

# JC BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA, FARIDABAD

**NAAC 'A' Grade Accredited State Government University**

(Established by Haryana State Legislative Act No.21 of 2009,  
Recognized by U.G.C. U/S 2 (f) and 12(B) of U.G.C. Act 1956)

NH- 2, SECTOR-6, MATHURA ROAD, FARIDABAD  
HARYANA-121006, [www.ymcaust.ac.in](http://www.ymcaust.ac.in)

**INFORMATION BROCHURE  
for Admission to  
MBA Program  
2020-21**



# 2020-21

## INFORMATION BROCHURE FOR MBA PROGRAM (DEPARTMENT OF MANAGEMENT STUDIES)

### Disclaimer

At the time of the publication of this Prospectus, it is assumed that the information published/printed is correct to the satisfaction of the University rules. However, any change in the provisions/instructions/regulations made by the University at a later date shall apply to all students to be admitted to the various programs. If any candidate suffers loss or faces inconvenience due to such changes, the University shall not be responsible for such inconvenience/loss caused.

### Jurisdiction

All the disputes shall lie in the jurisdiction of District Faridabad.



**Prof. Dinesh Kumar**  
Vice-Chancellor

## MESSAGE

It gives me immense pleasure to bring out the prospectus of University for the academic year 2020-2021 and delighted to welcome the next batch of students.

J C Bose University of Science and Technology, YMCA, Faridabad, one of the pioneer institutes of the State, has been playing a pivotal role towards creation of competent engineering professionals and entrepreneurs who are contributing significantly towards socio-economic development of the Country. The University is known for excellence and providing Technical Education at par with the best institutes of the country. The University has been providing qualified and trained manpower to the industry since its inception as an Indo-German project in 1969.

The University promotes the studies and research in emergent areas of higher education with focus on new frontiers of Science, Engineering & Technology, Management Studies, non-conventional energy resources and environmental studies, and also to achieve excellence in these and connected fields.

The University has been awarded with National Education Excellence award for "Best up-coming University" by the ASSOCHAM in the Year 2014 and awarded with 'AAAA' rating by the Careers360 magazine. The University has been given 'A' grade by NAAC in the year 2016. The University is ranked 144 in engineering ranking of NIRF-2019.

The University is concentrating on flourishing the multi-dimensional talents of the students through different academic and extra-curricular activities. The faculty members and non-teaching staff are highly dedicated



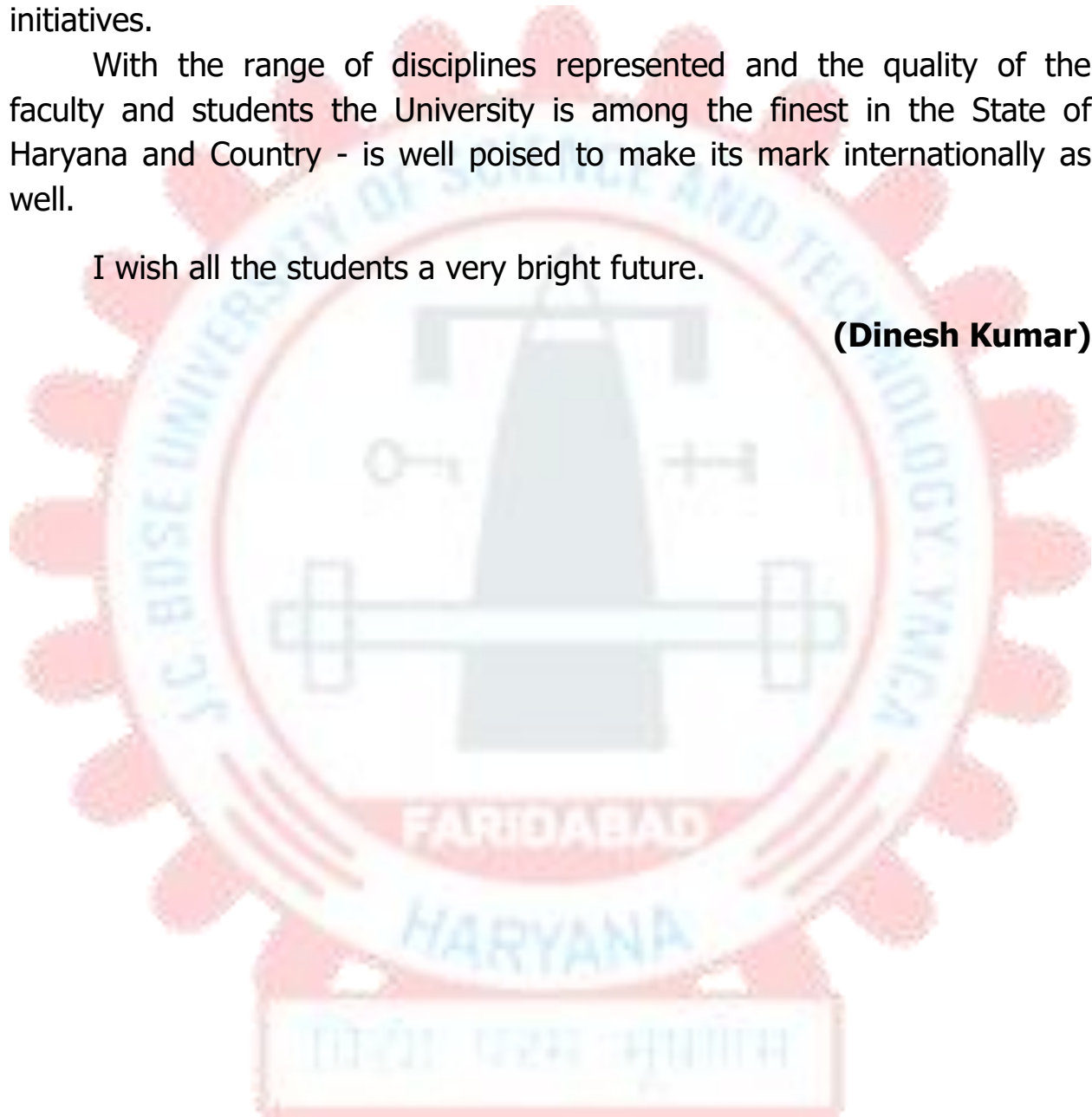
with total commitment towards the achievement of mission and goals of the University.

