

	2.1.2 Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))																		
Name of Course	Year	Number of seats earmarked for reserved category as per GOI or State Government rule														Number of students admitted from the reserved category			
		Total Seats	AIOC 13.5%	AIOC-EWS 1.5%	TOTAL AIOC 15%	HOGC* 38.25%	EWS-HOGC4 .25%	Total HOGC 42.5%	SC 8.5%	DSC 8.5%	Total SC+DSC 17%	BC-A 13.6%	BC-B 9.35%	Total BC 22.95%	DA** 2.55%	SC/ST/ DSC	OBC	Others	Gen
B.A. Pass Course	2022-23	800	108	12	120	306	34	340	68	68	136	109	75	184	20	148	131	17	505
B.A.(Hons) Eco	2022-23	80	11	1	12	31	3	34	7	7	14	11	7	18	2	6	6	2	51
B.A.(Hons) English	2022-23	80	11	1	12	31	3	34	7	7	14	11	7	18	2	13	13	1	52
B.A.(Hons)Hindi	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	10	6	1	41
B.A.Psycho(Hons)	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	9	9	0	41
B.Com- Hons	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	3	12	2	36
B.Com Pass	2022-23	360	49	5	54	138	15	153	31	30	61	49	34	83	9	1	1	0	199
B.Sc. (Pass)	2022-23	520	70	8	78	199	22	221	44	45	89	71	48	119	13	43	62	27	329
B.Sc.(Home Science)	2022-23	40	5	1	6	15	2	17	3	4	7	5	4	9	1	4	3	0	29
BBA	2022-23	60	8	1	9	22	3	26	5	5	10	8	6	14	2	9	13	8	31
BCA	2022-23	120	16	2	18	46	5	51	10	10	20	17	11	28	3	21	26	4	73
BSc (Hons) Math	2022-23	80	11	1	12	31	3	34	7	7	14	11	7	18	2	8	13	5	48
BSc-Phy(Hons)	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	4	10	1	37
M.A (History)	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	11	13	4	33
M.A-(Hindi)	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	12	12	2	35
M.A.-(Geography)	2022-23	40	5	1	6	15	2	17	3	4	7	5	4	9	1	7	8	1	23
M.Com	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	11	13	4	33
M.A. (Economics)	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	8	8	1	38
M.Sc(Com. Science)	2022-23	60	8	1	9	22	3	25	5	5	10	8	6	14	2	3	9	4	40
APGDCA	2022-23	30	4	0	4	12	1	13	3	2	5	4	3	7	1	0	1	0	6

# PROSPECTUS

## 2022-23



**FOR ADMISSION TO CERTIFICATE & DIPLOMA PROGRAMS  
OFFERED BY  
UNIVERSITY TEACHING DEPARTMENTS,  
MDU-CPAS, GURUGRAM AND AFFILIATED DEGREE COLLEGES**

NIRF- 2022: 94<sup>th</sup> rank MDU

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## SECTION - III

### DISTRIBUTION & RESERVATION OF SEATS

Category	Percentage
a) All India Open Category Seats (Including Haryana State) (AIC)	15% of the sanctioned intake
Economically Weaker Section (EWS) as per Central Govt. Policy	10% of All India Open Category seats
b) State Quota	85% of the sanctioned intake
(b-1) Haryana Open General Category(HOGC)	50% of the State Quota i.e., 42.5 % of total intake
Economically Weaker Section (EWS)	10% of Haryana Open General Category (HOGC) i.e., 4.25% of total intake
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e., 42.5% of total intake
Scheduled Caste (SC)	20% of State Quota (17% of total intake) i) 10% of State Quota to Scheduled Castes (8.4% of Total Intake) ii) 10% of State Quota to Deprived Scheduled Castes (8.4% of Total Intake)
Backward Classes of Haryana	27% of State Quota (22.95% of total intake)
i. Backward Classes of Haryana (BC-A)	16% of State Quota (13.6% of total intake)
ii. Backward Classes of Haryana (BC-B)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	3% of State quota (2.55% of total intake).

**Note: It is mandatory to maintain a Roster Register at Departmental level for distribution and reservation of seats.**

In the event of quota reserved for Physically Handicapped remain unutilised due to non-availability for suitable category of Handicapped Candidates, it may be offered to the Ex-Servicemen and their wards (1%) and the dependents of Freedom Fighters (1%).

Further, 3% reservation is also provided to Ex-servicemen/ Freedom Fighters and their dependants by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned year wise rotational system will be adopted. For example, if Block-A of Backward Classes are given seats in academic year 2021, the next Block i.e., (B) Block of Category of Backward Classes will be given seats in the next academic year 2022 and so on. Further, a roster register for reservation of seats for ex-servicemen/freedom fighters shall be maintained and carry forward all fractions, till one seat is accumulated through different fractions over the years. As and when the total comes to one, a seat will be provided.

Fifty percent of the twenty percent seats reserved for Scheduled Castes for admission in any educational institution shall be set aside for candidates belonging to deprived Scheduled Castes as enumerated in the Appendix-J1.

Where a seat is set aside for candidate from the deprived Scheduled Castes for admission in Government Educational Institution is not filled up in any academic year due to non-availability of candidate of the deprived Scheduled Castes possessing the requisite qualification, the same shall be made available to the candidate of Schedule Castes.

