**ADMISSION & EXAMINATION RELATED RULES**

**1.** Admission in Under Graduate/P.G. courses and other professional

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.

**2.** **i) The Students who have passed examination from other than M.D. University, Rohtak and Board**

**of School Education Haryana, Bhiwani must submit original Migration Certificate at the time of admission otherwise late registration fee will be charge as per University norms.**

**ii) The failed candidates will not be re-admitted in the Colleges/**

**I n s t i t u t e s .Th e f a i l e d c a n d i d a t e s m a y r e - a p p e a r i n t h e**

**examination as an ex-students.**

 **iii)** **Candidates who have compartment/re-appear in one or more papers**

**in the qualifying examination shall not to be allowed** **admission in**

**1st semester of the course in any case.**

**3.** The students will have to attend lectures in theory and practicals

as per the requirements prescribed in the ordinances.

**4.** All admissions shall be made strictly on merit from amongst

eligible applicants for each course of study.

**5.** 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 (e.g. 0.495) shall be ignored in Under Graduate

Sem-I only. i.e (B.A./B.Sc./B.Com./B.Sc (Home Sc.)/B.Sc.(Sports

Science).

**6.** The marks obtained by the candidate in an additional subject be

considered for calculating the merit percentage for admission to

P.G. Course if the candidate is seeking admission in that subject

after eliminating the lowest marks secured by the candidate in

any of the subject.

**7.** If the last date of admission/submission of application form falls

on a holiday or that day is declared holiday by the University/

College/Institute, the next working day will be considered as the

last date for the purpose.

**8.** The SC/BC candidates shall be charged 1/4th of the price of the

prospectus as per instructions of the Director SC/BC, Welfare

Department, Chandigarh. Therefore, price of prospectus for such

candidates be printed accordingly.

**9** **Eligibility Conditions for SC/ST Category Candidates of Haryana only:**

The candidates belonging to SC/ST category of Haryana only, who secure

minimum pass marks in the qualifying examination (unless otherwise

prescribed for a particular course) may be considered eligible on the

basis of merit for admission in the affiliated Colleges/Institutes.

**10.** All reservations or relaxations, if any, are available to SC/ST/BC/SBC/

EBP of Haryana only, as per reservation policy of the State. Detailed

information is available on the MDU, Rohtak Website as well as college

Admission Brochure.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.****No** | **Category** | **Quantum of****reservation** | **Remarks** |
| (a) | Scheduled Castes | 20% |  |
| (b) | Backward Classes (A) | 16% |  |
| (c) | Backward Classes (B) | 11% |  |
| (d) | Special BackwardClasses | 10% |  |
| (e) | Economically BackwardPersons in the GeneralCastes Category | 10% |  |
| (f) | Physically Handicapped | 3% | In the event of quota reserved forphysically handicapped remainunutilized due to non availabilityfor suitable category ofhandicapped candidates, it maybe offered to the Ex-servicemenand their wards (1%) and thedependents of Freedom Fighters(1%). |

Further,  3%  Horizontal  reservation  is  also  provided  to  Ex

servicemen/Freedom Fighters and their dependents by providing

reservation within reservation of 1% of general category, 1% out of

sch edul ed c astes and 1% f rom back ward clas ses c ateg ory for

admission to the various educational institutions of the Government

and Government 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 of Backward Classes are given seats in the academic year

2006, the next block i.e. B Block of category of Backward Classes

will be given seats in the next academic year i.e. 2007 and so on.

 The above instructions may please be brought to the notice of all

concerned for strict compliance.

**11.** Henceforth Certificate of Residence and Caste Certificate(Backward

Class and Scheduled Caste) should be signed and issued by the Circle

Revenue Officer (Tehsildar/Naib Tehsildar-cum-Executive Magistrate)

of the District/Sub Division to which the candidate belongs. Head of

Department in case of Govt. employees. Certificate issued by any other

authority will not be accepted.

**12.** Candidates who have passsed 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.

**13.** If gap in studies, students may give reasons with documentary proof/

affidavit.

**14.** The duration of the course of instruction for B.A./B.Sc./B.com (Pass &

Vocational/Hons.)/B.B.A./B.C.A./B.B.A (Business Economics)/BTM/

Bachelor of Journalism & Mass Communication shall be three academic

years i.e. six semesters. The maximum period in which a candidate

must qualify/improve for the degree shall be six years.