The University has seen considerable growth in the past few years, with the introduction of new courses of study, new disciplines, and new initiatives.

With the range of disciplines represented and the quality of the faculty and students the University is among the finest in the State of Haryana and Country - is well poised to make its mark internationally as well.

I wish all the students a very bright future.

**(Dinesh Kumar)**



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## **CHAPTER – 1**

### **ABOUT THE UNIVERSITY**

#### ***Introduction***

J C Bose University of Science & Technology, YMCA, Faridabad established in 2009 vide Haryana Govt. Gazette Notification No.29 of 2009 dated 16.9.2009(Haryana Act No. 21 of 2009) formerly known as YMCA Institute of Engineering, Faridabad, which was established in year 1969 as a Joint Venture of Govt. of Haryana and National Council of YMCA of India with active assistance from overseas Agencies of West Germany to produce highly practical oriented personnel in specialized field of engineering to meet specific technical manpower requirement of industries. The University (erstwhile YMCA Institute of Science & Technology) has been well known for its track record of employment of the passed out students since its inception. It has an excellent record of placement and has been a first preference in Haryana State.

#### ***Vision***

“YMCA University of Science and Technology aspires to be a nationally and internationally acclaimed leader in technical and higher education in all spheres which transforms the life of students through the integration of teaching, research and character building.”

#### ***Mission***

- To contribute to the development of science and technology by synthesizing teaching, research, and creative activities.
- To provide an enviable research environment and state-of-the art technological exposure to its scholars.
- To develop human potential to its fullest extent and make them emerge as world class leaders in their professions and enthuse them towards their social responsibilities.

### ***Location***

The University is situated right on the National Highway No.2 known as Mathura Road, 32 km. from the National's Capital, New Delhi, on the way to the Taj Mahal, Agra. The University has its Campus on a plot area of 20 acres. It is located in the growing and sprawling Faridabad Ballabgarh Industrial Complex of Haryana. The University is well connected with Rail and Road Transport from Delhi/New Delhi and is situated about 100 meters away from the Metro Station namely Escort Mujesar.

### ***The University***

The University has been well known for its track record of employment of the passed out students since its inception as erstwhile YMCA Institute of Engineering. The University has been offering B.Tech. Degree programs of 4 years duration from the session 1997-98 and candidates are admitted through Centralized Counseling. Besides undergraduate degree programs, University is also running a number of Post Graduate Degree programmes like M.Tech., M.Sc., MBA, MCA and Ph.D. programmes.

***About the Department:***

The Department aims at upgrading the knowledge and expertise of students by acquainting them with the applications of theoretical concepts along with their managerial implications in the practical world. The students are encouraged to use their skills in the best possible manner so that they can come forward and set up their own enterprise or to become a successful manager in an organization.

***Aim of the Department***

The Department aims at upgrading the knowledge and expertise of students by acquainting them with the applications of theoretical concepts along with their managerial implications in the practical world. The students are encouraged to use their skills in the best possible manner so that they can come forward and set up their own enterprise or to become a successful manager in an organization.



### ***Important Milestones of the Department***

<b>Year</b>	<b>Milestones</b>
<b>2008</b>	The Department came into existence in year 2008. Initially the MBA program was designed for technical graduates with dual managerial and technical specializations.
<b>2011</b>	Keeping in view the demand of the program, the MBA program was made open for all graduates. Dual specialization was offered in the program in management streams: <b><i>Financial Management</i></b> <b><i>Human Resource Management</i></b> <b><i>Marketing Management</i></b> The Department also started offering PhD program in management on part time basis
<b>2017</b>	One more MBA program was started from session 2017-19. Currently this program is offering the following specializations: <b><i>Retail Management</i></b> <b><i>International Business Management</i></b> <b><i>Financial Management</i></b> <b><i>Marketing Management</i></b> The Department also started offering PhD on full time basis
<b>2018</b>	The Department started BBA program at Under Graduate level
<b>2019</b>	The Department started MBA Executive program at Post Graduate level (to be run on weekend basis)

