

Doctor Harisingh Gour Vishwavidyalaya

(A Central University)

Sagar (M.P.)

Accredited by National Assessment and Accreditation Council (NAAC) with a Grade Point of 3.04, Grade "A"

University Celebrates **Glorious 75 Years** Journey of Knowledge
Innovation and Discourse



Prospectus & Admission Brochure

(Online Registration, Offline Test and Online Counselling)
2021-22



Sir Dr. Hari Singh Gour

Sir Hari Singh Gour (26 November 1870 – 25 December 1949) was a distinguished lawyer, jurist, educationist, social reformer, poet, and novelist. Gour was the First Vice-Chancellor of the University of Delhi and Nagpur University, founder and Vice-Chancellor of the University of Sagar, Deputy President of the Central Legislative Assembly of British India, an Indian Delegate to the Joint Parliamentary Committee, a Member of the Indian Central Committee associated with the Royal Commission on the Indian Constitution (popularly known as the Simon Commission), and a Fellow of the Royal Society of Literature.



Admission Cell : 2021-22

DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)
A – Grade By UGC-NAAC



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संगठन
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Doctor Harisingh Gour Vishwavidyalaya
Sagar, Madhya Pradesh as
Accredited
with CGPA of 3.04 on four point scale
at A grade
valid up to June 24, 2020*

Date : June 25, 2015



Dasgupta
Director

BCPS/08/A&A/13

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FROM THE DESK OF VICE-CHANCELLOR

I am delighted to present to you our University and welcome you to be involved in the progress of the university as its stakeholders. I also take this opportunity to invite all those who aspire to true learning and quality education to Doctor Harisingh Gour Vishwavidyalaya, Sagar, a seat of learning established as a University of Madhya Pradesh in 1946 with a campus spread over about 1300 acres. It was upgraded to a Central University on 15th January 2009 and was accredited 'A' Grade (3.04 score) by NAAC in the third cycle in 2015.



The University offers multidisciplinary academic programmes at undergraduate, postgraduate and doctoral levels through its 11 Schools with sound infrastructure for innovative approach of teaching. The University has laboratories equipped with modern and sophisticated instruments to encourage quality research. Most of the Departments have project funds from UGC, DST, ICMR, MPCST and other national agencies. Some are also recognized centers of the UGC and DST under the DRS, PURSE and FIST programmes. Under GIAN scheme, eminent academicians are invited from abroad to acquaint the students with the latest developments in their respective fields. The implementation of CBCS (Choice Based Credit System) enables the students to have access to the latest pattern of teaching and learning. The Department of Physical Education and the Department of Fine Arts & Performing Arts provide hands-on training of the sports activities and cultural activities to the students, respectively. For an all-round development of students, sports and cultural activities are assigned to a specific time schedule in the academic calendar. Students regularly represent the University at national level competitions and win laurels to the same.

Besides the departmental libraries, the University has a Central Library with more than three lakh books and e-journals, under the INFLIBNET and DELNET programmes to facilitate the students and enable the faculty to access valuable sources of literature. The University campus is Wi-Fi enabled.

There are separate hostels within the campus for boys and girls pursuing various programmes upto doctoral level to provide a safe and congenial Gurukul like environment of learning. In addition to that, facilities like stadium, gymnasiums, sports complex, playgrounds and open-air theatre are also available to cater the extra-curricular requirements of the students.

The University has an adequate number of competent, dedicated and trained faculty members to enhance the knowledge of the students. Standards are maintained in designing and teaching the courses. The faculty is involved in developing innovative methods of teaching and learning with the help of an in-campus Educational Multi-Media Research Centre (EMMRC) under the aegis of the UGC, New Delhi and Human Resource Development Centre (HRDC) for orientating the new and refreshing the existing faculty of the University.

To create high-quality academic ambiance and to motivate and enthuse our students towards perfection in their academic endeavors, we offer meticulously designed and diverse curricula as well as optional courses at graduate, postgraduate and doctorate levels. Besides, the University has an Institute of Distance Education (IDE) enabling our students to pursue UG and PG diploma courses with regular PG/Ph. D. programmes to enhance their employability.

The University feels pride for the numerous academicians, administrators, judges, philosophers, writers, poets, critics and artists who had brought laurels to their Alma Mater in the last seven decades.

We are committed to promote academic excellence and socially relevant education in consonance with the goal to achieve contemporary standards of learning. We look for brilliant and hardworking students for fulfilling our objectives of attaining heights of excellence in the field of knowledge.

We understand that COVID-19 pandemic may have an impact on your daily life currently, and we expect your kind support during current challenging time. Please accept the best wishes for your ongoing health and wellbeing.

I invite you to join hands in the nation building.

With best wishes.

(Prof. Janak Dulari Ahi)
Vice-Chancellor

UNIVERSITY AT A GLANCE



The founder and mentor Sir Doctor Harisingh Gour desired to establish an educational institution to provide the opportunity of higher learning for a rural and deprived population of Central India. He was inspired by Cambridge and Oxford Universities as the models. The University of Saugar, later renamed as Doctor Harisingh Gour Vishwavidyalaya in February 1983, was established on July 18, 1946 by him out of his lifelong earnings. The University was the sixteenth university in the country and the first in the State of Madhya Pradesh at that time. The University was upgraded as Central University on January 15, 2009, by the Central University Act, 2009. The President of India is the Visitor of the University.

The University campus is spread over an area of about 1300 acres, surrounded by lush green forests, and is situated in the natural and eco-friendly environment. The University provides a congenial academic atmosphere to the learners to nurture their potential for excellence. There are **35** independent teaching departments in the University, some of them are recognized centers of the UGC and DST under the DRS, PURSE and FIST programmes. There are four hostels for boys and three for girls. Residential facilities are available for teachers and officials of the University. Our first Prime Minister Pt. Jawaharlal Nehru laid the 'foundation stone' of the University Library in 1952 which is named after him.

The University has adopted 'School of Study' system for promoting intra and inter school academic programmes. Eleven schools were established under the new system which offers courses ranging from Physical Sciences to Applied Sciences and Technology, Law, Business Management, Applied Geology, Pharmaceutical Sciences, Humanities, Arts & Information Science, Social Sciences, and Music & Performing Arts.

The University has well qualified and experienced faculties (www.dhsgsu.irins.org) who are continuously engaged in providing quality teaching and research to the knowledge-seeking young scholars. Some of the faculties have the experience of working in Internationally renowned educational institutes.

The Banking, Postal, Health & Sanitation and Cafeteria services are available at the University premises. There is an auditorium for indoor games and a playground for outdoor games as well as a well-equipped and furnished *Golden Jubilee Hall* with a seating capacity of 750 to facilitate the cultural and academic activities.

The University has various centers for developmental activities such as UGC- Human Resource Development Centre, Sophisticated Instrumentation Centre (SIC), Institute of Distance Education, Study centre of Indira Gandhi National Open University (IGNOU), Educational Multi-Media Research Centre (EMMRC), Teaching and Learning Centre (TLC), Remedial Coaching centre, Community College, Population Research Centre (PRC) of Ministry of Health and Family Welfare and Manuscriptology Research Centre of the Ministry of Culture, Government of India.

Academic Departments, Hostels and Libraries are well equipped with Wi-Fi through National Knowledge Network (NKN) and e-resources are accessible through Wi-Fi. The Integrated University Management Systems (IUMS) and Learning Management Systems (LMS) are available for providing all the possible online facilities.

ADMISSION TO ACADEMIC PROGRAMMES- 2021-22

Doctor Harisingh Gour Vishwavidyalaya, Sagar will conduct Entrance Examinations for admissions in its various Undergraduate, Postgraduate and Ph.D. programmes for the academic session 2021-22. Admissions in UG and PG programmes will be given to the candidates according to the merit in UGET and PGET subject to their verification of eligibility in the respective programme through online counselling.

Candidates having supplementary/ATKT/backlog in any annual/semester examination at the time of counselling shall not be granted admission. Provisional admission shall be given only to those students who have appeared in the final year/semester examination of the qualifying examination and their result is awaited. The admission of such students shall be purely provisional and they will have to submit their final result latest by **30th December 2021** failing to which their provisional admission will stand cancelled automatically and fee paid by them shall stand forfeited. No representation in this regard shall be entertained at any level. To strengthen the spirit of quality in higher education, the University reserves the right to decide the minimum cut-off marks to qualify UGET and PGET. The admission to Ph.D. Programmes will be given in accordance with UGC (Minimum Standard and Procedure for Award of M.Phil.Degrees) Regulation 2018.

If a candidate wants to apply for more than one entrance test codes, a separate application form along with separate fee has to be remitted. The candidate is advised to go through the entrance examination schedule accordingly before applying for more than one programmes to avoid overlapping of programmes in the entrance test schedule.

1.0 UNDERGRADUATE PROGRAMMES (UGET):

Minimum Eligibility Requirements:

1.1 Age requirements:

- (i) **B.A. / B.Sc. / B.Com. / B.B.A. / B.C.A./ B.Sc.B.Ed / B.A.B.Ed./B.F.A.:**

Age should not be more than 22 years in case of Unreserved (UR), EWS & OBC Categories and 27 years in case of applicants of SC, ST and PWD categories as on **31st July 2021**.

- (ii) **B.Pharm.:** The minimum age limit shall be 17 years on or before **31st July 2021**. Age should not be more than 22 years in case of Unreserved (UR), EWS & OBC Categories and 27 years in case of applicants of SC, ST and PWD categories as on **31st July 2021**.

- (iii) **B.Lib.I.Sc./B.J.** The maximum age limit shall be 30 years in case of Unreserved (UR), EWS & OBC Categories and 35 years in case of applicants of SC, ST and PWD categories as on **31st July 2021**.

- (iv) **B.A.LL.B. (Hons) (10 Semesters/5 Years):** There is no age restriction for this programme because the Hon'ble Supreme Court of India has given stay on the notification issued by the Bar Council of India prescribing the age limit for admission on 3rd March 2017. The age limit is subject to the decision of the Supreme Court or the directions of the Bar Council of India in this regard.

- (v) **LL.B. (6 Semesters/3 Years):** There is no age restriction for this programme because the Hon'ble Supreme Court of India has given stay on the notification issued by the Bar Council of India prescribing the age limit for admission on 3rd March 2017. The age limit is subject to the decision of the Supreme Court or the directions of the Bar Council of India in this regard.

- (vi.) There will be no age bar for serving defence personnels who have been permitted for study-leave except for Professional Courses.

1.2 Qualifying Examinations:

- I. **B.A./B.Com./B.B.A.(Hons.)/B.Sc./B.C.A./B.A.B.Ed.&B.Sc.B.Ed. Integrated/Bachelor of Fine Arts(B.F.A.):**
Candidates seeking admission in the above-mentioned undergraduate programmes must have passed 10+2 or equivalent examination from a recognized Board/Institution. Candidates belonging to Unreserved (UR), EWS & OBC Categories must have secured at least 45% marks in aggregate or equivalent CGPA or equivalent grade in the qualifying examination. A relaxation of 5% marks in the qualifying examination will be given to the candidates belonging to SC, ST and PWD categories in all the programmes.
- II. **B.Pharm.** –Candidates seeking admission to this Programme must have passed 10+2 or equivalent examination passed with minimum 45% marks or equivalent CGPA or equivalent Grade with English as one of the subjects and Physics, Chemistry, Mathematics/Biology. A relaxation of 5% marks in the qualifying examination will be given to the candidates belonging to SC, ST and PWD categories.
- III. **B.A.LL.B. (Hons.) (10 Semesters/5 Years):** Candidates seeking admission to this programme must have passed 10+2 or equivalent examination as a regular student from a recognized Board/Institution. Candidates belonging to Unreserved (UR), EWS and OBC-NCL categories must have secured at least 45% marks in aggregate or equivalent CGPA in the qualifying examination. A relaxation of 5% marks in the qualifying examination will be given to candidates belonging to SC and ST categories in this programme. (**Note:** The continuation of affiliation of the course by the BCI is yet under process.)
- IV. **LL.B.(6 Semesters/3 Years):** Candidates seeking admission to this programme must have passed 10+2+3 or an equivalent examination as a regular student from a recognized University or Institution. Candidates belonging to Unreserved (UR), EWS & OBC Categories must have secured at least 45% marks in aggregate or equivalent CGPA or equivalent grade in the qualifying examination. A relaxation of 5% marks in the qualifying examination will be given to candidates belonging to SC and ST categories in this programme. (**Note:** The continuation of affiliation of the course by the BCI is yet under process.)
- V. **B.J. (2 Semesters/1Year):** Candidates seeking admission to this programme must have passed 10+2+3 or equivalent examination from a recognized University or Institution. Candidates belonging to Unreserved (UR), EWS & OBC Categories must have secured at least 45% marks in aggregate or equivalent CGPA or equivalent grade in qualifying examination. A relaxation of 5% marks in the qualifying examination will be given to candidates belonging to SC, ST and PWD categories in this programme.
- VI. **B.Lib.I.Sc.:** Candidates seeking admission to this programme must have passed 10+2+3 or equivalent examination from a recognized University or Institution. Candidates belonging to Unreserved (UR), EWS & OBC Categories must have secured at least 50% marks in aggregate or equivalent CGPA or equivalent grade in the qualifying examination. A relaxation of 5% marks in the qualifying examination will be given to candidates belonging to SC, ST and PWD categories in this programme.

Note: Merit lists of the entrance examination will be prepared course-wise. There may be a single entrance Test code for more than one courses such as Test code-140 is for both B.Sc. Maths and BCA.

1.3. Distribution of Seats & Combinations of Subjects for UG Programmes:

TABLE-1: Comprehensive information- Programme/courses offered (UGET)

Courses	Entrance test Code	No. of Seats	Eligibility/ Qualification	Course Duration
B.A.	110	806	10+2 in any Discipline	6 Semesters
B.A.B.Ed.	111	63	10+2 in any Discipline	8 Semesters
Bachelor of Fine Arts (B.F.A.)	112	25	10+2 in any Discipline	8 Semesters
B. Com.	120	325	10+2 in Commerce	6 Semesters
B.B.A.(Hons.)	121	50	10+2 in any Discipline	6 Semesters
B.Sc. (Bio. Group)	130	281	10+2 in Science (Biology Group)	6 Semesters
B.Sc.B.Ed. (Bio. Group)	131	31		8 Semesters
B.Sc. (Maths Group)	140	288	10+2 (Maths Group)	6 Semesters
B.C.A.	140	75		6 Semesters
B.Sc.B.Ed. (Maths Group)	141	31		8 Semesters
B.Pharm. (Bio/Maths Groups)	142	75	10+2 in Science (Biology /Maths)	8 Semesters
B.A.LL.B. (Hons) (5 Years)	150	44	10+2 in any discipline	10 Semesters
B. Lib.I.Sc.	160	38	Graduation in any Discipline	2 Semesters
B. J.	161	25	Graduation in any Discipline	2 Semesters
LL.B. (3 Years/6 Semesters)	170	44	Graduation in any Discipline	6 Semesters

Note: University has the right to vary the seats in any of the above programmes.

