

Code No. MBA -11

**Prospectus and Application Form
for
Admission to**

**MASTER OF BUSINESS ADMINISTRATION (MBA)
SESSION 2011-12**



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

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

Website: <http://www.kuk.ac.in>

**Price: Rs. 700/- (Rs. 175/- for SC/BC of Haryana) at the Counter
Rs. 750/- (Rs. 225/- for SC/BC of Haryana) by Regd. Post**

Published by:

Registrar,
Kurukshetra University,
Kurukshetra.

IMPORTANT INFORMATION

1. Candidates are advised to carefully go through the Prospectus & make themselves familiar with its contents. ***Candidates are required to visit the University website <http://www.kuk.ac.in> for all admission related information.***
2. Prospectus and Application Form can also be downloaded from the University website: <http://www.kuk.ac.in>. Application Form downloaded from website should be accompanied with a Bank Draft of Rs. 700/- (Rs. 175/- for SC/BC of Haryana) drawn in favour of Registrar, Kurukshetra University, payable at Kurukshetra.
3. Last date for receipt of Application Form in the University School of Management, K.U. Kurukshetra : 16th May, 2011 (5.00 p.m.)
4. Dates for Group Discussion & Interview : 1st to 4th June, 2011
5. Displaying of Merit List : 13th June, 2011 at 10.00 a.m.
6. First Counseling : 21st to 23rd June, 2011 at 10.00 a.m.
7. Displaying of Vacant Seats : 27th June, 2011 at 10.00 a.m.
8. Second Counseling for vacant seats. : 1st July, 2011 at 10.00 a.m.
9. Third Counseling on the basis of physical presence : 8th July 2011 at 10.00 a.m.
(At the time of third counseling category wise waiting list will be prepared and if any seat(s) fall vacant due to drop-out by the admitted students the same shall be filled up from the waiting list)

Note :

- i) Application Forms received after the last date will not be entertained and rejected summarily. The Kurukshetra University shall not be responsible for postal or any other delay or the loss of Application Form(s) or document(s) in transit.
- ii) Admission shall be made on the basis of composite merit of CAT Score, Group Discussion and Interview conducted by the University School of Management.
- iii) The Programmewise seats are: 135 seats in MBA and 45 Seats in MBA (Hons.) at the University School of Management. Admission to MBA for the P.G. Regional Centre, Jind will be made by the Haryana State Counseling Society, Panchkula on the basis of MAT score.

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Kurukshetra- 136 119

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STATUTORY OFFICERS OF THE UNIVERSITY

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

Vice-Chancellor	Lt. Gen. (Dr.) D.D.S. Sandhu, PVSM, ADC (Retd.), D.Litt. (Mgt.), Ph.D., M.Phil., MBA, M.Sc., MMM, MDBA	238039
Registrar	Prof. Raghuvendra Tanwar M.A., Ph.D.	238026
Dean, Academic Affairs	Prof. Girish Chopra M.Sc., Ph.D.	238045
Dean, Students' Welfare	Prof. Nafa Singh M.Sc., Ph. D.	238096
Dean of Colleges	Prof. D.D. Arora M.Com., Ph. D., LLB	238347
Proctor	Prof. Mohinder Singh M.A., Ph. D.	239617
Chief Warden (Boys Hostels)	Dr. Sat Dev M.A., Ph. D.	238711
Chief Warden (Girls Hostels)	Dr. (Mrs.) Versha Razdan LL.M., Ph.D.	239753
Offg. Librarian	Dr. M.S. Jaglan M.Sc. Ph.D.	238367
Controller of Examinations	Sh. Y.P. Goswami M.A., LL.B.	238189
Controller of Examinations	Dr. Hukam Singh M.Phil., Ph. D.	238377

FACULTY MEMBERS

	Telephones		Residence/Mobile
	Ext.	Office	
Dr. D.D. Arora, Professor Dean, Faculty of Commerce & Management M.Com., M.Phil., Ph.D., LL.B.			292006
Dr. Naresh Kumar, Professor & Chairman M.A.(Psy.), Ph.D.	2526	01744-238565	2730
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Dr. M.K. Jain, Professor M.Com., M.Phil., Ph.D., LL.B	2849		292006
Dr. B.S. Bodla, Professor M.Com., Ph.D., MBA			238258
Dr. (Mrs.) Sudesh, Professor M.Com., M.Phil., Ph.D.			239139
Dr. (Mrs.) Nirmala Chaudhary, Associate Professor M.A. (Psy), M.Phil., Ph.D., LLB.			238548
Dr. Anil Kumar Mittal, Reader M.Com., PGDEMM, Ph.D.,LLB,			291364
Dr. Sushil Sharma, Associate Professor M.Com., Ph.D., LLB.			226158
Dr. Ramesh Chander, Reader M.Com., Ph.D (Finance)	2577		238252
Sh. Anil Kumar Kundu, Assistant Professor (On Leave) M.Sc. (Hons.), M.B.A. (HR)			
Dr. Siddharatha S. Bhardwaj, Assistant Professor M.B.A., Ph.D.			206622
Ms. Pradeepika, Assistant Professor M.B.A.			09812652036
Ms. Saloni Pawan Diwan, Assistant Professor M.B.A.			09896058655
Sh. Ajay Solkhe, Assistant Professor M.B.A.(HR)			222816
Ms. Simmi Arora, Assistant Professor M.Com, M.Sc. (C.S.)			94663366077