### ***Faculty Details***

#### **Prof. Ashutosh Nigam**

*Professor (Marketing, IT) and Chairman*

*Ph.D.*

*16+ year of Experience*

#### **Dr. Manisha Goel**

*Associate Professor (Finance, Marketing)*

*NET, Ph.D.*

*20+ year of Experience*

#### **Dr. Rupali Madan**

*Assistant Professor (Marketing)*

*NET, M.Phil Ph.D*

*11+ year of Experience*

#### **Dr. Neha Goyal**

*Assistant Professor (Finance)*

*NET, Ph.D.*

*12+ year of Experience*

#### **Dr. Rajiv Sindwani**

*Assistant Professor (Marketing)*

*NET, Ph.D.*

*14+ year of Experience*

#### **Dr. Rachna Agrawal**

*Associate Professor (Finance)*

*NET, Ph.D.*

*17+ year of Experience*

#### **Dr. Anushree Chauhan**

*Assistant Professor (Human Resource)*

*M.Phil, Ph.D.*

*10+ year of Experience*

#### **Ms. Jyotsana Chawla**

*Assistant Professor (Finance)*

*NET, M.Phil*

*13+ year of Experience*

#### **Dr. Renu Aggarwal**

*Assistant Professor (Banking, Finance)*

*NET, Ph.D.*

*17+ year of Experience*

### ***Adjunct Faculty Details***

#### **Dr. Suresh Kumar Bedi**

*Ph.D. (International Business)*

*38 years of Industry Experience*

#### **Sh. Anil Kumar Sravat**

*35 years of Industry Experience*

#### **Dr. Rakesh Jain**

*Ph.D. (Management)*

*39 years of Industry Experience*

#### **Mr. Ved Parkash**

*25 years of Industry Experience*

## CHAPTER – 2

### PROGRAMS & INTAKE DETAILS

#### Programs Offered at UG Level

Department	Program with discipline	Duration	INTAKE
<i>Department of Management Studies</i>	BBA	3 years	60

#### Programs offered at PG Level:

Department	Program offered	Duration	Intake
<i>Department of Management Studies</i>	MBA (specialization in Financial Management, HR Management, and Marketing Management)* Note: *More specializations may be added in this program from 2020-21 subject to approval from competent authority	2 years	60
	MBA (specialization in Retail Management, Financial Management, International Business Management, and Marketing Management) * Note: *The Department/University will apply for the AICTE approval of this program in due course of time	2 years	60
	MBA Executive (specialization in Financial Management, HR Management, and Marketing Management) * Note: *The Department/University will apply for the AICTE approval of this program in due course of time. Classes are held on weekends	2 years	60

**CHAPTER – 3****ELIGIBILITY CRITERIA FOR MBA**

<b>Name of Program</b>	<b>Eligibility Criteria</b>	<b>Mode of Admission</b>
MBA (Financial Management/Human Resource Management/Marketing Management)	Bachelor Degree in any stream of minimum three years duration from a recognized university. The candidate must have clearly passed with an aggregate of 50% marks (45% for SC/ST candidates of Haryana only) at graduation level.	Admission will be conducted on the bases of entrance test, group discussion and personal interview. Weightage for the each criterion is as follows: Written Test (70%), Group Discussion (20%) and Interview (10%).
MBA(Retail Management/International Business Management/Financial Management/Marketing Management)		

**Candidates who are in final year of graduation/result awaited may also apply**

**The entrance test is planned to be conducted at five centres (Faridabad, Rewari, Hisar, Karnal and Rohtak). The above five centres for entrance tests are tentative and may be merged.**

**Group discussion and personal interview of shortlisted candidates will be conducted at the J C Bose University of Science & Technology, YMCA campus only.**

**Scheme/Pattern OF Entrance Test for Admission to MBA for session 2020-21:**

- i) Maximum marks: 100
- ii) The test shall be of comprising of multiple choice questions
- iii) The duration of the test shall be one and half hour (90 minutes)
- iv) There shall be no negative marking

<b>Program</b>	<b>Scheme / Pattern</b>
MBA	<p>The syllabus and pattern of entrance test for admission to MBA entrance test shall be similar to other national level management admission tests such as MAT, CMAT etc. There shall be four sections (parts) of 25 marks each. The test shall include the questions from the following broad areas</p> <ul style="list-style-type: none"> <li>• Quantitative Techniques and Data Interpretation - 25 marks</li> <li>• Logical Reasoning - 25 marks</li> <li>• General English - 25 marks</li> <li>• General Awareness - 25 marks</li> </ul>



## CHAPTER –4 FEE DETAILS

Admission Fee (including First Semester Fee) is to be deposited at the time of reporting/ admission in the university by all candidates in the form of Demand Draft in favour of "Registrar, J C BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, Faridabad" payable at Faridabad. The Fee structure for the MBA program offered by the University for the Session 2020-21 is given below:

Particulars	First Semester	Second Semester
Tuition Fee	38590	38590
Development Fee	6000	6000
Exam Fee	1500	1500
University Dev. Fee	1000	
Registration Fee	1500	
HHK	20	
Dr. R.K. Fund	70	
SAF	1500	
Youth Red Cross	80	
Processing Charges	200	
Student Security	2000	
Library Security	5000	
Identity Card Fee	100	
Misc.	465	
Alumine Fee	500	
Student Council Fund	50	
NCC Fund	100	
Student Insurance Fee	50	
Information Brochure Fee	100	
NSS Fund	100	
<b>Total</b>	<b>58925</b>	<b>46090</b>
<b>Total Fee for First Year</b>	<b>105015</b>	

## CHAPTER - 5

### DISTRIBUTION OF SEATS AND KEY DATES

The reservation policy notified by the State Government of Haryana is applicable for admission to various UG/PG programs of the University

#### Tentative Distribution of Seats for MBA Program

Course	Total seats	Seats		RoHC		HOGC		SC		BCA		BCB		PH		HOGC-EWS (supernumerary)
		O	F	O	F	O	F	O	F	O	F	O	F	O	F	
MBA(FM/HR/MM)	60	45	15	7	2	19	6	8	3	6	2	4	1	1	1	6
MBA(RM/IBM/FM./MM)	60	45	15	7	2	19	7	8	2	6	2	4	2	1	0	6

