

Code No. MBA -12

**Prospectus and Application Form  
for  
Admission to**

**MASTER OF BUSINESS ADMINISTRATION (MBA)  
SESSION 2012-13**



**UNIVERSITY SCHOOL OF MANAGEMENT (USM)  
KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

Website: [www.kuk.ac.in](http://www.kuk.ac.in)

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**Price: Rs.800/- (Rs.200/- for SC/BC of Haryana) at the Counter  
Rs.850/- (Rs.250/- for SC/BC of Haryana) by Regd. Post**

*Published by:*

**Registrar,**  
Kurukshetra University,  
Kurukshetra.

## IMPORTANT INFORMATION

1. Candidates are advised to carefully go through the Prospectus & make themselves familiar with its contents. ***Candidates are required to visit the University website : [www.kuk.ac.in](http://www.kuk.ac.in) for all admission related information.***
2. Prospectus and Application Form can also be downloaded from the University website: [www.kuk.ac.in](http://www.kuk.ac.in). Application Form downloaded from website should be accompanied with a Bank Draft of Rs.800/- (Rs.200/- for SC/BC of Haryana) drawn in favour of Registrar, Kurukshetra University, payable at Kurukshetra.
3. Last date for receipt of Application Form in the University School of Management, K.U. Kurukshetra : 28<sup>th</sup> May, 2012 (5.00 p.m.)
4. Dates for Group Discussion & Interview : 13<sup>th</sup> to 15<sup>th</sup> June, 2012
5. Displaying of Merit List : 25<sup>th</sup> June, 2012 at 10.00 a.m.
6. First Counseling : 28<sup>th</sup> to 30<sup>th</sup> June, 2012 at 10.00 a.m.
7. Displaying of Vacant Seats : 09<sup>th</sup> July, 2012 at 10.00 a.m.
8. Second Counseling for vacant seats. : 11<sup>th</sup> July, 2012 at 10.00 a.m.
9. Third Counseling on the basis of physical presence : 18<sup>th</sup> July 2012 at 10.00 a.m.  
**(At the time of third counseling category wise waiting list will be prepared and if any seat(s) fall vacant due to drop-out by the admitted students the same shall be filled up from the waiting list)**

**Note :**

- i) Application Forms received after the last date will not be entertained and rejected summarily. The Kurukshetra University shall not be responsible for postal or any other delay or the loss of Application Form(s) or document(s) in transit.
- ii) Admission shall be made on the basis of composite merit of CAT Score, Group Discussion and Interview conducted by the University School of Management.
- iii) The Programme wise seats are: 120+2 seats in MBA and 60+1 Seats in MBA (Hons.) at the University School of Management. Admission to MBA for the P.G. Regional Centre, Jind will be made by the Haryana State Counseling Society, Panchkula on the basis of MAT score.

*Printed by :*

**Manager,**  
Printing & Publications,  
Kurukshetra University,  
Kurukshetra-136 119

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**STATUTORY OFFICERS OF THE UNIVERSITY**

**Hon'ble Chancellor  
Shri Jagannath Pahadia  
Governor, Haryana**

<b>Vice-Chancellor</b>	<b>Lt. Gen. (Dr.) D.D.S. Sandhu,</b> PVSM, ADC (Retd.), D.Litt. (Mgt.), Ph.D., M.Phil., MBA, M.Sc., MMM, MDBA	238039
<b>Registrar</b>	<b>Dr. Surinder Deswal</b> M.Tech., Ph.D.	238026
<b>Dean, Academic Affairs</b>	<b>Prof. Girish Chopra</b> M.Sc., Ph.D.	238045
<b>Dean, Students' Welfare</b>	<b>Prof. Anil Vashisth</b> M.Sc., Ph. D.	238096
<b>Dean of Colleges</b>	<b>Prof. D.D. Arora</b> M.Com., Ph. D., LLB	238347
<b>Proctor</b>	<b>Prof. C.R. Darolia</b> M.A., Ph. D.	239617
<b>Chief Warden (Boys Hostels)</b>	<b>Dr. Sat Dev</b> M.A., Ph. D.	238711
<b>Chief Warden (Girls Hostels)</b>	<b>Prof. (Mrs.) Ashu Shokeen</b> M.A., Ph.D.	239753
<b>Offg. Librarian</b>	<b>Sh. R.D.Mehla</b> M.Sc., M.Lib.	238367
<b>Controller of Examinations</b>	<b>Sh. Y.P.Goswami</b> MBA, LL.B.	238189
<b>Controller of Examinations</b>	<b>Dr. Hukam Singh</b> M.Phil., Ph. D.	238377

## FACULTY MEMBERS

	Telephones		Residence/Mobile
	Ext.	Office	
<b>Dr. D.D. Arora, Professor</b> <b>Dean, Faculty of Commerce &amp; Management</b> M.Com., M.Phil., Ph.D., LL.B.			292006
<b>Dr. Naresh Kumar, Professor &amp; Chairperson</b> M.A.(Psy.), Ph.D.	2526	01744-238565	2730
<b>Dr. S.L. Gupta, Professor</b> M.Com., Ph.D.			238847
<b>Dr. M.K. Jain, Professor</b> M.Com., M.Phil., Ph.D., LL.B	2849		294348
<b>Dr. B.S. Bodla, Professor</b> M.Com., Ph.D., MBA			238258
<b>Dr. (Mrs.) Sudesh, Professor</b> M.Com., M.Phil., Ph.D.			239139
<b>Dr. (Mrs.) Nirmala Chaudhary, Associate Professor</b> M.A. (Psy.), M.Phil., Ph.D., LL.B.			238548
<b>Dr. Anil Kumar Mittal, Reader</b> M.Com., PGDEMM, Ph.D.,LL.B.			291364
<b>Dr. Sushil Sharma, Associate Professor</b> M.Com., Ph.D., LL.B.			226158
<b>Dr. Ramesh Chander, Reader</b> M.Com., Ph.D. (Finance)	2577		231615
<b>Sh. Anil Kumar Kundu, Assistant Professor (On Leave)</b> M.Sc. (Hons.), M.B.A. (HR)			
<b>Dr. Siddharatha S. Bhardwaj, Assistant Professor</b> M.B..A., Ph.D.			206622
<b>Ms. Pradeepika, Assistant Professor</b> M.B..A.			09812652036
<b>Ms. Saloni Pawan Diwan, Assistant Professor</b> M.B..A.			09896058655
<b>Sh. Ajay Solkhe, Assistant Professor</b> M.B..A.(HR)			222816
<b>Ms. Simmi Arora, Assistant Professor</b> M.Com., M.Sc. (C.S.)			94663366077

## **KURUKSHETRA UNIVERSITY**

### **General**

Located in Kurukshetra, the land of the Bhagwadgita, Kurukshetra University is a premier institute of higher learning in India. It is spread over 400 acres of land on the south bank of the holy Brahmarsarovar. Its foundation stone was laid on January 11, 1957 by Bharatratna Dr.Rajendra Prasad, the first President of the Indian Republic. Since then it has aimed at pursuing excellence in teaching and research in science, technology, humanities, social sciences, performing arts and sports.

Today, Kurukshetra University is offering world-class education to students from throughout India and other countries by providing a learning experience designed to develop intellectual abilities, as well as social, moral and ethical values. The University is equipping its students with the skills, insights, attitudes and practical experience that will enable them to become discerning citizens.

The University's programs combine the enduring value of a liberal arts education with the skills and experience offered by professional departments. The University has 434 teaching faculty members. The University also has 361 affiliated colleges and institutes in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Jind, Karnal, Kurukshetra and Panchkula.

The Campus of the University has often been rated as one of the most beautiful campuses in India. It resembles a large, self-contained village with lecture theatres, seminar rooms, accommodation, cafeterias, canteens, shops and sports facilities, libraries and laboratories. The most remarkable feature of the campus is the seamless interconnection of nature and the built environment. There are a number of lush green gardens, water fountains and side walks which provide an ideal environment on the campus for study and leisure.

### **Accreditation by National Assessment and Accreditation Council (NAAC)**

The National Assessment and Accreditation Council (NAAC), an autonomous body of the University Grants Commission to assess and accredit universities and colleges, has conferred an 'A' grade to Kurukshetra University. The peer team of the NAAC evaluated the university's performance based on criteria like curriculum, teaching-learning and evaluation, infrastructure and learning resources, student support and progression, governance and leadership, innovative practices and so on. The peer team in its report has specially drawn reference to the University's "commitment to impart quality education to the students of the state, concerted efforts to preserve and create awareness of the rich cultural heritage of the State and academic tranquility and residential characteristics."