Note: Two or more courses may have the same code.

Subject-wise Distribution of Seats & Combinations of Subjects for UG Programmes:

(i) B.A. [Entrance Test Code- UGET- 110] - Total Seats : 806*

A candidate has to select two subjects by choosing any one subject from the each group given below:

Sr. No.	Group A		Sr. No.	Group B	
	Subject	Seats		Subject	Seats
1.	Ancient Indian History, Culture & Archeology	75	1.	Criminology	100
2.	Anthropology	50	2.	English Literature	60
3.	Economics	140	3.	Geography	105
4.	Education	100	4.	History	130
5.	Hindi Literature	125	5.	Political Science	120
6.	Linguistics	75	6.	Sanskrit	75
7.	Mathematics*	20	7.	Sociology	150
8.	Music	40	8.	Statistics*	16
9.	Philosophy	70	9.	Yogic Science	50
10.	Psychology	61			
11.	Theatre	30			
12.	Urdu	20			
Total		806	Total		806

*Mathematics & statistics would be available to only those candidates who have passed 10+2 with Maths.

Note: The candidates who have applied for admission in B.A.B.Ed. (Code-111) and do not get admission in this course may be considered for admission in B.A.(Code-110) after the final counselling of B.A. against the vacant seats.

* Seats may vary subject to the approval of regulatory bodies wherever applicable.

(ii) Distribution of Seats in B.A. B.Ed. [Entrance Test Code-UGET-111]*

Subjects	Seats	Subjects	Seats	Subjects	Seats
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Hindi Literature	28	Geography	32	Political Science	31
English Literature	25	History	31	Economics	32
Sanskrit	10				

(iii) Details of Combinations of subjects in B.A. B.Ed.*

The students of B.A. B.Ed. (04 years integrated programme) will have opt one subject each from the following three groups of subjects.

Group-A	Hindi Literature with intake 28	English Literature with intake 25	Sanskrit Literature with intake 10	Total intake 63*
Group-B	Geography with intake 32	History with intake 31		Intake 63
Group-C	Political Science with intake 31	Economics with intake 32		Intake 63

Note: The candidates who have applied for admission in B.A. B.Ed(Code 111) and do not get admission in this course may be considered for admission in B.A. (Code 110) after the final counselling of B.A. against the vacant seats.

* Seats may vary subject to the approval regulatory bodies wherever applicable.

(iv) B.Sc. Biology Group [Entrance Test Code- UGET 130]:**Details of Combination of Subjects in B.Sc Biology Group (UGET- 130)**

(A candidate has to select any one group from the groups given below):

Groups	B.Sc. Biology Groups			Seats
A	Zoology	Forensic Science	Chemistry	37
B	Zoology	Anthropology	Chemistry	25
C	Botany	Geology	Chemistry	37
D	Botany	Zoology	Chemistry	100
E	Botany	Zoology	Anthropology	31
F	Psychology	Geography	Anthropology	26
G	Geography	Forensic Science	Anthropology	25
TOTAL SEATS				281

(v) B.Sc. Maths Group [Entrance Test Code - UGET 140]:**Details of Combination of Subjects in B.Sc Maths Group (UGET- 140)**

(A candidate has to select any one group from the groups given below):

Groups	B.Sc. Maths Groups			Seats
A	Physics	Mathematics*	Chemistry	75
B	Physics	Mathematics*	Statistics	50
C	Economics	Mathematics*	Statistics	25
D	Physics	Forensic Science	Chemistry	50
E	Physics	Mathematics*	Geology	26
F	Geology	Mathematics*	Chemistry	37
G	Geology	Geography	Chemistry	25

TOTAL SEATS	288
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*Mathematics & Statistics would be available to only those candidates who have passed 10+2 with Maths.

(vi) B.Sc.B.Ed.* (Bio Group) [Entrance Test Code- UGET- 131]

Details of Combination of Subjects in B.Sc.B.Ed. (Bio Group UGET-131)

Botany	Zoology	Chemistry	31
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(vii) B.Sc.B.Ed. (Maths Group) [Entrance Test Code- UGET- 141]

Details of Combination of Subjects in B.Sc.B.Ed. (Maths Group UGET-141)

Physics	Chemistry	Mathematics	31
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2.0 POSTGRADUATE PROGRAMMES (PGET):

Minimum Eligibility Requirements:

2.1 Age requirements:

- (i) For M.A./ M.Sc./ M.Com./ M.B.A./ M.Pharm./ M.Tech (Applied Geology)/ M.C.A./ M.P.A.(Performing arts), the maximum age limit will be **27 years** for unreserved category (UR), EWS and OBC-NCL candidates, and **32 years** for candidates belonging to SC, ST and PWD categories on **31st July 2021**.
- (ii) For M.J./ M.Lib.I.Sc./ M.Ed./LL.M./M.A. in Rural Development/ M.A./M.Sc. in Yogic Science, the maximum age limit will be **35 years** for Unreserved category (UR), EWS and OBC-NCL candidates and **40 years** for candidates belonging to SC, ST and PWD categories on **31st July 2021**.
- (iii) There will be no age bar for serving Defense Personnels who have been permitted for study leave except in the programmes for which age limit is prescribed by the regulatory bodies.

2.2 Qualifying Examination:

- (i) **M.Sc./M.A./M.Com./M.B.A./M.J./M.S.W./M.P.A. (Theatre Arts):** Candidates seeking admission to any of the above PG programmes must have passed 10+2+3 or equivalent examination (as mentioned in Table -2). Candidates belonging to Unreserved (UR), EWS and OBC-NCL categories must have secured at least 45% marks or equivalent CGPA. A relaxation of 5% marks in the qualifying examination will be given to the candidates belonging to SC, ST and PWD categories in all these programmes.
- (ii) **M.Tech. (Applied Geology):** Candidates seeking admission to this programme should have graduation with Geology as one of the subjects under 10+2+3 pattern with an aggregate of 45% marks or equivalent CGPA in the qualifying examination. A relaxation of 5 % marks in the qualifying examination will be given to the candidates belonging to SC, ST and PWD categories in this programme.
- (iii) **M.Pharm.:** Candidates seeking admission to this programme should be graduate in B. Pharm. course with 55% or equivalent CGPA and valid **GPAT/GATE** score. Relaxation of 5% marks in the qualifying examination will be given to the candidates belonging to SC/ST/PWD categories. The candidates should have registration with respective State

Pharmacy Council or should obtain the same within 2 months from the date of admission failing to which the admission shall stand automatically cancelled.

- (iv) **M.C.A.:** Candidates seeking admission to this programme should have graduation with one subject as Mathematics at 10+2 level. The candidate should have passed with at least 50% marks or equivalent CGPA in their graduation in any discipline. A relaxation of 5% marks in the qualifying examination will be given to candidates belonging to SC, ST and PWD categories (Refer Table No.2 for further detail).
- (v) **LL.M:** Candidate must have passed LL.B. 3-Years after graduation under 10+2+3 pattern or five years LL.B. under 10+2+5 pattern duly recognized by the Bar Council of India and have secured a **minimum of 50% marks** or equivalent CGPA in the LL.B. Degree. Relaxation of 5% marks in the qualifying examination will be given to the candidates belonging to SC, ST and PWD categories for the admission in this programme.
- (vi) **M.Ed.:** Candidates seeking admission to this programme should have passed B.Ed./B.A.B.Ed./ B.Sc.B.Ed/B.El.Ed./D.El.Ed with minimum 50% of marks or equivalent CGPA. As per the revised AICTE regulations 2014, a relaxation of 5% marks in the qualifying examination will be given to the candidates belonging to SC, ST and PWD categories for the admission in this programme.
- (vii) **M.Lib.I.Sc.:** Candidates seeking admission to M.Lib.I.Sc. must have secured 50% marks both in graduation as well as in B.Lib.I.Sc. Examination or equivalent CGPA. A relaxation of 5% marks in the qualifying examination will be given to candidates belonging to SC, ST and PWD categories for the admission in this programme.

Note: Rounding of Marks or percentage is not allowed. For example, 45% marks means 675 marks obtained out of 1500 marks and 40% marks means 600 marks obtained out of 1500 marks. Even 44.9% and 39.9% shall not be considered as equivalent to 45% and 40%, respectively.

2.3 Distribution of Seats in PG Programmes:

TABLE 2: COMPREHENSIVE INFORMATION- PROGRAMMES OFFERED (PGET)

S.No	Courses/Subjects	Entrance Test Code	Seats	Eligibility/ Qualification	Course Duration
1.	Ancient Indian History, Culture & Archeology (M.A.)	201	25	Graduation in any Discipline	4 Semesters
2.	Anthropology (M.A./M.Sc.)	202	25	Graduation with Anthropology/ Sociology/Life Sciences	4 Semesters
3.	Applied Geology (M.Tech.)	203	37	Graduation with Geology	6 Semesters
4.	Microbiology (M.Sc.)	204	19	Graduation in Life Science	4 Semesters
5.	Biotechnology (M.Sc.)	205	37	Graduation in Life Science	4 Semesters
6.	Botany (M.Sc.)	206	37	Graduation with Botany	4 Semesters
7.	Business Management (M.B.A.)	207	60	Graduation in any Discipline	4 Semesters
8.	Chemistry (M.Sc.)	208	62	Graduation with Chemistry	4 Semesters
9.	Commerce (M.Com.)	209	75	B.Com.	4 Semesters
10.	Computer Applications (M.C.A.)	210	50	Eligibility as per AICTE norms 2020 https://www.aicte-india.org/sites/default/files/APH	4 Semesters

				%202020_21.pdf (See AICTE HANDBOOK 20-21 Page 123)	
11.	Criminology (M.A.)	211	25	Graduation in any Discipline	4 Semesters
12.	Economics (M.A.)	212	37	Graduation with Economics/Mathematics/Commerce/Management	4 Semesters
13.	Education (M.Ed.)	213	62	B.Ed./B.A.-B.Ed./B.Sc. B.-Ed./B.El.Ed./D.El.Ed.	4 Semesters
14.	English and Other European Languages (M.A.)	214	37	Graduation in any Discipline	4 Semesters
15.	Forensic Sc.(M.Sc.)	215	25	B.Sc. (any subjects)	4 Semesters
16.	Geography (M.A./M.Sc.)	216	50	Graduation with Geography	4 Semesters
17.	Hindi (M.A.)	217	50	Graduation in any Discipline	4 Semesters
18.	History (M.A.)	218	37	Graduation in any Discipline	4 Semesters
19.	Journalism & Mass Comm.(M.A./JMC)	219	25	Graduation in any Discipline	4 Semesters
20.	Law (LL.M.)	220	37	LL.B./B.A.LL.B/B.Com.LL.B/B.Sc.LL.B./BBA. LL.B.	4 Semesters
21.	Library Sc. (M.Lib.I.Sc.)	221	19	B.Lib I.Sc.	2 Semesters
22.	Linguistics (M.A.)	222	12	Graduation in any Discipline	4 Semesters
23.	Mathematics (M.A./M.Sc.)	223	44	Graduation with Maths	4 Semesters
24.	Hindustani Music(Vocal/Tabla) (M.A.)	224	19	UG with Music/allied subject	4 Semesters
25.	Pharmaceutical Science (M.Pharm.)	225	56**	B.Pharm. with 55% or equivalent CGPA and valid GPAT/GATE Qualified Score. Registration with State Pharmacy Council	4 Semesters
26.	Philosophy (M.A.)	226	25	Graduation in any Discipline	4 Semesters
27.	Physics (M.Sc.)	227	37	Graduation with Physics	4 Semesters
28.	Political Science (M.A.)	228	25	Graduation in any Discipline	4 Semesters
	Public Administration (M.A.)	228	12	Graduation in any Discipline	4 Semesters
29.	Psychology (M.A./M.Sc.)	229	31	Graduation in any Discipline	4 Semesters
30.	Rural Development (M.A.)	230	25	Graduation in any Discipline	4 Semesters
31.	Sanskrit (M.A.)	231	25	Graduation in any Discipline	4 Semesters
32.	Sociology (M.A.)	232	25	Graduation in any Discipline	4 Semesters
33.	Urdu (M.A.)	233	12	Graduation in any Discipline	4 Semesters
34.	Yogic Science (M.A./M.Sc.)	234	31	Graduation in any Discipline	4 Semesters
35.	Zoology (M.Sc.)	235	37	Graduation with Zoology	4 Semesters
36.	Performing Arts (M.P.A.)	236	25	Graduation in any Discipline	4 Semesters
37.	Social Work (M.S.W.)	237	25	Graduation in any Discipline	4 Semesters
38.	Master of Education (M.A)	238	20	Graduation in any Discipline	4 Semesters

Note: No. of seats may vary.

**** Allocation of the seats in M.Pharm will be made as per rule among the branches of the subjects- Pharmaceutics, Pharmaceutical Chemistry, Pharmacognosy, Pharmaceutical Biotechnology and QIP.**

Note: Two courses may have the same code.

Table 2.1 PG Diploma Course Admission 2021- 22

Department of Computer Science & Applications is running P. G. Diploma Course in Big Data Analytics (PG – DBDA). Details of the course are as under:

Course Name	P. G. Diploma in Big Data Analytics (PG – DBDA)
Course Code	501
Total Seats	20 (Twenty)
Duration	One year (two semesters) programme and functional as per CBCS rules and regulation as laid down in Ordinance 22 of the University.
Reservation Policy	As per Government of India norms.

Eligibility	Graduate in Engineering or equivalent (e.g. B.E. / B. Tech. / 4-year B.Sc. Engg./ AMIE /DoEACC B-Level) in IT/Computer Science/ Electronics/ Telecommunications/ Electrical/ Instrumentation. OR Post Graduate Degree in Science or Engineering Sciences with corresponding basic degree (e.g. M. Sc. in Computer Science, IT, Electronics, Mathematics, Statistics, Physics). OR Post Graduate Degree MCA or MBA (with Science /Technical background). <i>Note: The candidates must have secured a minimum of 55% marks in their qualifying examination before admission.</i>
Admission Procedure	No entrance test. Admission on merit basis. Counseling will be offline.
Session	2021-2022
Fee	INR 3525/Semester , (Registration fee is separate Rs. 800/- for UR,EWS,OBC-NCL and for SC,ST Rs. 400/- , no fee for PWD)

Table 2.2 One Year Diploma in Advanced Course in Bioinformatics - Admission 2021- 22

Department of Zoology is running one year Diploma in Advanced Course in Bioinformatics . Details of the course are as under:

Course Name	Diploma in Advanced Course in Bioinformatics
Course Code	502
Total Seats	20 (Twenty)
Duration	One year (two semesters) programme and functional as per CBCS rules and regulation as laid down in Ordinance 22 of the University.
Reservation Policy	As per Government of India norms.
Eligibility	B.Sc.
Admission Procedure	No entrance test. Admission on merit basis. Counseling will be offline.
Session	2021-2022
Fee	INR 10,000/Semester, (Registration fee is separate Rs. 800/- for UR,EWS,OBC-NCL and for SC,ST Rs. 400/- , no fee for PWD)

3.0 GENERAL RULES FOR ADMISSION IN UG & PG PROGRAMMES:

- (i) Candidates appearing/appeared in their final year of the **qualifying examination** may also apply and appear in the Entrance Test. However, the **candidates are required to produce original marksheets of the qualifying examination at the time of the counselling** to get admission. But if they have appeared in the qualifying examination and the result of their qualifying examination is not declared till the date of their counselling, provisional admission in the course may be allowed, provided:
 - (a) Candidate must produce a certificate from the competent authority (such as Controller of Examinations, Registrar, etc.) to the effect that the candidate has appeared in the qualifying examination and the result has not yet been declared.
 - (b) Provisional admission shall be given only to those students whose final year/semester examination results are awaited. Such students will have to submit their result latest by

30th December 2021, failing which their admission will stand cancelled automatically and fee paid by him/her shall stand forfeited. No representation in this regard shall be entertained at any level. The candidate, in this case, shall have to produce the marksheets of the previous examination of that course in which his/her final result is awaited.