- One seat in MBA-( RM/IBM/FM/MM)-SC(O) category is reserved for SC(FF)(O) Candidate
- One seat in MBA-( FM/HR/MM)-BC-B (F)category is reserved for BCB-(ESM)(F) Candidate
- One seat in MBA-( FM/HR/MM)-HOGC(O) category is reserved for HOGC-(FF) (O)Candidate

Note:-

1. Haryana State Reservation Policy at the time of Counseling shall be followed
2. Change, if any , shall be applicable at the time of Counseling
3. Vide Notification No. 808-SW 9(1) dated 17 August, 2016 issued by Welfare of Scheduled Castes and Backward Classes Department, Haryana, the criteria for exclusion of creamy layer within the Backward Classes as per the Schedules appended to the Act, namely Scheduled I, II & III will be as "The children of persons having gross annual income of upto three lakh rupees shall first of all get the benefit of reservation in services and admission in educational institution. The left out quota shall go to that class of Backward Classes of citizens who earn more than Three Lakh rupees but upto Six Lakh rupees per annum. The sections of the Backward Classes earning above Six Lakh rupees per annum shall be considered as Creamy layer under section 5 of the said Act."

#### Key Dates:

- Late date of applying online for MBA admission: 30<sup>th</sup> March 2020
- Download online admit cards for entrance test: 03<sup>rd</sup> April 2020 onwards
- MBA entrance test: 05<sup>th</sup> April 2020
- MBA entrance test result: 08<sup>th</sup> April 2020
- GD & Personal Interview of shortlisted candidates: 10<sup>th</sup> April 2020 to 12<sup>th</sup> April 2020
- Final result on website: 15<sup>th</sup> April 2020
- Physical reporting and admission: 17<sup>th</sup> April 2020 to 19<sup>th</sup> April 2020

## CHAPTER - 6

### LIST OF DOCUMENTS REQUIRED AT THE TIME OF PHYSICAL REPORTING/COUNSELING

#### LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING/COUNSELING IN THE UNIVERSITY:

The candidates at the time of reporting/admission must bring the following original certificates/documents/testimonials along with two sets of duly attested photocopies with them.

- i. Qualifying Examination certificate/DMCs as per mentioned in Chapter 3 of this Brochure.
- ii. Matriculation/High School Certificates.
- iii. Character Certificate from the Head of Institution last attended.
- iv. Valid Certificate for SC/ST/BC/PH (format as per respective Annexures attached at the end of this information Brochure) or any other reservation certificate, if applicable prescribed by the Government.
- v. Four Passport size color photographs.
- vi. Medical Fitness Certificate from a Gazetted Medical Officer (format as per Annexure XIII).
- vii. Haryana resident domicile certificate (format as per Annexure-I/II) (If applicable) (Candidates, who have passed their qualifying examination from a Board/Recognized School located in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana).
- viii. Proof of annual parental income from all sources along with affidavit (Notary attested) in the prescribed format as per annexure VI (in case of BC candidate)
- ix. Proof of annual parental income from all sources (in case of any reserved category candidate other than BC)
- x. Migration certificate (wherever applicable)
- xi. Anti ragging affidavit (Notary attested) by the candidate and parents/guardian of the candidate as per format of annexure- XI & Annexure-XII respectively.
- xii. No Objection Certificate from current employer (if any)
- xiii. Experience certificate (if any)

#### **Note :**

**The candidates are required to deposit the semester fee as per Chapter-4 of this brochure. Further, candidates are requested to carry demand Draft with them on the day of physical reporting/counseling.**

## **CHAPTER - 7**

### **GENERAL INSTRUCTIONS**

1. If a candidate furnishes false particulars or suppresses material information, will not be considered for admission. If he/ she is admitted on the basis of such information, legal action will be taken under the law of the land & his/ her admission shall be cancelled as per University rules and all fees deposited by him/ her will stand forfeited.
2. Before accepting the admission, the candidate must also ensure that he/ she fulfills the minimum eligibility conditions. Fee once paid will not be refunded in such a case.
3. No separate call letters will be issued.
4. All the admitted candidates will be governed by the Academic Regulation and/ or Ordinance as laid down by the University time to time.
5. In the case of any inconsistencies in the rules or any clarification thereof, the matter shall be referred to the competent authority for interpretation whose decision shall be final.
6. No claim of change in merit list of the candidate will be entertained by producing any category certificate / other certificate after the display of merit list.

**Note :**

**To apply, the applicants are required to fill online application form with the application fee through online mode by the last date.**



## Chapter- 8

### INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

#### General instructions for online applications form:

1. Before filling the Online Application Form, the candidates are required to read the prospectus/guidelines/instructions available on University website carefully. Candidates will submit their Application Forms online on the University's website: [www.jcboseust.ac.in](http://www.jcboseust.ac.in) for admission to MBA. Candidates are required to bring all their original Certificates along with two sets of self-attested photocopies on the day of counseling (refer chapter 6).
2. No column should be left blank in the Online Application Form, write N.A. against the column which is not applicable. Otherwise it will be considered as incomplete and liable to be rejected.
3. In case any candidate is found to have supplied false information/certificates/documents etc. or is found to have withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission to the program.
4. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Faculty may also take further action, as deemed fit, against the candidate and his/her guardian.
5. As per directions of the Director, Higher Education, Haryana, Panchkula vide their letter No. 18/30-2015 UNP (4) dated 08.03.2017 link AADHAR ID with the bank account is mandatory for all the students to be admitted in the University Teaching Departments/Faculties and affiliated Colleges/ Faculties w.e.f. the session 2017-18. Every student shall be in possession of AADHAR Number at the time of admission.