### **Internal Quality Assurance Cell (IQAC)**

In the emerging global scenario of competition-focused education and training, quality sustenance and quality enhancement in the institutions has gained paramount importance. The Internal Quality Assurance Cell works to ensure quality in different activities related

to academics and administration of the university. The Cell set up in the University has been effectively functioning for the last many years. Various improvement strategies based on feedback from the stakeholders like students, parents are recommended by the IQAC to ensure quality of our teaching research programmes.

### **Distance Education Programme**

The Directorate of Distance Education meets the needs of thousands who wish to enroll for different courses. Today the Directorate is engaged in providing Under-Graduate and Post-Graduate education in about 36 courses having an enrolment of 35,000 students. In addition to conventional courses, the Directorate also offers professional courses in the areas of Computer, IT, Commerce, Management, Finance, Marketing, Law, Tourism and Hotel Management, Journalism & Mass Communication, Library and Information Sc., M.A. (Education) and B.Ed. (Two Year Course).

### **University Library**

The University Library is centrally located and is an air conditioned three storey building having 49,230 sq. feet plinth area and its extension as Golden Jubilee Reading Hall having plinth area of 57,500 sq. feet is almost complete. It has seating capacity of 470 users at a time and remains open on 360 days from 9.00 a.m. to 12.00 midnight. The Jawahar Lal Nehru Library has a rich collection of 355618 volumes in the stream of Sciences, Management, Social Science, Commerce and Humanities too. The Computer Lab in the Library equipped with 100 internet nodes for online access to knowledge resources having leased line connectivity of IGBPS. The online access facility has been extended to almost all the teaching and non-teaching departments, hostels and the entire campus through WI-FI Networking. The library provides an access 25 databases of different publishers having 11308 online scholarly journals including 1036 Science Direct Journals under UGC-INFONET Digital Library Consortium. In addition, Library subscribe to IEL full text database for electronics and computer science and Manupatra online legal database for law journals. The Library has automated its in house activities such as library membership, circulation of documents, holdings of periodicals, catalogue as Online Public Access Catalogue (OPAC).

### **Hostel Facilities**

The University at present has 22 Hostels - 9 for Boys, 1 for Foreign male students and 12 for Girls-on the sprawling campus of the university. These hostels have a capacity to accommodate 2800 girls and 2000 boys. Providing a comfortable and safe atmosphere to the students, the hostel facilities on the campus make it easy for the students to find a home away from their home. The girls' hostels provide all important facilities within the complex. Each hostel on the campus operates its own mess providing hygienic and nutritious meals with a varied menu. In view of the large number of applicants seeking hostel accommodation, the university allots hostels to the students on the basis of their merit in the admission list. The University has also made available the facility to male hostlers for parking their vehicles in the Central Parking near their hostels. All male

students desires to have vehicle with them, shall have execute an affidavit duly approved by the Notary Public to the effect that they will park their vehicle in the Central Parking failing which they will be liable to be penalized including cancellation of allotment of their accommodation.

### **Health Centre**

The University Health Centre looks after the medical needs of the students, staff and their families. Facilities for protective inoculation exist in Health Centre. Complete Physiotherapy unit, ECG, X-ray, Round the clock Ambulance facilities adequate laboratory facilities, Auto Analyzer facilities, Ultrasound facilities, Computerized ECG, EEG, Spirometry are also available in the Health Centre. A Homoeopathic Doctor and a Dentist are also available in the Health Centre. The University has more than 52 private Doctors with different specializations on its panel for consultation free of cost.

### **Sports**

Kurukshetra University ranks third in overall performance in Sports in the All India Inter-University events in which about 368 Universities participate annually. The University's Directorate of Sports provides maximum sports facilities, programmes and activities to enable the students to achieve and maintain a fit, healthy and enjoyable lifestyle. The university has a modern gymnasium equipped with 'workout' machines, a 50 metre swimming pool, a yoga centre, football, hockey and cricket pitches, tennis courts, volleyball and basket ball courts, etc.

The Directorate of Sports organizes Inter-Collegiate Championships for men and women in different sports disciplines every year. The Directorate of Sports also conducts coaching camps for the University teams prior to their participation in the Inter-University tournaments. Tournaments like International Competitions, National Championships, Haryana State Games, Ranji Trophy Matches and State Championships have been/are organized at the University Sports Complex. The University also organizes two/three North Zone/North-East Zone/All India Inter Universities Championships every year. The University gives Awards and Sports Stipend to the outstanding sports persons.

### **Department of Youth and Cultural Affairs**

The Youth and Cultural Affairs Department aims at providing opportunities, incentives and channels to students for making healthy, educative and constructive use of their leisure for self-fulfillment and excellence. The Department organizes various activities and programmes for the students of the University Post Graduate Departments and affiliated Colleges. Some of these include Basic Youth Leadership Camps; Advanced Youth Leadership Training Camps; Preliminary, Basic and Advanced Hiking and Trekking; Talent Shows, Six Zonal Youth Festivals, Inter Zonal Youth Festival, Ratnawali Haryana Day State Level Festival. This festival is a theme festival and all the events organized during this programme are in "Haryanvi", around 3000 artists participate in this festival. Amongst the people of Haryana, this festival is known as 'Mahakumbha' of Haryanvi Culture. In addition to the above events, professional groups



are also invited to give their performance in this festival. Orchestra Workshop, Haryanvi Dance Workshop, Folk Theatre Festival, Literary and Fine Arts Workshop, Poetic Symposium, Elocution Competition, Quiz Competition are organized by the Department of Youth & Culture Affairs. The Department is working for the promotion and preservation of rich cultural heritage. Film screening by Campus Film Society.

### **Dean Students' Welfare**

The office of the Dean Students' Welfare provides a number of facilities and opportunities to the students. Some of these include provision of bus and train passes, subsidizing of student tours, etc. A major activity of the office is the Annual Public Speaking competition called Rostrum. Started six years ago to develop communication abilities among students, the competitions have become very popular. Several thousand students have been participating in this programme. The office also provides for the 'Earn While You Learn' Scheme - which essentially enables students to do some work in their departments on a token payment basis - to help students in meeting their education expenses.

### **International Students**

In the age of globalization, Kurukshetra University has set out to make its presence felt globally through internationalization of its programmes and opening new avenues of association for global student community. With a view to assist international students to understand the admission procedure of various university programmes, getting visa for admissions and also to help them live comfortably in the new environment. Every year the University admits international students sponsored by ICCR (Indian Council for Cultural Relations) and directly. The details of admission can be downloaded from University website.

### **Corporate Resource Centre**

The Corporate Resource Centre was established for a larger industry-academia interface in higher education at the university level. It is a nodal centre for faculty, academics and industry for interaction and research. The Centre is aimed at seeking wider industry participation in the academic research, course designing, and curricula delivery. The centre helps and encourages faculty to seek industry assignments and uses the same to acquaint students with latest and updated knowledge and practices. This has also opened up possibilities of bringing real life corporate experience in the interactive teaching-learning in classroom sessions.

### **Dr. Radhakrishnan Foundation Fund**

Dr. Radhakrishnan Foundation Fund was established in the year 1994 for raising donations/mobilization of resources etc. for the overall development of the University under Financial Resources Mobilization (FRM) Scheme of the University Grants Commission (UGC). The annual interest accrued to the fund is utilized for award of scholarship etc. to the students.

### **Dharohar Museum**

The University established Dharohar a museum dedicated to Haryana heritage and culture on April 28, 2006. Its huge popularity since then is reflected in the number of visitors who have visited the museum. Upto December 2011, the museum was visited by about 8 lac visitors.

The displays have been presented in a thematic concept spread over 30 distinct sections. Just as the photo gallery of war heroes and freedom fighters is a sensitive presentation - the first of its kind in the state, the section on the archaeological and architectural heritage is a unique collection that depicts the richness of Haryana's past. Besides a rare gallery of photo, it has 20 pieces of archaeological finds going back to the period between the 5<sup>th</sup> century AD and the 10<sup>th</sup> century AD. The section on manuscripts has 53 manuscripts dating back to 500 years.

