



Department of Technical Education, Haryana Admission Brochure

For

ONLINE ENTRANCE TEST for Master of Computer Application (MCA)-2016

and

COUNSELING for Admission to 3- Year MCA Programme for the Session 2016-

17

in

The University Departments, Govt./Govt. Aided/Private Institutions

Located in State of Haryana

Issued by

Haryana State Technical Education Society

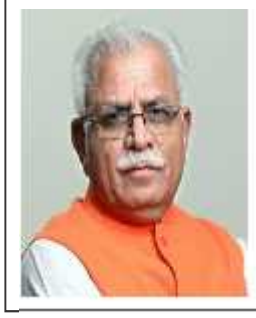
Bay Nos. 7-12, Sector-4, Panchkula

Websites: www.techeduhry.gov.in , www.hstes.org.in

Toll Free Helpline-18004202026

VISION

“To reorient Technical Education which shall be relevant to the real world-of-work, attractive to the students, responsive to the industry and connected to the community at large.”



Chief Minister,
Haryana, Chandigarh

Message

I am happy to know that Haryana State Technical Education Society is bringing out a brochure to facilitate admissions in various courses which are in the ambit of Technical Education Department, Haryana.

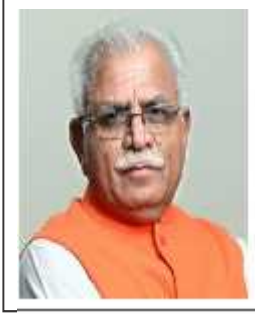
Technical education plays a vital role in socio-economic development of our nation. In our move towards becoming a knowledge based economy, expansion of Technical education is a major piece of the strategy.

The technical education institutes in Haryana have well qualified teaching faculty, supporting technical staff and the latest machinery & equipments. We have launched Haryana Skill Development Mission (HSDM) on 14th July, 2016 with an aim to empower the youth through short term skill trainings in modern and market-driven courses. Technical Education Department has been designated as Nodal Department for skill development. We have set a target of skill development to 17 lakh people upto 2017.

To promote "Beti Bachao Beti Padhao" scheme, 25% seats have been reserved for girl candidates in all technical institutions of the State and no tuition fee is charged from girls admitted in Govt./ Govt. Aided Polytechnics.

The relevant information regarding admissions, fees and various motivational schemes of the Government for the session 2016-17 has been included in this brochure. I hope the aspiring candidates will find it useful and carve out a career path in this field. I wish all the students a bright future.

(Manohar Lal)



मुख्यमंत्री, हरियाणा
चण्डीगढ़

संदेश

मुझे यह जानकर प्रसन्नता है कि हरियाणा राज्य तकनीकी शिक्षा समिति द्वारा तकनीकी शिक्षा विभाग के अन्तर्गत पाठ्यक्रमों में प्रवेश के लिए विवरण पुस्तिका प्रकाशित की जा रही है।

तकनीकी शिक्षा राष्ट्र के सामाजिक-आर्थिक विकास में महत्वपूर्ण भूमिका निभाती है। ज्ञान आधारित अर्थव्यवस्था बनने की ओर हमारे कदम में, तकनीकी शिक्षा का विस्तार, रणनीति का महत्वपूर्ण हिस्सा है।

हरियाणा राज्य के तकनीकी संस्थानों में योग्य प्राध्यापक, सहायक तकनीकी कर्मचारी एवं नवीनतम मशीनरी/उपकरण उपलब्ध हैं। आधुनिक और बाजार-संचालित पाठ्यक्रमों में लघु अवधि कौशल प्रशिक्षण के माध्यम से युवाओं को सशक्त बनाने के उद्देश्य के लिए हमने 14 जुलाई, 2016 को हरियाणा कौशल विकास मिशन का शुभारम्भ किया। तकनीकी शिक्षा विभाग को कौशल विकास के लिए नोडल विभाग नामित किया गया है। हमने वर्ष 2017 तक 17 लाख लोगों के कौशल विकास का लक्ष्य निर्धारित किया है।

'बेटी बचाओ बेटी पढ़ाओ' योजना को बढ़ावा देने के लिए राज्य के सभी तकनीकी संस्थानों में 25% सीटे छात्राओं के लिए आरक्षित की गई हैं एवं सरकारी/सरकारी सहायता प्राप्त बहुतकनीकी संस्थानों में दाखिल छात्राओं से कोई ट्यूशन फीस नहीं ली जाती।

सत्र 2016-17 के लिए प्रवेश, फीस एवं विभिन्न सरकारी प्रेरक योजनाओं के बारे में सम्बन्धित सूचना इस विवरण पुस्तिका में शामिल की गई है। मुझे आशा है कि इच्छुक उम्मीदवार इसे उपयोगी पायेंगे और इस क्षेत्र में कैरियर के रास्ते तराशेंगे। मैं सभी छात्रों के उज्ज्वल भविष्य की कामना करता हूँ।

(मनोहर लाल)



Technical Education Minister,
Haryana, Chandigarh

Message

Technical Education is very important for the development of the country in general, and empowerment of youth who have scientific temperament and aptitude for skill. It is the axis around which the development of an industry, infrastructure and economy of the country revolves. The main aim of Technical Education Department is to upgrade the quality of technical education in the State.

Haryana is the first State to introduce “On line off campus” counseling. Technical Education Department is taking many initiatives to improve the quality of technical education and to enhance the employability of every degree/ diploma holder. The information provided in this brochure will help and guide the aspiring candidates to seek admission in the branches of engineering/ non engineering of their choice for the session 2016-17.

I hope that Technical Education Department will continue to upgrade and update its courses/ curriculum as per the requirement of the industry to make the students capable enough to interface with skill, scale and speed as per the requirement of the industry to meet the global competition. I wish all the students a very bright future.

(Ram Bilas Sharma)



तकनीकी शिक्षा मंत्री,
हरियाणा, चण्डीगढ़

संदेश

तकनीकी शिक्षा सामान्यतः देश के विकास के लिए तथा वैज्ञानिक स्वभाव के एवं कौशल योग्य युवाओं के सशक्तिकरण के लिए बहुत महत्वपूर्ण है। यह देश के औद्योगिक, बुनियादी ढांचे एवं अर्थव्यवस्था के विकास की धुरी है। तकनीकी शिक्षा विभाग, हरियाणा का प्रमुख उद्देश्य राज्य में तकनीकी शिक्षा की गुणवत्ता को बढ़ावा देना है।

'ऑन लाईन ऑफ कैंपस काउंसलिंग' को आरंभ करने वाला हरियाणा पहला राज्य है। तकनीकी शिक्षा विभाग, तकनीकी शिक्षा की गुणवत्ता को बढ़ावा देने के लिए एवं सभी डिग्री/डिप्लोमा धारकों के रोजगार प्राप्ति के अवसरों में वृद्धि के लिए अनेक कदम उठा रहा है। सत्र 2016-17 के लिए इस विवरण पुस्तिका में दी गई सूचना इच्छुक उम्मीदवारों को अपनी पसंद की इंजीनियरिंग/गैर इंजीनियरिंग शाखा में प्रवेश लेने में सहायता एवं मार्गदर्शन करेगी।

मैं उम्मीद करता हूँ कि तकनीकी शिक्षा विभाग अपने कोर्सों एवं पाठ्यक्रमों में उद्योगों की आवश्यकता के अनुसार निरंतर बदलाव एवं सुधार करता रहेगा ताकि विद्यार्थी विश्व स्तर की प्रतिस्पर्धा में औद्योगिक जरूरत के अनुसार कौशल, पैमाना और गति का सामना करने के लिए सक्षम बने। मैं सभी छात्रों के उज्ज्वल भविष्य की कामना करता हूँ।

(राम बिलास शर्मा)

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TENTATIVE

IMPORTANT INFORMATION FOR THE SESSION 2016-17

1. The Admission Brochure is for admission to Master of Computer Application (MCA) regular Course for the Academic Year 2016-17. Its contents are subject to change without prior notice.
2. Admissions to MCA regular course shall be made on the basis of the inter se merit of Online Entrance Test to be conducted for MCA-2016 by HSTES for the session 2016-17.
3. Admission for KM category in MCA course shall be made on the basis of inter-se-merit prepared on the basis of %age of qualifying exam.
4. The candidate is required to fill online application form on www.onlinetesthry.gov.in. He / She will get **unique application form number** after submission of filled application form. The unique application form number may be used by the candidate for any correspondence with HSTES, Panchkula.
5. The candidate shall fill the particular online and upload his/her recent passport size **Coloured Photograph (JPG File Max. 30KB Size)** and **Specimen Signature (JPG File Max. 20KB Size) on online application form.**
6. The Online entrance test fee or Application fee (in case of KM) for MCA-2016 shall be deposited by the candidate through e-challan generated from www.onlinetesthry.gov.in or through Credit/Debit Card or Net banking by using online payment gateway during filling the online application form. In case of E-Challan, the candidate shall take print out of e-Challan and shall deposit on the next day of generation of the e-Challan in any branch of following designated banks:

- I. Punjab National Bank
- II. Axis Bank

The Online entrance test fee or Application: Rs. 500/- for General Category
Rs. 200/- For all Reserved Categories
SC/BC/SBC/EBP/PH/FF/ESM/GIRLS/KM)

The Online Entrance Fee or Application Fee once paid shall not be refunded (full or partial) under any circumstances. The service charges will be charged from payer for using online payment gateway.

7. An e-Challan of selected banks for depositing the entrance test fee or application fee will be generated by the candidate from the website: www.onlinetesthry.gov.in . The candidate will take the printout of e-challan and will deposit the applicable fee (OLET fee or Application fee) on next day of e-Challan generation in the designated bank and should receive the receipt of duly stamped by the bank.
8. **Before submitting the online application form, the candidate can check and edit his/her registration details. Further, the candidate should also ensure that the photograph & signature uploaded are his/her own photograph & signature and registration details of the candidate must be same as registered in qualifying exam. The incorrect information submitted in online application form shall not be entertained and in such a case the candidate is required to resubmit a fresh online application form and the fee should also be deposited against the fresh application form.**
9. Candidates without depositing the online entrance fee shall not be considered for online entrance test.
10. The Admit Cards (Roll No and Examination Centre) for appearing in the On-line Entrance Test are to be downloaded (as per key dates) by the candidates from the website: www.onlinetesthry.gov.in. Request for changing of examination centre will not be entertained under any circumstances.