## CHAPTER - 9

### ANTI RAGGING GUIDELINES & PREVENTIVE MEASURES

As the students are aware, Govt. of India and State Govt. of Haryana have already banned the ragging of newly admitted students in all the Professional Institutions as per instructions of the State Govt. The stern disciplinary action is taken against the students indulging in the ragging of the students, including expulsion from the University and hostels/mess or fine with a public apology or withholding of scholarships or other benefit, debarring from representation in events, withholding results, debarring from representation in events, withholding results, suspension or expulsion from hostel or mess, suspension of campus recruitment/industrial training and the like. If, the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent. In view of the involvement of some senior students in ragging of 1<sup>st</sup> year students in some of the Institutions in the previous year, Hon'ble Supreme Court of India has directed the concerned Institutions/Universities to take immediate steps for the prevention of ragging of students. The violation of this law(ban on ragging) is not only punishable by a fine of Rs.25,000/- but also may attract rigorous imprisonment for 3 years. In order to curb the ragging, the University takes various steps such as help from the local administration for keeping vigilance in the Campus, senior students are advised individually and in groups and cooperation of their parents is sought explaining the aspects of punishment for violation of law of ban on ragging, by deputing faculty members of different places in the University premises to check the ragging to book the defaulters during the day and also at mid night.

#### **The following will be termed as the act of ragging:**

- (i) Any disorderly conduct whether by words, spoken or written or by an act which has the effect of teasing or handling with rudeness any other student(s),
- (ii) Indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s).
- (iii) Asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student.

## CHAPTER - 10

### ATTENDANCE RULES

It is obligatory on the part of Chairpersons/Teacher concerned to announce attendance position of each student at the end of every month in the classes. The students, who are falling short of attendance, are advised to improve their attendance position. However, the students are also advised to get their attendance noted from their concerned Chairpersons/Teachers at the end of every month to avoid their total shortage of attendance at the end of the semester.

1. Every student should get **at least 75% attendance in aggregate** at the end of each semester to be eligible to appear in end semester examinations.
2. Deficiency up to 10% can be condoned by Chairperson/concerned Dean in severe cases on compensatory ground/medical cases i.e. Students with 65% or above attendance can be eligible to appear in the semester exam if 10% deficiency is condoned by Chairperson/Dean.
3. **The students having below 65% attendance are liable to be detained.**
4. Detained student will have to repeat the respective academic semester in the next academic session by paying fees/dues etc.

**Note: However, the Parents/Guardians of students are also requested to keep close watch on the attendance position of their son/daughter/ward by enquiring from the concerned Head of Department. No further notice shall be issued in this regard.**



## CHAPTER – 11

### CODE OF CONDUCT & PUNISHMENT

In order that each student may enjoy the full benefit of the facilities provided, it is expected from the students to abide by the rules and regulations of the University. These are solely designated to safeguard the student welfare and their overall development.

1. It is compulsory for the students to be in an approved working uniform during the Workshop periods.
2. Students are required to be in proper Dress when they are in hostel, mess, canteen, common room, play grounds and while moving on the campus. Also they are expected to be in proper dress depending upon the season, while attending the classes or visiting the library.
3. Students are expected to behave with decorum and to pay due respect to faculty staff and subordinate officials. Every member of staff has authority to forbid disorderly behavior either within or outside the University and must be immediately obeyed in such circumstances. The students failing to observe this clause are liable to be punished with levy of fine and even expulsion from the University.
4. Loud talking, loitering or crowding in the corridor, being a source of disturbance and annoyance to others is not permitted.
5. Smoking is not allowed either in the University, Examination Hall or in the Hostel premises. Alcohol Drinking is strictly prohibited in the University and Hostel premises. Any student found committing breach of this rule shall be expelled from the University.
6. Late arrival and early departure from a class are regarded as absence from the class for the period concerned.
7. It is a misdemeanour to interface with any apparatus or enter any department other than directed.
8. No student has any authority over the employees of the University.
9. Tools and other apparatus/equipment must be left in good order after use.
10. All students must attend Industrial visits and Training arranged for them unless previously exempted by Dean of Faculty and note on the Training shall be submitted immediately after the visit.
11. No responsibility shall be accepted for any loss or damage to students property while in the University and hostel premises.
12. Students shall observe all safety precautions. The University is not responsible for accidents of whatsoever nature in the Classes or Hostel or Workshop or Laboratories or during the tours organized for the students.
13. The studies at the University require attention and diligence on the part of students. A student neglecting the warning after which if he/she fails to improve, he/she will be liable for expulsion from the University.
14. Conduct inconsistent with general good order or persistent neglect of work or failure to respond promptly to official notices may be punished with levy of fines and even expulsion from the University.