KURUKSHETRA UNIVERSITY

General

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

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

The University's programs combine the enduring value of a liberal arts education with the skills and experience offered by professional departments. The University has 441 teaching faculty members. The University also has 434 affiliated colleges and institutes in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Fatehabad, Jind, Karnal, Sirsa, Kurukshetra and Panchkula.

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

Accreditation by National Assessment and Accreditation Council (NAAC)

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

Internal Quality Assurance Cell (IQAC)

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

to academics and administration of the University. The Cell set up in the University has been effectively functioning for the last many years. Various improvement strategies based on feedback from the stakeholders like students, parents are recommended by the IQAC towards developing quality culture in the campus.

Distance Education Programme

The Directorate of Distance Education meets the needs of thousands who wish to enroll for different courses. Today the Directorate is engaged in providing Under-Graduate and Post-Graduate education in about 36 courses having an enrolment of 39,000 students. In addition to conventional courses, the Directorate also offers professional courses in the areas of Computer, Commerce, Management, Marketing, Law, Journalism & Mass Communication, Library and Information Sc., M.A. (Education) and B.Ed. (Two Year Course).

University Library

The University Library is centrally located and air conditioned three storey building having 49,230 sq. feet plinth area and its extension as Golden Jubilee Reading Hall having plinth area 57,500 sq. feet is almost complete. It has seating capacity of 470 users at a time and remains open on 360 days from 9.00 a.m. to 12.00 midnight. The University Library has a rich collection of 343906 volumes in the stream of Sciences, Management, Social Science, Commerce and Humanities too. The Computer Lab. in the Library equipped with 150 computers for online access to knowledge resources having leased line connectivity of 10 MBPS and 1 GBPS. The online access facilities has been extended to almost all the teaching and non-teaching departments, hostels and the entire campus through WI-FI and Networking. The library provides an access 25 data basis of different publishers having 11308 online scholarly journals including 1036 Science Direct Journals under UGC-INFONET Digital Library Consortium. In addition, Library subscribed to IEL full text data base for Electronics & Computer Science and Manupatra online legal data base for law journals.

The Library has automated its in house activities such as library membership, circulation of documents, holdings of periodicals, catalogue as Online Public Access Catalogue (OPAC).

Corporate Resource Centre

The Corporate Resource Centre is meant to facilitate a larger industry-academia interface in higher education at the university level. It is a nodal centre for faculty, academics, and industry for interaction and research. The Centre focuses on seeking wider industry participation in the academic in research, course designing, and curricula delivery. The Centre helps and encourages faculty to seek industry assignments and uses the same as a source of updating their practical knowledge base. This has also opened up possibilities of bringing real life corporate experience in the interactive teaching-learning in classroom sessions.

Dr. Radhakrishnan Foundation Fund

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

Sports

The University's Directorate of Sports provides top class sports facilities, programmes and activities to enable the students to achieve and maintain a fit, healthy and enjoyable lifestyle. The university has a modern gymnasium equipped with 'workout' machines, a 50 metre swimming pool, a yoga centre, football, hockey and cricket pitches, tennis courts, volleyball and basket ball courts, etc.

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

Department of Youth and Cultural Affairs

The Youth and Cultural Affairs Department aims at providing opportunities, incentives and channels to students for making healthy, educative and constructive use of their leisure for self-fulfillment and excellence. The Department organizes various activities and programmes for the students of the University Post Graduate Departments and affiliated Colleges. Some of these include Basic Youth Leadership Camps; Advanced Youth Leadership Training Camps; Preliminary, Basic and Advanced Hiking and Trekking; Talent Shows, Youth Festivals, 'Ratnawali' Haryana Day State Level Festival, Orchestra, Folk Festivals, Literary and Fine Art Events, Poetic Symposium, and film screenings by Campus Film Society.

Dharohar Museum

The University's museum, dedicated to the preservation of the region's cultural heritage, is now a nationally recognized institution. Through exhibits, publications, and special events, the museum presents the rich traditions of the region and gives new meaning to life in Haryana in a manner that is authentic and non-stereotypical. The second phase of the museum, which is nearing completion, will recreate in life-size arts and crafts of the region and the life lived by its people for centuries which are rapidly disappearing. Dharohar phase III will be India's first museum dedicated to the first war of India's independence, the great uprising of 1857.