11. **No candidate shall be allowed to appear in the entrance test without admit card.**
12. The result of entrance test shall be declared on the website www.onlinetesthry.gov.in & www.hstes.org.in as per “**Key Dates**”. No separate result card will be sent to the candidates. There will be no re-evaluation / re-checking of answers of the Entrance Tests and no request in this regard will be entertained.
13. Candidates including Kashmiri Migrant (KM) are required to fill online application form on www.onlinetesthry.gov.in. He / She will get **unique application form number** after submission of online application form. The unique application form number may be used by the candidate for any correspondence with HSTES, Panchkula.
14. The candidates applying for K.M Category for MCA-2016 shall take a printout of online filled Application form from the website: www.onlinetesthry.gov.n and deposit the same in the office of HSTES, Bays no. 7-12, Sector-4, Panchkula before the closing date as per “**KEY DATES**” along with the attested copies of relevant documents and proof of fee deposition as mentioned in Chapter -3.
15. The candidate shall register online on www.techadmissionshry.gov.in for participating in online counseling (choice filling and seat allotment) after depositing the counseling fee through e-challan generated from www.techadmissionshry.gov.in or through Credit/Debit Card or Net-banking by using online payment gateway. In case of E-Challan mode, the candidate will take the printout of e-challan and will deposit the counseling fee on the next day of e-Challan generation in the designated bank (AXIS or PNB) and should receive the receipt of fee duly stamped by the bank
16. The counseling fee for MCA course is Rs. 500/- (Five Hundred Rupees) only (Non- Refundable) for all category candidates.
17. Candidates are advised in their own interest to deposit the above mentioned fees before the Registration for counseling and to check display of their fee deposited entry on “Payment Status” link on website www.techadmissionshry.gov.in . For more details, refer Chapter-8.
18. A candidate shall be allowed for change of his/her registration details on the counseling websites www.techadmissionshry.gov.in. as and when required before locking of choices during counseling period. **In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be initialized and all choices will be required to be filled in again.**
19. Locking of submitted choices is advisable, However, candidates who do not lock the choices, their last filled choices would be considered as final.
20. The fee structure of various self-financing technical institutions is available on the website www.techeduhry.gov.in. Candidates are advised in their own interest to see the fee structure of institutes on the website www.techeduhry.gov.in before filling the choice of branch and institute during online counseling (Refer to **Appendix-G**).
21. For the guidance of candidates, Institute-wise, branch-wise first & last ranks of admission status -2015-16 would be available on counseling website www.techadmissionshry.gov.in .
22. Registration on www.techadmissionshry.gov.in will be allowed only before first counseling so that the candidates willing to participate in online off-campus counseling will have to register before the first counseling as per the dates mentioned in “Key Dates” as HSTES may not allow any fresh registration thereafter. **On registration, password has to be created by the candidate, for use in future logins. Candidates are advised to keep records of this password secretly for their own use only**

and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc.

23. Candidates are advised to register for Online Counseling and fill choices **from their own home or by going to Govt. Polytechnics, Govt. Aided Polytechnics and SHOULD NOT go to any cyber café or any outside unauthorized persons** for the same, however, in any case if the candidate registers from Cyber Café/unauthorized venue, he must ensure that the password is created by himself only in a secret manner.
24. After the result of first counseling, the candidate shall report in the allotted institute for admission against the allotted seat along-with all requisite documents/certificates / testimonials, photograph as per instructions mentioned in Chapter - 8 and as per schedule mentioned in the provisional seat allotment letter. The candidate shall deposit one semester fee in the allotted institute. The deposition of this admission fee will entail the candidate, (subject to conformity through e-interface with HSTES, to confirm the admission in the allotted institute besides other formalities of joining/reporting in allotted institute by the candidates and verification of credentials.
25. To participate in subsequent 2nd counseling, candidates will have to again fill (refill) the choices in the order of priority on the counseling website www.techadmissionshry.gov.in without depositing the counseling fee of Rs. 500/- again. The procedure for filling of choices of Branch/Institute shall remain the same. In case seat is allotted in 2nd counseling, the earlier allotted/reported seat will be **cancelled automatically** & the candidate will have to report again in institute allotted in 2nd counseling. Thus candidates are advised to fill the choices in order of priority only to upgrade. **The candidates who wish to retain the reported seat shall not opt/go for subsequent counseling.**
26. After 2nd counseling no on-line counseling shall be conducted and admission shall be made at Institute level counseling after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/ unfilled, if any, same shall be filled up before final cut -off date of admissions without any reservation, on the basis of entrance exam merit/rank **and thereafter on the basis of merit qualifying examination.**
27. After the result of each counseling, the candidate shall report in the allotted Institute alongwith the provisional allotment letter generated from the website www.techadmissionshry.gov.in alongwith all requisite documents/certificates/testimonials and password, as per dates mentioned in “**Key Dates**”. The joining shall be deemed to be confirmed only after online reporting by Institute in the presence of the candidate, where the candidate **MUST** get an **online generated Provisional Admission Slip**.
28. The allotted institute will update the status of joining/non-joining by a candidate by simply Tick marking the checklist online only by checking all the parameters of the check list. The online generated **Provisional Admission Slip shall** be given to the candidate after successful joining.
29. Fulfilling of eligibility for MCA course w.r.t. qualification and percentage of qualifying examination shall be proved by the candidate not at the time of seat allotment but at the time of reporting by the candidate at the respective institute prior to final cut-off date for Admissions. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found in-eligible at the time of reporting, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.

30. For the guidance of candidates, List of Institutes along with branches and Intakes thereof is provided at **Appendix-F**. Candidates should go through this **Appendix-F** for preparation of his/her mind set for selection of preferences of choices to be filled by the candidate during online counseling. For details of List of Institutes along with branches and intakes refer to **Appendix-F**.
31. Under no circumstances the original certificates of the candidate should be retained by the institute. The candidate seeking admission will submit 3 sets of his documents / certificates/ testimonials duly attested by the Principal/ Headmaster of the school/college last attended/any gazetted officer, at the time of reporting in the institute. The candidates are allowed to deposit the self-attested certificates at the time of reporting for admission. The Director-Principal/Registrar of the Institute will authenticate these documents/certificates/testimonials after comparing these from the originals and the originals will be returned to the candidate. One set of these documents/certificates/testimonials thus authenticated by the institute shall be deposited in the affiliating University, for the purpose of registration, for which no original certificate shall be demanded. Anyhow, if the affiliating University, so desires, the original certificates from the candidate can be demanded through the institute of his admission for any purpose whatsoever these may be.
32. **Internal sliding is not allowed by any Govt./Govt. Aided / self-financing institute.** The student admitted in Online Counseling in a particular institute, but branch upgraded by that Institute (sliding within the institute) shall be considered as “Institute Level Admission” for all the purpose and would also not be provided any benefits from HSTES.
33. **HSTES reserves no right to change the allotment of seat for any particular individual, as the allotment is done purely as per the defined counseling procedure/ admission guidelines.**
34. For refund of semester / admission fee deposited in the institute, candidate has to give the refund application to the concerned institute well within time and get a receipt of the same from them. Remember to apply Refund in case you don't want admission in allotted institute before *last cut off date* of all admission. The ultimate responsibility of refund of fee lies with the institute. In case the institute does not refund candidate's fee, the candidate can complain to the University and AICTE for further action. (**Refund direction / policy is issued by the AICTE, as per AICTE public notice Advt. No. AICTE/DPG/06(02)/2009**)
35. Post Matric Scholarship for SC/BC will be given to eligible SC/BC students.
36. List of fake Universities / Boards / Institutions may be seen on website www.hstes.org.in
37. Help regarding counseling would be taken from the University Departments and Government Polytechnics in the State of Haryana for support and guidance of the candidates. Candidates may also contact HSTES at 180004202026 (Toll Free) or hscshelp327@gmail.com for any enquiry / help regarding applying online, Entrance Test, counseling fee etc. Always quote your MCA-2016 **Roll No. and Unique Application Form Number** while making correspondence regarding admission to MCA course.