15. Students are advised to deposit all cash with the Local Post Office/Bank and draw the amount to the minimum of their requirement from time to time. The University is not responsible for any loss by way of theft or otherwise.
16. No Society, Association or Club shall be formed without the permission of the Vice-Chancellor. Similarly, no meeting shall be convened and no person shall be invited to address any meeting in the University premises without prior permission of the Dean of Faculty.
17. Ragging of junior students is strictly prohibited. Any student found indulging in ragging will be summarily expelled from the University. As per instructions, stern disciplinary action is to be taken against the students indulging in the ragging of the 1<sup>st</sup> year students including expulsion from the University, suspension from the University or classes or fine with a public apology or with holding of scholarship or other benefits, debarring from representation in events, with holding results, suspensions or expulsion from hostel/mess and debarring from campus recruitment/industrial training. The violation of this law(ban on ragging) is not only punishable by a sum of Rs.25,000/- but also by rigorous imprisonment for 3 years.
18. Any student found guilty of negligent use of University property will be liable to punishment including recovery of cost of damaged property.
19. Recourse to a false or fraudulent statement, failure to produce Library card on demand by a member of staff at any time and place within the University, hostel or town or any other act of ungentle-manliness will be considered as an act of misconduct, leading to disciplinary action against the defaulting students.
20. The students are strictly prohibited from indulging and showing boisterous, disorderly and obnoxious behavior and staging 'Dharna', taking out procession, slogan shouting, putting up poster/writing on walls and road etc. in the campus.
21. The students are prohibited from indulging in mass-cut/strikes, sit-in-strike or any other similar activity.
22. The students are prohibited from entering the residential area on campus without permission. Any 'Dharna', Slogan shouting, sit-in or procession in the residential area shall be considered as an illegal trespass leading to severe disciplinary action which may be expulsion/rustication.
23. Bringing pressure of any form on the authorities of the University from outside agency/person(s) shall be considered as misconduct on the part of the student.
24. The student shall be liable to disciplinary action for any misbehavior/misconduct on the part of his/her father/guardian concerning the staff/authorities of the University.
25. The Academic Regulations/ Ordinance and Scheme of Credit Base System for B.Tech./M.Tech./MBA Programs in this respect are available to students in the University Library for reference.

## **Punishment**

A student, who is found to have committed any act of indiscipline, is liable to any one or more of the following punishments:-

- i. Warning
- ii. Censure
- iii. Fine
- iv. Reduction/Cancellation of Scholarship/Stipend
- v. Recovery in part or full losses or damages to the University Property or Property of others caused by the delinquent student.
- vi. Suspension from availing of any of the University amenities and services or from classes.
- vii. Suspension from the University or fine with a public apology, or with holding results, removal, rustication or expulsion from the University or hostel and debarring from campus recruitments/industrial training.
- viii. With holding of character certificate and provisional certification etc. The punishments are liable to be inflicted summarily at the discretion of the Vice-Chancellor in all matters concerning the University's administration and regulations. The decision of the Vice-Chancellor is final.



**ANNEXURE –I****Name of the School/College** \_\_\_\_\_**Session** \_\_\_\_\_**CHARACTER CERTIFICATE**

Certified that Sh./Km./Smt. \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ has been a  
bonafide student of this University/Institute/College/School during the period from  
\_\_\_\_\_ to \_\_\_\_\_. He/She appeared in the \_\_\_\_\_ Examination of  
the \_\_\_\_\_ (University/Board) held in  
\_\_\_\_\_ under Roll No. \_\_\_\_\_ and \*passed  
obtaining \_\_\_\_\_ marks out of \_\_\_\_\_ marks or \*failed/\*passed  
under compartment in the subject of \_\_\_\_\_.

1. \_\_\_\_\_ Academic  
Distinction, if any \_\_\_\_\_
2. \_\_\_\_\_ Co-curricular  
activities, if any \_\_\_\_\_
3. \_\_\_\_\_ Brief  
particulars of disciplinary action School/Board/University (including punishments  
such as expulsion, warning, fined for violation of School/Board/University/Hostel  
Rules,UMC/disqualification etc., if any \_\_\_\_\_
4. \_\_\_\_\_ General  
Conduct during stay in the Institution: Good/Satisfactory/Unsatisfactory
5. \_\_\_\_\_ He/She bears  
good/bad character.

No. : \_\_\_\_\_

(with office seal)

Date : \_\_\_\_\_

Signature of Principal

\* Strike out whichever is not applicable.

**ANNEXURE – II****HARYANA RESIDENT CERTIFICATE****(For bonafide Residents of Haryana only)**

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of House No. \_\_\_\_\_ Lane/Street \_\_\_\_\_ of Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of Haryana since \_\_\_\_\_ and applicant for admission to various Programs in Haryana, is a bonafide resident of Haryana State in terms of Chief Secretary, Haryana letter no. 62/17/95-6 GS1 dated 03.10.1996, letter no. 62/32/2000-6GSI dated 23.05.2003, letter no. 62/27/2003/6 GS1 dated 29.07.2003, letter no. 22/28/2003-3GS-III dated 30.01.2004 under clause \_\_\_\_\_.

No. \_\_\_\_\_ Signature of the issuing authority

Date: \_\_\_\_\_ Name \_\_\_\_\_

Place: \_\_\_\_\_ Designation \_\_\_\_\_

(with legible office seal)

Note: i) The competent authorities to issue Haryana Resident Certificate will be as per State Govt. Letter no. 22/28/2003-3 GS III dated 30.01.2004.

ii) The candidates, who have passed their qualifying examinations from the Universities/Board/Institutes located in Haryana are not required to produce Certificate of Haryana Resident.

iii) The certificate must have been issued on or after 31.01.2005.



**ANNEXURE-III****CERTIFICATE FROM THE EMPLOYER IN THE CASE OF EMPLOYEES OF GOVT. OF HARYANA, MEMBERS OF ALL INDIA SERVICES BORNE ON HARYANA CADRE, EMPLOYEES OF STATUTORY BODIES / CORPORATIONS**

Certifie that Sh. Km.Smt.....son/daughter /wife of Sh..... is serving as a Regular employee of Govt. of Haryana / Members of All India Services borne on Haryana Cadre/Regular Employees of Statutory Body/Corporation established by or under an Act of State of Haryana.