The Museum's agricultural heritage has been beautifully displayed in distinct sections devoted to agriculture, water, cattle rearing, grain storage. The transport heritage of Haryana is presented by actual items painstakingly restored. The latest addition to the museum is a photo gallery based on the work of Sh. Raj Kishan Nain. It is an outstanding display of Haryana's society-in its various forms. A whole floor has been devoted to these 172 large size photographs. The Museum also houses a literacy and research centre devoted to the promotion of quality research in various disciplines of study on Haryana.

The Museum is now poised for a major expansion Phase Second in Dharohar. This phase will be devoted to the expansion of the present concept of folk and cultural heritage in village form.

### **Women's Studies Research Centre**

The Centre reflects the University's commitment to society and its policy of inclusive growth. The Centre is fulfilling its objectives of women empowerment through research, curriculum development, documentations, networking, providing counseling services and launching awareness programmes. The Centre offers two full time courses in Women's Studies - M.A. (Women Studies) two years (semester system) and PG Diploma in Women's Studies one year (annual examination). Gender Sensitization workshops are organized for various sectors of society including the development functionaries of the State. The Centre has also been working as a nodal agency to guide and monitor the functions of all Women Cells in the colleges of Haryana. The Centre is also the UGC nodal centre for the scheme on capacity building of Women Managers in higher education of the Northern Region. The centre is now a phase III Centre of the University Grants Commission making it one of the top few in the country.

### **Institute of Sanskrit and Indological Studies**

The Institute of Sanskrit and Indological Studies was established in 1963 under the auspices of the faculty of Indic Studies. Initially it started the publication of **Praci-Jyoti-**

**Research Digest of Indological Studies** (published annually), which is continuously serving the needs of scholars throughout the world and have brought out 42 volumes. The Institute has undertaken a Major Research Project, “A Word-Concordance of Mahabharata,” which is to be published in Fifteen Volumes. So far six volumes have been published.

### **National Cadet Corps**

The University has a well-equipped contingent of NCC Battalion under the charge of experienced and trained officers of 10 Haryana Bn. NCC Kurukshetra. Separate arrangements have been made for boys and girls to facilitate them to join NCC. Apart from regular training parades, the Cadets attend NCC Camps for centralized training with their counterparts from other institutions. The Units prepare them for taking up the higher NCC Certificate Examinations. NCC Cadets are also groomed for assisting the administration in the proper and orderly conduct of special events and in relief work in civic emergencies. The Unit also present brief programmes during the Republic and Independence Day Celebrations, and on special occasions such as the NCC Day. The University lays special emphasis on training students for the armed forces by arranging lectures and guidance programmes.

### **Mahatama Gandhi All India Service Coaching Institute**

The MGAIS Coaching Institute was established in the year 1982 with the prime objective to encourage the students coming from the downtrodden and backward sections of the society by providing them coaching for various competitive examinations. Besides the Institute is aimed at to provide coaching to SC/ST candidates preparing for various Civil Services examinations. Apart from the Civil Services (Prelim.), courses like Bank Probationary Officers examinations; MBA Entrance Test; Haryana Civil Services (Executive Branch) and Remedial Coaching are also undertaken by the Institute.

Presently Institute is running following three schemes sponsored by the UGC :

- Remedial Coaching for SC/ST and Minorities;
- Coaching for NET for SC/ST and Minorities; and
- Coaching Class for Entry in Service for SC/ST and Minorities.

However, candidates from General Category and BC/OBC are also entertained in similar schemes on self-finance basis.

For the convenience of the candidates and due acknowledgement to University Academic Calendar and competition examination schedules, Institute has fixed two course schedule as under :

- Course-I : January to March (Each Year)
- Course-II : September to November (Each Year)

### **Gender Sensitization Committee against Sexual Harassment (GSCASH)**

The Gender Sensitization Committee against Sexual Harassment was established in the University from the Academic Session 2005-06. GSCASH helps to implement the

guidelines laid down by the Supreme Court of India in Vishaka Vs State of Rajasthan (1997) for prevention and deterrence of sexual harassment in the work place. Kurukshetra University is committed to providing a place of work and study free of sexual harassment. It is expected that all Students, Faculty, Staff, Karamcharies and Officials will treat one another and visitors to the University with respect. Any one violating the policy against sexual harassment is subject to disciplinary action. The GSCASH has three major functions :

1. Gender Sensitization and Orientation.
2. Crisis Management and Mediation
3. Formal Enquiry and Redressal.

Sexual harassment can take place in various forms : some subtle, and indirect, some blatant and overt. For example :

- (i) It may be conducted towards an individual of the opposite sex or the same sex.
- (ii) It may occur between peers or between individuals in hierarchical relationship.
- (iii) It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behaviour or work performance.
- (iv) It may consist of repeated actions or may even arise from a single incident.

Students can take help from the Committee (GSCASH) ; none should hesitate to ask for help. Speaking up may prevent others from being harmed as well.

### **Career and Counseling Cell**

In the XIth five year Plan of UGC, provision of establishing a Career and Counseling Cell with an objective to address the diverse socio-economic handicaps and geographic backgrounds of the heterogeneous population of students coming to the Universities vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information has been made. It has to support the students in the development of soft skills and communication ability to challenge the rigors of competitive tests and on-job-training in add-on or vocational courses, besides inculcating social values and ability to think independently for carrying out social responsibilities. The counseling cell has to be a resource centre of information, guidance and counseling with free accessibility and internet based global connectivity and exchange of information on professional placements. The Cell will operate under the supervision of the Co-ordinator Dr. Sunil Dhingra, Associate Prof., I.I.E., as well as three other members in accordance with the terms & conditions (Guidelines) of the University Grants Commission available at UGC website [www.ugc.ac.in](http://www.ugc.ac.in)

## **THE UNIVERSITY SCHOOL OF MANAGEMENT**

The University School of Management (formerly Department of Management) is the oldest Institution in Haryana imparting business education and training. Starting as a part of the Department of Commerce way back in July 1973, it separated out to form a full fledged, independent University Teaching Department in April, 1976. The University School of Management (USM) has since come a long way. Today, it is one of the Premier Management Institution in Country.

Over the last 35 years the University School of Management has scaled enviable heights. It has produced management graduates who are holding positions of responsibility in industry, business and Government organizations. Its alumni are working with the multinational firms also. They have done their alma mater proud by earning name and fame abroad while working for the transnational giants. The fact that the University School of Management has all this to its credit, speaks volumes about it. Apart from the MBA programme, it provides facilities for Doctoral Research in all major areas of business and industry. It has been recognized as a centre for Study and Research in Business Management by the All India Council for Technical Education (AICTE) and the University Grants Commission (UGC). The school has also shown full consciousness of its obligation towards the development of the theory and practice of management by upgrading and improving the skills and insights of the students, teachers and business executives through its Programmes.

The University School of Management has taken initiative in visualizing the quality education to cater the 21<sup>st</sup> century's industrial needs by introducing MBA (Honours) programme under Self Financing Scheme from the academic Session 2004-05. It has also started an ambitious MBA 5-Year Integrated Practice-Oriented Programme after 10+2 in the year 2003 which is presently being run under the Institute of Management Studies. The School has its separate in-house library and a well-maintained computer lab. with Internet facility. Case-Discussion, Management Games, Role-playing exercises, organization development interventions are the regular inputs given to the students along with theoretical aspects to shape them into better managers of tomorrow. The School has a highly qualified and well-experienced faculty in the major functional areas of management.

### **Eligibility Conditions and Procedure for Admission**

- (a) Master of Business Administration : MBA
- (b) Master of Business Administration (Hons.) : MBA (Hons.)  
(Self-Financing Scheme)
  - (i) A person who has passed in at least Bachelor's Degree or Post-graduate Degree in any discipline from this University or from any recognized University with not less than 50% marks in the aggregate (45% marks in case of SC/ST) for the University

School of Management and Bachelor's Degree or Post-graduate degree in any discipline for the affiliated colleges/institutes shall be eligible to apply for admission to the MBA/MBA(Hons.)/MBA (Service Management) First Semester course.

- (ii) 5% relaxation in minimum eligibility condition will be given to blind/physically and visually handicapped candidates.
- (iii) There shall be no rounding off percentage of marks from 49.5% and about to 50% for the purpose of eligibility.
- (iv) Candidates must have appeared in CAT 2011 On-Line Test.

