

डॉक्टर हरीसिंह गौर विश्वविद्यालय
DR. HARISINGH GOUR VISHWAVIDYALAYA
(केन्द्रीय विश्वविद्यालय / A Central University)
प्रवेश प्रकोष्ठ
Admission Cell



admission@dhsgsu.edu.in
www.dhsgsu.ac.in
(Ph.) 07582-297123
SAGAR-470003 (M.P.) INDIA

GUIDELINES FOR PG COUNSELLING (05-06-2024 UPDATED)

1. The number of candidates called for the counselling is more than the total number of seats available; therefore, mere a call for counselling dose not entitle a candidate to grant of admission.
2. Admission shall solely be given on the basis of CUET merit of marks obtained in the CUET-PG 2024 and other provisions mentioned in the Admission Brochure 2024-25 as per the avilability of seats in the course/subject.
3. Original copy of all the marksheets & certificates of the candidate would be examined and verified by the members of the Counselling Committee before giving admission.
4. **Every day after counseling, a list of admitted candidates in each programme, to be send to the Admission Cell.**
5. The concerned Head of department is competent authority to admit the applicant as per the instructions given in the admission brochure. Instructions issued by the Admission Cell time to time uploaded on university website are applicable. The admission/counselling committee shall be responsible for verification of minimum & qualifying eligibility, age, percentage of marks/grade, caste, category, reservation, income certificate, etc. of the candidates.
6. The reservation policy of the Government of India, which is given in the admission brochure, shall be followed *mutatis-mutandis*.
7. There is 5% horizontal reservation for Physically Challenged/Differently abled persons and also 5% to widows/ wards/wives of the Armed forces personnel. Therefore, they **must be called first for admission** and, thereafter, admission shall be given to Unreserved, EWS, OBC-NCL, SC and ST category candidates respectively.
8. Admit the applicants as per category wise distubution of seats chart prepared by the Admission cell and approved by the liaison officer.
9. OBC category candidates belonging to **Creamy Layer will be treated as General candidates**. Only Non-Creamy layer candidates will get the benefit of reservation subject to production of a valid relevant document at the time of counselling.
10. Candidates having ATKT/Supplementary/Backlog etc in any semester at the time of counselling **shall not be given admission. Although, provisional admission shall be given only to those students whose result is awaited and there is no back-log in any previous available semester marksheets with the undertaking that she/he will submit the final result latest by 31st October, 2024** failing which her/his admission will stand cancelled automatically and fee paid by her/him shall stand forfeited. No representation shall be entertained at any level.

DShukla
31/6/24
समन्वयक
Coordinator



11. Candidates, who have obtained qualifying degree from this University, shall not submit Migration Certificate. The candidates who got admitted to a course in this University and submitted his/her TC and Migration Certificate in previous years also shall not submit the Migration Certificate, however, he/she will have to furnish a certificate. The students of colleges affiliated to this university will have to submit the TC provided she/he has not taken the TC and Migration certificate from the University. **The candidates who have obtained qualifying degree from other universities/institutions will have to submit Migration, etc.**
12. At the time of admission, the SC/ST/OBC-NCL/EWS applicants shall be required to submit latest and valid Income certificate issued by a competent authority. If income certificates is not latest, undertaking may be given by the applicant.

For benefit of NCC, NSS, rules are mentioned in the Admission Brochure 2024-25. The CUET-PG exam is of maximum of 300 marks.

NCC Certificate Benefit	Addition in CUET-PG Score
For NCC "A" Certificate (3%)	9
For NCC "B" Certificate (4%)	12
For NCC "C" Certificate (5%)	15

Maximum NCC certificate benefit is only 15 marks and only highest certificate is to consider.

For benefit for NSS certificate:

Two percent (2%) of total marks (MM 300) which is equal to 6 (six) be given, if he/she produces certificates for (i) attended two 10 days camp, and (ii) one National Integration camp [Both (i) and (ii) mandatory]

For benefit of PWD:

Relaxation to the extent of 5% marks in qualifying exam (score equal to 15) allowed to PWD applicants.

Calculation of Total Score:

Final score = CUET PG score + NCC score + NSS score (No weightage for sports)

13. Fee concession to the SC/ST/OBC(NCL) applicants shall be governed by the Notification issued by the University, time to time. It will be uploaded on Samarth Portal, by the IT-Cell.
14. The application for cancellation of admission & refund of fees, in the prescribed format, clearly indicate the date of receipt of application and duly complete in all respects and endorsed by the concerned HoD, shall be forwarded to the office of Director, Academic Affairs. No individual application of candidate shall be entertained.

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Coordinator
प्रवेश प्रकोष्ठ

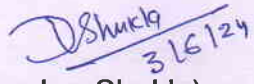
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15. If results of previous semester of qualifying exam. of 2023-24 is awaited even then the applicant of session 2023-24 is allowed to appear in counselling for provisional admission. For incompleteness of such an, undertaking be taken from the applicants to produce before a date 31-10-2024.
16. For equal score of two applicants, following shall be the criteria of deciding their mutual ranks:
 - (a) Higher in cumulative percentage of all earlier available semesters as evident in available marksheets
 - (b) If (a) equals then higher in marks in 12th standard marksheets
 - (c) If (a), (b) equals then higher in age.
17. Age restrictions for applicants in admission are mentioned in the PG-Admission Brochure 2024-25 at page 17-18.
18. No undertaking is allowed for category certificate (EWS, SC, ST, OBC-NCL, PWD, Defence). However, undertaking for not being the same in central format may be exceptionally allowed, as the case may be, giving a duration to produce the same, else in absence of such the provisional admission stands cancelled.
19. No case related to admission shall be referred to Admission Cell which is covered in the Admission Brochure 2024-25 and in these guidelines.

For other details please, refer to Admission Brochure 2024-25 and latest instructions/guidelines uploaded on university website.


(Prof. Diwakar Shukla)
Coordinator
Admission Cell 2024-25
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Coordinator
प्रवेश प्रकोष्ठ
Admission Cell
डॉ. हरीसिंह गौर विश्वविद्यालय, सागर
Dr. Harisingh Gour Vishwavidyalaya, Sagar