Note: A candidate having supplementary/backlog/ATKT in any of the annual/semester examinations at the time of counselling shall not be considered eligible for admission.

- (ii) "Aggregate percentage of marks" will not include grace marks awarded to a candidate. Similarly, marks of the additional subject (if any) for improvement of aggregate percentage/division will not be considered for admission.

Note: The percentage of marks in the aggregate shall be computed on the basis of total marks secured in all the subjects studied in the course. In case of any ambiguity/interpretational difficulties, the decision of the University shall be final.

- (iii) (a) Degrees/Certificates recognized by Association of Indian Universities (AIU) shall only be deemed as equivalent degrees/certificates.
 (b) The Distance Education Council of India, University Grants Commission are the authority to recognise the Degrees/Certificates of Distance Education. Such Candidates will be required to submit certificates from the Distance Education Council of India/IGNOU, New Delhi regarding recognition/approval of the courses. No other distance education degree will be entertained.
- (iv) **No scrutiny of the online application forms would be done before the entrance test. However, the final verification of Mark-sheets/Degrees/Category Certificates/Income Certificate, as well as the validity of Certificates, Mark-sheets of qualifying Examination and non-involvement in adopting unfair means (UFM) in any of the University Examination/Entrance Tests held earlier shall be made at the time of counselling.**
 Mere appearance in the Entrance Test does not entitle a candidate to be considered for admission to the course unless he/she fulfills the other eligibility conditions. If an applicant, who does not fulfill the minimum eligibility requirements and is inadvertently allowed to appear at the Entrance Test, he/she shall not be **entitled to use such case as a right to stake the claim** for admission at a later date saying that he/she meets the eligibility requirements.
- (v) A candidate can apply for any number of courses for which he/she is eligible, subject to the condition that the Entrance Tests are scheduled on different examination dates and different shifts i.e. one cannot appear in more than one subject/ course in one examination shift. It is advised to see the exam schedule before filling application form. No complain in this matter shall be entertained.
- (vi) **The candidate is also instructed to carefully verify the question paper along with the subject code of the subject for which he/she is appearing in the examination hall and no complaints shall be entertained in this matter when the test time is over.**
- (vii) Candidates who fill wrong/fake/irrelevant information, his/ her candidature shall be rejected.
- (viii) The candidates, who submit the forged/ fake certificates or adopts fraudulent means, shall be debarred from appearing in any subsequent Entrance Tests conducted by the University and the matter will be reported to Police.
- (ix) Candidates are only provisionally allowed to appear in the Entrance Tests. The candidate himself/herself must ensure about minimum eligibility in every respect. Any wrong claim in this regard shall not be entertained in any way.

- (x) The University reserves the right to cancel/refuse admission at any point of time if it is found that:
 - (a) Minimum eligibility requirements are not fulfilled.
 - (b) False documentation has been done or facts have been suppressed.
 - (c) Misconduct and indecent communication done by candidate.
 - (d) Irregularities are in admission of candidate.
 - (e) Any other valid reason.
- (xi) The University reserves the right to increase/decrease the number of seats.
- (xii) **The eligibility requirement for the purpose of admission mentioned in this Brochure shall be final.**
- (xiii) If any rules or regulations mentioned in the brochure stand contradictory or/and found to be mistaken, then in this case, the rules or regulations mentioned in the university ordinance will be considered final. Moreover the decision of Vice-Chancellor shall be final.
- (xiv) The candidate should see the fee structure given in the brochure before filling the application form. No representation regarding reduction of fee shall be entertained after admission and till completion of the course.
- (xv) **Online counseling fee:** The candidate has to pay online counseling fee separately for registering himself/herself on the online counseling portal whose exact amount shall be decided by the University later on. This fee will be same for all categories and will be non-refundable.

4.0 RESERVATION OF SEATS IN UG & PG PROGRAMMES:

- (i) As per Government of India rules, the benefit of reservation shall be given only to those sections which are listed in the central list published by the Government of India.
- (ii) Candidates belonging to OBC-NCL, SC, ST, **UR-Economically Weaker Section (UR-EWS)** and Person With Disability (PWD) categories will be given reservation as per the Government of India rules i.e. OBC(NCL) - 27%, SC-15%, ST-7.5%, Economically Weaker Section (EWS)-10%. For Person With Disability (PWD) candidates, 5% seats shall be reserved on horizontal basis, subject to the condition that the candidate fulfills the other minimum eligibility requirements. Submission of a certificate to this effect issued by a competent authority/Board (details are given in this Brochure) shall be mandatory at the time of counselling.

For the purpose of reservation under UR-Economically Weaker Section (UR-EWS) category, a person belongs to Economically Weaker Section whose family income is below Rs.8 Lakh in a financial year and his/her family does not own or possesses any of the following assets:

- (a) 5 acres of agricultural land and above.
 - (b) Residential flat of 1000 sq. ft. and above.
 - (c) Residential plot of 100 sq. yards and above in notified municipalities.
 - (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- (iii) In case the reserved seats remain vacant even after the second/third counselling, the seats reserved for SC/ST may be interchanged and would be filled in the last counselling. Even If the seats belonging to SC/ST category candidates remain vacant and the lists of both the SC/ST categories are exhausted on the last date of counselling, the remaining vacant seats

shall be filled by the unreserved category (UR) candidates after the elapse of the notified duration of the last counselling.

- (iv) Consideration of Reserved Category meritorious candidates as unreserved candidates- In a course, if the merit of a reserved category candidate is more than or equal to the merit of the last admitted general candidate in that course, the reserved category candidate will be treated as unreserved. Provided further that, if a meritorious reserved category candidate is admitted by relaxing the general qualifying standards (minimum eligibility requirement and /or age) which he/she would not have got by remaining under the unreserved then his/her admission shall be adjusted against the concerned reserved category quota and the consequential vacancy created in the unreserved category shall be filled up by a general category candidate in order of merit.

4.1 Certificates Required for Reserved Categories (see formats at the end)

4.1.1 Scheduled Castes / Scheduled Tribes: Each SC/ST candidate has to submit a self-attested copy of the certificate mentioning that the candidate belongs to SC/ST category. The following are empowered to issue the certificate;

- (i) District Magistrate / Additional District Magistrate / Collector/ Deputy Commissioner / Addl. Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate / Executive Magistrate/ Extra Assistant Commissioner, or
- (ii) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate, or
- (iii) Revenue Officer not below the rank of Tehsildar, or
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides, or
- (v) Administrator / Secretary to the Administrator / Development Officer (Lakshadweep Islands). Candidates must note that Certificate from any other person/authority shall not be accepted in any case. If the candidate claims to belong to SC or ST category, his/her caste/tribe must be listed in the appropriate Government of India schedule. The Caste Certificate should clearly state: (a) Name of his/her caste/tribe (b) whether he/she belongs to SC or ST (c) District and the State or Union Territory of his/her usual place of residence and (d) the appropriate Govt. of India schedule under which his/her caste/ tribe is approved by it as SC or ST.
- (vi) **As per the UGC letter No. F1-27/2009(SCT) dated 09-09-2015 and MHRD letter No.F.No.14-5/2013-SC/ST dated 13-01-2014:** Clause No.3 (i) No fees need to be charged at the time of admission from those SC/ST students who are eligible for the Post-Matric Scholarships/Top Class Scholarships. At the time of admission, they may be advised to deposit the fee to the Institute as soon as they receive the Scholarship amount. An undertaking to this effect may be taken from them at the time of admission.

4.1.2 Other Backward Classes (OBC - NCL): The candidates belonging to OBC-NCL category as listed by the Central Government, must submit the certificate issued by the competent authority. The OBC-NCL certificate should clearly mention that the candidate belongs to **Non-Creamy Layer (NCL)**. The OBC-NCL candidate will be required to produce original income certificate having validity on the date of counselling. If no validity date is mentioned in the certificate, then it should have been issued in the financial year **2021-22**.

4.1.3 Person With Disability (PWD): Visually Impaired and/ or Hearing Impaired and/or Orthopedically Handicapped (on horizontal reservation basis) candidates, have to submit a self-attested copy of Disability Certificate issued by the District Chief Medical Officer/Medical Board. The disability benefits will be given to those candidates only who have at least 40% physical impairments. The percentage of disability should be mentioned in the certificate.

Note: The candidate will have to inform the Coordinator, Admission Cell through a separate request letter at least 15 days before the examination, for a writer alongwith all the relevant certificates.

The facility of scribe/reader shall be allowed to any person with benchmark disability as defined under Section 2(r) of the RPWD Act, 2016.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the person.

In case of other categories of persons with benchmark disabilities, the provision of scribe/reader can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write the examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/Medical Superintendent of a government health care institution as per proforma at ANNEXURE –V.

The candidate is allowed to bring his own scribe the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of thier own scribe as per proforma at ANNEXURE- VI.

40 minutes compensatory time shall be provided to the candidates of Person With Disability.
(for detailed information see the UGC letter No. F.No.6-2/2013(SCT) dated January 2019)

4.1.4 UR-Economically Weaker Section (UR-EWS): The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-VII shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

4.2. Special Provisions for Admission:

4.2.1 Players (Sports Persons)

Two (02) supernumerary seats for players (Sports Quota) shall be available for each Undergraduate Programme, and **one (01)** supernumerary seat shall be available for each Postgraduate Programme. Candidates shall be nominated by the Vice-Chancellor for the sports seat(s) on the recommendation of the Games/Sports Committee.

The following conditions should be fulfilled for theeligibility for seats under sports quota:

- (i) The candidates should fulfill the minimum eligibility criteria for admission to the programme.
- (ii) The candidate should have appeared in the Entrance Test of the concerned programme and cleared the cut off marks, if any, for qualifying in the Entrance Test.
- (iii) The candidate must fulfill the participation rules/ norms of Association of Indian Universities (AIU).
- (iv) The candidate should have played National (senior/junior/sub-junior/youth school/Games Federation of India) at least up to qualifying examination or should have

secured a position in Zonal/Inter-Zonal/ Direct All India up to 4th position Inter-University Tournament of AIU games or have participated at these levels.

The merit of the qualified candidates for the admission under Sports Quota shall be decided by the Sport achievement marks awarded on the basis of certificates of achievements. Highest Sport achievement marks/ performance of a candidate will only be considered while counting the sports achievement marks.

Sport Achievement Marks in various categories are as follows:

A-National (Senior/Junior/ Youth)			B-All India/Inter-Zonal Inter-University organized by AIU			C-Zonal Inter-University organized by AIU		
Position	Team	Individual	Position	Team	Individual	Position	Team	Individual
1 st Position	30	35	1 st Position	30	35	1 st Position	15	20
2 nd Position	25	30	2 nd Position	25	30	2 nd Position	10	15
3 rd Position	20	25	3 rd Position	20	25	3 rd Position	08	10
Participation	08	08	4 th Position	15	15	4 th Position	05	08
			Vizy Trophy	10	-	Participation	03	04
			Participation	08	08			

In case of equal sports achievement points of candidates in a School, the inter-se (between or among themselves) ranking will be decided on the basis of the marks obtained in the Entrance Test. And, if the marks obtained by candidates in the Entrance Test is also equal; then the aggregate percentage of marks in the qualifying examination will be considered. If these are also equal, then the candidate senior in age will be preferred.

Note- Sports Quota candidates/sports persons must submit the hard copy of the online submitted form along with self-attested copies of relevant certificates latest by **23 September, 2021** on the address: *Admission Cell, Doctor Harisingh Gour Vishwavidyalaya, Sagar, 470003, Madhya Pradesh, India by Hand/Speed Post.*

4.2.2 N. C. C. Cadets:

The following benefits will be given on the basis of N.C.C. certificates produced by the candidates:

- Five percent (5%) of the total marks of the Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "C" certificate.
- Four percent (4%) of the total marks of the Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "B" certificate.
- Three percent (3%) of the total marks of the Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "A" certificate.
- For the candidate having more than one NCC certificates, the benefit of only the highest category of the certificate shall be permitted.

4.2.2 N. S. S. Volunteers:

Two percent (2%) of the total marks of the Entrance Test will be added to the marks obtained in the Entrance Test for those NSS volunteers who have attended two 10 days' special Camps and one National Integration Camp subject to the production of relevant NSS certificates.

4.2.3 Person With Disability (PWD)

- (i) Relaxation to the extent of 5% marks in the qualifying examinations shall be given to the PWD candidates. As specified under 1.2 and 2.2.
- (ii) Five percent (5%) of the seats in the specified programme is reserved for the Persons with Disability (PWD)/Differently abled persons on a horizontal basis.

4.2.4 Defence Services:

Five percent (5%) of the seats are reserved (Horizontal reservation) for widows/wards/wives of the Armed Forces Personnel and Ex-Servicemen (GOI MoD letter No. 3547/AS(R) 94 dated 03 Jun 1994). The admission to these reserved seats shall be as per the priorities laid down by MoD which are as under:-

- (a) Widows/wards of Defence personnel killed in action,
- (b) Wards of serving personnel and Ex-Servicemen disabled in action,
- (c) Widows/Wards of Defence personnel who died in peace time with death attributable to military service,
- (d) Wards of Defence personnel disabled in peacetime with disability attributable to military service,
- (e) Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards,
- (f) Wards of Ex-Servicemen,
- (g) Wards of serving personnel.

4.2.5 Kashmiri Migrants :

Kashmiri migrants are entitled to concessions as per the UGC and Ministry of Education guidelines.

4.2.6 Foreign Students :

- (i) Direct Admissions to Foreign Students under the DASA Scheme of the Ministry of Education shall be given on a supernumerary basis.
- (ii) Every Foreign Student shall have to undergo a medical test (including a test for AIDS) within a week from the date of admission and shall also produce the certificate of the same, and the student visa within one month of the admission. In case of failure to submit the above-mentioned documents, the admission of the candidate shall stand cancelled.