CHAPTER 1

ABBREVIATIONS AND TERMS USED

- i. "AICTE" means "All India Council for Technical Education."
- ii. "OLET (MCA)-2016" means "Online Entrance Test-2016 for admission to MCA".
- iii. "MCA"- Master of Computer Application
- iv. "HSTES" means Haryana State Technical Education Society, Panchkula
- v. "E-Challan" On-Line generated Fee Deposition Form (Bank's copy and Candidate's copy).
- vi. "Entrance Test Fee" for MCA-2016. Rs.500/- for General Category and Rs.200/- for All Reserved Categories (SC/BC/SBC/EBP/PH/FF/ESM/Girls).
- vii. "Counseling Fee" Rs.500/- for all categories.
- viii. "BC-A" means "Backward Class Block 'A' of Haryana.
- ix. "BC-B" means "Backward Class Block 'B' of Haryana.
- x. "CCS HAU" means "Ch. Charan Singh Haryana Agricultural University, Hisar."
- xi. "CDLU" means "Ch. Devi Lal University, Sirsa."
- xii. "CFF" means "Children of Freedom Fighters" of Haryana.
- xiii. "Department" means "Department of Technical Education, Haryana."
- xiv. "ESM" means "Ex-Servicemen and their Wards" of Haryana.
- xv. "GJU" means "Guru Jambheshwar University of Science & Technology, Hisar."
- xvi. "Haryana Resident" means "a person eligible for grant of Resident Certificate as per instructions of Chief Secretary, Haryana, vide memo No. 62/17/95 – 6 GSI dated 3.10.96, No. 62/27/2003-6GSI Dated 29-7-2003, No. 62/32/2000-6GSI Dated 23-5-2003 and No. 22/28/2003-3G.S.III dated 30-1-04.
- xvii. "HOGC" means "Haryana Open General Category".
- xviii. "Intake" means "Sanctioned Intake"
- xix. "KU" means "Kurukshetra University, Kurukshetra".
- xx. "MDU" means "Maharshi Dayanand University, Rohtak."
- xxi. "MHRD" means "Ministry of Human Resource Development, Government of India."
- xxii. "PH" means "Physically Handicapped" of Haryana.
- xxiii. "Qualifying Examination": For Qualifying Examination, refer to **Chapter 3**.
- xxiv. "SC" means "Scheduled Caste of Haryana."
- xxv. "NIC" means National Informatics Centre, New Delhi and State Unit, Chandigarh.
- xxvi. "State Government" means "Government of Haryana."
- xxvii. "UGC" means "University Grants Commission".
- xxviii. "University" means "Affiliating University".
- xxix. "State Quota" means "the seats meant for Haryana resident candidates in terms of Appendix "A".
- xxx. "K.M." means "Kashmiri Migrants".
- xxxi. "M.Q." means "Minority Quota or the seats available for the candidates of concerned Minority Community of the Institutes".
- xxxii. "NRI's Seats" means "the seats meant for non-resident Indians & their children or wards" in true spirit of PA Inamdar's case.
- xxxiii. "SFC" means "State Fee Committee".
- xxxiv. "PI" means the "Participating Institutes".
- xxxv. "AI" means the "Allotted Institute" for the purpose of admission".
- xxxvi. "EBP" means "Economically Backward Person in General Castes category of Haryana"
- xxxvii. "CBSE" means "Central Board of Secondary Education".
- xxxviii. "State Government" means "Government of Haryana".
- xxxix. "Allotted Seat" means seat allotted by NIC server.
 - xl. "Reported seat" means allotted seat confirmed after physical reporting at the allotted institute.
 - xli. "AIO" means "All India Open Category".
 - xlii. "ESM" means "Ex-Servicemen and their Wards" of Haryana.
 - xliii. "FF" means "Freedom Fighters" of Haryana.

CHAPTER: 2

GENERAL INFORMATION

1. Admission Brochure can be downloaded from HSTES Websites www.hstes.org.in
2. The Admission Brochure is for admission to MCA regular course for the Academic Year 2016-17 only.
3. Haryana Residents are also entitled for admission against All India Category seats.
4. Nothing contained in this Admission Brochure should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
5. **Two Counseling** will be conducted for admission to all MCA Course for all the seats of Govt. / Govt. Aided / University Department and 75% seats of Self Financing Institutes only as follows:
 - 1st Counseling** shall be done for all categories namely AIC, HOGC, SC, BC-A, BC-B, EBP, KM, PH, ESM (with all priorities) and FF of all categories with 25% Horizontal Female reservation.
 - 2nd Counseling** shall be done for all categories namely AIC, HOGC, SC, BC (by merging BCA and BCB in BC), EBP, PH and merging all ESM (all priorities) and FF with 25% Horizontal Female reservation.
6. **After 2nd counseling no online counseling shall be conducted by HSTES and admission shall be made at Institute level counseling after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant /unfilled, if any, same shall be filled up before final cut-off date of admissions without any reservation, firstly on the basis of entrance exam merit /r a n k and thereafter on the basis of merit of Qualifying examination.**
7. The private unaided institutions shall make admissions against 25% of the sanctioned seats at their own level with transparency strictly as per Hon'ble Supreme Court directions (refer chapter 6). The vacant/ leftover/ unfilled seats, if any, as notified by HSTES on website after 2nd phase of counseling, shall also be filled lawfully by the institutes firstly on the basis of Inter-se Merit/Rank of entrance exam and thereafter on the basis of merit prepared on the basis of qualifying exam before the last cut off date of admission for the session 2016-17.
8. The admissions made by private institutes at their own level are open for supervision and monitoring of Directorate of Technical Education, Haryana; Haryana State Technical Education Society and State Admission Committee constituted by the State Govt. in pursuance of the judgment dated 14.08.2003 of Hon'ble Supreme Court of India in Writ Petition (Civil) No. 350 of 1993 (Islamic Academy & Anr. vs. State of Karnataka & Ors.).
9. While displaying the status of availability of seats, the number of seats available of an institution will be displayed as per eligibility/category. The non-availability of the seats of an institution and the seats/institution for which a candidate is not eligible will not be shown to him/ her.
10. 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, shall be cancelled and all fee and other dues paid by him /her shall be forfeited. The HSTES, University, Institute may also take further action, as deemed fit, against the candidate and his/her guardian in accordance with law.
11. If the University authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her in the University/ Institute. In order to ensure a c a d e m i c

Standards, discipline and peaceful atmosphere in the University/Institute, the Vice-Chancellor of the University concerned may cancel the admission of any student for a specified period.

12. Canvassing in any form is strictly prohibited. Further, if any candidate, person or official engages himself/herself in any act that results in the use of unfair means in the entrance exam and counseling, he/she shall be liable to prosecution under relevant law. Candidates indulging in any such activity and/or canvassing may also be denied admission
13. Candidates seeking admission in private unaided institutions are advised to ensure that they are lawfully admitted failing which, they shall not be authenticated by HSTES and shall not be registered by the affiliating Universities and they themselves shall be responsible for any such lapse.
14. Any candidate who has been disqualified or debarred by any University/Board shall not be eligible for admission to the MCA in any institution for the period he/she has been debarred.
15. The decision of the Haryana State Technical Education Society (HSTES) in all matters relating to the admissions shall be final.
16. All disputes pertaining to counseling for making admissions to MCA for the session 2016-17 are subject to the jurisdiction of **Panchkula** only. Haryana State Technical Education Society (HSTES) shall be the legal authority in whose name the State may sue or may be sued for this purpose. No suit, prosecution or other legal proceedings shall lie against the State of Haryana or any officer of the State Govt. or NIC or Haryana State Technical Education Society, for anything which is in good faith done or intended to be done for the purpose of on-line off-campus counseling.
17. All the rules and regulations for submission of migration certificate by the candidates who have passed the qualifying examinations from other Universities / Boards will be applicable as per the rules of the concerned university.
18. Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of;
 - (i) withholding scholarships or other benefits,
 - (ii) debarring from representation in events,
 - (iii) withholding results,
 - (iv) suspension or expulsion from hostel or mess, and the like.

If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

The following will be termed as the act of ragging: any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Student and their parents are advised to submit the affidavits as **Annexure-XII & XIII**.

CHAPTER 3 ELIGIBILITY AND BASIS OF ADMISSION

A. Minimum Academic Qualifications for MCA

Pass in any recognized Bachelor's Degree of minimum 3 Yrs duration with Mathematics at 10+2 level.

OR

Pass in any recognized Bachelor's Degree of minimum 3 Yrs duration with Mathematics as one of the subjects.

OR

Should be pass in BCA Degree of minimum three years duration from a recognized University.

Obtained at least 50% (47.5% in case of candidate belonging to SC category) in the qualifying Examination.

Note: Candidates having passed Mathematics / Statistics in one semester / in one year as the case may be shall be considered eligible for MCA.

For Kashmiri Migrants (KM) relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.

Basis of admission:

Admissions shall be made on the basis of the inter se merit of Online Entrance Test (MCA- 2016) conducted by HSTES.

B. Kashmiri Migrants

Minimum Academic Qualifications shall be same as mentioned in section A

One seat in each University/Institute is reserved for Kashmiri migrants for MCA & this seat is to be filled up on supernumerary basis on the inter-se merit of percentage of qualifying exam through Online counseling at www.techadmissionshry.gov.in by Haryana State Technical Education Society.

- **Tie breaking criteria for Kashmiri Migrants:**

The following criteria will be followed to break-up the tie if two candidates secure the same marks in qualifying Examination.

- a) The candidate who have secured higher marks in the aggregate of 10+2 exam Shall rank higher in order of merit.
- b) The candidate who is elder in age shall rank higher in order of merit.

Note for Kashmiri Migrant:

1. KM category candidate shall apply online and the application fee for the purpose shall also be deposited online through www.onlinetesthry.gov.in by generating E-Challan or through credit/ debit/ net banking by using online payment gateway. The candidate shall also required to take the printout of online filled application form and deposit the same in the office of HSTES, Bays No. 7-12, Sector-4, Panchkula before the closing date along with the attested

copy of following documents:

- i. Attested copy of Migration Certificate duly signed by competent authority or Relief Commissioner
 - ii. Attested copy of DMC of qualifying examination
 - iii. Attested copy of DMC of 12th
 - iv. Proof of application fee deposition
2. Generate your Roll No. by clicking "Payment Registration" link on www.techadmissionshry.gov.in and pay counseling fee.
 3. The candidates applying under Kashmiri Migrants (K.M.) will produce a certificate in the support of their claim from the competent authority or Relief commissioner.
 4. **Candidate if any simultaneously applying for all options i.e. through Online Entrance Test for MCA-2016 as well as under Kashmiri Migrants (KM) Quota are required to apply separately and deposit the separate counseling fee i.e. Rs.500/- (non-refundable) , through www.techadmissinshry.gov.in for submitting separate Application Forms at HSTES office. After the display of merit list, candidate has to participate in Online Off-campus counseling on website www.techadmissionshry.gov.in , separately for each category.**
 5. **Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.**

Note:

1. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to MCA course. Candidates would be required to fulfill other conditions as spelt out in the Admission Brochure.
2. Candidates, who are appearing in the qualifying examination this year and are expecting to pass the same, can also complete for counseling for MCA.
3. Fulfilling of eligibility for MCA w.r.t. qualification and percentage of qualifying examination shall be proved by the candidate not at the time of seat allotment but at the time of reporting by the candidate at the institute. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found in-eligible, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever. However Kashmiri Migrants can only apply if they fulfill the eligibility criteria before submitting application.

CHAPTER 4

INFORMATION REGARDING ONLINE ENTRANCE TEST -OLET (MCA) – 2016

4.1 SCHEME AND SYLLABI

A. SCHEME OF ENTRANCE TEST:

- i. Maximum marks : 90
- ii. There will be one Question Paper of 90 minutes duration in three parts as under:

Part	Subjects	Nos. of Questions	Marks distribution
Part-I	Mathematical Ability	50 Questions (1-50)	50 Marks
Part-II	Logical & Analytical Ability	20 Questions (51-70)	20 Marks
Part-III	English /Comprehension	20 Questions (71-90)	20 Marks

- iii. Only objective type / multiple-choice questions with one correct answer will be asked in the Entrance Test.
- iv. There will "NOT" be any Negative marking.