**Admission Procedure for MBA and MBA (Hons.)**

1. Admission for these programmes will be made on the basis of merit determined by composite scores of the candidates in CAT conducted by IIMs, followed by Group Discussion and the Personal Interview.
2. The candidates will be called for Group Discussion and Personal Interview on the basis of their scores in the written test (CAT) conducted by IIMs.
3. The Number of Candidates to be called for Group Discussion and Personal Interview will be equal to four times the total number of seats available in the three programmes, if required.
4. Final merit list of the candidates called for Group Discussion and Personal Interview will be prepared category-wise on the basis of their aggregate score in the CAT, Group Discussion and Personal Interview. Admission will be made on the basis of final merit list. Appearance in Group Discussion and Personal Interview is must for admission.
5. The procedure for preparing the merit on the basis of Common Admission Test (CAT) scores, Group Discussion and Personal Interview will be as follows:

Weightage of Cat Score	:	80% (of the candidate's percentage CAT score and not percentile)
Marks of Group Discussion	:	10
Marks of Personal Interview	:	10
6. The eligibility of candidates will be provisional at every stage of the admission process. It will be the responsibility of the candidate to ensure his/her eligibility and fulfillment of various conditions for admission as prescribed in the Rules/Regulations of the University. Admission will be cancelled at any stage in case the candidate is found not eligible.
7. All provisionally eligible candidates must have taken online test conducted by IIMs (CAT) on 22<sup>nd</sup> Oct. 2011 to 18<sup>th</sup> November 2011 at various centres.
8. The Group Discussion and Personal Interview of the short-listed candidates will be held at the University School of Management, Kurukshetra University Kurukshetra,

wherein the candidates will have to present themselves at their own cost from **13<sup>th</sup> to 15<sup>th</sup> June 2012** (specific date to be notified on the University Website & Notice Board of the School).

9. (a) The candidates appearing in the final degree examinations in April, 2012 are eligible to apply provisionally, if they have appeared in the above mentioned Common Admission Test (CAT) conducted by IIM-A.  
(b) The result of the qualifying examination should be submitted by **30.09.2012** positively failing which the provisional admission shall be cancelled.
10. The final merit list will be displayed on the University website and Notice Board of the School on 25<sup>th</sup> June, 2012 at 10.00 a.m.
11. The first counseling will be held from 28<sup>th</sup> June to 30<sup>th</sup> June 2012 at 10.00 a.m. onward in the University School of Management.
12. The position of vacant seats, if any, will be displayed on the University website and Notice Board of the School on 9<sup>th</sup> July, 2012.
13. The Second counseling will be held from 11<sup>th</sup> July 2012 at 10.00 a.m. onward in the University School of Management for the vacant seats, if any.
14. The vacant seats, if any will be filled from those who are physically present on 18<sup>th</sup> July, 2012 by 10.00 a.m. and mark their attendance to this effect in the office of the Chairperson, University School of Management. The seats shall be filled strictly according to merit.
15. Information about vacant seats will be displayed on the Notice Board and the University website. It is the student's responsibility to keep a track of the notice board and the website for the vacant seats. No individual notice will be given for the vacant seats.

### **Number, Reservation of Seats and Fee Structure**

#### **Number of Seats:**

University School of Management

MBA : 120+2\*

MBA (Hons.)(Self-Financing) : 60+1\*

**\*for Kashmiri Migrant**

#### **(A) Distribution of seats**

The seats shall be distributed as under :

1) All India Category including Haryana : 15%

2) Bonafide Residents of Haryana : 85%

(50% of the seats earmarked for bonafide residents of Haryana will be reserved for the categories as mentioned at (B) below, as per State Govt. policy and remaining 50% seats will be filled from among Haryana General Category)

**(B) Reservation of seats for Bonafide Residents of Haryana**

The seats shall be reserved for the categories as under :

- (i) Scheduled Castes : 20%
- (ii) Backward Classes of Haryana : 27% (16 % for Block-A)  
(except Socially advanced persons/  
Sections (creamy layer) (11 % for Block-B)
- (iii) Physically Handicapped : 03%  
(1% Blind or low vision, 1% Hearing  
impairment, 1% Locomotor disability or cerebral palsy)

If the seats reserved for Physically Handicapped persons remain vacant due to non-availability of suitable handicapped candidates, these may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).

- (iv) 3% horizontal reservation will be given to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2012, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2013 and so on. The Chairperson of the University School of Management shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.

**Important Notes:**

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list no eligible candidate belonging to the respective reserved categories is available for admission.
4. Candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-II and Backward Class (Block 'A' & 'B') will submit the



- certificate on the prescribed Performa as per Annexure-III and affidavit as per Annexure IV, at the time of Counseling.
5. The BC candidates (Block A&B) for benefit of reservation shall also have to furnish an affidavit **duly attested by Executive Magistrate** on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer as per Annexure-IV at the time of Counseling. The said affidavit shall be furnished by both father and mother of the candidate
  6. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as physically handicapped. Disability certificate should be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Physically handicapped candidates belonging to Haryana are required to submit the certificate as per Annexure-V at the time of Counseling.
  7. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per Annexure-VI at the time of Counseling.
  8. Wards of Ex-servicemen of Haryana are required to submit the certificate as per Annexure-VII at the time of Counseling.
  9. For horizontal reservation, candidates of General, S.C and B.C. categories will also have to furnish E.S.M/D.F.F. certificate.
  10. Under Physically Handicapped Category, at least one candidate will be admitted, even if the share is less than 0.5 seat.
  11. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
  12. All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.
  13. Candidates who have passed their qualifying examination from a university 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.

**Fee for MBA and MBA(Hons.) :**

MBA	: Rs.30,000/- p.a.
MBA (Hons.)	: Rs.70,000/- p.a.

## **Preparation of Merit List and Schedule of Admission**

### **Preparation of Merit List**

Percentage Score obtained in CAT shall constitute 80% weightage. GD and Interview shall constitute the marks of 10 weightage each in the preparation of overall merit.

### **Schedule of Admission**

1. CAT Test Window : 22.10.2011 to 17.11.2011
2. Last date for receipt of Application Form : 28<sup>th</sup> May, 2012 (5.00 p.m.) in the University School of Management, K.U. Kurukshetra
3. Dates for Group Discussion & Interview : 13<sup>th</sup> June to 15<sup>th</sup> June, 2012
4. Displaying of Merit List : 25<sup>th</sup> June, 2012 at 10.00 a.m.
5. First Counseling : 28<sup>th</sup> to 30<sup>th</sup> June, 2012 at 10.00 a.m.
6. Displaying of position of vacant seats : 9<sup>th</sup> July, 2012 at 10.00 a.m.
7. Second Counseling for vacant seats : 11<sup>th</sup> July, 2012 at 10.00 a.m.
8. Third Counseling on the basis of Physical Presence : 18<sup>th</sup> July 2012 at 10.00 a.m.

**(At the time of third counseling category wise waiting list will be prepared and if any seat(s) fall vacant due to drop-out by the admitted students the same shall be filled up from the waiting list)**

### **Important Notes :**

1. The Number of Candidates to be called for G.D. and Interview shall be four times the number of seats available in the respective courses, keeping in mind the Reservation rules adopted by the University.
2. The list of shortlisted candidates for Group Discussion and Interview shall be displayed on the Notice Board of the School and posted on the University website : [www.kuk.ac.in](http://www.kuk.ac.in) The same will also be communicated to the shortlisted candidates by post.
3. No Application Form will be entertained after the last date fixed for the purpose, under any circumstances.
4. If the last date for the receipt of Application Form or date for depositing the dues falls on holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose.
5. If a student fails to attend his classes continuously for seven days from the date of commencement of the classes (dates of marking of attendance) his/her name shall automatically be struck off by the Chairperson, University School of Management.

At the time of counseling, first of all the documents of candidates will be checked by a Committee constituted for the purpose. Then the seat allotment committee will issue admission slips to the selected candidates. On production of the admission slips in the Fee Section, they will obtain the necessary voucher and deposit their fees in the State Bank of India on the University Campus. After depositing the fees the candidates will go to the Fee Section and obtain their Class Roll No. by submitting the Bank receipt. After obtaining their Class Roll Nos. candidates will present these in the office of the University School of Management and get their names registered in the School Admission Register.