The examination of even semesters shall be held in the month of

November/December and examinations of odd semesters shall be held

in the month of May/June each year.

 **15.** Promotion under Semester System :

Common Clause for all courses mentioned below:

(i) The candidate will be allowed to appear to the examination if he/

she meets the following requirements :

a ) bears a good character

b) has been on the rolls of department during the semester/year.

c ) has attended not less than 65% of Lectures delivered in

theory as well as practical.

(i i)**FOR 1 YEAR COURSES:** A c a n d i d a t e s h a l l b e tr e a te d a s

promoted to the next semeste class automatically subject to

fulfillment of conditions as laid down in Clause-(i) above unless

detained from appearing in an examination on any genuine

grounds. The candidates are required to fulfill the eligibility

condition for appearing in the examinations of lower semester.

**FOR 2 YEAR COURSES:** The candidate shall be treated as

promoted to the 2nd and 4th automatically but for promotion

to 3rd semester, he/she must clear 50% papers of 1st semester,

fff

subject to fulfillment of conditions as laid down in (i) above

unless detained from appearing in an examination on any

genuine grounds. The candidates are required to fulfill the

eligibility condition for appearing in the examinations of lower

s em e s te r .

**FOR 3 YEAR COURSE:** The candidate shall be treated as

promoted to the 2nd, 4th and 6th semester automatically but

for promotion to 3rd semester, he/she must clear 50% papers

of 1st semester and for promotion to 5th semester, he/she

must clear 50% papers of 1st, 2nd and 3rd semesters taken

together, subject to fulfillment of conditions as laid down in

(i) above unless detained from appearing in an examination on

any genuine grounds. The candidates are required to fulfill

the eligibility condition for appearing in the examinations of

lower semester.

**FOR 5 YEAR COURSES:** The candidate shall be treated as

promoted to the 2nd, 4th and 6th semester automatically but

for promotion ot 3rd semester, he/she must clear 50% papers

of 1st semester and for promotion to 5th semester, he/she

must clear 50% papers of 1st, 2nd and 3rd semesters taken

together suject to fulfillment of conditions as laid down in (i)

above unless detained from appearing in an examination on

any genuine grounds. The candidates are required to fulfill

the eligibility condition for appearing in the examinations of

lower semester.

**However, promotion to 7th semester will be allowed only**

**when he/she has cleared the 1st Modlue.**

**ELIGIBILITY CONDITIONS FOR ADMISSION TO**

**UNDERGRADUATE COURSES**

**16.** **B.A./B.Sc./B.Com./B.Sc.(Home Science)/B.Sc. Human Nutrition**

**& Dietetics-(Sem-I) (10+2+3 pattern)**

No one shall be eligible to join the first semester of B.A./B.Sc./

B.Com./B.Sc. (Home Science)/B.Sc.Human Nutrition & Dietetics

unless he/she has passed one of the following examinations with

atleast 33% marks in aggregate for admission to B.A. Sem-I, 40%

for admission to B.Com. Sem-I and 45% for admission to B.Sc.

Sem-I (minimum pass marks in case of SC/ST candidates) :

Senior Secondary Certificate Examination (10+2) of Board of School

Education Haryana, Bhiwani.

OR

Diploma in Pharmacy Course (for B.A./B.Sc.) (Sem-I only)

OR

3-Year professional diploma programmes conducted by the State Board

of Technical Education Haryana without-passing English and Hindi

subjects at 10+2 level for admission to B.A./B.Sc./B.com courses.

OR

Any other examination recognised by the University as equivalent

thereto.

**Note:**

(i) The candidate seeking admission to B.Sc. (Non-Medical group) Sem-I should

have passed the above mentioned examination with English, Physics,

Chemistry & Mathematics and those seeking admission to B.Sc. (Medical

group) Sem-I should have passed the above mentioned examination with

English, Physics, Chemistry & Biology and those seeking admission to

B.Sc. (Biotechnology/Bio-informatics) Sem-I should have passed English,

Physics, Chemistry and Mathematics or Biology.