B. SYLLABUS

10+2 Level Mathematics and English / Comprehension. Besides, questions will be asked to test Logical & Analytical Ability.

4.2 INSTRUCTIONS AND PROCEDURE FOR APPEARING IN ON-LINE ENTRANCE TEST FOR MCA-2016

All candidates are advised to read the following Instructions carefully for successful registration & for appearing in the online test.

1. For appearing in the OLET, all candidates should visit the website www.onlinetesthry.gov.in for registration as per the KEY dates fixed for MCA courses.
2. All candidates are advised to be conversant with the handling of keyboard and mouse.
3. First of all candidate has to select the course name and subsequently submit his/her personal details like Name, Date of birth, Father / Mother name, qualification, address details etc in online application form.
4. The candidate shall also upload his/her passport size **Colored Photograph (JPG File Max. 30KB Size)** and Specimen **Signature (JPG File Max. 20KB Size)** on online application form.
5. **Before submitting the online application form, the candidate can check and edit his/her registration details. Further, the candidate should also ensure that the photograph & signature uploaded is his/her own photograph & signature and particulars filled are must be same as registered in the qualifying examination. The incorrect information submitted in online application form shall not be entertained and in such a case the candidate is required to resubmit a fresh online application form and the fee should also be deposited against the fresh application form.**

6. Candidate will be responsible himself/herself for the information filled by him / her in the online application form. The wrong information filled by a candidate may lead to incorrect result/rank generation/Debarring from the entrance test.
7. Candidate will be asked to submit 3 choices of OLET centres as mentioned above for appearing in the OLET.
8. The candidate shall be allotted OLET centre out of the choices filled in the online application form, depending on the capacity of a particular centre otherwise any of the OLET centre where capacity is available shall be allotted.
9. On successful submission of registration details, the system will display a printable registration form consisting of **Application Form Number** with other registration details as filled and submitted by the candidate.
10. It is must for the candidate to take print out of the filled in Application Form and e-challan for deposition of Entrance test fee from the website www.onlinetesthry.gov.in after online submission of application form.
11. The entrance test fee is to be deposited through e-challan generated from the website www.onlinetesthry.gov.in in the bank (AXIS or PNB) or through credit/ debit card or net banking by using online payment gateway.
12. **The candidate must bring two copies of printout of admit card with photographs attested by gazetted officer and one valid Identity (ID) proof having his photograph on it for verification by invigilator in the Test Centre.**
13. **Candidates** are required to bring along with them the proof in respect of their date of birth etc. for verification before appearing in the entrance test. (Copy/attested copy of Matriculation Certificate). The admit cards must be signed by the invigilator on duty and one of the admit cards must be retained by the candidate himself.
14. Candidates are required to report at the allotted centre of Online Entrance Test 30 minutes before the start of test on the same date/shift.
15. Test will be of 90 minutes duration, at the end of the test every candidate will come to know the number of questions attempted and scored marks on-line after the completion of Entrance Test.
16. After the completion of Online Entrance Test, the proper inter se merit and ranks shall be displayed on the same website as per the schedule mentioned in “**Key Dates**”.
17. The result shall not be sent to the candidates by post. Candidates are, therefore, advised to ascertain the result at their own from the website and take a print of same.
18. There will be no re-evaluation/re-checking of answer of the Entrance Test and no request in this regard will be entertained.
19. 15 Minutes will be given to the candidates for filling up the data during Entrance Test.
20. The candidate will be displayed with the questions on the computer (screen) allotted to him during test.
21. The candidate may take help of invigilator in case of any problem regarding acquaintance of system/computer allotted to him.

22. Use of books, papers, slide rules, log tables, cellular phones, calculators, pagers, digital diaries etc. will not be allowed in the Examination Hall.
23. If any candidate is found guilty of breach of any rules mentioned in the Admission Brochure or guilty of using unfair means, he/she will be liable to be punished by the competent authority including cancellation of his/her candidature.
24. The candidate will be allowed to appear in the Entrance Examination provisionally, subject to fulfilling the prescribed eligibility conditions/criteria given in the Admission Brochure.
25. NIC shall conduct Mock Test pertaining to this Online Entrance Test for MCA-2016 on **the website www.onlinetesthry.gov.in**. The perspective candidates seeking admission in the above mentioned course are advised in their own interest to attempt the Mock Test.

4.3 Admit Card

1. The Admit Cards for appearing in the OLET are to be downloaded by the candidates from the website www.onlinetesthry.gov.in. **HSTES shall not issue or POST any admit card to any registered candidate for the OLET.**
2. The candidate having Admit card should report to the allotted OLET centre on given date and time for appearing the test along with supporting documents including ID proofs.
3. **The candidate must bring two printed copies of admit card with photographs attested by gazetted officer and one valid Identity(ID) proof having his photograph on it for verification by invigilator in the Test Centre.**
4. Candidates are required to bring along with them the proof in respect of their date of birth etc. for verification before appearing in the entrance test. (Copy/attested copy of Matriculation Certificate). The admit cards must be signed by the invigilator on duty and one of the admit cards must be retained by the candidate himself. Candidate documents and admit cards will be verified before appearing in the OLET.
5. Candidates must not write or change any entry made therein on the Admit Card. **They are advised to keep their Admit Card in safe custody.**
6. Candidates must bring the Admit Card for appearing in the Entrance Test in the same shift/centres of Entrance Test allotted to him, failing which they will not be admitted to the Examination Hall for Online Entrance Test.

4.4 Online Entrance Test for MCA2016 exam centers:

- i. For the convenience of candidate the following centres for Entrance Test has been created.

Centre code	Name of centre with complete address
01	University Library, Kurukshetra University, Kurukshetra
02	Deptt. Of Engg. & Tech., Maharashi Dayanand University, Rohtak
03	University Computer & Informatics Centre, GJU of Sc. & Tech., Hisar
04	YMCA University of Science & Technology, Faridabad.
05	Govt. Polytechnic, Nilokheri
06	Govt. Polytechnic, Sonapat
07	Deenbandhu Chhotu Ram Univ. of Sc. & Tech., Murthal, Sonapat
08	Govt. Polytechnic Hisar
09	Govt. Polytechnic Ambala
10	Govt. Polytechnic Manesar
11	Indra Gandhi University, Meerpur, Rewari
12	Seth Jai Parkash Polytechnic, Damla, Yamunanagar

- ii. The On-Line Entrance Test shall be conducted in three shifts. The shift timing will be shown to the candidates **while applying online for OLET, MCA-2016.**
- iii. **The shifts / centres for entrance test can be decreased/ increased depending upon the number of candidates.**
- iv. **Candidates are advised to fill up two centres and two shifts. Anyhow candidates will be allotted center and shifts of his choice only if it is available.**

4.5 DECLARATION OF RESULT

- i) The result of On-line Entrance Test for **MCA-2016** shall be declared on the website www.onlinetesthry.gov.in as per the schedule mentioned in “**Key Dates**” and shall also be pasted on the notice boards at the Test Centers, at which the candidate has appeared for the Test.
- ii) The result shall not be sent to the candidates by post. Candidates are, therefore, advised to ascertain the result at their own from above websites.
- iii) There will be no re-evaluation/re-checking of answers of the Entrance Test and no request in this regard will be entertained.
- iv) The rank will be assigned on the basis of total marks secured in the OLET (MCA) – 2016.

In case, two or more candidates obtain equal marks, inter se merit of such candidates shall be determined as follows:

- a. Candidates getting higher mark in the “Mathematical Ability” section in the OLET (MCA) – 2016 shall rank higher in order of merit.
- b. If tie still persists, candidates getting higher marks in “Logical and Analytical Ability” section in the OLET (MCA) – 2016 shall rank higher in order of merit.
- c. If tie still persists, then by date of birth i.e. senior in age will be given preference.
- d. If there is a tie even after that, all such candidates would be given the same rank. However, if they all wish to take admission in same institute and there is only one seat left, then additional seats would be created for that year only to provide admission to the same rank holders.

All candidates are advised to visit regularly the websites www.hstes.org.in or www.onlinetesthry.gov.in for updates/notices/messages etc.

CHAPTER 5
INFORMATION REGARDING INTAKE FOR THE SESSION 2016-17

1. Institute wise, branch wise intake for the session 2016-17 is available at **Appendix – F**.
2. Institutions/intake is subject to change by the competent authority. The change, if any, shall be incorporated accordingly. New institutions and the variation of intake in the existing institutions shall be considered for admission for the year 2016-17, if the approval from the competent authority such as AICTE/Affiliating University is received before the start of counseling.
3. One seat in each University/ Institute is reserved for **Kashmiri Migrants**, as per guidelines of AICTE/MHRD for the session. These seats are supernumerary seats.

CHAPTER 6

Distribution of Seats

6.1 For Govt./ Govt Aided: The reservation policy notified by the State Government Haryana is applicable to the AICTE approved Technical Institutions.

Important Note:

- **State reservation policy at the time of counseling (for preparation of seat matrix) shall be followed.**
- **25% horizontal reservation in all above categories shall be provided for girl Candidates**

6.2 For private unaided institutions:

The sanctioned intake in private unaided institutions shall be distributed as under: -

- i) 25% of sanctioned intake shall be filled by the institutions.
- ii) 75% of sanctioned intake shall be filled through HSTES

The private institutes have voluntarily opted that admissions of 75% of sanctioned intake in their institutes shall be done by HSTES from Haryana resident and All India open (AIO) category candidates as per the reservation policy in counseling's described above

6.3 For private unaided Minority institutions:

All India Category seats not exceeding upto 15% (at the discretion of the Management as above)

- i. Minority Quota - 42.5% of sanctioned intake fixed by the State Govt. vide notification No. 20/5/2004 4TE, dated 25.06.2004.
- ii. Balance- 42.5% (half for Haryana Open General and half for reserved categories of Haryana in the ratio as specified above.

