary) in 1st year may be allowed to shift to UG Programme with Single Major in 2nd year within 15 days of the commencement of session. Provided that the Principal of the College where he/she is studying is satisfied that the student will be able to carry on with the new programme.
3. The lectures in the case of a student allowed to change his subject(s)/programme under this Ordinance shall be counted from the date of the change.

Chapter -VIII

PROVISIONS FOR DEFICIENCY IN ATTENDANCE

1. Unless otherwise provided in any other Ordinance of a Programme/Course, a candidate who had not attended the percentage of lectures/ practicals etc. as prescribed by the Ordinance, and the deficiency thereof has not been condoned by the Principal/Director of the College/Institute shall not be eligible to appear in the examination. The Principal/Director of the College/Institute can condone deficiency in lectures in various programmes run in the affiliated Colleges upto 15%.

These shall also include loss of attendance due to participation in the cultural and sports assignments etc. organized by the concerned agencies/branches/offices such as DYW, NSS, NCC, YRC, Sports etc. as the case may be, subject to the condition that such a student shall not be allowed to appear in the examination if his/her attendance, after condonation on all counts, falls below 50%. The concerned office shall issue such certificates.

2. The Principal/Director of the College/Institute may condone shortage in lectures on the following grounds :
 - i) Illness of self.
 - ii) Illness/death of parents, brother, sister or any other close family member.
 - iii) Any other reason beyond the control of the student to the satisfaction of the Principal/Director of the college/Institute.

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

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

No students shall be deemed to have pursued a regular programme of study unless he/she has attended not less than 75% of the lectures delivered in theory as well as practical, unless otherwise provided in any Ordinance. Relaxation in shortage of lectures upto 15% will be allowed by the Principal/Director/Head of the College/Institute on the grounds detailed above. The name of the students remaining absent for 10 consecutive working days during the academic session without any notice shall be struck off from the rolls of the College/Institute.

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

information regarding stuck off and re-admission shall be forwarded to the R&S Branch of the University by Principal/Director of concerned College/Institute within a week from the date of name struck off/re-admission.

3. If, at the time of submission of examination form a student has not completed the required percentage of attendance etc. his name may be sent for the examination provisionally. The Principal/Director shall, 15 working days before the date of commencement of examination, intimate to the Registrar/Controller of Exams if the student has made up the required percentage of attendance or if the deficiency has not been condoned. If Roll No. slips in respect of such students are received by the Principal/Director, these shall be immediately returned to the Registrar/Controller of Examinations.
4. Attendance at Seminars will be counted as lectures but a test for quiz shall not count for this purpose.
5. If a student migrates from another University/College, the lectures/practical, etc. attended by him/her at the previous institutions shall be taken into account for determining whether he/she has attended the requisite percentage of lectures/practical etc.
6. A student of a College/Institute who is unable to appear in an examination owing to shortage in prescribed programme of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year (in the following examination, if he is a candidate for an examination for which a supplementary examination is held for failed candidates) if he attends the College for at least one term to make up the deficiency in the subject(s). If he leaves the college after one term he may be allowed to appear in the examination as an ex-student but if he attends the College for the whole academic year and completes the requisite percentage of lectures in that year, he may be allowed to appear in the examination as a regular student.
Such a student shall be charged tuition fee for each full term in which he attends classes.
Example: - If a student has not attended required percentage of lectures in any semester, then he/she has to seek admission in the same semester to complete the required lectures. In case he/she has attended the required percentage of lectures, he/she is eligible to be promoted to the next semester subject to fulfillment of other requirements.
7. Students, who voluntarily donate blood to the Blood Bank may be given the benefit of attendance of all periods for that day. This will apply to all programmes.

CHAPTER-IX

RESERVATION OF SEATS AND WEIGHTAGES

1. Reservation of Seats:

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

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

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

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

Further, 3% reservation is also provided to Ex-serviceman/ Freedom Fighter and their dependents by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned yearwise rotational system will be adopted. For example if Block-A of Backward Classes are given seats in academic year 2025-26, the next Block i.e. (B) Block of Category of Backward Classes will be given seats in the next academic year 2026-27 and so on.

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

2. **Guidelines for Reservation**

- i) A candidate who applies for a reserved category or for both reserved and general categories will be considered first in general category. In case, he is not selected in general category, he/she will be considered for reserve category.
The Scheduled Castes/Backward Classes candidates who get selected /admitted in Educational/Professional/Technical Institutions and Universities in open competition on the basis of their own merit, will not be counted against the quota reserved for scheduled caste/ backward classes, rather they will be treated as open competition candidates. However, such candidates shall fulfill condition of eligibility regarding age etc. as are meant for general category candidates (Memo No.13864-75 dated 24.8.2012 received from the Principal Secretary to Govt. of Haryana, Welfare of Scheduled Caste and Backward Classes, Department, Chandigarh).
- ii) Benefit of reservation will be given to all the reserved categories upto scheduled counselling according to the reservation policy given in the Information Brochure. In case at the time of scheduled counselling the reserved seats of various categories remain vacant and no eligible candidates of the reserved categories are available, these vacant seats may be thrown open to Haryana General Category. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown open to All India Open Category
- iii) If any seat remains vacant in sub-categories of BC(A) and BC(B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC(B) category remains vacant, the same will be filled up from BC(A) category and vice-versa.
- iv) A candidate having a minimum of 40% permanent disability will be considered physically handicapped for admission to a programme, provided that the candidate is otherwise medically fit for the particular programme. Such candidate will be admitted to the relevant programmes on the basis of academic merit and not on the basis of degree of handicapped.