**If a candidate does not obtain the Roll Number slip from the Fee Section and the University School of Management after depositing the fees in the Bank within the time limit fixed for depositing the fee, his/her admission will be treated as cancelled even though he or she had deposited the fee. His or her seat will be treated as vacant and will be allotted to the next candidate. Such a candidate will bear the responsibility for this lapse himself/herself.**

## **General Instructions**

1. In case any candidate is found to have supplied false information, certificate, 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 course.
2. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false later on, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/ Institute may also take further action, as deemed fit, against the candidate and his/her guardian.
3. This prospectus is for admission to MBA, MBA (Hons.), for University School of Management programmes for the Academic Year 2012-13 only. It is published for general information that its contents are subject to change without prior notice.
4. All legal disputes shall fall within the jurisdiction of Kurukshetra only.
5. Nothing contained in this prospectus should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
6. In case two or more candidates in merit list have equal marks, the candidates senior in age will be considered first.
7. All the rules and regulations for submission of migration certificate by the candidates who have passed the lower examinations from other Universities / Boards will be applicable as per the University Rules.

8. Always quote your Registration No. allotted to you by the University School of Management, Kurukshetra University for reference while making correspondence regarding admission.
9. If the University Authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her in the University. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.
10. Each admitted student shall have to furnish two affidavits as per specimen given at Annexure-VIII & IX from himself/herself and his/her parent/guardian that he/she was never found guilty of ragging and shall not indulge in any act of ragging.
11. Student after taking admission desirous of bringing his/her vehicle in the University Campus should submit self attested photocopies of the Registration Certificate (RC) of his/her vehicle and the driving license to the Chairperson of the Department and the Warden of the Hostel concerned.
12. If any student gets accommodation allotted in his/her name in a Hostel and allows some other person(s) to stay in his/her allotted room and/or to take meals, in that case the admission of both the students, i.e. (i) the allottee and (ii) the illegal occupant, shall be cancelled from the department as well as from the hostel without assigning any reason.
13. **Use of Alcohol is prohibited in the University Campus.**
14. A Candidate who has passed qualifying examination from the Universities of Haryana will be considered a Haryana resident and he/she is not required to submit Haryana Resident Certificate. Other candidates for seeking benefit of Haryana resident, should submit a certificate of Bonafide Resident of Haryana as per guidelines at Appendix-A.
15. An official E-mail ID will be allotted and communicated to every regular student by the concerned Department/Institute for sending official communication to him/her.
16. Weekly attendance report of all students will be put on the University Website. If a student remains absent from the class for 14 days or more in a month his/her name will be struck off from the rolls and his/ her parents will also be informed.

#### **Department Dress Code**

Summer: Sky Blue Shirt and Navy Blue Trouser

Winter: Blue Blazer & Steel Grey Trouser

#### **How to apply for admission**

1. Before filling the Application Form, the candidates should read the Prospectus thoroughly.

2. Application Form downloaded from website should be accompanied with a Bank Draft of Rs.800/- (Rs.200/- for SC/BC of Haryana) drawn in favour of the Registrar, K. U. Kurukshetra payable at Kurukshetra.
3. No Photostat copy of any certificate/document/testimonial be attached with the Application Form. All the necessary certificates/documents/testimonials, in original and two sets of attested Photostat copies of all such certificates/documents/testimonials, will be required at the time of Group Discussion & Interview.
4. All the particulars in the Application Form must be written carefully and legibly by the candidate in his/her own handwriting in English. Incomplete applications will not be considered.
5. All the entries in the Application Form should be filled. No entry should be left unfilled.
6. Affix the duly attested recent passport size photograph on the Application Form at the place meant for.
7. Self addressed Acknowledgment Card and envelop duly stamped and self addressed slips should be enclosed with the Application Form.
8. The Application Form duly completed in all respects in candidate's own handwriting should reach in the office of the **Chairperson, University School of Management, Kurukshetra University, Kurukshetra- 136 119 on or before 28<sup>th</sup> May, 2012 (up to 5.00 p.m).**
9. Application Form can be delivered personally or may be sent by Registered Post. Application Forms received after the closing date and time would not be entertained and rejected summarily. The Kurukshetra University shall not be responsible for postal or any other delay as well as loss of Application Form(s) or document(s) in transit.

#### **List of documents to be brought for Group Discussion, Interview and Counseling**

All the candidates, who appear for group discussion and interview, must bring the following Original Certificates/Documents/Testimonials with them on the day of Group Discussion, Interview and Counseling. Any candidate, who fails to produce any of the required Certificates i.e. Detailed Marks Cards etc./Documents/Testimonial at the time of group discussion and interview, will forfeit his/her claim to admission and will not be considered except those whose result of qualifying examination has not been declared :

- (i) CAT Score Card
- (ii) Qualifying Examination Detailed Marks Card, if available
- (iii) 10+2 /Intermediate/Senior Secondary School Examination.
- (iv) Matriculation/High School Certificate.

(v) **Character Certificate:**

(a) **Regular Candidates:** The candidates who passed their qualifying examination from College/Dept. as regular student are required to submit the Character Certificate as per Annexure-I from the head of the institution last attended.

(b) **Private Candidates:** Candidates, who have passed the qualifying examination as private candidate should submit their Character Certificate, duly signed by a First Class Magistrate.

(vi) **Gaps in study :** Male candidates who have gaps in their academic career after the qualifying exam., must furnish a gap certificate, in the form of affidavit on non-judicial stamp paper or certificate from the employer (if in service) and should also furnish separately the character certificate of gap period duly attested by Notary Public.

(vii) Caste Certificate obtained from Competent Authority.

(viii) Haryana Domicile Certificate in case of passing qualifying exam from any other University outside Haryana.

(ix) Certificate in support of any other claim.

(x) Affidavit by the both parents of the BC category candidates as per annexure-IV.

**Important Note**

1. All Original and Two sets of attested photocopies of all applicable documents/ testimonials/certificates must be brought at the time of group discussion, interview and on the day of Counseling. Any candidate who will not produce any of the required certificates i.e. Qualifying Examination DMC/Documents/ testimonials at the time of GD/Interview will forfeit his/her claim to admission and will not be allowed to appear in Group Discussion & Interview. However those candidates who have appeared in their Qualifying exam, in April/May, 2012 and their results are not declared publically are required to submit their result of Qualifying Exam. upto 30.9.2012 while fulfilling minimum eligibility condition to the admission. In case the result of qualified examination of a candidate is declared publically at the time of admission, the eligibility will be determined there and then.
2. Original certificates will be returned back after verification, in exceptional cases, original certificates could be retained and returned later.

**FOREIGN STUDENTS**

Candidates who have passed lower examinations from foreign Universities or Boards are required to deposit Rs.500/- as eligibility fee for obtaining Eligibility Certificate. The Eligibility Certificate will be issued by the Registration Branch on checking the required documents, such as student's visa and original documents of a

Foreign student. No candidate will be given even provisional admission without obtaining Eligibility Certificate.

#### **RULES FOR ADJUSTMENT/REFUND OF FEE**

1. If a candidate after having deposited fee for admission in one course joins another course in another University Teaching Dept./Institute in the same session, as mentioned below, and is permitted to withdraw his/her candidature, fee/funds except admission fee already deposited by him/her for the course from which he/she has withdrawn, shall be adjusted/refunded against the fee/funds of the course he/she joins subject to the condition that the difference, if any, shall be paid by the candidate :
  - i) from a general course to another general course;
  - ii) from a general course to a self-financing course or vice-versa.
  - iii) from a self-financing course to another self-financing course.

However, in self-financing courses, adjustment/refund of fee will be allowed only if the seat so vacated is filled by the last date of admission.

2. In case a candidate leaves the University after seeking admission in a particular course, following conditions will apply for refund of fee:
  - a) If a candidate leaves before the commencement of the classes, the entire fee deposited by the candidate will be refunded after deducting Rs.1000/- only.
  - b) In case a candidate leaves after commencement of the classes, proportionate deduction of fee upto the month of his/her leaving will be made, subject to minimum of Rs.1000/-. However, refund will be allowed only if the seat so vacated is filled by the last date of admission.