Hostel Facilities

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

Health Centre

University Health Centre looks after the medical needs of the students, staff and their families. Facilities for protective inoculation against Tetanus exist in Health Centre. Complete Physiotherapy unit, ECG, X-ray, Round the clock Ambulance facilities adequate laboratory facilities, Auto Analyzer facilities, Ultrasound facilities, Computerized ECG, EEG, Spirometry are also available in the Health Centre. A Homoeopathic Doctor and a Dentist are also available in the Health Centre. The University has more than 41 private Doctors with different specializations on its panel for consultation free of cost.

Women's Studies Research Centre

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

Institute of Sanskrit and Indological Studies

The Institute of Indic Studies was established in 1963 under the auspices of the faculty of Indic Studies. Initially it started the publication of **Praci-Jyoti-Research Digest of Indological Studies** (published annually), which is continuously serving the needs of scholars throughout the world. The Institute has undertaken a Major Research Project, "A Word-Concordance of Mahabharata," which is to be published in Fifteen Volumes.

National Cadet Corps

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

Mahatma Gandhi All India Service Coaching Institute

The MGAIS Coaching Institute was established in the year 1982 with the objective of providing coaching to SC/ST candidates preparing for Civil Services and other competitive examination. The Institute has been providing free of cost coaching to SC/ST students for ICS and other Central Services/State Services exams and National Eligibility Test. The Institute has also organized Seminars on Soft Skills and training programmes for Personality Development.

Dean Students' Welfare

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

Kalanidhi Magazine

Every year, under the direction of Dean, Faculty of Arts & Languages, Kalanidhi, the students' Magazine, is published in Hindi, Sanskrit, English and Panjabi languages. The magazine reflects the literary creativity and cultural awareness of the students.

International Students

In the age of globalization, Kurukshetra University has set out to make its presence felt globally through internationalization of its programmes and opening new avenues of association for global student community. With a view to assist international students, the University has an International Students' Advisor who helps the international students to understand the admission procedures of various university programmes, getting visa for admissions and also to help them live comfortably in the new environment. Every year

University admits international students sponsored by ICCR (Indian Council for Cultural Relations) and directly. The details of admission can be downloaded from University website : <http://www.kuk.ac.in>

Gender Sensitization Committee Against Sexual Harassment (GSCASH)

The Gender Sensitization Committee Against Sexual Harassment was established in the University from the Academic Session 2005-06. GSCASH helps to implement the guidelines laid down by the Supreme Court of India in Vishaka Vs State of Rajasthan (1997) for prevention and deterrence of sexual harassment in the work place. Kurukshetra University is committed to providing a place of work and study free of sexual harassment. It is expected that all students will treat one another and visitors to the University with respect. Any one violating the policy against sexual harassment is subject to disciplinary action. The GSCASH has three major functions :

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

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

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

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

THE UNIVERSITY SCHOOL OF MANAGEMENT

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

Over the last 34 years the University School of Management has scaled enviable heights. It has produced management graduates who are holding positions of responsibility in industry, business and Government organizations. Its alumni are working with the multinational firms also. They have done their alma mater proud by earning name and fame abroad while working for the transnational giants. The fact that the University School of Management has all this to its credit, speaks volumes about it. Apart from the MBA programme, it provides facilities for Doctoral Research in all major areas of business and industry. It has been recognized as a centre for Study and Research in Business Management by the All India Council for Technical Education (AICTE) and the University Grants Commission (UGC). The school has also shown full consciousness of its obligation towards the development of the theory and practice of management by upgrading and improving the skills and insights of the students, teachers and business executives through its Programmes.

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

Eligibility Conditions and Procedure for Admission

- a) **Master of Business Administration** : **MBA**
b) **Master of Business Administration (Hons)** : **MBA (Hons.)**
(Self-Financing)

- i. Bachelor's/ Master's Degree from Kurukshetra University or a degree of other university recognized by Kurukshetra University as equivalent thereto with at least 50% marks (45% for SC/ST candidates) in the aggregate.
- OR
- ii. Pass in the final examination conducted by either of the (a) Institute of Chartered Accountants of India or England, or (b) Institute of Cost and Works Accounts of India or England, and (c) Institute of Company Secretaries of India.
 - iii. 5% relaxation in minimum eligibility condition will be given to blind/physically and visually handicapped candidates.
 - iv. There shall be no rounding of percentage of marks from 49.5% and above to 50% for the purpose of eligibility.
 - v. Candidates must have appeared in CAT 2010 On-Line Test.

Admission Procedure for MBA and MBA (Hons.)