 **SUBJECT COMBINATION FOR B.A.I**

**17. As per latest information from the university the student who wants to seek**

 **admission in**

**B.A. I can choose the subjects as under:**

|  |
| --- |
| 1. English 2. Hindi or Sanskrit 3. Environmental Studies |

a. Compulsory Subjects:

b. Elective Subjects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group-1 | Group-2 | Group-3 | Group-4 | Group-5 |
| HindiSanskritEconomics | MathMusic (v) | Pol. Sc.Phy. Edu. | Music (Ins) | History |

**B.Sc. Part- I, II & III**

Compulsory Subjects

English for B.Sc. Part I only

Hindi/Punjabi/Sanskrit/Urdu/Addl. English for B.Sc. Part II

Group I Group II Group III

Mathematics Physics Chemistry

Botany Zoology Computer Science

Information Tech.

Electronics

Statistics

Geology

**Medical Group**

Botany, Zoology & Chemistry/Geology

**Non Medical Group**

Mathematics, Physics & anyone from Group III

1. Every candidate must offer Hindi either as a compulsory subject or as Elective subject.

2. Language offered as compulsory subject shall not be offered as an Elective subject.

3. A candidate coming from a Non-Hindi speaking area shall if he/she did not offer Hindi in the examination qualifying for adm, will opt. additional English in lieu of Hindi.

4. **In addition to compulsory subjects, a student will opt one elective subject each**

**from any of the two groups selected out of the above five groups as per the**

**combination allowed by the concerned college.**

5. **Candidates appearing for additional subject(s) will also choose not more than one subject from each group.**

6. A student who wishes to seek admission/migration to 2nd year (Sem.-III) after passing the Senior Secondary Certificate Examination (under 10+2 system) or an examination

recognised as equivalent thereto and also after having passed the semester I & II

examination of any Statutory University recognised by this University as equivalent to Sem.-I & II examination of this University under new scheme may be allowed to do so provided he/she has secured minimum required percentage for admission as the case may be, in aggregate of the Senior Secondary Certificate examination or any equivalent examination.

7. **A test will be conducted for students opting Maths in B.A. I. and on the basis of**

**that result they will be allowed to continue Maths otherwise they have to change it.**

**B.** **Compulsory Qualifying Paper :** Environmental Studies

***Note :- The students will be required to qualify this paper***

***otherwise the final result will not be declared and degree will***

***not be awarded.***

**C.** **Compulsory Computer Education at U.G. Level :** It has been

decided to introduce Compulsory Computer Education at Under-

Graduate level. The college will charge Rs.100/- per candidate

per month as Lab. charges from such students.

**ELIGIBILITY CONDITIONS FOR ADM ISSION TO**

**POST-GRADUATE COURSES (FIRST SEMESTER)**

**18.** The duration of the course leading to the post graduate degrees

shall be two academic years i.e. four semesters.

(i) The maximum period in which a candidate must qualify for the

degree shall be five years. If a student passes an examination in

the last year of total duration, he/she will not get any regular

chance for improvement,

(ii) After passing an examination, the student will be allowed two

chances for improvement (subject to i above) i.e. one chance for

odd semesters and second chance for even semesters. The result

will be revised after second chance is over. The examinations of

even semester shall be held in the month of November/December

and examinatios of odd Semesters shall be held in the month of

May/June each year.

(iii) The re-appear examinations of the students will be held with

regular even and regular odd semester examinations. However,

the re-appear examinations of the last two semesters will be held

simultaneously.

**Note :A person who has passed PG Exam shall not be allowed**

**admission in another PG course in any of the Department/**

**College.**

**Master of Arts**

Bachelor’s degree/Shastri Examination (New Scheme) of three

y e a r s d u r a ti o n w i th a tl e a s t 4 5 % i n a g g r e g a te o r a n y o th e r

examination recognized as equivalent thereto.

**Master of Science**

**i) M.Sc. Physics :**

B.Sc. (Hons) in Physics/B.Sc. Pass with Physics and mathematics

as two of the main subjects with atleast 50%

m ar k s i n ag g re g a te o r a ny e xa m i na tio n re c o gn i se d by M .D .

University, Rohtak as equivalent thereto.

Mathematics as one of the main subject with atleat 50% marks

in aggregate or any examination recognised by M.D. University,

Rohtak as equivalent thereto.