5.0 Ph.D. PROGRAMMES (PHDET)

For admission to Ph.D. programme of the academic session **2021-22**, eligible candidates may apply online through University website www.dhsgsu.ac.in/admission or <http://admissions.iumssagaruniv.com>

5.1 Minimum Eligibility Requirement:

Candidates seeking admission to the Ph.D. Programme must have a Master's degree in the concerned/relevant/allied subject with at least 55% marks in aggregate or its equivalent CGPA or equivalent Grade.

5.2 Relaxation in Minimum Qualifying Marks:

A relaxation of 5% marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to OBC-NCL/SC/ST/PWD. The eligibility marks of 55% (or an equivalent in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace marks.

5.3 Reservation:

- (i) Candidates belonging to OBC-NCL, SC, ST and PWD categories will be given reservation as per the Government of India rules i.e. OBC- NCL - 27%, SC-15%, ST-7.5%. Five percent (5%) seats are reserved within each of the categories (Unreserved, ST, SC, and OBC-NCL) for Person With Disability (PWD) candidates (on the horizontal basis), and UR-Economically Weaker Section(UR-EWS) - 10% only if the candidate fulfills the other minimum eligibility to appear in the Entrance examination. Submission of a certificate to this effect issued by a competent authority/Board shall be mandatory.

For the purpose of reservation under UR-Economically Weaker Section (UR-EWS) category, a person belongs to Economically Weaker Section (EWS) whose family income is below Rs.8 Lakh in a financial year and his/her family does not own or possesses any of the following assets:

- (e) 5 acres of agricultural land and above.
- (f) Residential flat of 1000 sq. ft. and above.
- (g) Residential plot of 100 sq. yards and above in notified municipalities.
- (h) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

- (ii) Certificate issued by competent authorities as mentioned in this brochure shall be submitted by the candidates at the time of interview.

- Candidates must note that Certificate from any other person/authority shall not be accepted in any case.
- The caste/tribe of the candidate belonging to SC, ST and OBC-NCL must be listed in the appropriate Government of India schedule. The Caste Certificate should clearly state his/her caste in the certificate.

5.4 Categories of Ph.D. Candidates:

There shall be two categories of candidates:

5.4.1 Full-time Ph.D. Candidates:

This category includes research scholars who shall pursue their research for Ph.D.degree at the University as a full-time regular scholar.

5.4.2 Part-time Ph.D. Candidates:

This category is further divided into two categories:

- (a) Part-time candidates **(Internal)**: A regular teaching staff of the University with three years of teaching experience at the time of admission shall be eligible under this category. Such candidates will be required to take study leave during the coursework.

However, if the coursework could be completed by the teacher without affecting his/her normal teaching load of the department concerned, a study-leave in such case is not required. A certificate to this effect from the Head of the Department shall be required for admission to the Ph.D. programme.

- (b) Part-time candidates **(External)**: This category includes persons working in Higher Education and Research Institutions. The candidates have to produce a sponsorship certificate from the parent institution.

5.5 Procedure of Admission:

Admission to PhD Programme shall be of the two-stage process.

5.5.1 Entrance Test:

- (i) The Entrance Test shall consist of Written Exam of 100 questions of 70 marks having 2 parts. **Part 'A'** –There will be 50 Multiple Choice Questions (MCQ) of 0.7 Marks each related to Research Methodology.
Part 'B' –There will be 50 Multiple Choice Questions (MCQ) of 0.7 Marks each related to the concerned subject.
- (ii) The qualifying marks of the Entrance Test shall be 50% of the total marks of the Entrance Test.
- (iii) A relaxation of 5% in the qualifying marks shall be granted to SC/ST and PWD candidates.
- (iv) Candidates who have qualified UGC-NET / JRF, CSIR NET / JRF shall be exempted from appearing in the Entrance Test. However, they have to apply through www.dhsgsu.ac.in or <http://admissions.iumssagaruniv.com> in up to the last date of filling of the online form.
- (v) The Teacher Fellowship/Person relating to higher educations shall also be exempted from appearing in the Entrance Test. However, they have to apply through www.dhsgsu.ac.in or <http://admissions.iumssagaruniv.com> upto the last date of filling of the online form. However they have to produced sponsorship certificate from parent institution at the time of admission.
- (vi) Appearance in the interview is mandatory for the candidates who will qualify in the Entrance Test as well as the candidates who will be exempted from the Entrance Test.

5.5.2 Interview:-

- (i) An interview of the candidates who qualify in the Entrance Test as well as the candidates who are exempted from appearing in the Entrance Test, will be conducted by the concerned Department. The candidates will be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee (DRC).
- (ii) At the time of interview/viva-voce, the Departmental Research Committee (DRC) shall consider the following aspects, viz. whether:
 - a) The candidate possesses the competence for the proposed research;
 - b) The research work can be suitably undertaken at the Department;
 - c) The proposed area of research can contribute to new/additional knowledge.
- (iii) An Interview shall be of 30 marks for other than the candidates exempted from appearing in Entrance Test and of 100 marks for the candidates exempted from appearing in the Entrance Test.
- (iv) **Preparation of Merit list for Admission to Ph.D. Programmes-**
 - (A) For candidates who are required to appear in the Entrance Test :– The merit will be prepared on the basis of marks secured in Entrance Test (70 marks) plus Interview (30 marks) i.e. out of 100 marks.
 - (B) The merit of candidates exempted for Entrance Test will be prepared on the basis of 100 marks of the interview.

Thereafter, a final combined merit list of both mentioned in [A] and [B] will be prepared on the basis of 100 marks as mentioned in [A] and [B] above, for admission to Ph.D. Programme.

Note:

- I. Ph.D. programme shall be for a minimum duration **of three years**, including course work and a maximum duration of six years.
- II. The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration.

- III. The minimum residence required shall be of 03 years including course work. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for upto 240 days.
- IV. A candidate who has been awarded a Ph.D. degree from this University, in a subject, shall not be permitted for admission in the same subject again. However, such a candidate may apply for admission in any other or interdisciplinary subject.
- V. Admission to Ph.D. programme shall be as per provisions of University Grants Commission (Minimum Standard and Procedure for Award of Ph.D. Degree Regulations 2018) and ordinance 23 (A) of this university for the session 2021-22.
- VI. If any rules or regulations mentioned in the brochure stand contradictory or/and found to be mistaken, then in this case, the rules or regulations mentioned in the university ordinance will be considered final.

5.6 Department Wise Seats for the Admission in Ph.D. Programmes:

S. No.	Courses/Subjects	Entrance Test Code	Seats
1.	Ancient Indian History, Culture & Archeology	401	03
2.	Anthropology	402	07
3.	Applied Geology	403	06
4.	Microbiology	404	03
5.	Biotechnology	405	03
6.	Botany	406	05
7.	Business Management	407	08
8.	Chemistry	408	17
9.	Commerce	409	18
10.	Computer Science & Applications	410	05
11.	Criminology	411	03
12.	Economics	412	06
13.	Education	413	12
14.	English and other European languages	414	08
15.	Forensic Science	415	07
16.	General & Applied Geography	416	11
17.	Hindi	417	11
18.	History	418	06
19.	Journalism & Mass Communication	419	04
20.	Law	420	10
21.	Library & Information Science	421	07
22.	Linguistics	422	06
23.	Mathematics & Statistics	423	15
24.	Music	424	04
25.	Pharmaceutical Science	425*	08*
26.	Philosophy	426	04
27.	Physics	427	10
28.	Political Science & Public Administration	428	06
29.	Psychology	429	04
30.	Adult Education	430	03
31.	Sanskrit	431	05
32.	Sociology & Social Work	432	08
33.	Urdu	433	02
34.	Yogic Science	434	02
35.	Zoology	435	06
36.	Fine Arts	436	02
Total			245

*Only those candidates who were admitted to M.Pharm. with valid GPAT score and fulfill the minimum eligibility requirements for the admission to Ph.D. programme will be considered for Admission in Ph.D. Programme in Pharmaceutical Sciences.

Note: The seats declared may remain vacant/unfilled due to lack of suitable candidate or due to unavailability of supervisor at the time of admission/interview. The University may increase or decrease the seats mentioned above, if needed. Department/Discipline wise reservation will be applicable while admitting the students.

6.0 ENTRANCE TEST FEE

- (i) **Fee for UGET & PGET:-** The application fee for UG and PG Entrance test is **Rs. 800/-** for Unreserved, EWS, OBC-NCL candidates and **Rs. 400/-** for SC and ST candidates and **Rs. NIL** for PWD candidates. Such candidates who take the relaxation of the fee shall be considered in that category only, subject to the submission of their caste/relevant certificate at the time of counselling. If a candidate applies for more than one programme/code (UGET & PGET) then the fee for each additional programme will be **Rs. 400** for Unreserved, EWS, OBC-NCL candidates and **Rs. 200** for SC and ST candidates and **Rs. NIL** for PWD candidates.

For Diploma courses the fee will be same (Rs.800/400/00) to be paid as Registration fee.

Note: Before applying for more than one courses and paying their fees, candidates must ensure from the test schedule (page 26) that the exam dates and shift of the courses they are applying are not overlapping/clashing with each other. It shall be the responsibility of candidate to resolve overlapping/clashing of exam dates before filling application form.

- (ii) **Fee for PHDET:-** The application fee for Ph.D. Entrance test is **Rs. 1000/-** for Unreserved, EWS, OBC-NCL and **Rs. 500/-** for SC and ST candidates and **Rs. NIL** for PWD candidates. Such candidates who take the relaxation of the fee shall be considered in that category only, subject to the submission of their caste/relevant certificate at the time of counselling. If a candidate applies for more than one programme/code (PHDET) then the fee for each additional programme will be **Rs. 500** for Unreserved, EWS, OBC-NCL candidates and **Rs. 250** for SC and ST candidates and **Rs. NIL** for PWD candidates.

Note: Before applying for more than one courses and paying their fees, candidates must ensure from the test schedule (page 26) that the exam dates and shift of the courses they are applying are not overlapping/clashing with each other.

Note: Before applying and paying fee for a Ph.D. course, a student must ensure that they have a Master's degree in the concerned/relevant/allied subject with at least 55% marks in aggregate or its equivalent CGPA or equivalent Grade otherwise his/her claim for Ph.D. shall be rejected.

Bank draft and cheque will not be accepted.

Entrance Test Fee is Non-refundable.

Entrance Test Fee once paid shall neither be refunded or transferred to another course nor it will be reserved for subsequent years in any case.

7.0 INSTRUCTIONS FOR ONLINE FILLING OF APPLICATION

Candidates must ensure that they possess the following in hand objects before filling the online application:

1. A valid e-mail ID for filling up the Application form.
2. A Mobile Number for filling up the Application form.
3. A recent passport size coloured photograph (for scanning and uploading in "JPEG" format only. File size of the scanned photograph should be between 25-100KB).
4. Your signature using **Blue/Black** pen on a white sheet (for scanning and uploading in " JPEG" format only. File size of the scanned signature should be between 25-50KB).
5. Access to an online payment facility/service such as: Net Banking/Credit card/ATM-cum-Debit card etc.

Steps to be followed for filling up the online application form:

Step 1

Visit University website www.dhsgsu.ac.in then go to quick link <http://admissions.iumssagaruniv.com>

- To fill the online application form for entrance test candidate should be registered him/herself on

university website www.dhsgsu.ac.in or at <http://admissions.iuissagaruniv.com>

- After receiving the user name and password on his/her registered mobile no. / email ID, he/she can fill the application form through the login given on the same website.
- A new window will appears

Application for Admission/Entrance Test 2021-22

Step 2

Click on Online Admission Form:

Window for Admission/Entrance Test 2021-22 will appear

Select the Course UG/PG/Ph.D. as per your interest. Read the instructions carefully then

Click on

Application for admission/Entrance Test 2021-22 will appear.

Step 3

Fill the details carefully:

- Date of Birth, Name, Personal Mobile Number, e-mail Id for receiving e-mails & SMS.
- Give your Gender, Date of Birth and Select your Category (SC/ST/OBC/OBC-NCL/PWD)
- Upload Passport Size Photograph (25-100KB) and signature (25-50 KB) by choosing the suitable file.

Check All the particulars carefully then submit the form

- Fill the and click

An application form will be generated on the monitor with filled details, photograph and application number

- Submit the declaration and then Click on

Step 4

- Select your payment gateway through Net Banking/ATM-cum-Debit Card/Credit Cards, etc. After payment, an application receipt will be generated.
- The Monitor ready copy of the application form will be displayed
Students can check and take a print out of their payment receipts by entering the Login Id and Password.

Step 5

- Keep two hard copies of the Application form and receipt with you.

All the other Information will be available on the University Website: www.dhsgsu.ac.in/admission

IMAGE OF SAMPLE COPIES OF THE ONLINE ADMISSION FORM AND MONITOR READY FORMAT FOR CANDIDATE REGISTRATION STEPS


Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
 (A Central University Accredited with 'A' Grade by UGC-NAAC)



1. Fill the Personal Details



2. Fill the Qualification Details



3. Apply Programme(s)



4. Pay the Examination Fee

 **Candidate Registration**

Simple Steps to apply online

- ✓ **Step 1**
Fill the Personal Details
- ✓ **Step 2**
Fill the Qualification Details
- ✓ **Step 3**
Apply Programme(s)
- ✓ **Step 4**
Pay the Examination Fee

 **New Registration**

 **Registered Candidate Login**

 6 + 19 =

Prove you are a human

 **Sign In**

[I can't access my account!!](#)

To Protect Your Privacy Remember to logout.