Presently, he/she is posted as ..... in the Department of ..... at .....(Place of Posting) Sh./Km./Smt.....is his/her son/ daughter / dependent( if parents are not living), seeking admission in various technical programs in Haryana for the session 2019-20.

Signature of Employer

Designation

## ANNEXURE –IV

### Haryana Government

Certificate Sr.No...../Year...../Tech.....

**Photo of Applicant to be attested by the Issuing Authority**

#### SCHEDULED CASTE CERTIFICATE

This is to certify that Sh./Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of House No. \_\_\_\_\_ Lane / Street \_\_\_\_\_ of Village / Town \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of Haryana belongs to \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Schedule tribe under the Constitution (Scheduled Castes) Order, 1950.

1. \_\_\_\_\_ Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily resident(s) in \_\_\_\_\_ Village/Town \_\_\_\_\_ of Tehsil \_\_\_\_\_ District \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_.

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with telephone no. with code

.....

Place.....

Date.....

Issuing Authority : Tehsildar-cum-Executive Magistral,  
Naib Tehsildar-cum-Executive Magistral,  
Head of Department in case of Government employees

Strike out the paragraph which is not applicable.

For instructions refer to [www.csharyana.gov.in](http://www.csharyana.gov.in)

## ANNEXURE –V

### Haryana Government

Certificate Sr.No...../year...../Tech.....

**Photo of  
Applicant to  
be attested  
by the  
Issuing  
Authority**

#### **BACKWARD CLASS CERTIFICATE**

This is to certify that Sh./Smt./Kumari \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ resident \_\_\_\_\_ of \_\_\_\_\_ House  
No. \_\_\_\_\_ Lane/Street \_\_\_\_\_ of \_\_\_\_\_  
Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ of the  
Haryana belongs to \_\_\_\_\_ Caste. This caste is mentioned in the  
State list of BC Block \_\_\_\_\_.

(The applicant shall submit an affidavit that he/she falls/does not fall in creamy layer)

2. Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside (s) in  
\_\_\_\_\_ village/town \_\_\_\_\_ of tehsil  
\_\_\_\_\_ district \_\_\_\_\_ of the State/Union  
Territory \_\_\_\_\_.

3. This is to certify that he/she does not belong to the person/section (Creamy layer) as  
per State Govt. letter no. 1170-SW (1)-95 dated 7.6.95, No. 22/36/2000 3GS-III dated  
09.08.2000, and no. 213-SW (1)-2010 dated 31.08.2010

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with telephone no. with code

Place.....

Date.....

Issuing Authority : Tehsildar-cum-Executive Magistar,  
Naib Tehsildar-cum-Executive Magistar,  
Head of Department in case of Government employees

Strike out the paragraph which is not applicable.

For instructions refer to [www.csharyana.gov.in](http://www.csharyana.gov.in)

## ANNEXURE – VI

### AFFIDAVIT

**(BY THE PARENTS OF THE BACKWARD CLASS CATEGORY CANDIDATES)**  
**(on Rs. 10/ Stamp Paper )**

I, \_\_\_\_\_ Father/Mother of \_\_\_\_\_  
Resident of \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ of Haryana seeking admission to programs in Haryana do  
hereby solemnly affirm & declare that I belong to \_\_\_\_\_ Caste,  
which is included in the list of Backward Classes Block ('A'/'B') approved by the Haryana  
Govt. I further declare and affirm that, I and my wife/husband are not covered under  
the criteria fixed by Haryana Govt. vide letter no.1170/SW (1)-95 dated 7-6-95 or fixed  
by Govt. time to time for excluding socially advanced persons/sections (Creamy Layer)  
from Backward Classes.

I further undertake that in case the information contained in the above paragraph is  
found false at any stage, the Competent Authority will be entitled to cancel the  
admission of my ward.

Date: \_\_\_\_\_

DEPONENT

Place: \_\_\_\_\_

### VERIFICATION

Verified that the above statement is true and correct to the best of my knowledge and  
belief and nothing has been concealed therein.

Date: \_\_\_\_\_

DEPONENT

Place: \_\_\_\_\_



## ANNEXURE –VII

### MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED

**OFFICE OF THE CHIEF MEDICAL OFFICER** \_\_\_\_\_

**No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Certified that Mr. / Ms. \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ resident of \_\_\_\_\_ District \_\_\_\_\_ appeared before the Medical Board for medical check-up. On his/her Medical Examination, it is found that the nature of handicap/disability is \_\_\_\_\_% and (as applicable) is as under:

1. Blind or Low Vision \_\_\_\_\_
2. Hearing impairment \_\_\_\_\_
3. Locomotor disability/cerebral palsy \_\_\_\_\_

Thus, the candidate is physically handicapped as per standard norms of Haryana.

(Signature of the applicant)

Date: \_\_\_\_\_

Chief Medical Officer

Place: \_\_\_\_\_

(Seal of the above authority)

Note: The handicap disability should not be less than 40% and should not interfere with the requirements of professional studies and career.

## ANNEXURE – VIII

### **CERTIFICATE REQUIRED TO BE FURNISHED BY CHILDREN/GRANDCHILDREN OF FREEDOM FIGHTERS**

**(Required to be furnished by children/grand children of freedom fighters)**

Certified that Mr. / Ms. \_\_\_\_\_ son/daughter of  
Shri \_\_\_\_\_ resident of  
\_\_\_\_\_ (Complete Address), a Freedom fighter of Haryana (Identity  
No. \_\_\_\_\_) is father / grandfather of Mr. / Ms.  
\_\_\_\_\_ (Name of the Candidate) of  
Village/Town \_\_\_\_\_ Police-Station \_\_\_\_\_ Tehsil  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_.