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

Weightage of Cat Score	:	80% (of the candidate's percentage CAT score and not percentile)
Marks of Group Discussion	:	10
Marks of Personal Interview	:	10
6. The eligibility of candidates will be provisional at every stage of the admission process. It will be the responsibility of the candidate to ensure his/her eligibility and fulfillment of various conditions for admission as prescribed in the Rules/Regulations of the University. Admission will be cancelled at any stage in case the candidate is found not eligible.
7. All provisionally eligible candidates must have taken online test conducted by IIMs (CAT) on 27th Oct. 2010 to 24th November 2010 at various centres.
8. The Group Discussion and Personal Interview of the short-listed candidates will be held at the University School of Management, Kurukshetra University Kurukshetra, wherein the candidates will have to present themselves at their own cost from **1st to 4th June 2011** (specific date to be notified on the University Website & Notice Board of the School).
9. (a) The candidates appearing in the final degree examinations in April, 2011 are eligible to apply provisionally, if they have appeared in the above mentioned Common Admission Test (CAT) conducted by IIM-A.
(b) The result of the qualifying examination should be submitted by **30.09.2011** positively failing which the provisional admission shall be cancelled.
10. The final merit list will be displayed on the University website and Notice Board of the School on 13th June, 2011 at 10.00 a.m.
11. The first counseling will be held from 21st June to 23rd June 2011 at 10.00 a.m. onward in the University School of Management.

12. The position of vacant seats, if any, will be displayed on the University website and Notice Board of the School on 27th June, 2011.
13. The Second counseling will be held from 1st July 2011 at 10.00 a.m. onward in the University School of Management for the vacant seats, if any.
14. The vacant seats, if any will be filled from those who are physically present on 8th July, 2011 by 10.00 a.m. and mark their attendance to this effect in the office of the Chairman, University School of Management. The seats shall be filled strictly according to merit.
15. Information about vacant seats will be displayed on the Notice Board and the University website. It is the student's responsibility to keep a track of the notice board and the website for the vacant seats. No individual notice will be given for the vacant seats.

Number, Reservation of Seats and Fee Structure

Number of Seats:

University School of Management

MBA	: 135+1*
MBA (Hons)(Self-Financing)	: 45

** for Kashmiri Migrant*

(A) Distribution of seats

The seats shall be distributed as under:

1) All India Category including Haryana	: 15%
2) Bonafide Residents of Haryana	: 85%

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

(B) Reservation of seats for Bonafide Residents of Haryana

The seats shall be reserved for the categories as under :

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

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

- (iv) 3% horizontal reservation will be given to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2011, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2012 and so on. The Chairperson of the School shall maintain the record for the purpose.

Important Notes:

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list no eligible candidate belonging to the respective reserved categories is available for admission.
4. Candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-II and Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per Annexure-III and affidavit as per Annexure IV, at the time of Counseling.
5. The BC candidates (Block A&B) for benefit of reservation shall also have to furnish an affidavit **duly attested by Executive Magistrate** on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer as per Annexure-IV at the time of Counseling. The said affidavit shall be furnished by both father and mother of the candidate
6. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as physically handicapped. Disability certificate should be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Physically handicapped candidates belonging to Haryana are required to submit the certificate as per Annexure-V at the time of Counseling.
7. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per Annexure-VI at the time of Counseling.
8. Wards of Ex-servicemen of Haryana are required to submit the certificate as per Annexure-VII at the time of Counseling.

9. For horizontal reservation, candidates of General, S.C and B.C. categories will also have to furnish E.S.M/D.F.F. certificate.
10. Under Physically Handicapped Category, at least one candidate will be admitted, even if the share is less than 0.5 seat.
11. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
12. All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.
13. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.

Fee for MBA and MBA(Hons.) :

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

Preparation of Merit List and Schedule of Admission

Preparation of Merit List

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

Schedule of Admission

1. CAT Test Window : 27.10.2010 to 24.11.2010
2. Last date for receipt of Application Form : 16th May, 2011 (5.00 p.m.) in the University School of Management, K.U. Kurukshetra
3. Dates for Group Discussion & Interview : 1st to 4th June, 2011
4. Displaying of Merit List : 13th June, 2011 at 10.00 a.m.
5. First Counseling : 21st to 23rd June, 2011 at 10.00 a.m.
6. Displaying of position of vacant seats : 27th June, 2011 at 10.00 a.m.
7. Second Counseling for vacant seats : 1st July, 2011 at 10.00 a.m.
8. Third Counseling on the basis of Physical Presence : 8th July 2011 at 10.00 a.m.