3. **Weightage for Preparing Merit List for P.G. programmes:**

Vide letter from Additional Chief Secretary to Govt. Haryana Higher Education Department, Chandigarh Memo No.- 15/1-2020 NSS (2) Dated, Panchkula dated 10.05.2023, 5 additional marks to NSS Merit Certificate holder students of Under Graduate level NSS Merit Certificate holder to admission to PG Programmes.

4. **Weightage for Preparing Merit List for U.G. programmes:**

Sr. No.	Particulars	Marks
A.	Recipients of National Talent Award from the NCERT	5 Marks
B.	NSS Certificate	5 Marks
C.	For B.Com. 1st Semester Students who have passed the 10+2 examination with Commerce	5 Marks
D.	N.C.C. Cadets who possess the 'B' Certificate or Holders of Bharat Scouts & Guides Certificate awarded by the President of India (for admission to under graduate programmes only)	5 Marks
	or SPORTS WEIGHTAGE FOR ADMISSION TO THE U.G. PROGRAMMES INCLUDING LAW 3-YEARS	5 Marks
	Guidelines for Sports Weightage Sports Certificate for weightage will only be considered if the candidate produce the State/National Position Holder Certificate from the respective State Govt./Sports Department. In case any State does not issue the gradation certificate, the following criteria will be adopted:	5 Marks
	a. In case of International/National participation or State Position Holder, a certificate of authenticity will be required from the concerned National Federation/ State Association. b. The game/event must be in the scheduled list of Association of Indian University Sports Calendar. c. The tournament must be organized by the Federation/Association duly affiliated with the State Olympic Association/Indian Olympic Association and Ministry of Youth Affairs & Sports. (No weightage will be given for participating/winning positions in the sports and games organized by Nehru Yuva Kendra/CBSE National, Vidya Bharati Nationals/Rural Tournaments/Panchayat Tournaments/Navaodya Nationals and invitation non-recognized tournaments/sports festivals).	

Example for preparing merit list:-

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

5. **Admission against Supernumerary seats in the category of Outstanding Sports Seats**
Conditions for admission against sports seats (PG Programmes):-

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

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

Cat.A-I :

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

Cat A.-II :

- (i) 1st / 2nd / 3rd position in Champions Trophy, Common wealth Games, Common Wealth Championships, Asian Games, Asian Champion ships, Asian Cup, World University Championship, Cricket Test Matches, One Day International Cricket Matches, International Athletic Permit Meet and SAF Games.
- (ii) Participation in the above mentioned in A-II point.

Cat B.-

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

Cat C.-

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

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

- III) The candidates should be eligible for Inter – University Tournaments during the year of admission.
- IV) There should be continuity of participation of the applicant at various levels including Inter-Varsity Tournaments and his/her performance should not be more than one year old.
- V) The candidate better in sports will be admitted as per merit.

- VI) The candidate better in sports will be admitted as per merit decided by the Admission Committee of the concerned Department/ College. However, the Director Sports will guide the Admission Committee with regard to checking the genuineness of the certificates/merit.
- VII) In case of tie in sports merit, the candidate better in academic merit be given preference.
- VIII) The age of the student should be between 17 years to 25 years.
- IX) The sports certificate and photograph of the player must be attested by the Secretary of the concerned federation.
- X) The candidate must possess the gradation certificate (other than University Tournaments) from the Sports Dept. of his/her state, on the basis of his/her representation/position at National/Inter-National /Zonal/State level tournament in the games recognized by AIU from time to time.
- XI) In case, there is no availability of Coach in the University, for the game in which the student is seeking admission, then University will hire the services of the Coach from Sports Department of Haryana.
- XII) Only those games which are recognized and adopted by the Inter-University Sports Board of India and approved by AIU will be considered for determining admission against sports seat.
- XIII) It will be mandatory for the admitted students to participate in the Sports activities of his/her Department/University and should have consistently participated in Sports activities.

NOTE:

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

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

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

- i) The Candidates should fulfill the minimum eligibility conditions prescribed in the Admission Brochure/Ordinances.
- ii) I/II/III position/participation at the School National Tournaments.
- iii) I/II/III position/participation at the School National Games and Sports.
- iv) I/II/III position holder at the State level Tournaments.

- v) The candidate better in sports will be admitted as per, merit decided by the Director (Sports) of the University on the basis of criteria to be laid down for sports merit.
- vi) In case of tie in sports merit, the candidate better in academic merit must be given preference.
- vii) The age of the student should not exceed to 23 years.
- viii) It will be mandatory for the admitted students to participate in the sports activities of his/her Department/College/ Institution and should have consistently participated in the sports activities.

Admissions for Kashmiri Migrants

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

5. Admissions against Supernumerary Cultural Activities Seats

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

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

Chapter - X

BAN OF RAGGING IN EDUCATIONAL INSTITUTIONS

The instructions for curbing ragging as conveyed 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: www.ugc.ac.in & the Haryana Prohibition of Ragging in Educational Institution Ordinance 2012. Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately. The punishment may include expulsion/ suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take shape of (i) withholding or withdrawing scholarships or fellowships and other benefits (ii) forfeiting campus placement opportunities or recommendations. (iii) debarring from appearing in any test or examination or other evaluation process (iv) debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival, etc. (v) withholding results (vi) suspension or expulsion from hostel or mess (vii) cancellation of admission (viii) lodging of FIR with the local police. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent. Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary Programs and which has the effect of causing or generating a sense of shame of embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student or any type of abuse through electronic media or wrongful confinement, use of criminal force, assault as well as sexual offence, trespass, defamation or threat to defame will be deemed an act of ragging. Hon'ble Supreme Court of India in SPL (C) No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain to if his/ her explanation is not found satisfactory, the authority would expel him/her from the Institution.