Registration is necessary for first time users who wish to apply for admission. Contact Time: 10:00 A.M. To 5:30 P.M. Phone No. 1233122


Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
 (A Central University Accredited with 'A' Grade by UGC-NAAC)

Student Registration

Academic Session:* 2019-2020 ▼ Applying for Programme Group:* ☐ [P.G.](#) ☐ [Ph.d./ M.Phil](#) ☐ [Under Graduate](#)

Student's Name:* Select ▼

Mobile No.:* Mobile No ▼ Email Id:* Email Id

Mobile no must be 10 digits

Gender:* Select Gender ▼ Date of Birth:* DD/MM/YYYY

Father's Name: Father's Name Mother's Name: Mother's Name

Caste Category:* Select Caste Category ▼

 14 + 8 =

Prove you are a human

 **REGISTER**

RESET

 **GO TO LOGIN**

IMAGE OF SAMPLE COPIES OF THE ONLINE ADMISSION FORM AND MONITOR READY FORMAT OF THE APPLICATION FOR



Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
(A Central University)

Application for Post Graduate(P.G.) Entrance Test 2021-2022

Transaction details				 QR-Code (Scan to verify)					
Registration Number :	SGU2122070204								
Payment Mode:	ONLINE	Transaction ref.:	1628848245860						
Application Fee(Rs.):	1.00	Payment Status:	Success						
Late Fee		Total Amount(Rs.):	1.00						
Center Preferences									
Test Center Preference 1	Damoh		Test Center Preference 2	Sagar					
Personal Details :-									
Candidate's Name : (As appears in qualifying Degree marksheet) :			Mr. TEST ON ELE RAHUL						
Date of Birth :	1 Aug 2000	Age :	(20 Years 11 Months 30 Days) as on 31 Jul 2021						
Father's Name :	P.N. Gupta	Mother's Name :	G.N. Gupta						
Email :	jhgkqfvgck@gmail.com	Gender :	Male						
Mobile :	0990909090	Aadhar Card No :	5746364636366363						
Caste Category :	Other Backward Class-NonCreamy Layer/OBC-NCL	NSS :	Yes						
NCC :	Yes	Sports Person :	No						
Defence Personnel Quota :	Yes	Single Girl Child :	No						
Physically Challenged : No									
Local Corresponding Address:	400/988 Gopal Gurj, Sagar, Sagar, 470001, Madhya Pradesh								
Permanent Corresponding Address:	2A/101 Swaroop Nagar, K.D.A. Colony, Arya Nagar, Kanpur, Kanpur Nagar, 208002, Uttar Pradesh								
Family Income:	900000000000								
Qualification Details :									
S.No.	Exam Passed	Degree/Course Name/Stream	Examination Board/University	RollNo	State	Course Mode	Result Status	Year of Passing	Percentage
1	HSSC(10+2)	12th	Nagpur Board	y5575757 5575757	Chhattisgarh	Regular	Passed	2010	90
2	SSC(10th)	10th	CBSC Board	1097055	Dadra and Nagar Haveli	Regular	Passed	2008	89
3	Under Graduate	B.Com.	Goa University	Y208t589 696	GOA	Regular	Appeared		
Applied Course Details:									
Sr.No	Programme	Applied Course Name	Fee Amount (INR.)						
1	Post Graduate(P.G.)	Commerce (M.Com.) (209)	1.00						
Declaration:		I solemnly declare that the information provided above by me is true to the best of my knowledge. I fully understand that any false information/enclosures shall lead to the cancellation of my candidature/admission. I have read the Admission Brochure carefully and abide by the rules and regulations mentioned therein. I agree with the online counseling and I agree with the fee structure of the desired course as in the Brochure. If qualified, I shall pay the online counseling fee separately as decided by the university.							

Important notes:

Signature of the Candidate

1. Candidate shall download one copy of filled application form which shall have to be produced at the time of counselling.
2. Candidate shall download their Entrance Test Admit Cards from the University website.

8.0 SCHEDULE OF ENTRANCE TEST* 2021-2022

Date	Shift	Undergraduate Programme (UGET)	Postgraduate Programme (PGET) / PHDET Programme
Day 1 (Date to be announced later)	9-11 AM	Code 140 – B.Sc. (Maths Gr.) / BCA, Code 161 - B. J.	<i>Anthropology (402), Applied Geology (403), Forensic Sci. (415), Geography (416), History (418), Pharmaceutical Sciences (425), Physics (427), Political Science (428), Hindi (417), Library & Information Science (421), Fine Arts (436)</i>
Day 1 (Date to be announced later)	2-4 PM	Code 141 – B.Sc.-B.Ed. (Maths Gr.)	<i>Computer Application-MCA (210), Education-M.Ed.(213), Criminology (211), History (218), M.Lib.I.Sc.(221), Physics (227), Zoology (235)</i>
Day 2 (Date to be announced later)	9-11 AM	Code 142 – B.Pharm. (Bio/Maths Group), Code 160 - B. Lib.I. Sc.	<i>AIH (401), Botany (406), Chemistry (408), Commerce (409), Criminology (411), English (414), Yogic Science (434), Zoology (435), Education (413), Journalism & Mass Communication (419), Law (420), Psychology (429), Adult Education (430), Sanskrit (431)</i>
Day 2 (Date to be announced later)	2-4 PM	Code 130 – B.Sc. (Bio. Group)	<i>Biotechnology (205), Business Management-MBA (207), Geography (216), Journalism & Mass Comm. (219), Mathematics (223)</i>
Day 3 (Date to be announced later)	9-11 AM	Code 131 – B.Sc.-B.Ed. (Bio. Group), Code- 121- B.B.A. (Hons.)	<i>Chemistry (208), English (214), Pharmacy (225), Psychology (229), Sociology (232)</i>
Day 3 (Date to be announced later)	2-4 PM	Code -120 - B.Com., Code – 170 LL.B. (3 Years)	<i>MBA (407), Computer Application (410), Economics (412), Mathematics (423), Philosophy (426), Sociology (432), Microbiology (404), Biotechnology (405), Linguistics (422), Music (424), Urdu (433).Education-MA(238)</i>
Day 4 (Date to be announced later)	9-11 AM	Code 110 - B.A.	<i>Ancient Indian History, Culture & Archeology (201),YogicSc.(234),Linguistics(222), Philosophy(226),Sanskrit(231), Urdu(233), Performing Arts(236),Social work (237)</i>
Day 4 (Date to be announced later)	2-4 PM	Code 111 - B.A.- B.Ed.	<i>Botany (206), Commerce (209), Forensic Sc. (215), Music (224), Political Sci. & Public Admn.(228)</i>
Day 5 (Date to be announced later)	9-11 AM	Code 112- B.F.A. Code-150 B.A.LL.B. (Hons.)	<i>Applied Geology (203), Microbiology (204), Economics (212), Hindi (217), LL.M. (220), Anthropology (202),Rural development (230)</i>

* Scheduled Dates (if any) may change due to prevailing situation of pandemic COVID-19.). Candidate should see group of subjects as mentioned above whose exam will be on the same day. Apply accordingly, overlapping of subject exam schedule will not be the responsibility of university.

9.0 IMPORTANT DATES*

1.	Submission of Online Application through the website www.dhsgsu.ac.in or http://admissions.iumssagaruniv.com .	20 August, 2021 to 09 September, 2021
2.	Editing in the Application Form by the candidate: (No change shall be made in Name of the Candidate, his/her Father's & Mother's name, and Caste / PWD Category)	15-17 September, 2021
3.	Only Sports Quota candidates/Sports persons must submit the hard copy of online submitted form along with self-attested copies of relevant certificates, latest by-* Address: Admission Cell, Doctor Harisingh Gour Vishwavidyalaya, Sagar 470003, by Hand/Speed Post.	To be announced later*
4.	Dates of Entrance Test	To be announced later*
5.	Display of Answer Key on the University Website	To be announced later*
6.	Last Date of the submission of Grievances regarding Questions and Answers may be submitted by email to admissiongrievance@dhsgsu.edu.in	To be announced later*
7.	Tentative date of announcement of results of the Entrance Test. Note: Results will be made available only on University Website www.dhsgsu.ac.in	To be announced later*
8.	Online counselling portal Registration and Document uploading	To be announced later*
9.	Document Verification	To be announced later*
10.	Release of admission list	To be announced later*
11.	Schedule of remaining activities will be announced later if any	

***In view of COVID-19 pandemic the schedule may be changed, if required. Applicants are requested to visit the University website (www.dhsgsu.ac.in) regularly for the latest updates or contact Coordinator, Admission Cell.**

Note:

- (i) Admit Card and Counselling Letter will be uploaded on the University website and will not be dispatched by post. The eligible candidate should obtain the information from the University Website: www.dhsgsu.ac.in or <http://admissions.iumssagaruniv.com>. Admit Card will be available on the website.

- (ii) Second counselling will be held subject to the availability of vacant seats in the respective departments.
- (iii) No complaint regarding the questions and answers shall be entertained after the last date of submission of grievances about Question & Answer Key.
- (iv) The candidates who have been declared qualified in Ph.D. Entrance Test and the candidates exempted from appearing in the entrance test shall be required to contact concerned departments for Ph.D. admission interview/viva-voce.
- (v) A candidate seeking admission under sports quota needs to submit his/her sports certificate along with application form, failing which he/she will not be considered for admission against sports quota.
- (vi) Wherever the number of applications are less, admission may be on merit basis as decided by the university.
- (vii) No representation regarding reduction of fee of shall be entertained.
- (viii) University reserves right to cancel the admission.

10.0 ENTRANCE TEST CENTRES

The University will conduct **Entrance Test -2021 at 16 centres** in different parts of the country, (the list is given below). The candidates have to give two Test centre preferences amongst the given centres. The University reserves the right to change or allot another centre to the candidate in case any centre is dropped due to insufficient applicants or for any other reason. The entrance examination will be held at the following proposed centres:

List of Entrance Test Centres with Codes					
Centre Code	Name of the Centre	Centre Code	Name of the Centre	Centre Code	Name of the Centre
01	Allahabad	07	Indore	13	Ranchi
02	Bhopal	08	Jabalpur	14	Rewa
03	Bhubaneshwar	09	Jhansi	15	Tikamgarh
04	Bilaspur	10	Kolkata	16	Sagar
05	Chhatarpur	11	Nagpur		
06	Damoh	12	New Delhi		

Note: If the number of students is less than 200 at any centre, the University may shift the candidates to the nearest centre. Moreover due to unwanted situations (Covid-19 or others) the centres may be changed.

11.0 ADMIT CARD

The candidate has to download his/her ADMIT CARD Online (www.dhsgsu.ac.in) or (<http://admissions.iumssagaruniv.com>). **Admit Card shall not be sent by post.** The downloaded admit card will bear the relevant information namely, Name of the Candidate, Father's name, Roll No., Name of the test Centre, photograph, signature, date of birth, address, subject and subject code(s) for appearing in the Entrance Test.

11.1 Identity Verification: At the examination hall, the admit card should be presented to the invigilators for verification. The candidate's identity will be verified with respect to his/her details on the admit card and the centre verification record. If the identity is in doubt, the candidate will not be allowed to appear in the examination. The authorities may, at their discretion, permit the candidate to appear for the examination after completing formalities

and taking the thumb impression. No extra time will be allowed for these formalities to be completed. Any impersonation will lead to disqualification.

- The candidates are advised to keep the admit cards carefully with them as it would also be required at the time of counselling.
- The candidate should carefully examine the Admit Card and all the entries made therein. In case of any discrepancy, the candidate should inform immediately to the admission cell.
- Candidates should keep the Admit Card upto the registration stage.

11.2 Other Information:

- (i) Schedule of Tests has been given in the admission brochure. Updated detail can be obtained by visiting the University website (www.dhsgsu.ac.in) regularly.
- (ii) No candidate shall be allowed to appear in the Test without a valid Admit Card.
- (iii) In case of any ambiguity/doubt, the candidates may contact Centre Observer/Centre Superintendent at the test center himself/herself. The decision of the Center Observer shall be taken as final.
- (iv) In all matters relating to Entrance Test and admission to respective courses, the decision of the University shall be final.
- (v) Candidate must visit the **University website regularly** for all updates.
- (vi) In case, any dispute arises regarding the Entrance Test and admissions, only the Civil Court, Sagar or High Court of Madhya Pradesh at Jabalpur will have the jurisdiction.

12.0 REJECTION OF APPLICATION FORM

The following are the grounds for rejection of application and candidature:-

- (i) The absence of the **photograph/signature** of the candidate at the appropriate places in the application form.
- (ii) Providing wrong information in the application form and/or the tempering in supporting documents.
- (iii) If, at any stage, it is found that the applicant is not eligible for admission to a course under University rules, his/her candidature will automatically stand cancelled.
- (iv) If the candidate does not fulfill all the requirements for admission, the candidature of the applicant is liable to be cancelled at any time, even after admission.

Note: Marksheet, Transfer Certificate / Migration certificate will be required at the time of counselling and final admission. The last date for documents submission of marksheet of final examination of those candidates who are provisionally/ conditionally admitted is **30th December, 2021.**

13.0 SYLLABUS & STRUCTURE OF ENTRANCE TEST QUESTION PAPER

There shall be one paper of 120 minutes (2 Hrs) duration carrying 200 marks and be containing 100 multiple-choice questions based on 10+2 or equivalent for **UGET** as per **CBSE** syllabus. There will be common tests for some courses in **UGET** such as 140 (B.Sc./B.C.A.).

For **PGET**, there shall be one paper of 120 minutes (2 Hrs) duration carrying 200 marks containing 100 multiple-choice questions based on 10+2+3 or equivalent.

13.1 Undergraduate (UGET)

13.1.1 UGET- Code 110: B.A- (6 Sem.) / Code 111: B.A.B.Ed. (8 Sem.) and Code -112: B.F.A. (8 Sem.)

The question paper shall comprise questions on History, Geography, Political Science, Social Studies and Economics. The paper may include some questions on General Awareness, General Mental Ability, Numerical Ability and Comprehension. The standard of the test will be of

10+2 Examination or equivalent. The detailed syllabus is available on the University website.

13.1.2 (a) UGET- Code 120: B.Com. (6 Semesters)

The questions shall be based on Accounting, Business Studies, Economics, Statistics, Business Math etc. The standard of the test will be of 10+2 Examination or equivalent. The detailed syllabus is available on the University website.

13.1.2 (b) UGET- Code 121: B.B.A. (Hons.)(6 Semesters)

The questions shall be based on Basic English, General Knowledge, Quantitative Aptitude, Logical Abilities and Reasoning. The standard of the test will be of 10+2 Examination or equivalent. The detailed syllabus is available on the University website.

13.1.3 UGET- Code 130: B.Sc. (Bio.) (6 Sem.) / Code 131: B.Sc.B.Ed. (8 Sem.)

The questions will be of 10+2 examination or equivalent level for science students. The questions shall be based on **Physics, Chemistry and Biology** along with General Awareness, Numerical and quantitative ability, mental ability and Computer. The detailed syllabus is available on the University website.

13.1.4 UGET- Code 140: B.Sc.Maths (6 Sem.) / B.C.A./Code 141: B.Sc.B.Ed (8 Sem.)

The questions will be of 10+2 examination or equivalent level for science students. The questions shall be based on **Physics, Chemistry and Mathematics** alongwith General Awareness, Numerical and quantitative ability, mental ability and Computer. The detailed syllabus is available on the University website.

13.1.5 UGET- Code 142: B.Pharma. (8 Sem.)

The questions will be of 10+2 examination or equivalent level for science students. The questions shall be based on **Physics, Chemistry, Botany, Zoology and Mathematics. The question paper shall be divided into three sections - A, B, and C. Section-A is compulsory for both Bio and Maths groups. Section-B is only for Bio group and Section-C is only for Maths group.** The detailed syllabus is available on the University website.

13.1.6 UGET- Code 150: B.A.LL.B. (Hons.) (10 Sem.)

The questions shall be of 10+2 standard. This may include General Hindi and English language proficiency and General Knowledge relating to History of India, Indian Culture, Geography, Indian polity, Current National issues and topics of social relevance, Indian Economy, International Affairs, Science and Technology, Communication and space. The detailed syllabus is available on the University website.

13.1.7 (a) UGET- Code 160: B.Lib.I.Sc.(2 Sem.)

The question paper shall comprise questions on General Knowledge, Current Affairs, Library Oriented General Knowledge and Aptitude, and Reasoning Ability. The standard of the test will be of 10+2+3 Examination or equivalent. The detailed syllabus is available on the University website.

13.1.7 (b) UGET- Code 161: B.J.(2 Sem.)