Note:

1. Change, if any, shall be applicable at the time of counseling.
2. Haryana Residents are also entitled for admission against All India Category seat.
3. Only the candidates having the 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 must be issued from Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board constituted by the affiliating university for the purpose. The decision of the Board shall be final. Physically Handicapped candidates belonging to Haryana are required to submit the handicap certificate as per **Annexure-VII** at the time of Joining/Reporting.
4. If, the reserved seat(s) of Backward Class "A" remains vacant, these shall be filled up from Backward Class "B" & similarly other sub-category within reserve category of Haryana shall be inter converted.
5. Merging of sub-categories in the reserved categories and removal of ESM priorities of Haryana shall be made before 2nd counseling.
6. Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure- IV** and Backward Class (Block "A" & "B") will submit the Certificate on the

prescribed Proforma as per **Annexure-V**. A candidate-claiming seat against the seats reserved for Economically Backward Persons in the General Castes Category (EBP) will have to submit the certificate in the format given at **Annexure XIV**. The parents of BC candidates (Block A & B) and EBP for benefit of reservation for their ward shall also have to furnish an affidavit to the effect that they are not covered under the criteria of creamy layer, as per **Appendix-B-II** at the time of counseling. The said affidavit shall be furnished by both father and mother of the candidate.

7. Children & Grand-children of Freedom Fighters of Haryana are required to submit a certificate from the Deputy Commissioner of the concerned District as per **Annexure-VIII** at the time of counseling.
8. The seats reserved horizontally for ESM category shall be offered in order of following priorities:
 - a) Wards of Ex-servicemen died in action while in active service.
 - b) Ex-serviceman himself.
 - c) Wards of Ex-servicemen.
 - d) Wards of Paramilitary Forces

So, the candidates claiming reservation for these categories of Haryana are required to submit the certificate as per **Annexure-IX** in case of diseased/disabled and **Annexure-X** in case of discharged or serving personnel, whichever is applicable, at the time of counseling.

9. If the number of seats in any particular category is not a round figure, 0.5 or above will be taken as one and less than 0.5 shall be ignored, except that in Physically Handicapped, Children & Grand-children of Freedom Fighters and Ex-Servicemen and their Wards Categories, at least one candidate will be admitted from all the three categories in total, even if the share is less than 0.5 seats provided the number of sanctioned intake in the particular course is 30 or above
10. Overall total number of reserved seats shall not exceed the overall Quota. For that, even a fraction of 0.5 or more is to be ignored.
11. A candidate, who applies for reserved category will be considered first in general category. In case, he/she does not get a seat of his/her choice in general category, then he/she will be considered for reserved category as applicable candidate, who applies for reserved category will be considered first in general category. In case, he/she does not get a seat of his/her choice in general category, then he/she will be considered for reserved category as applicable.

6.4. KASHMIRI MIGRANTS (KM)

One seat is reserved in each University/Institute. The seat of Kashmiri Migrants is supernumerary i.e. over and above the sanctioned intake. For admission against this seat, **the Kashmiri Migrants will**

be required to have the original certificate of Migration duly signed by the competent authority or Relief commissioner. These candidates are also required to apply Online Application Form on website: www.onlinetesthry.gov.in and submit the printout of online filled application form Dully Attested Along with Attested Copies of Qualifying Exam & All Relevant Documents in the office of HSTES, Bays No. 7-12, Sector-4, Panchkula before last date of form submission.

6.5 NRI Quota Seats

In compliance of the judgment dated 12.08.2005 of Hon'ble Supreme Court of India in P.A. Inamdar case, a limited reservation of NRIs Seats, not exceeding 15%, may be made available to NRIs depending on the discretion of the Management subject to two conditions:

1. Such seats should be utilized Bonafide by the NRIs only and for their children or wards.
2. Secondly, within the quota, the merit should not be given a complete go-by.
 - (a) The amount of money, in whatever form collected from such NRIs, weaker sections of the society, whom, on well-defined criteria, the educational institutions may admit on subsidized payment of their fee.
 - (b) To prevent misutilization of such Quota or any malpractice referable to NRI Quota seats, it will be for the committee constituted pursuant to Islamic Academy's direction to regular till suitable legislation or regulations are framed by the state.
 - (c) List of Institutions offering NRI seats & their fee structure shall be made available in due course of time.

Note:

- i) Students in their own interest, are advised to seek admission against NRI seats only, if they fulfill the eligibility and other conditions prescribed in Hon'ble Supreme Court decision in P.A. Inamdar case, failing which, it is most likely that their admission may be cancelled at any later stage, whenever, comes to the notice of the competent authority.
- ii) Counseling for NRI seats, if any, shall be strictly done by the concerned institute at their own level as per the counseling schedule mentioned in key dates and strictly as per guidelines of Hon'ble Supreme Court Decision in P.A. Inamdar case.
- iii) Eligibility for such seats shall remain the same as mentioned in Chapter – 3. Anyhow, the candidates passing Qualifying Exam. From foreign countries shall produce the equivalency certificate from the association of Indian University. Such seats shall be filled on the basis of inter se merit of Qualifying Exam.
- iv) The fee shall be charged, as devised by the concerned institute and determined by State Fee Committee. However, it is made clear that no institute shall charge more or less fee than determined by the State Fee Committee.
- v) Applications shall be invited by the concerned institute for NRI Quota seats at their own level and the merit list of such candidates admitted by the Institute shall be displayed on the institute's website by the institute before the last cut off date of all admissions with copy to affiliation University, Haryana State Technical Education Society and Chairman, State Fee

Committee in the following format:

Sr. No.	Name of Candidate with complete address	Father's Name	Mother's Name	Name of Board/Univ which qualifying exam passed	%age of aggregate marks	Name & complete address of NRI of which candidate is children or ward	Amount of fee charged & Name of Currency	Branch Allotted	Remarks, if any

- vi) The institutes must update their NRI admissions online on the website www.intrahstes.gov.in before the final cut-off date of all admissions mentioned in "Key Dates".

CHAPTER 7 INFORMATION REGARDING FEE

In pursuance of the judgment dated August 14, 2003 of Hon'ble Supreme Court of India in writ petition (Civil) No.350 of 1993 (Islamic Academy and Anr. Vs. State of Karnataka and Ors.), the State Government had constituted State Fee Committee to fix fee structure of private unaided minority/non-minority institutions for various types of technical courses. The Supreme Court guidelines stipulate that fee structure should be such that it is viable for the Colleges to function as per norms laid down by AICTE, but there should be no profiteering.

The fee structure of various self financing technical institutions is available at *Appendix-G* and on the website www.techeduhry.gov.in. Candidates are advised to see the changes, if any, in the fee structure of institutes on the website www.techeduhry.gov.in before filling the choices of branch and institute during online counseling as there are pending requests with State Fee Committee from some institutes for fee revision.

Guidelines issued by State Fee Committee regarding charging of different amounts under various heads other than Tuition Fee, Development Fund, Student Fund, Caution Money:

- i. Hostel & Mess charges: Rs. 45,000/- per student which shall include lodging, boarding, water & electricity, reading room, computer, work station, gym and sports/ necessary furniture & furnishings. However, there can be a variation of 10% depending upon locale and specific demands. Laundry and Canteen etc. shall be on actual basis and optional. Cost of A.C. room would be separate which could be on an average Rs. 9000/- to 10000/- extra.
- ii. Transport: - It has to be as per actual. However not beyond Govt. fare per km. + upto 50%.
- iii. University/Board and Examination fee: - as per actual.
- iv. Prospectus: - Only once in the course and should not be more than Rs. 500/-.
- v. Placement Brochure:-Chargeable only once (in final year) and should not be more than Rs. 500/-.
- vi. Insurance: - Actual basis.
- vii. Uniform: - Rs. 3000/- which shall include one Blazer, two trousers, two shirts, one tie & two socks. Subsequent requirement optional and chargeable.
- viii. Additional charges for items like generator, internet (Wi-Fi), Book Bank (minimum 3 books) EDP. etc. etc. may be taken only if these facilities are provided. However, it should not be more than 5% of the sum total of the tuition fee + development fund and proportionately less as decided by State Fee Committee. Every institute is required to fix all the charges accordingly and reflect in their prospectus & on their website and must necessarily submit a copy of prospectus and placement brochure to State Fee Committee.

Every institute is required to fix to all the charges accordingly and reflect in their prospectus & on their website and must necessary submit a copy of prospectus and placement brochure to State Fee Committee.

CHAPTER : 8

PROCEDURE FOR COUNSELING FOR THE SESSION 2016-17

(A). Important steps for participating in online off campus counseling 2016-17

1. The candidates who have obtained rank in OLET for MCA-2016 are eligible for online off campus counseling for the session 2016-17 on www.techadmissionshry.gov.in

1. The procedure is applicable for the candidates who want to take admissions through online off campus counseling.
2. Candidates should gather detailed information from Admission Brochure about counseling schedules and procedures.
3. Generate e-challan for deposition of counseling fee, from the www.techadmissionhry.gov.in and deposit the counseling fee at any designated computerized branches of Axis and PNB Bank.

Note: - Remember you have to pay your counseling fee before proceeding for online counseling, else your allotted seat can be CANCELLED at any stage and candidate would not have any claim on such allotted seat.

4. Two counseling will be conducted for admission to MCA course for all the seats of Universities Deptt., Govt. / Govt. Aided and 75% seats of Self Financing Institutes as follows:

1st counseling- shall be for all categories namely AIC, HOGC, KM, HGST, SC, BC-A, BC-B, EBP, PH, ESM (with all priorities) and FF of all categories with 25% Horizontal Female reservation.