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

Important Notes:

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

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

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

General Instructions

1. In case any candidate is found to have supplied false information, certificate, documents etc. or is found to have withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission to the course.
2. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false later on, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University / Institute may also take further action, as deemed fit, against the candidate and his / her guardian.
3. This prospectus is for admission to MBA, MBA (Hons.), for University School of Management programmes for the Academic Year 2011-2012 only. It is published for general information that its contents are subject to change without prior notice.
4. All legal disputes shall fall within the jurisdiction of Kurukshetra only.
5. Nothing contained in this prospectus should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
6. In case two or more candidates in merit list have equal marks, the candidates senior in age will be considered first.
7. All the rules and regulations for submission of migration certificate by the candidates who have passed the lower examinations from other Universities / Boards will be applicable as per the University Rules.
8. Always quote your Registration No. allotted to you by the University School of Management, Kurukshetra University for reference while making correspondence regarding admission.
9. If the University Authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her in the University. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.
10. Each admitted student shall have to furnish two affidavits (as per specimen given in the Prospectus) from himself/herself and his/her parent/guardian that he/she was never found guilty of ragging and shall not indulge in any act of ragging.
11. Student after taking admission desirous of bringing his/her vehicle in the University Campus should submit self attested photocopies of the Registration

- Certificate (RC) of his/her vehicle and the driving license to the Chairperson of the Department and the Warden of the Hostel concerned.
12. If any student gets accommodation allotted in his/her name in a Hostel and allows some other person(s) to stay in his/her allotted room and/or to take meals, in that case the admission of both the students, i.e. (i) the allottee and (ii) the illegal occupant, shall be cancelled from the department as well as from the hostel without assigning any reason.
 13. **Use of Alcohol is prohibited in the University Campus.**
 14. A Candidate who has passed qualifying examination from the Universities of Haryana will be considered a Haryana resident and he/she is not required to submit Haryana Resident Certificate. Other candidates for seeking benefit of Haryana resident, should submit a certificate of Bonafide Resident of Haryana as per guidelines at Appendix-A.
 15. An official E-mail ID will be allotted and communicated to every regular student by the concerned Department/Institute for sending official communication to him/her.
 16. Weekly attendance report of all students will be put on the University Website. If a student remains absent from the class for 14 days or more in a month his/her name will be struck off from the rolls and his/ her parents will also be informed.

Department Dress Code:

Summer: Sky Blue Shirt and Navy Blue Trouser

Winter: Blue Blazer & Steel Grey Trouser

How to apply for admission

- 1) Before filling the Application Form, the candidates should read the Prospectus thoroughly.
- 2) Application Form downloaded from website should be accompanied with a Bank Draft of Rs. 700/- (Rs. 175/- for SC/BC of Haryana) drawn in favour of the Registrar, K. U. Kurukshetra payable at Kurukshetra.
- 3) No Photostat copy of any certificate/document/testimonial be attached with the Application Form. All the necessary certificates/documents/testimonials, in original and two sets of attested Photostat copies of all such certificates/documents/ testimonials, will be required at the time of Group Discussion & Interview.
- 4) All the particulars in the Application Form must be written carefully and legibly by the candidate in his/her own handwriting in English. Incomplete applications will not be considered.
- 5) All the entries in the Application Form should be filled. No entry should be left unfilled.

- 6) Affix the duly attested recent passport size photograph on the Application Form at the place meant for.
- 7) Self addressed Acknowledgment Card and envelop duly stamped and self addressed slips should be enclosed with the Application Form.
- 8) The Application Form duly completed in all respects in candidate's own handwriting should reach the **Chairman, University School of Management, Kurukshetra University, Kurukshetra- 136 119 on or before 16th May, 2011 (up to 5.00 p.m).**
- 9) Application Form can be delivered personally or may be sent by Registered Post. Application Forms received after the closing date and time would not be entertained and rejected summarily. The Kurukshetra University shall not be responsible for postal or any other delay as well as loss of Application Form(s) or document(s) in transit.

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

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

- (i) CAT Score Card
- (ii) Qualifying Examination Detailed Marks Card, if available
- (iii) 10+2 / Intermediate / Senior Secondary School Examination.
- (iv) Matriculation / High School Certificate.
- (v) **Character Certificate:**
 - (a) **Regular Candidates:** The candidates who passed their qualifying examination from College/ Dept. as regular student are required to submit the Character Certificate as per Annexure-I from the head of the institution last attended.
 - (b) **Private Candidates:** Candidates, who have passed the qualifying examination as private candidate should submit their Character Certificate, duly signed by a First Class Magistrate.
- (vi) Gap Year cum Character Certificate in case of gap year.
- (vii) Caste Certificate obtained from Competent Authority.
- (viii) Haryana Domicile Certificate in case of passing qualifying exam from any other University outside Haryana.
- (ix) Certificate in support of any other claim.
- (x) Affidavit by the both parents of the BC category candidates as per annexure-IV.