**Master of Commerce**

B.Com (Hons./Pass)/BBA or B.A. with Economics/ Commerce

Marketing/Insurance as a subject with atleast 45% marks in

aggregate or any other examination recognized by M.D.University,

Rohtak as equivalent thereto.

19. The marks obtained by the candidate in an additional subject be

considered for calculating the merit percentage for admission to P.G.

Course if the candidate is seeking admission in that subject after

eliminating the lowest marks secured by the candidate in any of the

other subjects.

20. The criteria for preparing merit list of the candidates for admission to

M.A./M.Sc./M.Com. courses 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) Merit position of the candidate = 52%

**21. ELIGIB ILITY C ON D ITION F OR A D M ISSION TO**

**PROFESSIONAL COURSES, CERTIFICATE, DIPLOMAS**

**AND OTHER U.G./P.G. COURSES (FIRST SEMESTER)**

**.** **Bachelor of Computer Application**

Senior Secondary Examination (10+2) of Board of School Education

Haryana, Bhiwani with 45% marks in aggregate or an equivalent

examination recognised by this University.

**OR**

Three years Diploma Course conducted by State Board of Technical

Education Or any other examination recognized by the State Board

of Technical Education as equivalent thereto.

**.** **Bachelor of Business Administration**

Senior Secondary Examination (10+2) of Board of School Education

Haryana, Bhiwani with 45% marks in aggregate or an equivalent

examination recognised by this University.

**OR**

Three years Diploma Course conducted by State Board of Technical

Education Or any other examination recognized by the State Board

of Technical Education as equivalent thereto.

 **22. CHANGE OF CATEGORY/SUBJECT(S) OR FACULTY**

 A student of TDC Part-I (Sem-I) may be permitted to change his

subject(s) or Faculty within one month from the commencement

of the sessi on o r within one m onth fro m the date of join ing

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 of a college and

the change from one subject to another may be allowed upto the

end of the first term at the risk and responsibility of the student

himself.

**23. CONDONING DEFICIENCY IN LECTURES ETC.**

1. Save otherwise provided in any other Ordinance of a Course, a

can didate who had n ot attende d the perc entage of l ectur es/

practicals etc. as prescribed by the Ordinance, and the deficiency

thereof has not been condoned by the Principal/Director of the

College/Institute or Head of the University Teaching Department

shall not be eligible to appear in the examination. The Principal/

Director of the College/Institute can condone deficiency in lectures

in various courses run in the affiliated Colleges upto 20% .

2. Th e Pr inci pal /Dir ector o f th e C olle ge/I nstitute m ay c ondo ne

shortage in lectures on the following grounds :

i ) Illness of self.

ii) Illness/death of parents, brother, sister or any other close

family member.

ii i) 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**

**ob liga tor y o n hi s/h er part to con don e t he s hor tag e. T he**

**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 course of

stu dy u nles s he/ she has atten ded not less than 65% of the

lectures delivered in theory as well as practical. Relaxation in

shortage of lectures upto 20% will be allowed by the Head of the

I n s ti tu te s o n th e g r o u n d s d e t a i l e d a b o v e . Th e n a m e o f th e

students remining absent for 15 consecutive days after the start

or during the academic session without any notice shall be struck

from the rolls of the Institute. A fine of Rs. 5/- per lecture/day

shall be charged on account of remaining absent from the classes.

However, re-admission may be allowed on payment of Rs. 1000/-

alongwith required fine 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

u ni ve rs ity ru le s. R e -a dm is si on m ay b e a ll ow ed b y th e Vi ce -

Chancellor only once on the recommendations of the concerned

Head of the Institute on payment of perscribed re-admission fee.

3. If, at the time of submission of examination form a student has

not completed the required percentage of lectures etc. his name

may be sent for the examination provisionally. The Principal shall,

15 working days before the date of commencement of examination,

i n ti ma te to th e R e g i s tr a r/ C o n tr o l le r o f Ex a mi n a ti o n s if th e

student has made up the required percentage of lectures or if

the deficiency has not been condoned. If Roll No. slips in respect

of such students are received by the Principal 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 at the previous institutions shall

be taken into account for determining whether he has attended

the requisite percentage of lectures/practical etc.