The question paper shall comprise questions on History, Geography, Political Science, Social Studies and Economics. The paper may include some questions on General Awareness, General Mental Ability, Numerical Ability and Comprehension. The standard of the test will be of 10+2+3 Examination or equivalent. The detailed syllabus is available on the University website.

13.1.8 UGET- Code 170: L.L.B. (6 Sem./ 3 yrs.)

The questions shall be of 10+2+3 standard. This may include General Hindi and English language proficiency and General Knowledge relating to History of India, Indian Culture, Geography, Indian polity, Current National issues and topics of social relevance, Indian Economy, International Affairs, Science and Technology, Communication and space. The detailed syllabus is available on the University website.

13.2 Postgraduate (PGET)

In all PGET, the questions will be of Graduation level(10+2+3) of the **relevant subject**.

The detailed syllabus is available on the University website.

13.2 Ph. D. Programme (PHDET)

The Entrance Test shall consist Written Exam of 100 questions of 70 marks having 2 parts. Part 'A' –will consist of 50 Multiple Choice Questions (MCQ) of 0.7 Marks each related to Research Methodology and Part 'B' consists of 50 Multiple Choice Questions (MCQ) of 0.7 Marks each related to the concerned subject. Those candidates who have qualified in the Entrance Test will be called for Interview which is of 30 Marks and is mandatory. The detailed syllabi of the various Ph.D. programmes are also available on the University website. The candidates who are exempted from the entrance test will be called for interview which is of 100 marks and is mandatory.

14.0 METHOD OF ANSWERING IN THE ENTRANCE TEST

- (i) A Question Booklet containing the questions and a separate Answer Sheet (OMR) shall be provided to the candidate at the beginning of the Test.
- (ii) The candidate, within 05 minutes of the issue of the Question Booklet, shall check the Question Booklet to ensure that it contains all the pages in the correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent/Invigilators to obtain another Question Booklet.
- (iii) The candidate is required to write his/her Roll Number, Question Booklet No. at the appropriate places provided in the answer sheet by Ball Point pen only. In addition, he/she is also required to fill up Roll Number in the space provided at the bottom of the answer sheet by darkening the appropriate circles by **Black/ Blue Ball Point pen** only.
- (iv) The candidate is required to write in **Black/ Blue Ball Point pen** only, his/her Roll number and Serial Number of Answer Sheet at the appropriate places on the cover page of the Question Booklet.
- (v) Each question shall be followed by **four alternative answers**. The candidate is required to identify the one which he/she feels to be the correct answer and record/mark the answer by darkening the appropriate circle in the answer sheet by Black/Blue Ball Point pen only, as will also be mentioned in the guidelines given on the first page of the Question Booklet. For example, if out of 4 alternatives (A) (B) (C) & (D) given against question No. 15 and the candidate identifies (B) as the correct answer, he/she is required to darken the circle 'B' only in the Answer Sheet as given below:

Q. No. 15 
 A B C D

- (vi) The answer will be treated as incorrect if more than one circle is darkened or a circle is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark and half-filled circle or marks outside the circle shall not be evaluated.
- (vii) If any question is not attempted, the candidate is required to leave all the circles against that question as blank. Such an answer will be awarded zero marks.
- (viii) Inner cover page of the Question Booklet or the blank space/page at the end of Question Booklet may be used for rough work. No blank paper will be provided to be used for rough work.
- (ix) No page of the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Entrance Test.
- (x) An OMR Answer Sheet will be evaluated by special devices; therefore, enough care should be taken by the candidates.

- (xi) At the end of the test, the candidate has to handover or return marked OMR Answer Sheet to the invigilator before leaving the examination hall.

Note: Pencil should not be used for answering the question paper at any stage.

15.0 IMPORTANT INSTRUCTIONS FOR ENTRANCE TEST

- (i) The Candidate must carry his/her Admit Card (Downloaded from our website) for the concerned Entrance Test. He/she must occupy only his/her allotted seat as per his/her Roll Number in the seating arrangement made for the concerned Test, by the centre superintendent.
- (ii) No Candidate will be allowed entry in the Examination Hall after 30 minutes of the start/beginning of the Entrance Test.
- (iii) The candidate may be allowed to leave the test centre after an hour of the start of the entrance test.
- (iv) At the end of the test, the candidate has to **hand over/return marked OMR answer sheet**.
- (v) There is no provision to provide or permit a 'writer' in the Entrance Test except for blind candidates, who will be provided 'writers' on request in consultation with and permission of the admission cell.
- (vi) **Calculators/watch calculators, electronic diary, pager, mobile phones, earphones, alarm clock, digital watches with memory, slide rule, etc.** are not allowed in the examination hall. Also, carrying of weapons, firearms, tools (including licensed ones) which can be used as lethal weapons, are not allowed in the examination hall.

Note: Mobile phones and other electronic gadgets are strictly prohibited in the examination hall

- (vii) The Entrance Test of a candidate shall be cancelled in case relevant or irrelevant resource material or loose paper found to form the possession of a candidate or lying on or around his/her seat. Possession of any unauthorized instrument/equipment as mentioned in para (vi) above document/paper/information materials or any resource materials, communication of information, written or verbal or exchange of Question Booklet/Answer Sheets to and from any other person during the Test and any other malpractice amounting to obtaining an undue advantage, **writing anything in the Admit Card** in the examination hall will be treated as the use of unfair means. Any alteration or correction in the entries made by a candidate in Question Booklet and OMR Sheet without verification by the invigilator concerned is not permitted. Signature made at the time of Entrance Test with that already done at the time of filling of Application Form, by the candidate and photograph, will be matched by the invigilator.
- (viii) The Entrance Examination of a candidate shall be cancelled and the candidate shall be debarred from future Entrance Tests in case a candidate is found indulged in tampering to the Admit Card or the photograph, face not resembling with the photograph on the Admit Card, not occupying the allotted seat, tampering/disturbing the seating arrangements, smuggling-out or smuggling-in Question Booklet in part or in full, or test material, or any resource material connected with the Test. Making any attempt to influence the University authorities directly or indirectly, disturbing or trying to disturb the Entrance Test, shouting of slogans or creating an unruly scene at the examination hall/examination centre.

Note: The detailed syllabus for question paper of all the courses (UG, PG and Ph.D) are available on the University website.

- (ix) **Impersonation is a legally punishable offence.** The candidate's identity will be verified

with respect to his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the Test. The authorities may, at their discretion, provisionally permit the candidate to appear in the Test after completing formalities including taking of thumb impression/several signatures for further verification. No extra time will be granted for these formalities to be completed.

A person found to impersonate a candidate shall be handed over to the Police under an FIR lodged by the University. The candidate in reference shall be debarred from future Entrance Tests of the University.

- (x) The candidate must ensure that he/she is qualified to appear in the Entrance Test. **If it is detected at any stage** that he/she does not fulfill the minimum qualification, or there was something against the candidate which would have prevented him/her from being admitted in the concerned subject/course, or the candidate has provided false information or no information about his/her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered and his admission, if already made, shall be cancelled at any stage and he/she shall also be debarred from appearing in any of the future Entrance Test of the University.
- (xi) Nobody other than the authorized personnel of University is permitted to move around the Test centre/ Venue. Any unauthorized person loitering around within 200 meters of the examination centre shall be handed over to the police.
- (xii) **Scrutiny/revaluation of OMR answer sheet of UGET / PGET/PHDET will not be allowed in any case at any stage.**
- (xiii) The candidate shall be bound by the Central Universities Act, 2009 and Statutes / Ordinances/Rules and Regulations of the University framed from time to time.
- (xiv) Any litigation in respect of the Entrance Test shall be subject to the jurisdiction of the local Court of Sagar and/or Hon'ble High Court of Judicature at Jabalpur only.
- (xv) If there is any difference in the contents of English and Hindi versions of question booklets, English version shall be final.
- (xvi) Candidates may submit grievances regarding questions and answers **as per date mentioned in table 9.0 or mentioned on website time to time**. No complaint shall be entertained regarding questions and answers after this mentioned date.
- (xvii) There will be No Negative marking in the Entrance Test.

16.0 RESULTS OF ENTRANCE TEST

The results of various programmes will be available on the University website. The results will be prepared by resolving the grievances regarding the questions and answers submitted by the candidates within time. After that, no grievances shall be entertained regarding the results. University reserves the right to prescribe/modify the minimum qualifying marks of these Entrance Tests of different courses/subjects/programmes before counselling.

17.0 ADMISSION PROCEDURE & COUNSELLING (ONLINE)

- (i) The courses/programmes available in the University are listed in Table 1 and 2. Updated information regarding the subject in the UG courses will be made available on the website at the time of counselling. The details of the online counselling and admission procedure, category-wise cut-off list, schedule and dates, will be put on the University website from time to time. The candidate will have to download the counselling letter and bring it at the time of counselling if offline.
- (ii) The admission process will begin soon after the declaration of results of the Entrance Test. The Central Admission Committee will evolve and adopt the appropriate method of counselling followed by on the spot allocation of seats, subject combination as per the seats available in that subject group combination (if any) strictly according to merit index. The

candidates shall produce (or upload) all original documents such as High School Marks-sheet and Age Certificate, Income Certificate, Caste Certificate, Intermediate 10+2+3 marks-sheet & degree Certificate of Reservation, Transfer Certificate, Migration Certificate (if issued by the Board) and Admit card of respective Entrance Test required at the time of counselling (offline), failing to which their admission shall not be considered (unless permitted otherwise).

- (iii) It is mandatory to produce original certificates regarding Age, Caste, eligibility and income on the date given by Dean, Academic Affairs/Admission Committee. The candidates should pay the required fee on or within the prescribed date. If a candidate fails to deposit the fees as directed his /her claim for admission shall stand cancelled.
- (iv) A candidate will be admitted to a course/programme only when he/she satisfies all the eligibility requirements, appears in the UGET/PGET/PHDET, qualifies in the Entrance Test, gets shortlisted in merit and completes all the formalities required for admission in the course. The admissions shall be made strictly based on the merit index in the UGET/ PGET/ except PHDET, where the admission will be given on the basis of merit of interview and availability of seats in the course, as per the rules are given in this Information brochure and rules framed by the University from time to time.
- (v) **Refund of Fees:** As per University Grants Commission (UGC) Notification on Remittance and Refund of Fees and other student-centric issues issued on October 2018, if a student chooses to withdraw from the programme of study in which he/she is admitted will be entitled to the refund of fees remitted by him/her as follows:-

S.No.	Percentage of Refund of Aggregate Fees	Point of time when notice of withdrawal of admission is served in the University by the student
(1)	100%	15 days or more before the formally notified last date of admission.
(2)	90%	Less than 15 days before the formally notified last date of admission.
(2)	80%	15 days or less after the formally notified last date of admission.
(3)	50%	30 days or less but more than 15 days, after formally notified last date of admission.
(4)	00%	More than 30 days after formally notified last date of admission.

* (Inclusive of course fees and non-tuition fees, but exclusive of caution money and security deposit).

- The last date of admission shall be the last date of second counselling.
- No fee shall be refunded where the admission is taken in the special counselling, if any.
- The date of submission of an application for the refund of fees by hand or the date of dispatch by post by the student to the Office of the concerned Head/Dean of the Department/school shall be counted as the crucial date for refunding the fees.

Note: Application format for the cancellation of admission and refund of fees is given at the end of this brochure.

- (vi) If the results of the qualifying examinations are not declared till the date of their counselling, the candidates who are called for counselling for a programme, may be allowed to take provisional admission after submitting an undertaking and permission of Dean to this effect subject to production of a certificate from the competent Authority (such as Controller of Examination, Registrar, etc.) to the effect that the candidate has appeared in the qualifying examination and result has not yet been declared. The candidate shall give an undertaking that he/she will submit the mark-sheet of the qualifying examination on or before the date given for the purpose. If he/she fails to submit the original mark-sheet on this date, the

provisional admission in the course shall automatically stand cancelled. The candidate will not be entitled to claim the refund of fees paid for the provisional admission. Moreover, if his/her aggregate percentage of marks in the qualifying examination is below the stipulated minimum percentage of aggregate marks, his/her provisional admission will also stand automatically cancelled and the candidate shall not be entitled to claim of any fee refund.

- (vii) Following important points will also be considered while admitting the students in the University:
- a) The permitted subject combination for the B.Sc. Biology & Maths groups, B.Sc.B.Ed. and B.A. & B.A.B.Ed. shall be decided as per the University school scheme, at the time of counselling.
 - b) The candidate punished by the institution will not be considered for admission in any course/programme.
- (viii) *In case two or more candidates securing equal marks in the entrance test, the admission will be given to the candidate as follows (in order of preference):*
- (a) Who secures highest marks/CGPA in the qualifying examination.
 - (b) Marks obtained in the subject for which the candidate is seeking admission.
 - (c) Marks obtained in the previous examination. (10+2 for UG and 10+2+3 for PG).
 - (d) Age of the candidate (the candidate senior in age will be given preference)

****In case of provisional results, i.e. result not declared; the candidate whose result has been announced will be considered first.***

18.0 FEE DETAILS OF THE VARIOUS PROGRAMMES :

18.1 Fee Structure for the Under Graduate Programmes for the Session 2021-22

S. No.	Class	Tuition Fee	Professional Course / Lab. Fee	Library Fee	Sport Fee	Student Activity Fee	Medical Fee	Insurance Premium	Registration Fee	Examination Fee	IT Fee	Total Fee	Caution Money (Refundable)	Total Fee for First Sem.	Total Fee for II Sem. onwards
1	1- B.A.	2- 900	3- -	4- 150	5- 100	6- 100	7- 125	8- 25	9- 150	10- 700	11- 100	12- 2350	13- 250	14- 2600	15- 2350
2	B.A. B.Ed.	900	2000	150	100	100	125	25	150	700	100	4350	250	4600	4350
3	B.F.A.	900	1000	150	100	100	125	25	150	700	100	3350	250	3600	3350
4	B.Com.	900	-	150	100	100	125	25	150	700	100	2350	250	2600	2350
5	B.B.A.	900	8500	150	100	100	125	25	150	700	100	10850	250	11100	10850
6	B.Sc. (Bio)	900	500	150	100	100	125	25	150	700	100	3100	250	3330	3100
7	B.Sc. (Maths)	900	500	150	100	100	125	25	150	700	100	3100	250	3330	3100
8	B.Sc. B.Ed.	900	2500	150	100	100	125	25	150	700	100	4950	250	5200	4950
10	B.Pharm.	900	10000 (PCF)+ 3500(LF)	150	100	100	125	25	150	700	100	15850	250	16100	15850
11	B.C.A.	900	8000 (PCF)+ 3000(LF)	150	100	100	125	25	150	700	100	13350	250	13600	13350
12	B.A. LL.B. (Hons)	900	7000	150	100	100	125	25	150	700	100	9350	250	9600	9350
13	B.A. LL.B. (3 Years)	900	1000	150	100	100	125	25	150	700	100	3450	250	3700	3450
14	B.Lib. I. Sc.	900	1000	150	100	100	125	25	150	700	100	3450	250	3700	3450
15	B.J.	900	1000	150	100	100	125	25	150	700	100	3350	250	3600	3350

Note:

1. Semester fee should be paid at the beginning of the semester
2. Backlog registration and examination fee @ Rs.500 per paper for end semester examination shall be levied separately and before the End-Semester examination.
3. In case of Re- registration of complete semester, full fees, as applicable to regular students.
4. Fee for admission should be deposited immediately after the counselling and for remaining semester, fee should be deposited as per University Academic Colander.
5. A registration fee of Rs. 1000/- shall be charged from those students who would like to participate in the University placement activities viz Job Training, Internship Offers & Campus Drives.
6. Courses which are having provisions of the educational/ industrial/ field visits, their fee and other norms shall will be decided separately as per the departmental requirements.