Important Note:

1. All Original and Two sets of attested photocopies of all applicable documents/testimonials/certificates must be brought at the time of group discussion, interview and on the day of Counseling. Any candidate who will not produce any of the required certificates i.e. Qualifying Examination DMC/ Documents/testimonials at the time of GD/Interview will forfeit his/her claim to admission and will not be allowed to appear in Group Discussion & Interview. However those candidates who have appeared in their Qualifying exam, in April/May, 2011 and their results are not declared publically are required to submit their result of Qualifying Exam. upto 30.9.2011 while fulfilling minimum eligibility condition to the admission. In case the result of qualified examination of a candidate is declared publically at the time of admission, the eligibility will be determined there and then.
2. Original certificates will be returned back after verification, in exceptional cases, original certificates could be retained and returned later.

FOREIGN STUDENTS

Candidates who have passed lower examinations from foreign Universities or Boards are required to deposit Rs.500/- as eligibility fee for obtaining Eligibility Certificate. The Eligibility Certificate will be issued by the Registration Branch on checking the required documents, such as student's visa and original documents of a Foreign student. No candidate will be given even provisional admission without obtaining Eligibility Certificate.

RULES FOR ADJUSTMENT/REFUND OF FEE

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

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

2. In case a candidate leaves the University after seeking admission in a particular course, following conditions will apply for refund of fee:

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

LIST OF HOLIDAYS FOR THE YEAR 2011

<u>Sr.No.</u>	<u>Name of Holiday</u>	<u>Date</u>	<u>Day of week</u>
1.	Teej	August 2	Tuesday
2.	Independence Day	August 15	Monday
3.	Janamashtmi	August 22	Monday
4.	Id-ul-Fitr	August 31	Wednesday
5.	Haryana's Heroes Martyrdom Day	September 23	Friday
6.	Maharaja Aggarsain Jayanti	September 28	Wednesday
7.	Dussehra	October 06	Thursday
8.	Maharishi Balmiki Birthday	October 11	Tuesday
9.	Deepawali	October 26	Wednesday
10.	Vishwakarma Day	October 27	Thursday
11.	Haryana Day	November 1	Tuesday
12.	Id-ul-Juha (Bakrid)	November 07	Monday
13.	Guru Nanak Dev Birthday	November 10	Thursday
14.	Sahid Udham Singh Birthday	December 26	Monday

Holidays for the year 2012 will be notified later on.

CURBING THE MENACE OF RAGGING

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

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

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

Vice-Chancellor : vc.kuk@rediffmail.com

Registrar : reg.kuk@rediffmail.com

1.	Anti Ragging Committee	Phone No. (Code No. 01744)	Mobile No
	(i) Proctor	239742 (R)	9896254155
	(ii) Dean of Colleges	238347	
	(iii) Dean Students' Welfare	238096	
	(iv) Deputy Proctor	237654 (R)	9416191876
	(v) Chief Warden (Boys)	238711	9896338717
	(vi) Chief Warden (Girls)	238278	
	(vii) Officer Incharge, Security		9354181628
	(viii) Director, Public Relations	239639	
	(ix) President, KUTA	238085	
	(x) President, KUNTEA	238257	
	(xi) Director, Women Studies Research Centre	239665	
	(xii) DSP, Kurukshetra	220130	
	(xiii) SDM, Thanesar	220032	
	(xiv) Mr.D.R.Vij, Local Media Representative	220256	
	(xv) Mr. Rajesh Chauhan, Local Media Representative		9896077118
	(xvi) Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		
2.	Anti Ragging Squad		
	Zone-1 (Boys Hostels)		
	(i) Chief Warden (Boys)	238711	9896338717
	(ii) Deputy CSO for Boys Hostels Zone		9416369401
	(iii) All Wardens		
	Wardens		
	1. Partap Bhawan	238176	9416055522
	2. Narhari Bhawan	238424	9255529533

	3. Harsh Bhawan	238178	9991003990
	4. Arjun Bhawan	238627	9992416045
	5. Bhim Bhawan	238174	9813437781
	6. Tagore Bhawan	238626	9416550245
	7. Ambedkar Bhawan	239698	9416101926
	8. Ch. Devi Lal Bhawan	239404	9416369401
	9. International Hostel		9466620957
	10. Ch. Ranbir Singh Bhawan	310177	9315679363
(iv)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
Zone-II (Girls Hostels)			
(i)	Chief Warden (Girls)	238278	
(ii)	Deputy Chief Warden	239990 238560	
(iii)	Deputy CSO for Girls Hostels Zone		9896065661
(iv)	All Wardens		
	Wardens		
	1. Bharti Bhawan	238081	9896506209
	2. Meera Bhawan	238553	
	3. Kasturba Bhawan	238630	9255969995
	4. Saraswati Bhawan	238177	9466020025
	5. Gargi Bhawan	238638	9896065661
	6. Subhadra Bhawan	238407	9896148724
	7. Ahilya Bhawan	238024	9813109477
	8. Ganga Bhawan	239491	9813109477
	9. Ultra Bhawan	239990 238040	
	10. Devyani Bhawan	238445 238197	
	11. Kalpana Chawla Bhawan	238522	9991912927 9315540545
	12. Laxmi Bai Bhawan	238540(R)	9255500100
(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
Zone III (University Campus and other Vulnerable Places)			
(i)	Officer Incharge, Security		9354181628
(ii)	Deputy CSO of concerned Zone		9416333269
(iii)	Mr. C.C.Tripathi, Asstt. Prof./Reader, UIET	233700	9416280555
(iv)	Dr. Dinesh Rana, Asstt. Prof., IIE	239739	9466045770
(v)	Dr. Nirmala Chaudhary, Dept. of Mgt.	238565	9896436069