6. If the percentage of attendance is deficient on account of :

(a) p a r t i c i p a t i o n i n U n i v e r s i t y o r I n t e r C o l l e g i a t e S p o r t s

Tournaments/Youth Festivals with the previous sanction of

the Principal ;

(b) (i) participation in Inter University Sports Tournaments Youth

Festivals with the previous sanction of the Principal ;

(i i) a t t e n d a n c e a t t h e N C C / N S S C a m p s o r U n i v e r s i t y

Educational Excursions certified by the Principal ;

( i i i ) a tt e n d a n c e a t M o u n ta i n e e r i n g C o u r s e s b y s t u d e n t s

selected by the University/ College;

The lectures/tutorials/practicals work delivered/done during the

period of absence on account of participation in aforesaid be not

taken into consideration while counting the number of lectures

delivered or tutorial/practical work done provided that the total

period of absence

7. In the case of a candidate appearing in any competitive examination

conducted by Government for Public Services, the days spent in

th e ex am in atio n (i .e . fr om the fi rs t to the l as t pa pe r of the

candidate concerned and in travelling connected therewith) shall

be counted on production of satisfactory evidence as attendance

at lectures delivered to his class during the aforesaid period

subject to a maximum of ten days in an academic year.

8. **A student of a College who is unable to appear in an examination**

**owing to shortage in prescribed course 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 atleast one terms 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.**

9. 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 courses.

**24. BAN OF RAGGING IN EDUCATIONAL INSTITUTIONS**

**The instruction for curbing ragging a conveyed by the UGC**

**vide letter No. FA-I/97 (CPP-II) dated 7th July,2001 in view of**

**the judgement of Supreme Court in Civil Writ Petition No. 656**

**of 1998 ‘Vishwa Jagriti Mission V/s Centre Govt.’ given below**

**shall be adhered to strictly :**

**Ragging in educational institutions is banned and any one**

**indulging in ragging is likely to be punished appropriately, which**

**p un is hm en t m ay i nc lu de ex pu ls io n fro m th e i ns ti tu ti on ,**

**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 scholarships or other benefits (ii)**

**debarring from representation in events (iii) withholding results**

**(iv) suspension or expulsion from hostel or mess, and the like.(v)**

**L o d g i n g o f F I R w i t h t h e l o c al p o l i c e . I f t h e i n d i v i d u a l s**

**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**

**wi th r ude nes s an y o the r st ude nts, in dul ging in ro wdy or**

**indisciplined activities which causes or is likely to cause**

**annoyance, hardship or psychological harm or to raise fear or**

**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 course and which has the**

**effect o f causing or ge nerating a sense of shame or**

**embarrassment so as to adversely effect the physique or psyche**

**of a fresher or a junior student will be deemed an act of ragging.**

**Hon’ble Supreme Court of India in SLP(C) No. 24295/2004 in the**

**matter of University of Kerala V/s Council of Principals, Colleges**

**of Kerala & 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 and if** **his explanation is not found**

**satistactory, the authority would expel him from the Institution.**

**IMPORTANT RULES & INSTRUCTIONS**

**INSTRUCTIONS REGARDING MOBILE USE**

Use of mobile is strictly prohibited in the class and the college premises. The student who

brings mobile to the college will have to deposit it at the reception. She can take it back before going home from the receptionist. If any student is found with a mobile during college hours, her mobile will be confiscated and disciplinary action will be taken against her.

**Enrollment of Youth as an Elector under SVEEP Activities**

A letter HO.Elec.2013/12 AE-1776 dated 2-4-2013 received from the chief Electoral

Officer, Haryana for effective implemention of the instructions for the enrollment of

Youth as on elector under SVEEP activities. For spreading awareness regarding "Voter Education and Enrollment" the student who is 18+ (as on 01-01-2014) will be registered as Voter.

**ADMISSION RELATED OTHER IMPORTANT RULES**

1. The prospectus of the college and admission form can be obtained from the office of the college from 9th June,2014.

**2.** The student can not claim admission as a matter of right. This discretion exclusively lies

 with the college principal.

**3.** The interpretation given by the Principal of any rule given in the college Prospectus will

 be final.