2nd counseling- shall be done for all categories namely **AIC, HOGC, SC, BC (by merging BCA and BCB in BC), and EBP** and merging all ESM (all priorities and FF) **with 25% Horizontal Female reservation.**

After 2nd counseling no online counseling shall be conducted and admission shall be made at Institute level counseling after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/unfilled, if any, same shall be filled up before final cut off date of admissions without any reservation, only on the basis of entrance exam merit/rank. The result of Online Entrance Test for MCA-2016 will be displayed on HSTES website www.onlinetesthry.gov.in, www.hstes.org.in

Procedure for Online Counseling:

For participation in online counseling (ID Verification, registration, submission of choices, downloading of seat allotment letters etc.), candidate will visit the website www.techadmissionshry.gov.in from any internet point preferably from any of the technical institutions in the states. **(Avoid going to Cybercafés, as they may mislead or misguide you)**

1. On website www.techadmissionshry.gov.in , view general information about institutions profile, cut off ranks, latest schedules of counseling etc.
2. **To start counseling** click on “**New Registration**” option and submit your details of Course, Roll number, application number, Name, Date of birth (as per admit card OR details provided by HSTES).
3. If any of the details are incorrect, please check the details once again. For any correction/ verification, you may contact HSTES.
4. If all information is entered correctly, you will get registration page for registering yourself as follows:
 - i. Gender
 - ii. Eligible for Haryana domicile
 - iii. Category
 - iv. Sub Category
 - v. Physical handicapped
 - vi. Educational Qualification
 - vii. % age marks in aggregate of all
 - viii. % age of marks in aggregate of physics, chemistry and maths (only if applicable).
 - ix. Name of School/ College from where eligible educational qualification attained
 - x. Type of School/College
 - xi. Location of School/College
 - xii. Parental Annual Income
 - xiii. Password and Re-enter Password
 - xiv. Security Questions
 - xv. Security Answers
 - xvi. Contact Address
 - xvii. City/Town
 - xviii. Home District
 - xix. Pin Code
 - xx. Telephone number
 - xxi. Mobile number
 - xxii. Email address etc.
 - xxiii. Aadhar Number (Not mandatory)
5. In case your entered details are wrong, software will not allow you to submit.
6. Please check all the details once again, before submission.
7. After this, candidate will be redirected to “Registration Confirmation” page where all entered registration details are displayed for confirmation once again. If you found any detail incorrect, that can be corrected by using the option “**edit registration details**” otherwise “**Click here to continue**”, if all the registration details shown are correct.
8. Once you proceeded from the above step, your registration details (can’t be changed or edited, so click on “Registration Confirmation” page when all your particulars are correct. In exceptional case, you may have to visit/contact HSTES only.
9. You can generate a User ID and Password. **Candidates should strictly keep records of this password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of**

registration details, choice etc. In the event of losing or forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the counseling website.

10. Candidate will login the website www.techadmissionshry.gov.in with his chosen User ID/ Password. After this, Candidate will confirm his/her registration details and move to fill his/her eligible choice. Registration confirmation is necessary for choice filling.
11. Candidate can also see his eligible choice and can take the print out of his/her eligible Choice. Number of seats available in a specific branch of an institution will be displayed as per the eligibility/category. The non-availability in a branch of an institution and branch / institute for which a candidate is not eligible will not be displayed to him / her.
12. Candidate will go to fill his/her choices by clicking on Fill/Modify choice and fill his/her Choices priority wise by clicking on add choice button (+) in left frame. Candidate should save the filled choices also.
13. **To increase the probability of getting a seat, candidates are advised to fill maximum eligible choices.**
14. After filling the choices, Candidate will lock his/ her choices. Locking choices means Candidate has finally filled his/ her choice.
15. Candidate can unlock his/ her choices and can edit, sort his/ her choices in specified time period which is available on key date's link (choice locking starts, choice locking ends) on the website. Candidate should lock his/ her filled choice for seat allotment result.
16. In case candidate make changes in his / her registration details, he / she has to fill the choices again as previous choices will be deleted automatically by the system as soon as any changes is made in registration details.
17. After this, Candidate has to wait for result of desired course as per **Key dates**.
18. Seat Allotment Result publishing date is available on Key date's section on the website.
19. After the declaration of result of 1st On-Line counseling as per Key-Dates, candidate will login in the counseling website www.techadmissionshry.gov.in by entering his/her Roll No. & Passwords and click on Provisional Seat Allotment result. If candidate has been allotted a seat then a page showing provisional seat allotment letter appears which shows Institute, Branch allotted to a candidate, Allotment Status and reporting duration is mentioned.
20. Candidate should take print out of this Provisional Seat Allotment letter, and should personally visit the institute allotted to him/ her between specified reporting dates for taking admission.
21. **The candidate will deposit one semester fees in the designated institute at the time of reporting in the institution.**
22. Candidates who are willing to take admission in the allotted institution should carry along

with them one semester fees plus all the documents along with them including counseling fee deposit Receipt **as per Chapter-9.**

23. Institute will first check candidate's provisional seat allotment letter and verify all candidate's document online. For online verification of documents password of candidate as well as of institution is must. If all the documents shown by the candidates are found correct, the system will generate two copies of admission slip one for candidate and other for the institution record. If some of the documents of candidate are not available / correct, then institute will give system generated deficiency letter to the candidate.
24. On obtaining the deficiency letter, candidate will again submit the correct document to the reporting institute between reporting dates and institute will again check candidate's document and if institute found the documents correct then admission slip shall be given to the candidate.
25. On obtaining the Provisional Admission Slip from institute, Candidate will deposit the one semester fees in the institute allotted to him/her and in this way candidate can reserve a seat.
26. For up gradation of the allotted seat, a candidate should participate in subsequent counseling.
27. For that the Candidate will login on web site **www.techadmissionshry.gov.in** and click on the undertaking that *I understand and accept that, by participating in this counseling, my earlier admission/ allotment, if any, will be cancelled automatically, in case I get new allotment to participate in next counseling.*
28. Candidates have to check the undertaking and click on Accept Participation and Proceed to participate in further counseling. **Candidate is advised to ONLY opt for the choice (s) which is/are better than the seat reserved in previous counseling.** Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat are advised not to opt for subsequent counselings. However, if at all the candidate participates in the 2nd Counseling and after filling the choices he feels that he should not have opted for 2nd counseling then at this stage he should delete all the choices filled by him to retain the seat reported through 1st counseling.
29. If candidate wants to change his/ her registration details, then candidate has to approach HSTES for modification in his/ her registration details, along with relevant certificates. By changing registration details, candidate filled up choices, if any, would be deleted and eligible choices of candidate may be affected.
30. For all subsequent counselings, step 11 to 30 will repeat.

Things to Remember

- For withdrawal of fee, the candidate should submit a request in the institution

concerned well before last cutoff date of admissions. After withdrawal, the seat shall be cancelled and shall be allotted to next eligible candidate in queue.

- In case a candidate gets a new seat in subsequent counseling, the earlier allotment/ admission, if any, will stand cancelled automatically
- In case a candidate upgrades to a new discipline in the same institution, he/ she should report again in the allotted institution but need not to deposit one semester fees again.
- If a candidate upgrades to a new institute, one semester fees shall require to be deposited in the new institute also along with document verification and should submit fee withdrawal request in the previous institution.
- The candidates who did not get seat in previous counseling or who are not satisfied with the allotted seat may try in subsequent counseling for getting a seat or UPGRADATION as per the case respectively.
- Once the seat in subsequent counseling is allotted, the previous allotted seat will be cancelled automatically. After allotment of seat in subsequent counseling, the candidate must report at the allotted institute and in case of non-reporting by the candidate, the allotted seat will also be cancelled automatically. **(Previously allotted seat got cancelled due to new allotment of seat in subsequent counseling and newly allotted seat got canceled due to non-reporting)** and that seat will be automatically offered to candidates in the subsequent counseling. **Previously allotted seat will not be given to candidate by any means after allotment of seat in the subsequent counseling even if it remains vacant.**

(B) Counseling for Kashmiri Migrants shall be done online by NIC.

- Kashmiri Migrants category candidate shall apply online and fee (application fee) for the purpose shall also be deposited online through www.onlinetesthry.gov.in. The candidate shall also take the print out of online filled application form and deposit the same along with the attested / self attested copy of relevant documents and proof of fee deposition in the office of HSTES, Bays No. 7-12, Sector -4, Panchkula before closing the date as per procedure mentioned in Chapter – 3 and also mentioned in printout of inline filled application form.
- Kashmiri Migrants candidates will be required to have the original certificate of Migration duly signed by the competent authority or Relief commissioner.
- Candidates are required to pay counseling fee of Rs.500/- (non refundable) through www.techadmissionshry.gov.in and after the display of merit list, the eligible candidates they are required to participate in counseling by NIC through www.techadmissionshry.gov.in

Note: Candidates may refer leading newspapers for advertisement (or) counseling website www.techadmissionshry.gov.in (in case of any change in Key Dates for KM).

(C) Admission To 25% Seats (Including 15% Seats If Any for Children/ Wards of NRIs) To Be Filled By the Private Institutions at their own Level.

1. Private institutions shall fill 25% seats (including 15% seats for children/wards of NRIs) at their own level in a just and transparent manner for which they shall invite the applications, prepare and display the merit list. The procedure shall be displayed by the Institute concerned on its website.
2. All institutions shall fill the over/unfilled seats of online counseling at their own level in a fair and transparent manner for which they shall invite the applications, prepare and display the merit list. The procedure shall be displayed by the Institute concerned on its website.
3. All the institutions shall make these admissions before last cutoff date of admissions.
4. The minimum eligibility condition for these seats shall remain the same as that for 75% seats to be filled by the Haryana State Technical Education Society.
5. In the event of seats remaining vacant, if any, the vacant seats may be filled up between before last cutoff date of admissions firstly on the basis of OLET merit and only thereafter on the basis of marks of qualifying examination.
6. In any case all kind of admissions shall be done before the last cutoff date admissions (as mentioned in key dates) and the fee fixed by the State Fee Committee shall be charged as per the laid down procedure. In any case higher fee shall not be charged.
7. The final list of admitted candidates (including the institute level admissions) shall be updated online by the institutes by last cut off date of admissions, positively, so that the same may be forwarded online to the concerned Universities. The wrong admissions, whatsoever, shall not be permitted.
 - **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**

CHAPTER 9

REPORTING OF THE CANDIDATE AT ALLOTTED INSTITUTES

(A) REPORTING OF THE SELECTED CANDIDATES

1. The candidate shall print the provisional allotment letter from website www.techadmissionshry.gov.in and deposit the semester fees at allotted institute and shall report at the allotted institute as mentioned in the key dates (Refer to Provisional Allotment Letter for allotted Institute).
2. Selected candidates are required to report in the allotted institutes for which they have been selected by the cutoff date, with the allotment letter generated from the website along with all requisite documents/ certificates/ testimonials / photograph / proof of annual parental income from all sources (in case of SC candidates).
3. The candidates who have reported at the allotted institute will get a system generated admission slip from the allotted institute after completing the admission formalities.
4. The candidates who were allotted institutes but they do not report at the allotted institute will not be considered for admission, such type of candidates can go for subsequent phases of counseling by selecting the priority wise choices again & after the result of subsequent counselings he/she may approach for allotted institute during the reporting period as per Key Dates.
5. Allotted Institutes would REPORT ONLINE on www.intrahstes.gov.in for each selected candidate in presence of the candidate and candidate shall assure that they collect the "Provisional Admission Slip" from institute during reporting.