## GUIDELINES FOR RESERVATION

1. **The reservation of seats is as per the Reservation Policy of Haryana Govt. and is subject to change/amendment made by the State Govt. from time to time.**
2. Candidates belonging to SC/DSC/ST are required to submit a certificate from the competent authority as per **Appendix-C**. The list of Scheduled Castes and Deprived Scheduled Caste notified by the Haryana Government, is available at **Appendix-J and Appendix-J1** respectively.
3. Candidates belonging to Backward Classes are required to submit a certificate from the competent authority as per **Appendix-D**. Circular no. 1170-SW(1)-95 dated 07.06.1995 & No.213-SW(1)-2010 dated 31.08.2010, No.22/22/20043 GS-III dated 14.06.2016 and Haryana Government Welfare of Schedule Castes and Backward Classes Department Notification No. 1282-SW (1) dated 28.08.2018 be followed. Instructions for Gross Annual Income may be referred in Govt. notification dated 28.08.2018. The list of Backward Classes in Haryana notified by the Haryana Government, is available at **Appendix-H**.
4. The children or grand children (Maternal & Paternal) of Freedom Fighters are required to submit a certificate from the competent authority as per **Appendix-E**.
5. Only those candidates who have permanent disability of not less than 40% (being otherwise fit for admission to the program) will be considered for admission as Physically Handicapped (Differently Abled). They will submit a certificate from the competent authority as per **Appendix-G**. Disability Certificate shall, however, be subject to verification by a Medical Board to be constituted by the University. The decision of Medical Board in this regard shall be final.
6. Children or Wards of Military Personnel (including personnel of Para-Military Forces killed in Action or Permanently Disabled in Action and Boarded Out from the Services or Ex-Servicemen and their wards will be considered for reservation. They will submit a certificate as per **Appendix-F**. The following categories of personnel of Territorial Army are included in the definition of Ex-Servicemen in terms of the State Govt. Letter No. 12/18/2006-GS-II dated 8-01-2008:
  - i) Pension holders for continuous embodied service
  - ii) Persons with disability attributable to military service
  - iii) Gallantry Award Winners and
  - iv) Such recruits boarded out/released on medical grounds and granted medical/disability pension.

- 7 A candidate who applies for a reserved category will be considered first in general category on the basis of merit. In case, he/she is not selected in general category, he/she will be considered for reserved category.

The Scheduled Castes/Backward Classes candidates who get selected /admitted in Educational/Professional/Technical Institutions and Universities in open competition on the basis of their own merit, will not be counted against the quota reserved for scheduled caste/ backward classes, rather they will be treated as open competition candidates. However, such candidates shall fulfill condition of eligibility regarding age etc. as are meant for general category candidates (Memo No.13864-75 dated 24.8.2012 received from the Principal Secretary to Govt. of Haryana, Welfare of Scheduled Caste and Backward Classes Department, Chandigarh).

- 8 If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given shall not be changed.
- 9 If any seat remains vacant in sub-categories of BC (A) and BC (B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC (B) category remains vacant, the same will be filled up from BC (A) category and vice-versa.
- 10 If any seat remains vacant in sub-categories of SC and DSC, the same will be filled up through the candidates belonging to other category. For example, if any seat in SC category remains vacant, the same will be filled up from Deprived SC category and vice-versa.
- 11 Benefit of reservation will be given to all the reserved categories upto 3<sup>rd</sup> counseling according to the reservation policy given in the Prospectus. In case at the time of 3<sup>rd</sup> counseling the reserved seats of various categories remain vacant and no eligible candidates of the reserved categories are available then these vacant seats may be thrown open to Haryana General Category by the concerned Head of the Department/Director at his/her own level. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown open to All India Open Category by the concerned Head of the Department/Director at his/her own level.
- 12 Admission Criteria for EWSs derived from the Government of Haryana, Notification No.22/12/2019- 1GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under:

**(a) Income & Assets Certificate issuing Authority:**

- (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.
- (ii) As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No.22/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified in instruction No. 22/28/2003-3GS-III, dated 30.01.2004.
- (iii) The prescribed format for EWS Income and Asset Certificate issued by Government of Haryana dated 13.03.2019 as per **Appendix-Q1** shall be provided at **Annexure- Q2**.

**(b) Criteria of Income & Assets:**

- (i) Persons who are not covered under the existing scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs. 6.00 lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation, Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- (ii) Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -
  - 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;
  - e) Total immovable assets owned are valued at Rs. One Crore or more.
- (iii) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- (iv) The term "Family" for this purpose will include the person who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

Note: For any other clarification, Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 will be referred.

**13 Criteria for EWS in All India Category seats:**

The reservation @ 10% to Economically Weaker Sections in All India Category seats (i.e. 15% of sanctioned intake) under Centre Govt. policy would be in addition to the existing reservation. Admission Criteria for EWSs derived from the Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, Government of India Notification No.36039/1/2019-Estt (Res) dated 31.01.2019 and the Director General Higher Education, Haryana, Panchkula vide their letter No.40395 DHE-190005/97/2020-UNP (STATE)-DHE dated 19.04.2021.

• **Criteria of Income & Assets:**

- Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.  
Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income :-
- 5 acres of agricultural land and above;

- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200sq. yards and above in areas other than the notified municipalities.
- The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- The term "Family" for this purpose will 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.

**Income and Asset Certificate Issuing Authority:**

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-Q** shall only be accepted as proof of candidate's claim as belonging to EWS:

- 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
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar and
- Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

- 14 Proforma of affidavit by the parents of the Backward Class category candidates as per **Appendix-R**.