**5.** The admission to the college will not be final without the approval of the Principal and

 confirmation by the Maharshi Dayanand University, Rohtak. The Principal can reject

 any application for admission without giving any reason. The admission of the student

 giving wrong information and concealing any fact will be nullified at any time. No claim

 of any type can be made by such student.

**6.** According to University norms there will be **no admission for failed students**. These

 students may take admission in B.A. in distance Education or may appear in the

 examination as Ex-Student.

**7.** The Compartment Students will not be given admission as per university rules.

**8.** The following certificates must be enclosed with admission form otherwise the

 Admission form will be considered incomplete and will be rejected:

**a) Character Certificate issued by the Principal of the last attended institution.**

**b) The original and attested Photostate copy of the marks-sheet from Matriculation**

 **onwards.**

**c) Paste required passport size photos in the admission form.**

**d) The students who have passed examination from other than Maharshi**

 **Dayanand University, Rohtak and Board of School Education Haryana,**

 **Bhiwani must submit Migration Certificate at the time of admission.**

**e) The students belonging to Scheduled Caste or Backward Classes must**

 **submit Caste Certificate issued by Jan Kalyan Officer, Ist class Magistrate or**

 **any M.L.A. of Haryana.**

**f) Any address proof such as Ration card, Driving Licence or Voter I.D. card.**

**g) A Student will have to be present at the time of admission.**

**9.** The students passing out from this college will be given preference for admission to the

 next class.

**10.** The outside students will be given admission on merit and availability of the seats.

**11.** According to the University norms the admission after the due date will be given with

 late fee subject to availability of vacant seats.

**12.** I Merit List will be displayed on the college notice board as per University Schedule.

 Students in the I Merit List should take admission by 07-7-14, students in II Merit List

 should take admission by 10-7-14 and students in the III merit list should take

 admission by 15-7-14. Students **who fail to take admission by the dates mentioned**

 **above will lose their claim** **to admission**. However, they may get admission after all

 students of III Merit List have taken

 admission if the seats are available. Any admission taken after 15-7-2014 if seats are

 available will entail fine as per university rules.

**13. IMPORTANT :- Fees once paid is not refundable as per norms.**

**LEAVE RELATED RULES**

1. The students must get prior sanction of leave otherwise they will be considered absent.

2. No leave application will be considered without the signature of the parents/guardians.

3. **A student who is absent without information or leave application continuously for 15 days, her name will be struck off from the college.** She may be allowed re-admissionprovided her leave is deemed justified and she submits the required documents and readmission fees Rs. 400/- but only if the principal condones her case. **After re-admission if a student remains regularly irregular and doesn't appear in class tests taken from time to time she will be detained and her exam roll no. will be withheld as per university rules.**

4. The student can get leave from the Principal on the recommendation of concerned teacher in charge.

5. The medical leave should normally accompany the Medical Certificate issued by the Registered Medical Practitioner.

6. Leave upto three days will be sanctioned by the concerned teacher. Leave of more than three days will be sanctioned by the Principal on the recommendation of the teacher.

7. The Permission of one period leave will have to be obtained from the concerned lecturer.

8. **Absence for each day or one period will be fined @ Re. 5/- as per instructions from the University.**

**RULES FOR LEAVING COLLEGE**

**1.** The student desiring to leave college will have to submit an application with reasons to

college Principal. Until the name of the student is removed from the list of the college, she will have to pay full dues of the college. The name of the student remaining absent for one month from the college will continue in the college register and she will have to pay dues for the full month to the college. If any student remains absent without reason or without permission for one month, her name will be struck off from the college register.

**2.** The Principal has full right to remove the name of any student from the rolls of the college. If any student directly or indirectly participates in any undesirable activity strike or is responsible for any indiscipline then the principal has the right to suspend or expel her from the college.

**INSTRUCTIONS FOR THE STUDENTS**

1. Students talking to each other in the class and roaming in the verandah of the college

during class time are liable for punishment.

2. Speaking attendance of any other student is punishable.

3. Calling any student from the class without written permission of the office of the college

is prohibited.

4. Student leaving the class without permission of the Lecturer will be punished.

5. It is the duty of the student to find out the number of lectures attended from the lecturers

at the end of each session. No complaint will be entertained on the subject at the end of

the year. If any discrepancy is observed in the number of lecturers attended that must be

rectified from the concerned lecturer.