(B) LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING IN THE INSTITUTE:

The candidates, at the time of reporting at allotted institutes must bring the following Original Certificates/Documents/Testimonials along with three sets of duly attested photocopies of these with them. Any candidate, who fails to produce any of the required Certificate / Document / Testimonial at the time of reporting at the allotted institution, will forfeit his/her claim to admission.

- i. Original & duly attested photocopy of Qualifying Examination.
- ii. Latest coloured photograph with preprinted name and DOB on it.
- iii. Matriculation / High School Certificate.
- iv. On line Entrance Test MCA-2016 Rank Card.
- v. Character Certificate:
 - a) **Regular Candidates:** The candidates who passed their qualifying exam. from School/College as regular students are required to submit the Character

Certificate as per **Annexure-I**.

- b) **Private Candidates:** Candidates, who have passed the qualifying examination as private candidates should submit their Character Certificate, duly signed by a First Class Magistrate.
- vi. Residents Certificate as per **Annexure-II**, if applicable: Candidates, who have passed their qualifying examination from a University located 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.
- vii. Certificate from the Employer in the case of Employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, Employees of Statutory Bodies/Corporations as per **Annexure-III**, if applicable.
- viii. Scheduled Caste Certificate as per **Annexure-IV**, if applicable.
- A. Backward Class Certificate as per **Annexure-V**, if applicable and affidavit as per **Annexure-VI**.
- B. Economically Backward Persons in the General Castes Category (EBP) will have to submit and produce a certificate in the format given at **Annexure XIV**.
- ix. Certificate in respect of Physically Handicapped Candidates as per **Annexure-VII**, if applicable.
- x. Certificate required to be furnished by the Children & Grand-children of Freedom Fighters as per **Annexure-VIII**, if applicable.
- xi. Certificate from wards of Deceased/Disabled/Discharged Military/Para-Military personnel/Ex- Servicemen or Ex-Personnel of Para-Military Forces – **Annexure-IX**.
- xii. Certificate from wards of ex-employee of Indian Defense Services/ Para-Military Forces- **Annexure-X**.
- xiii. Certificate of Medical Fitness- **Annexure-XI**.
- xiv. Admit Card of On-line Entrance Test MCA-2016
- xv. Proof of annual parental income from all sources (in case of SC/BC/EBP candidates).

Note:

- (i) All Originals and 3 sets of attested photo-copies of all applicable documents/testimonials/photos/certificates must be brought at the time of reporting.
- (ii) **The original certificates shall be returned back to the candidate concerned after verification by the institute.**
- (iii) The 3 sets of attested copies of certificates/documents/testimonials/photos will be verified & signed by the Director-Principal or his authorized representative & will be retained for registration purposes with the HSTES and subsequently in the Board/University.
- (iv) In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner.
- (v) **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Admissions) in Self Financing Institutions including un-aided branches of Aided**

Institutions from the academic session 2016-17. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.

(C) POST COUNSELING INSTRUCTIONS FOR THE INSTITUTES:

- Verification of the credentials of the candidate will be done by the respective institutes at the time of reporting for admission, by comparing with the original certificates against which candidate has been allotted seat. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of admission. **The candidate's identity should be compared with the photo provided by him/her available at HSTES website.**
- The candidates found eligible for admission, will be required to complete other admission formalities as per norms. Three set of copies of certificates etc duly attested by a Gazetted officer/ institution last attended or self attested shall be submitted by the candidate at the allotted institute.
- Online Reporting of each selected candidate in presence of the candidate shall be done by allotted institute by simply selecting/ tick marking the checklist online for checking all the parameters of the check list. Online reporting should be done as and when candidate reports at institute and not on the last date of admission.
- **After successful admission of the candidate, allotted institute must provide system generated admission slip to candidates**
- **Institutes are required to update the vacancy position online on www.intrahstes.gov.in strictly as per Key dates so that the subsequent counseling may be conducted as per schedule, failing which they will be responsible for consequences of non updation.**
- All admissions by institutes including institute level admissions are to be updated/reported online as and when they report/admit the candidates. No permission of any kind would be provided for admitting students, if not reported online as per Key dates/schedule. The online reported candidates for centralized as well as institute level admissions would only be forwarded to the respective university.
- No excuse from institutes regarding non-updation of admissions because of internet not working, etc would be entertained in any case. If institute's internet facility does not work, they should use the facility of nearby institutes or other internet points or cyber café for Reporting. The counseling would not be delayed because of them and no seats of institute would be filled after that.
- The institute shall submit the final list of admitted students' alongwith documents / certificates proving eligibility to respective university for registration purpose and same shall be verified with the list of admission as updated by respective institute on www.intrahstes.gov.in till final cut off date of all admissions.

- Any admission made after the last cut off date of admission shall be treated as wrong and illegal and will not be permitted / updated at www.intrahstes.gov.in
- All institutes shall ensure that admissions be made strictly as per the eligibility criteria / laid down qualification and on the basis of merit of entrance test / qualifying exam, whichever is applicable.
- In case of violation of eligibility criteria / merit for the first time, the institute shall not be allowed in particular branch in the next session to make admission in the next session in which violation has been carried out. Further, if such violation is repeated, then disaffiliation of the institute will be recommended to the concerned University / Board apart from sending recommendation to AICTE for disapproval of the institute.

NOTE: Respective institute shall check the admission status of all the candidates admitted at the institute in second counseling and make the candidates aware through notification on first day of reporting itself whose admissions have been cancelled due to up-gradation, so that he / she may check his / her allotment status online on counseling website and report at newly allotted institute / seat within reporting period of second counseling.

CHAPTER-10 REFUND OF FEE

1. **The On line Entrance Test for MCA-2016 fee of Rs.500/- for General Category and Rs.200/- for all reserved Categories and counseling fee of Rs.500/- deposited in HSTES are non-refundable.**
2. **Refund of Fee in case student leaves after joining the course.**

As per AICTE public notice Advt. No. AICTE/DPG/06(02)/2009, in the event of student/candidate withdrawing before the starting of the courses, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees on thousand only, shall be refunded and returned by the Institution to the student/candidate withdrawing from the programme. It would not be permissible for Institutions to retain the School Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, wherever applicable.

Any violation of instructions issue by the AICTE, shall call for punitive action including withdrawal of approval and reorganization of erring institutions. AICTE shall on its own or on receipt of specific complaints from those affected shall take all such steps as may be necessary to enforce these directions.

For refund of semester/admission fee deposited in the institute, candidate has to give the refund application to the concerned institute well within time and get a receipt of the same from them. In case, Institute doesn't provide the same, the Refund Intimation can also be given on our website www.hstes.org.in before **final cut-off date of admissions (Which is the last date of admissions)**.

The request of only that student will be forward to concern institute who get the admission through Centralize Counseling and apply upto above mentioned date **(Which is the last date of admissions)**. The ultimate responsibility of refund the fee lies with the institute. In case the institute does not refund the candidate fee the candidate can complaint to the BOARD/University and AICTE for further action. **(Refund direction/ Policy are issued by the AICTE as per AICTE public notice Advt. No. AICTE/DPG/06(02)/2009)**

Aggrieved parents/students are advised to contact/communicate in this regard to:

The Regional Officer,, AICTE – North Western Regional Office, Building, Dakshin Marg, Sector 36-A, Chandigarh–160036 (Phone: 0172-2613326,0172-2661201) under intimation to Joint Director, Haryana State Technical Education Society, Panchkula, Haryana,Takniki Shiksha Sadan.Bays No. 7 – 12, Sector -4, Panchkula.

CHAPTER-11
SCHOLARSHIP SCHEME
Various Financial Supports and Motivational Schemes

VARIOUS FINANCIAL SUPPORTS AND MOTIVATIONAL SCHEMES

Financial Supports and Motivational Schemes for Scheduled Castes/ Minority students are as follows:

1. Post Matric Scholarship of Govt. of India (GOI) for SC Students (Details given in the following Table-I)
2. SCSP Scheme of Haryana Govt. for SC Student (Details given in the following Table-I)
3. Post Matric Scholarship for Minorities Diploma Students (Details given in the following Table-II)
4. Merit-cum-Means Scholarship for UG /PG Students (Details given in the following Table-II)