			238548	
	(vi)	Mrs. Tripti Chaudhary, Institute of Law	238199	9416482049
	(vii)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		
3.	Monitoring Cell			
	(i)	Registrar	238026	
	(ii)	Dean, Academic Affairs	238045	
	(iii)	Dean of Colleges	238347	
	(iv)	Dean Students' Welfare	238096	9416566047
	(v)	Proctor	239742®	9896254155
4.	Nodal Officers			
	(i)	Nodal Officer for affiliated colleges : Dean of Colleges		
	(ii)	Nodal Officer for all teaching departments, institutes and University maintained colleges : Proctor		
5.	Counselors			
	(i)	Prof.C.R.Darolia, Dept. Psychology		9991140540
	(ii)	Prof Umed Singh, Dept. Psychology		9416781400
	(iii)	Dr.Rakesh Pal Sharma, MD (Psychiatric), Aggarwal Hospital, KKR		9812434648

Instructions against Ragging :

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

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

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

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

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

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

AFFIDAVIT BY THE STUDENT

1. I, _____ (*full name of the student with admission/registration/enrollment number*) S/o, D/o Mr./Mrs./Ms. _____, having been admitted to _____ (*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the regulations and fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that :
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ 2011

Signature of the deponent
Name :

VERIFICATION :

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

Verified at (place) _____ on this the day of _____ (month of) _____ 2011

Signature of the deponent

Solemnly affirmed and signed in my presence on this the _____ 2011 after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms _____ (*full name of parent/guardian*) father/mother/guardian of, (*full name of student with admission/registration/enrollment number*), having been admitted to (*name of the institution*) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that :
 - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ 2011

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

VERIFICATION

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

Verified at Kurukshetra on this the _____ 2011

Signature of the deponent

Solemnly affirmed and signed in my presence on this the _____ 2011 after reading the contents of this affidavit.

OATH COMMISSIONER

Appendix-A

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

Subject: Bonafide residents of Haryana - Guidelines regarding.

I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate:-

- i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
- ii) Children / Wards (if parents are not living) / Dependents: -
 - (a) of the regular employees of Haryana State posted in or outside Haryana State or working on deputation;
 - (b) of the regular employees of the statutory bodies/corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
 - (c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
- iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
- v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
- vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;

- vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are:
 - a) Citizen of India;
 - b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.
 - viii) Children & Wards of the accredited journalists residing at Chandigarh and recognised by Govt. of Haryana.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions/ Tehsildars of Revenue to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children /Wards/ Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/ Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
 3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
 4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.

Appendix-B
LIST OF THE SCHEDULED CASTES IN HARYANA STATE

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

LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)

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

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

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

Appendix-C

State-wise List of fake Universities declared by the University Grants Commission as on 08.12.2009

Bihar

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar

Delhi

2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (U.P.) Jagatpuri, Delhi
3. Commercial University Ltd., Daryaganj, Delhi
4. United Nations University, Delhi
5. Vocational University, Delhi
6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi
7. Indian Institute of Science and Engineering, New Delhi

Karnataka

8. Badganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka

Kerala

9. St. John's University, Kishnattam, Kerala

Madhya Pradesh

10. Kesarwani Vidyapith, Jabalpur, Madhya Pradesh

Maharashtra

11. Raja Arabic University, Nagpur, Maharashtra

Tamil Nadu

12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu

West Bengal

13. Indian Institute of Alternative Medicine, Kolkata

Uttar Pradesh

14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad
15. Gandhi Hindi Vidyapith, Prayag, Allahabad (U.P.)
16. National University of Electro Complex Homeopathy, Kanpur (U.P.)
17. Netaji Subhash Chandra Bose University (Open Univ.), Achaltal, Aligarh, U.P.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (U.P.)

19. Maharana Partap Shiksha Niketan Vishwavidyalaya, Pratapgarh (U.P.)
20. Indraprastha Shiksha Prishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, U.P.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh

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

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

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

CHARACTER CERTIFICATE

Name of the Department/College.....Session.....