6. Admission Form must be signed by father/mother. In case it is signed by guardian, then a certificate showing the relationship with the student will be submitted by the guardian

and the guardian will be fully responsible for the student.

7. Damaging any property of the college is an offence.

8. Writing on walls or pasting papers on the college walls is prohibited.

9. Attending the festivals and functions of the college is compulsory for the students.

10. Greeting with folded hands is our national way of salutation, so it is expected from every student that she should greet the Lecturers, class fellows and other persons in this way.

11. Bringing to college Rowdy, mischievous & antisocial elements is strictly prohibited.

12. Correct address &Tel. No. should be written on the admission form. If there is any

change in the address or phone no. given in the admission form, immediate information

with proof has to be given to the office of the Principal.

13. It is expected from each student to be polite & observe discipline.

14. Use of lift by students is strictly prohibited.

**NECESSARY INSTRUCTIONS FOR ARTS FACULTY**

**1. According to university rules students of B.A. I, II, III who want to take up B.Ed.**

**can have the following subject combination.**

a) With Music, Elective Sanskrit, Hindi can be taken.

b) With History, Political Science, Maths, Economics can be taken.

c) With Political Science, History, Maths, Economics can be taken.

d) With Economics, History, Maths, Political Science can be taken.

The rest of the students can take any two optional subjects.

**2. In our college the following combination of subjects by any student can be allowed only, if minimum 30 other students apply for that combination.**

a) Political Science and Maths

b) History and Maths

c) Maths & Physical Education This rule will apply to Art Faculty of all the classes.

**3. Any Student who had not taken Maths in 10+2 standard can not take Maths as subject**

**REVISED RULES OF THE**

**MAHARSHI DAYANAND UNIVERSITY**

1. It is to be noted that :-

(i) w.e.f the session 2011-12 Internal assessment has been increased from 10% to 20% (5% for attendance 10% for unannounced test and 5% for assignments) in B.A, B.Sc., (Pass & Hons.) courses.

(ii) House Examination have been scraped at U.G level from the session 2011-12.

Accordingly the syllabi of B.A./B.Sc./B.Com. (Pass & Hons). courses Ist and IInd Semester for the session 2011-12 having provision of 20% Internal Assessment therein have been made available on the University Website www.mdurohtak.ac.in.

**The name of any student of the college who remains absent from the college for 15**

**days at a stretch will have her name struck of the college rolls.**

**Any student who does not attend 65% of the classes will not be allowed to take her**

**semester exams as per MDU rules.**

**RULES REGARDING FEES**

1. Every student is liable to pay increase in fee by the University.

2. The Principal has the right to cancel admission of any student.

3. Procedure to deposit fee:

a) At the time of admission

b) Month of October

4. The fee must be deposited by the fixed date. In case fee is not deposited up to the end of prescribed month, the name of the student can be struck off from the college list. She can become regular student by depositing the admission fee again.

5. Cheques and Bank Drafts are not admissible.

6. **The fee once deposited can not be refunded.**

7. The students who are absent or on leave for long periods will themselves be responsible for clearing the dues of the college.

8. The Security Fee can not be refunded until all the dues of the college are

cleared. If the students fails to get the payment of security fee upto the month of Feb. one year after leaving the college, the security fee will not be refunded.

***Note: The dues deposited at the time of admission will not be refunded.***

**RULES FOR LIBRARY AND BOOK –BANK**

1. The membership of college library is open to all college students.

2. A student can get two books at a time for 15 days. After which a fine of Rs.-1/- per day per book will be charges.

3. News papers and magazines can be read in library only.

4. In case pages of the books are torn or damaged, fine amounting to double the cost of the book will be charged.

5. In case a book is lost, the librarian must be informed immediately.

6. In case Library Card is lost, a new card will be issued on payment of Rs.5/- Until new card is issued, no book can be issued from the library.

7. In case Identity card is lost, new card will be issued on payment of Rs.15/-

8. Full discipline is to be maintained in library room. The student who creates disturbances in library room can be turned out of the library.

9. The poor and deserving students will be issued books for full Academic session from the Book –Bank, which will have to be returned after the examination.