18.2 Fee Structure for the Postgraduate Programmes for the Session 2021-22

S. No.	Class	Tuition Fee	Professional Course / Lab. Fee	Library Fee	Sport Fee	Student Activity Fee	Medical Fee	Insurance Premium	Registration Fee	Examination Fee	IT Fee	Total Fees	Caution Money (Refundable)	Total for I Sem.	Total Fee for II Sem. onwards
	1-	2-	3-	4-	5-	6-	7-	8-	9-	10-	11-	12-	13-	14-	15-
1	M.Sc.	1200	1000	150	100	100	125	25	150	1200	100	4150	500	4650	4150
2	M.Sc. (Applied Micro-Bio/Biotechnology)	1200	10000 (PCF) + 6500 (LF)	150	100	100	125	25	150	1200	100	19650	500	20150	19650
3	M.Tech. (Appl. Geo.)	1200	2000	150	100	100	125	25	150	1200	100	5150	500	5650	5150
4	M.Pharm.	1200	15000 (PCF) + 8000 (LF)	150	100	100	125	25	150	1200	100	26150	500	26650	26150
5	M.C.A.	1200	10000 (PCF) + 3000 (LF)	150	100	100	125	25	150	1200	100	15150	500	15650	15150
6	M.B.A.	1200	11000 (PCF) + 2000 (LF)	150	100	100	125	25	150	1200	100	16150	500	16650	16150
7	M.A.	1200	-	150	100	100	125	25	150	1200	100	3150	500	3650	3150
8	M.Com.	1200	-	150	100	100	125	25	150	1200	100	3150	500	3650	3150
9	M.S.W.(Field Work)	1200	1000	150	100	100	125	25	150	1200	100	4150	500	4650	4150
10	M.P.A.	1200	1000	150	100	100	125	25	150	1200	100	4150	500	4650	4150
11	M.J.	1200	1000	150	100	100	125	25	150	1200	100	4150	500	4650	4150
12	M.Ed.	1200	3000	150	100	100	125	25	150	1200	100	6150	500	6650	6150
13	M.A. (Rural Dev.)	1200	3000**	150	100	100	125	25	150	1200	100	3150	500	3650	3150
14	M.Lib. I Sc.	1200	1500	150	100	100	125	25	150	1200	100	4650	500	5150	4650
15	LL.M.	1200	1500	150	100	100	125	25	150	1200	100	4650	500	5150	4650

Note:

1. Semester fee should be paid at the beginning of the semester.
2. Backlog registration and examination fee @ Rs.500 per paper for end semester examination shall be levied separately and before the End-Semester examination.
3. In case of Re- registration of complete semester, full fees, as applicable to regular students.
4. Fee for admission should be deposited immediately after the counselling and for remaining semester, fee should be deposited as per University Academic Colander.
5. A registration fee of Rs. 1000/- shall be charged from those students who would like to participate in the University placement activities viz Job Training, Internship Offers & Campus Drives.

18.3 Fee Structure for Ph.D. Programme for the Session 2021-22

S. No.	Heads	SC/ST/PH Category		Gen./OBC Category	
		During Course Work	Onward Semesters After Course Work	During Course Work	Onward Semesters After Course Work
		Sem.-I		Sem.-I	
1	Admission Fee	1000.00		1000.00	
2	Tuition Fees	750.00	750.00	2000.00	2000.00
3	Lab. Fees (Wherever application)	750.00	750.00	2000.00	2000.00
4	Library Fees	500.00	500.00	750.00	750.00
5	Exam. Fees	600.00	---	600.00	---
6	Sports Fees	100.00	100.00	100.00	100.00
7	Student Activity Fees	100.00	100.00	100.00	100.00
8	Medical Fees	100.00	100.00	100.00	100.00
9	IT Fee	100.00	100.00	100.00	100.00
10	Caution Money (Refundable)	2500.00	---	2500.00	---
11	Registration Fee	500.00	500.00	500.00	500.00
12	Insurance Premium	50.00	50.00	50.00	50.00
	Grand Total	7050.00	2950.00	9800.00	5700.00

- Note:**
1. Thesis Examination Fees Rs. 10000/- will be charged at the time of submission of Ph.D. thesis.
 2. Semester fee should be paid at the beginning of the semester.
 3. If a student does not pay fee on time a fine of Rs. 1000 shall be levied for the period allowed by Head/Dean.

18.4 For Information only about courses under Distance Education



INSTITUTE OF DISTANCE EDUCATION
DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)
(‘A’ Grade by NAAC)
University Web Site: www.dhgsu.ac.in

Admission Open (2021-22)

Name of the Course	Eligibility	Annual Fee
1. P.G. Dip. in Environmental Management	Graduation (in any discipline)	Rs. 9,000/-
2. P.G. Diploma in Personnel Management	---do---	Rs. 7,500/-
3. P.G. Diploma in International Business & Export Management	---do---	Rs. 7,500/-
4. P.G. Diploma in Psychological Counselling	---do---	Rs. 7,500/-
5. P.G. Diploma in Yoga and Meditation	---do---	Rs. 7,500/-
6. P.G. Diploma in Yoga and Psychotherapy	---do---	Rs. 7,500/-
7. P.G. Diploma in Yoga and Naturopathy	---do---	Rs. 7,500/-

Interested eligible person may submit his/her application on Prescribed Form up to one day prior to the commencement of concerned Personal Contact Programme (PCP) by depositing the required amount of Rs. 300/- & Course Fee in the IDBI BANK A/C No. 0407104000135337 (IFSC CODE: IBKL0000407) OR AXIS BANK A/C No. 920020036222563 (IFSC CODE: UTIB0004355) to the *Director, Institute of Distance Education, Dr. Harisingh Gour Vishwavidyalaya, Sagar - 470003, (M.P.)*

Note: A Person pursuing regular programme as student, research scholar, employee of Central Govt./ State Govt./Pvt. Sector or military personnel may also pursue one or two programmes simultaneously (in the same academic session) offered by the Institute under ODL system, as per the UGC directions.

For any query contact, Phone No.: [07582]-297119, 265055(O), (from Monday to Friday)

Director
Institute of Distance Education

19.0 TEACHING AND EXAMINATION SYSTEM

Our University follows the semester system and has adopted the CBCS (choice based credit system) since 2009.

20.0 FACILITIES IN THE UNIVERSITY

The University campus is sprawlover an area of about 1300 acres on the top of hills surrounded by green forests, natural and pollution-free environment. There are four hostels for boys and three for girls. There is a branch of State Bank of India with an ATM facility. The Post office is also available in the campus near girls' hostel. The University has a good number of smart classrooms with modern facilities. There are sophisticated laboratories for the students of science. BSNL tower provides telephone connectivity and internet access in the campus. The campus is wi-fi enabled.

21.0 FACILITY OF HOSTEL IN THE UNIVERSITY

Application form and rule book for admission in hostel can be obtained by submitting Rs 30/- only in State bank of India University branch.

Prohibition, Prevention and Elimination of the scourge of Ragging **UNIVERSITY GRANTS COMMISSION**

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN
HIGHER EDUCATIONAL INSTITUTIONS, 2009
(under Section 26 (1)(g) of the University Grants Commission Act, 1956)
New Delhi-110002, the 17th June 2009

PREAMBLE

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s, Council, Principals, colleges and others" In SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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, in all higher education institutions in the country and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission, hereby, makes the following Regulations, namely;

1. Title, commencement and applicability :-

- 1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2 They shall come into force from the date of their publication in the Official Gazette.
- 1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a University under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives: -

To prohibit 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, with or without an intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. 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 an 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 obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, 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.
- j. Any act physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), Sexual orientation appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. (Published in the Gazette of India on 29.6.2016).

4. Definitions :-

1. In these regulations unless the context otherwise requires;-
 - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
 - b) "Academic Year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
 - c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
 - d) "Commission" means the University Grants Commission;
 - e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education,

such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI) etc. and the State Higher Education Councils.

- f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and examination of ragging in institutions within the jurisdiction of the district.
 - g) "Head of the institution" means the Vice-Chancellor in case of a University or a deemed to be University, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
 - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
 - i) "Institution" means a higher educational institution including, but not limited to an University, a deemed to be University, a college, an institute, an institution of National importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a University diploma.
 - j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
 - k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the central Government, as the case may be.
2. Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

5. Measures for prohibition of ragging at the institution level :-

- a) No Institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measure, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of the conspiracy to promote ragging.

6. Measures for prevention of ragging at the institution level :-

- 6.1** An Institution shall take the following steps in regard to admission or registration of students; namely.
- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, 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 these Regulations as well as under the provisions of any penal law for the time being in force.

- b)** The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.
- Provided that the institution shall also draw attention to any law concerning ragging and its consequences as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.
- Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens or hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- c)** Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating University shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d)** The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e)** The Application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and In Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f)** The application for admission shall be accompanied by a document in the form of, or annexed to, the school Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter –personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g)** A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h)** Before the commencement of the academic session in any institution, the Head of the institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents / guardians, faculty, district administration including the police to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i)** The Institution shall to make the community at large and the students in particular aware of the dehumanizing effect of ragging and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in

force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for purposes of offering to counsel to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostel or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An Institution shall, on admission or enrolment or registration of students, take the following steps namely.

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and the police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the fresher about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The Institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counselor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as

far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.

- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, wardens and some senior students as its members, to actively monitor, promote and regulate the healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims or witnesses, of any incident of ragging, shall be encouraged to report such occurrence and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival in the institution, shall be divided into small groups and each such group shall be assigned to member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) Around the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of this place of residence shall be provided immediately on deciding the same; and specifically in regard to private commercially managed lodge or hostel where he/she has taken up residence.
- p) The head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in gagging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students

belonging to the freshers category as well as senior students, non-teaching staff; and shall have diverse mix of membership in terms of levels as well as gender.

- b)** It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in the prevention of ragging in the institution.
- c)** Every institution shall also constitute a smaller body to be known as the Anti-Ragging squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d)** It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e)** It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f)** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six mentors of the lower level.
- g)** Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institution under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h)** The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the University for amending the statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a)** Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time warden, to be appointed by the institution as per the eligibility criteria laid down for the post- reflection both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the classroom situation; and who shall reside within the hostel or at the very least, in the close vicinity thereof.
- b)** The Warden shall be accessible at all hours and be available on the telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.
- c)** The Institution shall review and suitable enhance the powers of Wardens, and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

- d) The professional counselors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in classrooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and mess, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or member of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others, during his course of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

- p) The Vice- Chancellor of each University shall submit fortnightly reports to the University, including those of the Monitoring Cell on Ragging in case of an affiliating University, to the State Level Monitoring Cell.
7. **Action to be taken by the Head of the institution :-** On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;
- i. Abetment to ragging;
 - ii. Criminal conspiracy to rag;
 - iii. Unlawful assembly and rioting while ragging;
 - iv. Public nuisance created during ragging;
 - v. Violation of decency and moral through ragging;
 - vi. Injury to body, causing hurt or grievous hurt;
 - vii. Wrongful restraint;
 - viii. Wrongful confinement;
 - ix. Use of criminal force;
 - x. Assault as well as sexual offences or unnatural offence;
 - xi. Extortion;
 - xii. Criminal trespass;
 - xiii. Offences against property;
 - xiv. Criminal intimidation;
 - xv. Attempts to commit any or all of the above-mentioned offences against the victim(s);
 - xvi. Threat to commit any or all of the above-mentioned offences against the victim(s);
 - xvii. Physical or psychological humiliation;
 - xviii. All other offences following from the definition of "Ragging".

A personal dispute between students is Ragging. Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils :

- 8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;
- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
 - b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web-enabled so as to be in the public domain simultaneously for the media and citizens to access it.

- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate database to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the commission or by central government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate in respect of any financial assistance or grants in aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which reports a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various council, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring cell and University level committees for effective implementation of anti-ragging measures, and the cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging :

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evolution processes.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the anti-ragging committee shall lie,
 - i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. In case of an order of University, to its Chancellor.
 - iii. In case, of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the University, if any
- iv. Withholding any grants channelised through the University to the institution.
- v. Any other appropriate penalty within the powers of the University.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental

disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

CABINET SECRETARIAT

DIRECTORATE OF PUBLIC GRIEVANCES

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- Your grievance should not relate to service matter (other than payment of terminal benefits like gratuity GPF etc.) a case disposed of at the level of Minister of the concerned Department commercial contract a sub-judice case a case where quasi-judicial procedures and appellate mechanisms are prescribed for decision making, RTI matter, Religious matter.
- The suggestion of any sort will not be treated as the grievance.

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(a)	Ministry of Railways	(i)	Public Sector Banks
(b)	Department of Posts	(j)	Public Sector Insurance Companies
(c)	Department of Telecommunications including BSNL and MTNL	(k)	National Saving Scheme of Ministry of Finance
(d)	Ministry of Urban Development including Delhi Development Authority Land & Development Office, CPWD and Directorate of Estates	(l)	ESI hospitals and dispensaries directly controlled by Employees State Insurance Corporation under Ministry of Labour and Employment.
(e)	Ministry of Petroleum and Natural Gas including its Public Sector Undertakings	(m)	Employees' Provident Fund Organization
(f)	Ministry of Civil Aviation including Airports Authority of India and Air India	(n)	Regional Passport Authorities under Ministry of External Affairs
(g)	Ministry of Shipping Road Transport and Highways	(o)	Central Government Health Scheme under Ministry of Health and Family Welfare.
(h)	Ministry of Tourism	(p)	Central Board of Secondary Education, Kendriya Vidyalaya Sangathan, National Institute of Open Schooling, Navodaya Vidyalaya Samiti, Central Universities, Deemed Universities (Centra) and Scholarship Schemes of Ministry of Human Resource Development
		(q)	Ministry of Youth Affairs

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Contact us at:

The Secretary,

Directorate of Public Grievances

2nd Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110004

Tel: 011-233743139, 011-23741228, 011-23363733

Fax: 011-23346837 email: secypg@nic.in

website: <http://dpg.gov.in>

Application Format for the Cancellation of Admission and Refund of Fees

Dated : _____

To,

The Director,
Academic Affairs,
Doctor Harisingh Gour Vishwavidyalaya,
(A Central University)
Sagar, 470003, Madhya Pradesh, India

Through : Dean, School of _____/Head, Department of _____

Subject: Application for the cancellation of admission and refund of fee* for the Session 2021-22.