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

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

Dated:.....

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

*Strike out whichever is not applicable.

Annexure-II

SCHEDULED CASTE CERTIFICATE

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

This certificate is being issued to him/her on the basis of verification by Naib
Tehsildar/ Secretary, Municipal Committee _____.

No. _____
Dated _____
Place _____

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

Annexure -III

BACKWARD CLASS CERTIFICATE (BLOCK 'A' OR 'B')

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

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

This certificate is being issued to him/her on the basis of verification by
Naib Tehsildar/ Secretary, Municipal Committee _____

No. _____
Date _____
Place _____

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

Annexure-IV

AFFIDAVIT

(By the Parents of the Backward Class Category Candidates)

I _____ Father/Mother of _____ Resident of _____ seeking admission to _____ course in K.U.Kurukshetra do hereby solemnly affirm & declare that I belong to _____ caste which is included in the list of Backward Classes Block 'A'/'B' approved by the Haryana Govt. I further declare and affirm that I and my wife/husband are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SW(1)-95 dated 7-6-95 and No.22/22/2004-3GS III dated 22-1-2009 for excluding socially advanced persons/sections(Creamy Layer) from Backward Classes.

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

DEPONENT

Dated:.....

Place:.....

VERIFICATION

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

DEPONENT

The affidavit should be of the month of March, 2011 or later.

Annexure-V

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

No. _____

Dated _____

Certified that Sh./Km./Smt _____ son/daughter/wife of
Sh. _____ resident of _____ District
_____ appeared before the Medical Board for medical check
up. On his/her Medical Examination, it is found that the nature of
handicap/disability is _____% and (as applicable), is as under:

1. Blind or Low vision _____
2. Hearing impairment _____
3. Locomotor disability/cerebral palsy _____

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

(Signature of the Applicant)

Chief Medical Officer

Dated : _____
Haryana
Place : _____

(Seal of the above authority)

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

Annexure-VI

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

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

No. : _____

Dated: _____

Place: _____

Deputy Commissioner of concerned
District of Haryana
(Office Stamp)

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

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

Place _____
Date _____

Signature
Officer Commanding /
Competent Authority
(with Official Seal)

Department.....

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

1. Name and Address of Proposer : Dean Students Welfare, Kurukshetra University, Kurukshetra.
2. Name and Permanent Address of the
Student
3. Father's Name
4. Class and Section
5. Class Roll No.
6. Any Disability (Please specify)
7. Period of Insurance 2011-12 (01.08.11 to 31.07.12)
8. Sum Insured Rs. One Lac
9. Name and Complete Address of
Nominee/Assignee
Relation with Insured

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

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

Signature of the student

Countersigned

Date:.....

Chairman
University School of Management
Kurukshetra University,
Kurukshetra.

ADDRESS SLIPS

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

1. _____

2. _____

3. _____

UNIVERSITY SCHOOL OF MANAGEMENT

Sr. No. _____

KURUKSHETRA UNIVERSITY KURUKSHETRA

Application Form For Admission to MBA and MBA (Hons.) 2011-12

LAST DATE FOR RECEIPT OF APPLICATION FORM: 16-05-2011

Registration No _____
(To be filled in by the School)

Received on _____
Sign. of the receiver _____

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

Only for downloaded Form

Bank	DD No.	Date	Amount

Affix Attested Passport Size Photograph
--

1. Name of the Candidate _____

2. Father's Name _____

3. Mother's Name _____

4. Date of Birth

Date	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5. CAT Registration No.

6. CAT Centre Code No.

7. Address: _____

_____ Tel. No. _____ E. mail _____

8. Nationality _____ 9. State of Domicile: _____

10. Annual household Income (Rs. _____).

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

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

12. Academic Record:

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

Declaration by the applicant:

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

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

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

Signature of the Father/Mother/Guardian

Signature of the Applicant

Date _____

Place _____

For office use

Admitted

Chairman,
University School of Management

ACKNOWLEDGEMENT CARD
KURUKSHETRA UNIVERSITY KURUKSHETRA

Ref. No. _____ Dated _____

Your application for admission to MBA/MBA(Hons course for the session 2011-12 has been received in the University School of Management on _____/2011. Your Regn. No. is _____ . In all correspondence, quote the above Regn. No.

Convener, Admission Committee
University School of Management

SELF ADDRESS

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

To

_____ Pin _____

Affix Postage Stamp of Rs.6/-
--

REGISTERED

**APPLICATION FOR ADMISSION TO MBA/MBA (HONS.) PROGRAMMES
2011-12**

To

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

From:

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

To

Pin _____

Affix Postage Stamp Rs.5/-

From:
Chairman,
University School of Management.
K.U.Kurukshetra-136 119