#### **Benefits of fee for SC Candidates of Haryana**

There is a Post Matric Scholarship Scheme of GOI for welfare of SC as per letter No.FC SC/BC/2011/204/98 dated 17.01.2011 of the Financial Commissioner & Principal Secretary to Govt. Haryana Welfare of SC & BC, Chandigarh. SC students whose parents/guardian income is upto Rs.2.00 lac per annum are eligible for benefits under the scheme. The benefits includes enrollments/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsory payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit will, however, be excluded. **For students admitted under this scheme the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/Institute.**

**Note :** An income declaration will be furnished by the self-employed parents/guardian of SC candidates, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardian are required to obtain income certificates from their employer and for any

additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.

## **CURBING THE MENACE OF RAGGING**

Ragging is totally prohibited in the University and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the penal law for the time being in force.

Anti Ragging Helpline Toll Free Number, Anti Ragging Committee, Squad, Monitoring Cells, Nodal Officers and Counselors :

**University Grants Commission Anti Ragging Helpline Toll Free Number : 1800-180-5522 & E-mail-helpline@antiragging.net .**

**Vice-Chancellor :** [vc.kuk@rediffmail.com](mailto:vc.kuk@rediffmail.com)

**Registrar :** [reg.kuk@rediffmail.com](mailto:reg.kuk@rediffmail.com)

**Proctor :** [proctor@kuk.ac.in](mailto:proctor@kuk.ac.in)

<b>1.</b>	<b>Anti Ragging Committee</b>	<b>Phone No. (Code No. 01744)</b>	<b>Mobile No</b>
(i)	Proctor	238901-2762(Ext.)	9991140540
(ii)	Dean of Colleges	238347	9896392006
(iii)	Dean Students' Welfare	238096	9416191876
(iv)	Deputy Proctor	238410-2729(Ext.)	9416191876
(v)	Chief Warden (Boys)	238711	9896338717
(vi)	Chief Warden (Girls)	238278	9416448939
(vii)	Officer Incharge, Security (CSO)	238410-3080(Ext.)	9812122097
(viii)	Director, Public Relations	239639	9896130411
(ix)	President, KUTA	238410-2532(Ext.)	9416177648
(x)	President, KUNTEA	238410-2135(Ext.)	8053056370
(xi)	Director, Women Studies Research Centre	239665	9896329909
(xii)	SDM, Thanesar (Nominee of DC, KKR)	220032	9466112322
(xiii)	DSP, Pehowa Nominee of SP, KKR)	220462	9729990404
(xiv)	Sh. Vijay Shabharwal, Local Media Representative		9896244822
(xiv)	Mr. Vinod Jindal, Local Media Representative		9896334769
(xvi)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		
(xvii)	Dr. B.R. Ambedkar Studies Centre	238410-2551(Ext.)	9416566908
(xviii)	Dr. J.R. Dheer (Retired Professor)	238975	9896894940



2.	<b>Anti Ragging Squad</b>			
	<b>Zone-1 (Boys Hostels)</b>			
	(i)	Chief Warden (Boys)	238711	9896338717
	(ii)	Deputy CSO for Boys Hostels Zone		9416369401
	(iii)	All Wardens		
		Wardens		
		1. Partap Bhawan	238176	9416055522
		2. Narhari Bhawan	238424	9255529533
		3. Harsh Bhawan	238178	9991003990
		4. Arjun Bhawan	238627	9992416045
		5. Bhim Bhawan	238174	9813437781
		6. Tagore Bhawan	238626	9416550245
		7. Ambedkar Bhawan	239698	9416101926
		8. Ch. Devi Lal Bhawan	239404	9416369401
		9. International Hostel		9466620957
		10. Ch. Ranbir Singh Bhawan	310177	9315679363
	(iv)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
		<b>Zone-II (Girls Hostels)</b>		
	(i)	Chief Warden (Girls)	238278	9416448939
	(ii)	Deputy Chief Warden	239990 238560	
(iii)	Deputy CSO for Girls Hostels Zone		9896065661	
(iv)	All Wardens			
	Wardens			
	1. Bharti Bhawan	238081	9896506209	
	2. Meera Bhawan	238553		
	3. Kasturba Bhawan	238630	9255969995	
	4. Saraswati Bhawan	238177	9466020025	
	5. Gargi Bhawan	238638	9896065661	
	6. Subhadra Bhawan	238407	9896148724	
	7. Ahilya Bhawan	238024	9813109477	
	8. Ganga Bhawan	239491		
	9. Uttra Bhawan	239990, 238040		
	10. Devyani Bhawan	238445, 238197		
	11. Kalpana Chawla Bhawan	238522	9991912927 9315540545	
	12. Laxmi Bai Bhawan	238540(R)	9255500100	
(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.			

	<b>Zone III (UIET, IOL, UCK, UCEK, Inst. of Pharmacy, IMC &amp; MT, Inst. of Mgt.)</b>		
(i)	Deputy Proctor	238410-2729(Ext.)	9416191876
(ii)	Officer Incharge, Security	238410-3080(Ext.)	9812122097
(iii)	Directorate of UIET, Inst. of Law, Inst. of Pharmacy, IMC& MT, Inst. of Management will depute two senior teachers (one male & one female) from each of these Institutes and will intimate the Proctor.		9896246590 9896438118 9996542422 9416007826 9466174087
(iv)	Principal, University College and University College of Education will depute two teachers from each of the Colleges and will intimate to the Proctor.	238049, 238125	9896362499
(v)	Supervisor, Security		9354181631
(vi)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration		
(vii)	Four Students representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare		
<b>Zone IV (University Campus &amp; other Vulnerable Places excluding Zone-I, II &amp; III.</b>			
(i)	Deputy Proctor	238410-2729(Ext.)	9416191876
(ii)	Officer Incharge Security	238410-3080 (Ext.)	9812122097
(iii)	Directors, IIE, School of Management and Chairperson, Dept. of Commerce will nominate one teacher to the Anti-Ragging Squad and shall inform the same to the Proctor		9816566908 239555
(iv)	Dean, Faculty of Sciences, Social Sciences, Life Sciences, Arts & Languages, Indic Studies will nominate one teacher of that Faculty to the Anti-Ragging Squad and will inform the same to the Proctor.		9896014327 9896362620 9896261253 9896774157 9896693146

	(v)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare		
	(vi)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration		
3.	<b>Monitoring Cell</b>			
	(i)	Registrar	238026	9896246886
	(ii)	Dean, Academic Affairs	238045	9896757009
	(iii)	Proctor	238901-2762	9991140540
	(iv)	Dean of Colleges	238347	9896392006
	(v)	Dean Students' Welfare	238096	9416191876
4.	<b>Nodal Officers</b>			
	(i)	Nodal Officer for all teaching departments, institutes and University maintained colleges : Proctor		
	(ii)	Nodal Officer for affiliated colleges : Dean of Colleges		
5.	<b>Counselors</b>			
	(i)	Prof.C.R.Darolia, Dept. of Psychology		9991140540
	(ii)	Prof Umed Singh, Dept. of Psychology		9416781400
	(iii)	Dr.Rakesh Pal Sharma, MD (Psychiatric), Aggarwal Hospital, KKR		9812434648
	(iv)	Mrs. Rita Chopra, Dept. of Education		9416950514

### **Instructions against Ragging :**

With fifty five years of its existence, Kurukshetra University has earned recognition as one of the renowned centres of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a course, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all-round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

We take pride in informing all those desirous of seeking admission, that over all these years, our University has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

**What Constitutes Ragging :** Ragging constitutes one or more of any of the following acts :

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing absence and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

All the senior students are advised to guide and treat junior students affectionately.

Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

## Appendix-A

Instructions regarding Bonafide Residents of Haryana issued vide letter No.62/17/95-6 GSI dated 3<sup>rd</sup> October, 1996, No.62/32/2000-6GSI dated 23<sup>rd</sup> May, 2003, No.62/27/2003-6GSI dated 29<sup>th</sup> July, 2003 and No.62/62/2011-6GSI dated 17<sup>th</sup> January, 2012 by the Chief Secretary to Government, Haryana.

Subject: **Bonafide residents of Haryana - Guidelines regarding.**

1. I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate:-
  - (i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
  - (ii) Children/Wards (if parents are not living)/Dependents: -
    - (a) of the regular employees of Haryana State posted in or outside Haryana State or working on deputation;
    - (b) of the regular employees of the statutory bodies/corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
    - (c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
  - (iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
  - (iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
  - (v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
  - (vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;

(vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are :

- a) Citizen of India;
- b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.