(*The date of submission of application by hand in the office of Head/Dean or the date of postal dispatch shall be considered as the date of filling the application for refund of fees.)

Madam/Sir,

I have taken admission in class _____ for which counselling was held on _____. Due to personal reasons, kindly cancel my admission and refund the fee remitted by me as per rules of the University which is mentioned in the prospectus and admission brochure 2021-22. Copy of fee receipt dated _____ (in original) is enclosed herewith. I undertake that so far I have not submitted any application/received the fee.

Thanking you,

Yours faithfully,

(Name & Signature) _____

Address _____

Email _____ Contact No. _____

Bank Account No. _____ Name of Bank _____

Branch _____ IFSC Code _____

Endorsement/Comment by:

1. Dean, School of _____/Head, Department of _____ that the application was received on _____ (Sign. Of Dean/Head).

2. Director, Academic Affairs _____ (Sign. Of DoAA).

For Office Use

Fee of Rs. _____ was remitted by the student _____ on _____ and fee of Rs. _____ may be refunded to the student which is as per rules of the University.

(Sign. of Dealing Assistant Finance Section)

JR (F&A)

(Sign. of Assistant in Audit Section)

Internal Audit OfficerFinance OfficerRegistrar

SCHOOLS & DEPARTMENTS OF THE UNIVERSITY

<i>Name of the Schools/Departments</i>	<i>Telephone with STD 07582</i>	<i>Name of the Schools/Departments</i>	<i>Telephone with STD 07582</i>
School of Arts and Information Sciences (AIS)	297159		
Journalism & Mass Communication	297168	School of Chemical Science & Technology (CST)	265822
Library & Information Science	297129		
Fine Arts & Performing Arts	297162	Department of Chemistry	297135
Music	297161		
School of Humanities & Social Sciences (HSS)	297159		
Ancient Indian History	297152	School of Mathematical and Physical Sciences (MPS)	265822
Economics	297146		
History	297147	Computer Sc. & Application	297128
Philosophy	297148	Maths and Statistics	297126
Psychology	297154	Physics	297127
Political Sc. & Public Administration	297158		
Sociology & Social Work	297170		
School of Languages (SOL)	297159		
English & other European Languages	297156	School of Commerce & Management (SCM)	264504
Hindi	297171		
Linguistics	297157	Commerce	297144
Sanskrit	297149	Business Management	264504
Urdu & Persian	297155		
School of Applied Sciences (SAS)	265822		
Anthropology	297137	School of LAW (SAL)	
Criminology & Forensic Sc.	297139		
General & Applied Geography	297141	Department of LAW	297153
School of Engineering & Technology (EAT)		School of Educational Studies	297159
		Adult Education	297140
Applied Geology	297124	Education	297138
Pharmaceutical Science	297136	Physical Education	
		Yoga Education	297150
School of Biological Sciences (BCS)	265822		
Botany	297125		
Biotechnology	297160		
Microbiology	297143		
Zoology	297134		

ANNEXURE -I**DECLARATION BY THE STUDENT**

I, _____ (full name of student with admission/registration/enrolment 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 am fully
 aware of the penal and administrative action that is liable to be taken against me in case I am found
 guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as gagging under
 clause 3 of 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.

Declare this _____ day of _____ month of _____ year

Signature of deponent
 Name:

VERIFICATION

Verified that the contents of this declaration 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), (Year) _____.

Signature of deponent

ANNEXURE- II

DECLARATION BY PARENT/GUARDIAN

I, Mr./Mrs/Ms. _____ (full name of parent/guardian) father/mother/guardian of _____ (full name of student with admission/registration/enrolment 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 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) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of 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 my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declare this _____ day of _____ month of _____ year

Signature of deponent

Name:

Address:

Telephone/ Mobile No.

VERIFICATION

Verified that the contents of this declaration 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), _____ (Year).

Signature of deponent

ANNEXURE- III
UNDERTAKING BY THE STUDENT

I, _____ (full name of student with *admission/registration/enrolment number*) S/o d/o Mr./Mrs./Ms. _____, having been admitted to _____ (name of the institution), have received a copy of the UGC Regulation 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 me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that.

(a) I will not indulge in any behavior or act that may be constituted as ragging under clause 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.

Declare this _____ day of _____ month of _____ year

Signature of deponent
Name:

VERIFICATION

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

Verified at _____ (Place) on this the _____ (day) of _____ (month), _____ (Year).

Signature of deponent
Name:

ANNEXURE- IV

UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs/Ms. _____
(full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to (name of the institution), have received a copy of the UGC Regulation 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 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) My ward will not indulge in any behavior 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 my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declare this _____ day of _____ month of _____ year

Signature of deponent
Name:
Address:
Telephone/ Mobile No.

VERIFICATION

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

Verified at (Place) _____ on this the (day) _____ of (month) _____, (Year) _____.

Signature of deponent
Name:

ANNEXURE-V

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms/Mrs. _____

(name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/O _____ a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution
Name & Designation.

Name of Government Hospital/Health Care Centre with Seal.

Place:

Date :

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

ANNEXURE-VI

Letter of Undertaking for Using Own Scribe

I _____ a candidate with _____ (name of the disability) appearing for the _____ (name of the examination), Programme Code _____ bearing Roll NO./Application No. _____ at (i) _____ (ii) _____ (name of the centres) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____ in case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date :

ANNEXURE-VII

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above.
- II. Residential flat of 1000 sq. ft. and above.
- III. Residential plot of 100 sq. yards and above in notified municipalities.
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

**Recent Passport
size attested
photograph of the
applicant**

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**** Note 2:** The term "Family" for this purpose include the persons, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***** Note 3 :** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

OBC Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of Shri / Smt.* _____ of Village/Town* _____ District/Division* _____ in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Certificate of current Financial year is required to produce

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORMAT OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)
NAME AND ADDRESS OF THE INSTITUTE/ HOSPITAL**

Certificate No.

Date :

DISABILITY CERTIFICATE

1. This is to certify that Shri/Smt./Kum
son/daughter of Shri
age....., sex Male/Female having identification marks as below :

is suffering from permanent disability of the following category :

- A. Locomotor or cerebral palsy :**
(i) BL – Both legs affected but not arms.
(ii) BA – Both arms affected
(a) Impaired reach
(b) Weakness of grip.
(iii) OL – One leg affected (right or left)
(a) Impaired reach
(b) Weakness of grip.
(c) Ataxic
(iv) OA – One arm affected (right or left)
(a) Impaired reach
(b) Weakness of grip.
(c) Ataxic
(v) BH – Stiff Back and hips (cannot sit or stoop)
(vi) MW – Muscular Weakness and limited physical endurance.
B. Blindness or Low Vision : C. Hearing Impairment:
(i) B-Blind (ii) PB- Partially Blind (i) D-Deaf (ii) PD- Partially Deaf.
(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve.

Re-assessment of this case is not recommended/ recommended after a period of _____ Years _____ Months.

3. Percentage of disability in his/ her case is _____ Percent.

4. Smt./Shri/Kum _____ meets the following physical requirement for discharge of his/her duties :

(i) F – can perform work by manipulating with fingers.	Yes	Yes		No	No	
(ii) PP- can perform work by pulling and pushing.	Yes			No		
(iii) L – can perform work by lifting.		Yes			No	
(iv) KC- can perform work by kneeling and crouching.	Yes			No		
(v) B – can perform work by bending.		Yes			No	
(vi) S – can perform work by sitting.		Yes			No	
(vii) ST- can perform work by standing.		Yes			No	
(viii) W – can perform work by walking.		Yes			No	
(ix) SE- can perform work by seeing.		Yes			No	
(x) H – can perform work by hearing/speaking.		Yes			No	
(xi) RW- can perform work by reading and writing.	Yes			No		

(Signature of Doctor)

Name :

Registration No.

Member, Medical Board

(Signature of Doctor)

Name:

Registration No.

Member, Medical Board

(Signature of Doctor)

Name :

Registration No.

Member/Chairperson,
Medical Board

*Please delete the words which are not applicable.

Place :

Date:

Counter Signature of the Medical Superintendent/CMO/

Head of Hospital (with seal)

Note :- (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section

(1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government may constitute a Medical Board consisting of t least three members out of whom at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech disability, mental retardation and leprosy cured, as the case may be.

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

The Education Loan Scheme of National Backward Classes Finance and Development Corporation

Under this scheme the students belonging to Backward classes having annual family income less than Rs. 98000/- in rural areas and Rs. 1,20,000/- in Urban areas pursuing professional and Technical courses at the graduate and higher level in Universities/Colleges duly approved by competent Authority such as UGC/AICTE/Medical Council of India/Indian Nursing Council/Ministry of Tourism etc. Loans upto Rs.10 Lakh can be advanced and the interest rate applicable under this scheme is 4% per annum for male and 3.5% per annum for female students. The Education Loan will cover following:

- (a) Admission Fee;
- (b) Annual Fee;
- (c) Hostel Charges;
- (d) Stationery, study material, laptop, computer etc.
- (e) Insurance

The Channelising Agencies for the State of Madhya Pradesh are:-

- (i) The Managing Director,
Madhya Pradesh Hastshilp Hatha Kargha Vikas Nigam
Hastshilp Bhawan,, Hamidia Raod,
Bhopal – 462 001 (M.P.)
- (ii) The Managing Director,
Madhya Pradesh Pichhara Varg Tatha
Alpasankhayak Vitta Avam Vikas Nigam,
Rajiv Gandhi Bhawan, Parisar-2, 1st Floor,
35, Shyamla Hils, Bhopal - 462 002, (M.P.)

Placement, Startup & Skill Development Cell of the University

Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.) has a fully functional Placement & Startup Cell and actively engaged in providing employment opportunities to the students. To prepare them for corporate and other sectors, the cell keeps conducting several activities of job training & internship support to professional & non-professional courses.

The Startup Cell of the University is also engaged to build Startup Ecosystem in the University as per the new Startup Policy of Government. The University has also developed its own Startup Policy and trying to get Seed Funding for steady growth in coming years. The details of Placement & Startup activities and progress is available on the website <https://gupse.net>

The University has also established Skill Development Cell for providing hands-on training on some scientific instruments and the first batch will start after physical presence of the students in the University.

The key features of the Cells

- Job Trainings
- Campus Drives
- Business Idea Competitions
- Eligibility Tests conducted by Agencies
- Internship Opportunities
- Collaborations with Smart City & Other Incubation Centers
- Regular mentoring of business ideas of the students
- Weekly practice tests for NET/ JRF Examination in Commerce
- Hands-on training on some scientific & sophisticated instruments.

Brief Achievements of Placement Cell

- Several Job training Programmes have been conducted during last three years
- Small business have also been started by students under Startup Cell

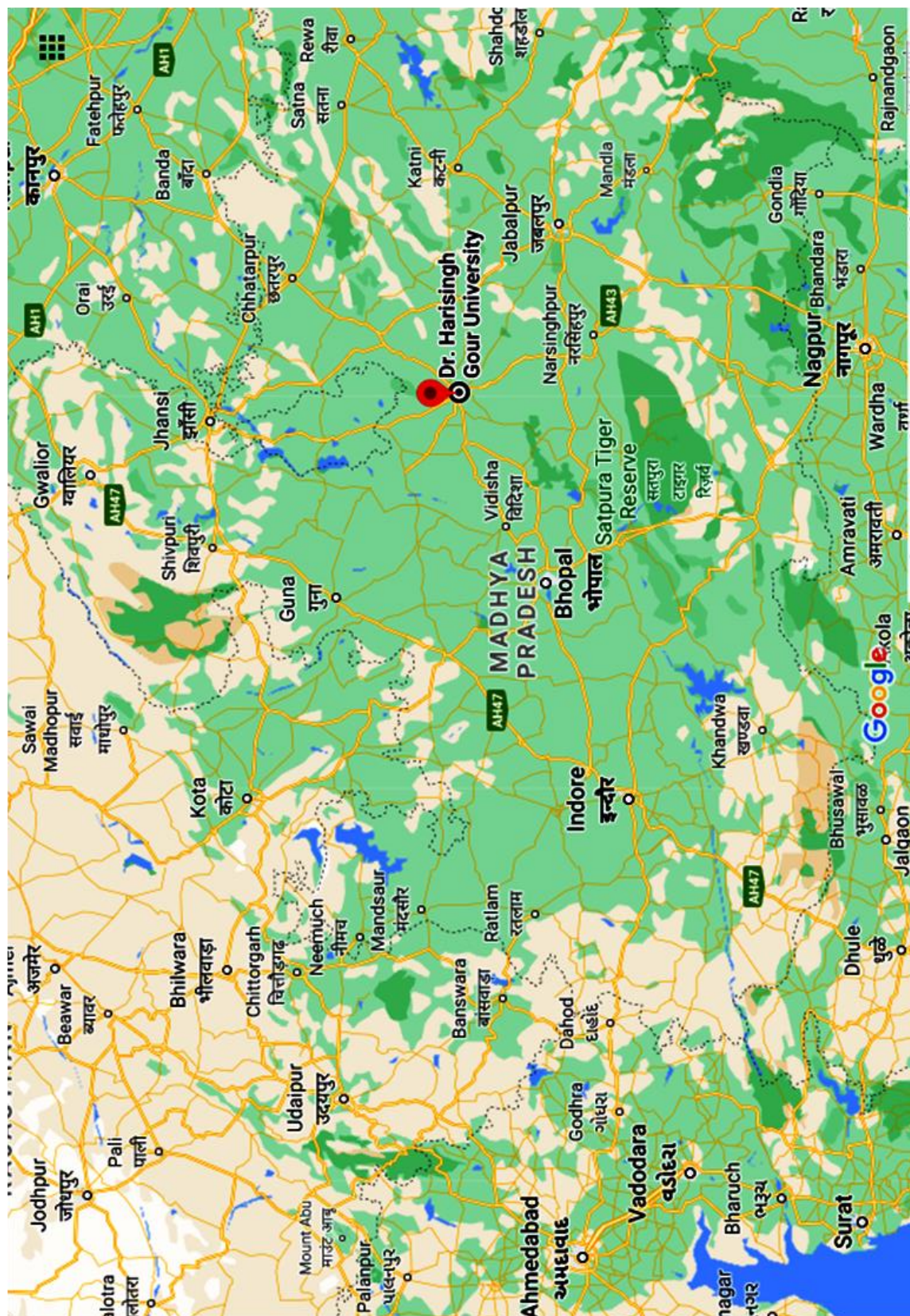
Campus Placement at a Glance

S.No.	Session	Students Placed
1.	2021-22	In-progress (224 students to appear in the campus drive in 6 companies)
2.	2020-21	53
3.	2019-20	186

Companies that visited during last three years for Placement



HOW TO REACH SAGAR





Prof. Diwakar Shukla

Coordinator

Admission Cell

(Entrance Test 2021)

Doctor Harisingh Gour Vishwavidyalaya

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Department of Library & Information Science

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