(Deputy Commissioner of District  
concerned of Haryana)  
(with office seal)

No. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## ANNEXURE – IX

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

Certified that Number \_\_\_\_\_ Rank \_\_\_\_\_  
Name \_\_\_\_\_ S/o or D/o Shri \_\_\_\_\_  
Father/Mother of \_\_\_\_\_ Resident of Village \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_ belonging to the State  
of Haryana, has served in the Army/Air-Force/Navy  
(Name of the Para-  
Military Force) from \_\_\_\_\_ to \_\_\_\_\_ and  
subsequently invalidated out of service as under:

1. Medical Category

i) for JCO's \_\_\_\_\_

ii) for ORS : Shape- I, II, III, etc. \_\_\_\_\_

iii) for Rank/Designation (in case of Para-military forces) \_\_\_\_\_

2. Reason for discharge/retirement \_\_\_\_\_

3. Death (whether killed in action or any other reason) \_\_\_\_\_

4. If killed in action \_\_\_\_\_ name of  
the war/operation \_\_\_\_\_

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

6. Nature of disability

i) Whether permanent, i.e., for life \_\_\_\_\_

ii) Whether temporary, up to what extent \_\_\_\_\_

Next RSMB is due \_\_\_\_\_

Name of Records \_\_\_\_\_

Signature of the issuing  
authority \_\_\_\_\_

(with office seal)

Case No: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Only the certificate issued by the Officer duly authorized by the Army/Navy/Air-Force/concerned

Para-Military Force Headquarters, as the case may be, shall be entertained.

## ANNEXURE – X

### **CERTIFICATE FOR THE EX-EMPLOYEES OF INDIAN DEFENCE SERVICES/PARA-MILITARY FORCES**

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

Signature  
Officer commanding/ZilaSainik  
Board/ Competent Authority  
(with office seal)

Date: \_\_\_\_\_

Place: \_\_\_\_\_



## ANNEXURE – XI

### UNDERTAKING BY THE STUDENT

(on Rs. 10/ Stamp Paper )

I, \_\_\_\_\_ (full name of student with admission / registration/enrolment number) S/o/D/o/Mr./Mrs./ Ms \_\_\_\_\_

1. Having been admitted to \_\_\_\_\_ (name of the Institution) I have received a copy of the AICTE regulations Dated 2009 on curbing the menace of Ragging in Higher Educational Institutions (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 5 (3) and clause 8 (4) (a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8 (4) (a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of Student  
Name: \_\_\_\_\_

## ANNEXURE – XII

### UNDERTAKING BY PARENT / GUARDIAN (on Rs. 10/ Stamp Paper )

I, \_\_\_\_\_ (full name of parent / guardian),  
father / Mother / Guardian of Mr. / Mrs. / Ms \_\_\_\_\_ (full  
name of student with admission / registration / enrolment number)

1. Having been admitted to \_\_\_\_\_ (name of the Institution) I have received a copy of the AICTE regulations on curbing the menace of Ragging in Higher Educational institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 5 (4) and clause 8 (4) (a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he / she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8 (4) (a) of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of parent/Guardian**

**Name:**

**Address:**

**Telephone / Mobile No.:**

## ANNEXURE – XIII

### CERTIFICATE OF MEDICAL FITNESS

To be obtained from a Gazette Govt. Medical Officer/Medical Officer of a Govt. Under taking. Please note that this certificate in no other form will be accepted. (Please refer to the prescribed Medical Standards given below/HSTES Guidelines). Medical Certificates issued by private medical practitioners will not be accepted.

Name (In Block Letters) \_\_\_\_\_

Father's Name Sh. \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Chest \_\_\_\_\_

Heart & Lungs \_\_\_\_\_ Vision: L \_\_\_\_\_ R \_\_\_\_\_

Colour Vision \_\_\_\_\_ Hearing \_\_\_\_\_

Hernia/ Hydrocele/ Piles \_\_\_\_\_

Remarks: \_\_\_\_\_

I certify that I have carefully examined Mr. / Ms. \_\_\_\_\_

Son/ Daughter of Sh. \_\_\_\_\_ who has signed in my presence.

He/She has no mental and physical disease and is FIT.

Signature of Candidate \_\_\_\_\_

Station \_\_\_\_\_

Date \_\_\_\_\_

Signature of Medical Officer \_\_\_\_\_

with legible Seal

Station: \_\_\_\_\_

Date: \_\_\_\_\_

#### \*PRESCRIBED MEDICAL STANDARDS FOR ADMISSION

An Engineering profession demands good physique and stamina. An applicant who suffers from any organic defect or does not have sound health so as to bear the strain of the program which may be heightened in his/her professional life would be well advised not to take up the Engineering profession.

He/ She must fulfill the following Medical Standards:-

**HEIGHT:** Not less than 1.5 m. for male candidate and not 1.4 m. for female candidates.

**WEIGHT:** 41 kg. approximately for male candidates and 37 kg. approximately for female candidates.

**CHEST:** Not less than 69 cm with satisfactory limits of Measurement expansion and contraction for male candidates only.

**HEART AND LUNGS:** No abnormality.

**HERNIAL, HYDROCELE:** Presence of these is a temporary disqualification to be testified before joining the course of study.

**VISION:** Normal, where defective, it must be correct to 6/9 in the eye and 6/12 in the worse eye. Eye should be free from congenital and other diseases.

**HEARING:** Normal, where defective, it must be correct.