(viii) Children & Wards of the accredited journalists residing at Chandigarh and recognised by Govt. of Haryana.

2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions/Tehsildars of Revenue to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. The children/wards/dependents of the employees of Punjab & Haryana High Court, who are discharging their duties in connection with the affairs of the State of Haryana and have not availed facility from their parent State, the State of Punjab and U.T. Administration Chandigarh, would also be eligible for grant of Resident Certificate of the State of Haryana only for the purpose of admission in academic/technical/medical institutions of the State of Haryana. However, in that case the employees of the Punjab & Haryana High Court shall be entitled to draw this benefit at one place/State only. Head of the Department of the Punjab & Haryana High Court would be competent to issue such a certificate.

**Appendix-B**  
**LIST OF THE SCHEDULED CASTES IN HARYANA STATE**

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	2.	Balmiki,Churra,Bhangi	3.	Bangali	4.	Brar,Burar,Berar
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chanal	10.	Dagi	11.	Darain	12.	Daha, Dhaya,Dhea
13.	Dhanak	14.	Dhogri,Dhangri,Siggi	15.	Dumna, Mahasha, Doom	16.	Gagra
17.	Gandiala,Gandhil, Gondalao	18.	Kabirpanth, Julaha	19.	Khatik	20.	Kori,Koli
21.	Marija, Marecha	22.	Mazhabi, Mazhibi Sikh	23.	Megh, Meghwal	24.	Nat, Badi
25.	Od	26.	Pasi	27.	Perma	28.	Pherera
29.	Sanhai	30.	Sanhal	31.	Sansi, Bhedkut Manesh	32.	Sansai
33.	Sapela, Sapera	34.	Sarera	35.	Sikligar, Bariya	36.	Sirikiband
37.	Chamar	38.	Jatia Chamar	39.	Rahgar	40.	Raigar
41.	Ramdasi	42.	Ravidasi	43.	Balahi	44.	Batai
45.	Bhatoi	46.	Bhambi	47.	Chamar-Ravidas	48.	Jatav
49.	Jatava	50.	Mochi	51.	Ramadasia		

**LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)**

1.	Aheria,Aheir,Heri,Naik, Thori or Turi, Hari	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bargin	5.	Barwar	6.	Barari, Tamboli
7.	Baragi,Bairagi,Swami,Sadh	8.	Battora	9.	Bharbhunja Bharbuja
10.	Bhat, Bhatra, Dapri, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Diaya	17.	Dhobis	18.	Dakaut
19.	Dhimar,Mallah, Kashyap Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra Nishad Sakka, Bishti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faqir
22.	Gwaria,Gauria or Gwar	23.	Ghirath	24.	Chasi, Chasiara or Ghosi
25.	Gorkhas	26.	Gawals. Gowala	27.	Gadaria, Pal, Bagnel
28.	Garhi –Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra Brahman, Khati, Suthar, Dhiman, Tarkhan, Barnai, Baddi
31.	Joginath, Jogi Nath Jangum Jogi. Yogi	32.	Kanjar or Kanchan	33.	Kurmi
34.	Kumhars, Prajapati	35.	Kamboj	36.	Kanghera
37.	Kuchband	38.	Labana	39.	Lakhera, Manihar, Kachera
40.	Lohar, Panchal	41.	Madri	42.	Mochi
43.	Mirasi	44.	Nar	45.	Noongar
46.	Nalband	47.	Pinja, Penja	48.	Rehar, Rehara or Re
49.	Raigar	50.	Rai Sikh	51.	Rechband
52.	Shorgir, Shergir	53.	Soi	54.	Singrkant, Singrwala
55.	Sunar, Zargar, Soni	56.	Thathera, Tamera	57.	Teli
58.	Vanzara, Banjara	59.	Weaver (Jullaha)	60.	Badi/ Baddon
61.	Bhattu/Chlattu	62.	Mina	63.	Rahbari
64.	Charan	65.	Charaj (Maha Brahman)	66.	Udasin
67.	Ramgarhia	68.	Rangrez, Lilgar, Nilgar, Lallari	69.	Dawala, Soni-Dawala, Nyaaria
70.	Bhar, Rajbhar	71.	Nat (Muslim)		

At present Raigar, Mochi and Julaha castes find a mention in the list of the both scheduled castes and backward classes and it has been decided that persons belonging to these castes, who are not covered under the scheduled castes being Non-Hindus or Non –Sikh, can take the benefits under the backward classes only.

(BLOCK B) : 1. Ahir/Yadav 2. Gujjar 3. Lodh/Lodha 4. Saini, Shakya 5. Meo

## Appendix-C

### State-wise List of fake Universities declared by the University Grants Commission

- Bihar**
1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar
- Delhi**
2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (U.P.) Jagatpuri, Delhi
  3. Commercial University Ltd., Daryaganj, Delhi
  4. United Nations University, Delhi
  5. Vocational University, Delhi
  6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi
  7. Indian Institute of Science and Engineering, New Delhi
- Karnataka**
8. Badganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka
- Kerala**
9. St. John's University, Kishnattam, Kerala
- Madhya Pradesh**
10. Kesarwani Vidyapith, Jabalpur, Madhya Pradesh
- Maharashtra**
11. Raja Arabic University, Nagpur, Maharashtra
- Tamil Nadu**
12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu
- West Bengal**
13. Indian Institute of Alternative Medicine, Kolkata
- Uttar Pradesh**
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad
  15. Gandhi Hindi Vidyapith, Prayag, Allahabad (U.P.)
  16. National University of Electro Complex Homeopathy, Kanpur (U.P.)
  17. Netaji Subhash Chandra Bose University (Open Univ.), Achaltal, Aligarh, U.P.
  18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (U.P.)
  19. Maharana Partap Shiksha Niketan Vishwavidyalaya, Pratapgarh (U.P.)



20. Indraprastha Shiksha Prishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, U.P.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh

**Examinations of the following Boards not recognized for the purpose of higher studies :**

1. All India Board of Secondary Education, New Delhi
2. Uttar Madhyama & Purva Madhyama of MDU Rohtak (Gurukul Jhajjar Scheme)
3. Central Board of Higher Education, New Delhi
4. Board of Adult Education and Training/Board Shiksha Sansthan, New Delhi
5. Any Diploma/Exams. of Prachin Kala Kendra, Chandigarh
6. Bhartiya Siksha Prishad, Lucknow
7. Board of Higher Secondary Education, Delhi
8. Hindi Sahitya Sammelan, Prayag, Allahabad (U.P.)
9. Indian Education Council of U.P., Lucknow

Note : This is not an exhaustive list of Fake Universities and Boards. Before finalizing the admissions the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is also required to be consulted.

**Annexure-I**

**CHARACTER CERTIFICATE**

Name of the Department/College.....Session.....Certified that Mr./Miss/Mrs.....son/daughter of shri.....has been a bonafide student of this Department/College during the period.....He/She appeared in the ..... Examination of the University/Board held in .....under Roll No.....and \*passed obtaining.....marks out of .....marks or \*failed/\*placed under compartment in the subject of .....

1. Academic Distinction, if any.....
2. Co-curricular activities, if any.....
3. Brief particulars of disciplinary action by College/Department/University (including punishments such as expulsion, warning, fined for violation of College/Department/Hostel rules, UMC/Disqualification etc., if any.....
4. General Conduct during stay in the Institution: Good/Satisfactory/ Unsatisfactory.

Dated:.....

Signature of the Principal/  
Chairperson of the Deptt.  
(with office seal)

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\*Strike out whichever is not applicable.

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**Annexure-II**

**SCHEDULED CASTE CERTIFICATE**

Certified that Mr./Ms.\_\_\_\_\_ son/daughter of Shri\_\_\_\_\_ resident of (complete address)\_\_\_\_\_ belongs to \_\_\_\_\_ caste, which has been Notified as Scheduled Caste by the Haryana Government.

No. \_\_\_\_\_  
Dated \_\_\_\_\_  
Place \_\_\_\_\_

Sub-Divisional Officer (C)  
(with legible seal)

**Annexure –III**

**BACKWARD CLASS CERTIFICATE (BLOCK ‘A’ OR ‘B’)**

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of (complete address) \_\_\_\_\_ belongs to \_\_\_\_\_ caste, which has been notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block ‘A’ or ‘B’).

Further certified that he/she is not covered in Creamy Layer (Ref. letter No.1170/SW(1)-95 dated 7.6.1995 and No.22/22/2004-3GS-III dated 22.01.2009).

No. \_\_\_\_\_ Tehsildar/Naib Teshildar-cum-Executive Magistrate  
Date \_\_\_\_\_ (with legible seal)  
Place \_\_\_\_\_

**Annexure-IV**

**AFFIDAVIT**

(By the Parents of the Backward Class Category Candidates)

I \_\_\_\_\_ Father/Mother of \_\_\_\_\_ Resident of \_\_\_\_\_ seeking admission to \_\_\_\_\_ course in K.U.Kurukshetra 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 and No.22/22/2004-3GS III dated 22-1-2009 for excluding socially advanced persons/sections(Creamy Layer) from Backward Classes.

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

DEPONENT

Dated:.....

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.

DEPONENT

The affidavit should be of the month of March, 2012 or later.

**Annexure-V**

**MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED  
OFFICE OF THE CHIEF MEDICAL OFFICER, \_\_\_\_\_**

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

Dated \_\_\_\_\_

Certified that Sh./Km./Smt \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_ 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)

Chief Medical Officer  
\_\_\_\_\_, Haryana

Dated : \_\_\_\_\_

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

\*The handicap disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/Architecture/Technician etc.

**Annexure-VI**

**CERTIFICATE TO BE FURNISHED BY  
CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTER**

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of (Complete address) \_\_\_\_\_ Freedom fighter of Haryana (Identity No. \_\_\_\_\_) is father/grandfather of Mr./Ms. \_\_\_\_\_ of village/Town \_\_\_\_\_ Police Station \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

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

Dated: \_\_\_\_\_

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

Deputy Commissioner of concerned  
District of Haryana

(Office Stamp)

**Annexure-VII**

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

Certified that Number \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ son of  
Sh. \_\_\_\_\_ Father of \_\_\_\_\_ Resident of Village \_\_\_\_\_ Post Office  
\_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ 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 \_\_\_\_\_  
Place \_\_\_\_\_  
Date \_\_\_\_\_

Officer Commanding/  
Competent Authority  
(with Official Seal)

Department.....

**AFFIDAVIT BY THE STUDENT**

1. I, \_\_\_\_\_ (*full name of the student with admission/registration/enrollment number*) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (*name of the institution*), have received a copy of the UGC 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 7 and clause 9.1 of the regulations and 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 behaviour or act that may be constituted as ragging under clause 3 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 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 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 \_\_\_\_\_ 2012

**Signature of the deponent**

**Name :**

**VERIFICATION :**

Verified that the content of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) \_\_\_\_\_ on this the day of \_\_\_\_\_ (month of) \_\_\_\_\_ 2012

Signature of the deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ 2012 after reading the contents of this affidavit.

OATH COMMISSIONER

**AFFIDAVIT BY PARENT/GUARDIAN**

1. I, Mr./Mrs./Ms \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of, \_\_\_\_\_ (*full name of student with admission/registration/enrollment number*), having been admitted to (*name of the institution*) have received a copy of the UGC 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 7 and clause 9.1 of the regulations 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 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) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 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 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 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 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, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2012

Signature of the deponent  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone/Mobile No. \_\_\_\_\_

**VERIFICATION**

Verified that the content of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at Kurukshetra on this the \_\_\_\_\_ 2012.

Signature of the deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ 2012 after reading the contents of this affidavit.

OATH COMMISSIONER

**GROUP PERSONAL INSURANCE OF STUDENT PROPOSAL/NOMINATION PROFORMA**  
(To be filled by the student)

1. Name and Address of Proposer : Dean Students Welfare, Kurukshetra University, Kurukshetra.
2. Name and Permanent Address of the Student .....
3. Father's Name .....
4. Class and Section .....
5. Class Roll No. ....
6. Any Disability (Please specify) .....
7. Period of Insurance 2012-13 (01.08.12 to 31.07.13)
8. Sum Insured Rs. One Lac
9. Name and Complete Address of Nominee/Assignee .....
- Relation with Insured .....

I declare that the above information is true the best of my knowledge and belief and that I have disclosed all particulars affecting the assessment of the risk. I agree that this proposal and declaration shall be the basis of the contract between me and the company. I also declare that I do not suffer from any disability other than described above.

Place.....  
Dated.....

Signature of the student

Countersigned

Date:.....

Chairperson,  
University School of Management  
Kurukshetra University,  
Kurukshetra.

---

**ADDRESS SLIPS**

**PLEASE WRITE YOUR NAME AND MAILING ADDRESS IN THE THREE PLACES BELOW:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



UNIVERSITY SCHOOL OF MANAGEMENT

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

KURUKSHETRA UNIVERSITY KURUKSHETRA

Application Form For Admission to MBA and MBA (Hons.) 2012-13

LAST DATE FOR RECEIPT OF APPLICATION FORM : 28-05-2012

Registration No \_\_\_\_\_  
(To be filled in by the School)

Received on \_\_\_\_\_  
Sign. of the receiver \_\_\_\_\_

**Important:** Candidates should study the instructions given in the Prospectus carefully before filling this Application Form. No column should be left unfilled. Write "N.A." against the column(s) which is not applicable. Fill the Complete Form in BLOCK Letters in your own handwriting only.

**Only for downloaded Form**

Bank	DD No.	Date	Amount

Affix  
Attested  
Passport Size  
Photograph

1. Name of the Candidate \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Mother's Name \_\_\_\_\_

4. Date of Birth      Date      Month      Year  

--	--	--	--	--	--

5. CAT Registration No.      

--	--	--	--	--	--	--

6. CAT Score (out of 450)      

--	--	--

7. Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_ E. mail \_\_\_\_\_

8. Nationality \_\_\_\_\_ 9. State of Domicile: \_\_\_\_\_

10. Annual household Income (Rs. \_\_\_\_\_).

11. Under which category are you applying? (Tick  $\checkmark$  the appropriate category)

- (a) All India Category ( )
- (b) Haryana (General) ( )
- (c) Scheduled Caste ( )
- (d) Backward Caste (Block 'A') ( )
- (e) Backward Caste (Block 'B') ( )
- (f) Physically Handicapped ( )
- (g) Wards of ESM ( )
- (h) Dependent of Freedom Fighter ( )

12. Academic Record:

Exam	University/ Board	Year of Passing	Roll No.	Subjects	Marks obtained	Max. Marks	% age of Marks
Matric							
10+2 or Equivalent							
B.A/B.Sc./ B.Com.							
Any Other							

**Declaration by the applicant:**

*I declare that entries made by me in this Application Form are true in all respects and in any case, any entry or information is found to be false, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the university may deem proper.*

*I note that my admission to the university and my continuance on its rolls are subject to the provision of the university and any other rules and instructions, which may be issued from time to time. I shall abide by the rules of discipline and proper conduct, which may be framed in this regard. I am fully aware of the law regarding ragging as well as the punishment and that if found guilty on this account, I am liable to be punished appropriately.*

*I undertake that I shall not indulge in any act of ragging.*

Signature of the Father/Mother/Guardian

Signature of the Applicant

Date \_\_\_\_\_

Place \_\_\_\_\_

For office use

Admitted

Chairperson,  
University School of Management

**ACKNOWLEDGEMENT CARD  
KURUKSHETRA UNIVERSITY KURUKSHETRA**

Ref. No. \_\_\_\_\_ Dated \_\_\_\_\_

Your application for admission to MBA/MBA(Hons.) course for the session 2012-13 has been received in the University School of Management on \_\_\_\_\_/2012. Your Regn. No. is \_\_\_\_\_. In all correspondence, quote the above Regn. No.

Convener, Admission Committee  
University School of Management

---

**SELF ADDRESS**

*(Mailing address to be filled in by the Applicant in capital letters)*

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**APPLICATION FOR ADMISSION TO MBA/MBA (HONS.) PROGRAMMES 2012-13**

To

The Chairperson,  
University School of Management,  
Kurukshetra University,  
Kurukshetra -136 119.

From:

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**Envelope for Calling for G.D./Interview/Counseling**  
*( Mailing address to be filled in by the candidate )*

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*From:*

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University School of Management.  
K.U.Kurukshetra-136 119