Table-I: SC Scholarship Schemes at a Glance

Parameters of the Schemes	PMS Scheme (G.O.I. Scheme) (Post Matric Scholarship)	SCSP Scheme (State Scheme) (Schedule Caste Sub Plan)												
Applicability	w.e.f. 2009-10 Before 2009-10, scheme was implemented by SC/BC Welfare Department	w.e.f. 2007-08												
	Ceiling of 40% of total sanctioned intake of the Institute on merit basis.	Only the students admitted through Central Counseling conducted by HSCS are eligible.												
Eligibility regarding Annual Parental Income from all sources	Upto Rs. 2.5 lacs (w.e.f. 2013-14) Previous Income ceilings: From 1.4.2003 to 1.7.2010 = Rs. 1.00 lacs From 1.7.2010 to 2012-13 = Rs. 2.00 lacs From 2013-14 = Rs. 2.80 lacs	Rs. 2.50 lacs to Rs. 3.50 lacs (w.e.f. 2013-14) Previous Income Ceiling: Rs. 1 lac to Rs. 2.40 lacs												
Other Conditions of Eligibility	i. AADHAAR NUMBER / UID NO. OF THE CANDIDATE IS REQUIRED FOR CLAIMING SCHOLARSHIP FOR THE PURPOSE OF VERIFICATION. WITHOUT UID NO. SCHOLARSHIP CLAIMS SHALL NOT BE ENTERTAINED. ii. 70% attendance in the previous semester.													
Reimbursement	Tuition fee, Development fund & Student fund as fixed by State Fee Committee including Maintenance Allowance & Examination fee. Maintenance Allowance: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Type of Course</th> <th style="text-align: center;">Day Scholar</th> <th style="text-align: center;">Hosteller</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BE/B.Tech./MBA/MCA (Gp-I)</td> <td style="text-align: center;">550/- pm</td> <td style="text-align: center;">1200/- pm</td> </tr> <tr> <td style="text-align: center;">M.Pharm. /B.Pharm./ BHMCT (Gp-II)</td> <td style="text-align: center;">530/- pm</td> <td style="text-align: center;">820/- pm</td> </tr> <tr> <td style="text-align: center;">Diploma (Gp-IV)</td> <td style="text-align: center;">230/- pm</td> <td style="text-align: center;">380/- pm</td> </tr> </tbody> </table>	Type of Course	Day Scholar	Hosteller	BE/B.Tech./MBA/MCA (Gp-I)	550/- pm	1200/- pm	M.Pharm. /B.Pharm./ BHMCT (Gp-II)	530/- pm	820/- pm	Diploma (Gp-IV)	230/- pm	380/- pm	Only Tuition Fee is reimbursed as below: Diploma courses: Tuition fee or Rs. 20000/- whichever is less UG /PG courses: Tuition fee or Rs. 40000/- whichever is less
Type of Course	Day Scholar	Hosteller												
BE/B.Tech./MBA/MCA (Gp-I)	550/- pm	1200/- pm												
M.Pharm. /B.Pharm./ BHMCT (Gp-II)	530/- pm	820/- pm												
Diploma (Gp-IV)	230/- pm	380/- pm												
Intensive checking /inspections shall be made by the respective Disbursing Institute of the Department during the conduct of session. Only after verifying the records of the admitted SC students, minimum attendance (70%), physical presence of the SC students in at least one theory paper of semester examination, the claim shall be settled & scholarship released accordingly in time bound manner.														

Table-II: MINORITIES SCHOLARSHIP SCHEMES AT A GLANCE

(Schemes Transferred from Social Justice & Empowerment Department to Tech. Education Department w.e.f 2010-11)

Parameter	Merit-cum-Means Scheme				Post Matric Scholarship Scheme																															
Applicability	UG/PG Technical and Professional Courses from recognized institutions				Diploma courses (studies in Govt. or Private Higher Secondary School /Universities and Technical and Vocational Courses of classes 11th and 12th level)																															
Target	National: 20,000 scholarships Haryana: 257 scholarships				The targets (No. of Scholarships) are fixed by Government of India every year																															
Eligibility	(i) Annual parent/ guardian's income from all sources upto Rs. 2.50 lacs. (ii) Financial Assistance is being provided to the Minority Students pursuing Degree and / or Post Graduate Level Technical and Professional Courses from recognized institutions. (iii) Selection on merit bases. (iv) Continuation of scholarship in subsequent year will depend on successful completion of the course in preceding year.				(i) Annual parent/ guardian's income from all sources upto Rs. 2 lacs. (ii) Not less than 50% marks or equivalent grade in the previous final examination. (iii) Preference in the ascending order of income to Students from BPL families																															
Scholarship Rate	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Type of Financial Assistance</th> <th>Hosteller</th> <th>Day Scholar</th> </tr> </thead> <tbody> <tr> <td></td> <td>Course Fees</td> <td>Rs. 20,000 per annum or actual whichever is less.</td> <td>Rs. 20,000 per annum or actual whichever is less.</td> </tr> <tr> <td></td> <td>Maintenance Allowance (for 10 months only)</td> <td>Rs. 10,000 per annum (Rs. 1000 P.M.)</td> <td>Rs. 5,000 per annum (Rs. 500 P.M.)</td> </tr> <tr> <td colspan="2">Total</td> <td>Rs. 30,000/-</td> <td>Rs. 25,000/-</td> </tr> </tbody> </table>				Sr. No.	Type of Financial Assistance	Hosteller	Day Scholar		Course Fees	Rs. 20,000 per annum or actual whichever is less.	Rs. 20,000 per annum or actual whichever is less.		Maintenance Allowance (for 10 months only)	Rs. 10,000 per annum (Rs. 1000 P.M.)	Rs. 5,000 per annum (Rs. 500 P.M.)	Total		Rs. 30,000/-	Rs. 25,000/-	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Type of Financial Assistance</th> <th>Hosteller</th> <th>Day Scholar</th> </tr> </thead> <tbody> <tr> <td></td> <td>Admission and course/ tuition fee (includes fee/ charges for raw material etc.)</td> <td>Actual subject to maximum ceiling of Rs. 10,000 per annum.</td> <td>Actual subject to maximum ceiling of Rs. 10,000 per annum.</td> </tr> <tr> <td></td> <td>Maintenance allowance (for 10 months only)</td> <td>Rs. 380 per month</td> <td>Rs. 230 per month</td> </tr> </tbody> </table>				Sr. No.	Type of Financial Assistance	Hosteller	Day Scholar		Admission and course/ tuition fee (includes fee/ charges for raw material etc.)	Actual subject to maximum ceiling of Rs. 10,000 per annum.	Actual subject to maximum ceiling of Rs. 10,000 per annum.		Maintenance allowance (for 10 months only)	Rs. 380 per month	Rs. 230 per month
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CHAPTER: 12

INSTRUCTIONS TO CURB THE EVENTS OF EVE-TEASING

In compliance of directions of Hon'ble Supreme Court of India in case Civil Appeal no. 8513 of 2012 titled the Deputy Inspector General of Police and Anr. Vs S.S. Samuthiram, the State Government has issued the following instructions for strict compliance by all the technical education institutions of the State to curb the events of Eve-Teasing in/around their campuses and emphasis should be given to curb the same from the Society at large.

1. Head of the Institutions of all technical educational institutions shall make arrangements to depute staff to be present at the main gates during opening and closing of institution hours.
2. A women grievance cell be constituted with senior women faculty as members. A suggestion/complaint box should be in place at the convenient place, so that the students may submit their grievance/complaints.
3. Information regarding awareness for protection of women against Eve-Teasing and any other form of sexual harassment should be displayed on the notice boards of the Institution and hostels. Helpline numbers also be displayed on the hoardings for informing any incident of eve-teasing.
4. Deputy Commissioners, Supdt. Of Police and SHO of the area may be requested to make arrangements for PCR vehicles to be stationed near education institutions during opening and closing hours and police patrolling must be intensified near the educational institutions/campus to ensure that students are not harassed by eve-teasers.
5. Responsibility of the Heads of the Institutions and Management will be fixed for failure to curb the incidents of eve-teasing in and around their respective institutions.
6. Faculty should be deputed to classrooms during free periods to ensure that no girl shall be allowed to sit alone in classrooms during free period and a separate girls common room should be made functional in the institution.
7. CCTV Cameras be installed at gates of education institutions and in the campus and classrooms.
8. One male or female official duly armed with walky-talky set/mobile phone be deputed in Vehicles carrying working women or girl students.
9. It should be ensured that liquor shops are placed at maximum distance from the educational institutions/campus.
10. Effective steps to stop eve-teasing by creating awareness through awareness programs, seminars and discussion be taken up at the institution level and also other steps or measure be used to curb the evil of eve-teasing with the help of Women Organizations and Women Commissions of the State involving them in awareness programs.
11. The Head of the Institution and Management is hereby directed to take care of their girls students and female faculty for the incidence of eve-teasing reported by them even outside the campus.

ANNEXURE-I

Name of the School/College _____ Session _____

CHARACTER CERTIFICATE

Certified that Sh./Km./Smt _____

son/daughter of Sh. _____ has been a Bonafide student of this
School/College during the period _____.

He/She appeared in the _____ Examination of the _____

(University/Board) held in _____ under Roll No.

_____ and *passed obtaining _____ marks out of

_____ marks or *failed/*placed under compartment in the subject of

_____.

1. Academic Distinction, if any _____
2. Co-curricular activities, if any _____
3. Brief particulars of disciplinary action by School / Board / University (including punishments such as expulsion, warning, fined for violation of School / Board / University / Hostel Rules, UMC/disqualification etc., if any _____.
4. General Conduct during stay in the Institution: Good/Satisfactory/Unsatisfactory
5. He/she bears good/bad character. No. _____

Date : _____

Signature
Principal
(with office seal)

*Strike out whichever is not applicable.

ANNEXURE-II**HARYANA RESIDENT CERTIFICATE**
(For bonafide Residents of Haryana only)

Certified that Sh./Km./Smt. _____ son/daughter of
 Sh. _____ R/o _____
 _____ (complete
 address) since _____ and applicant for admission to various
 Engineering/Technical Courses in Haryana, is a bonafide resident of Haryana State in terms of Chief
 Secretary, Haryana letter No. 62/17/95-6 GS1 dated 3.10.96, letter No. 62/32/2000-6GSI dated 23-5-
 2003, letter No. 62/27/2003/6 GS1 dated 29.7.2003, letter No. 22/28/2003-3GS-III dated 30-1-2004
 under clause _____.

No. _____ (Signature of the attesting authority)

Date : _____ Name _____

Place : _____ Designation _____
 (With legible office seal)

NOTE :

- i) The competent authorities to issue Haryana Resident Certificate will be as per State Govt. letter No. 22/28/2003-3 GS III dated 30.01.2004.
- ii) The candidates, who have passed their qualifying examinations from the Universities/Board/Institutes located in Haryana are not required to produce Certificate of Haryana Resident.
- iii) The certificate must have been issued on or after 31-1-2005.

ANNEXURE-III**CERTIFICATE FROM THE EMPLOYER IN THE CASE OF EMPLOYEES OF GOVT. OF HARYANA, MEMBERS OF ALL INDIA SERVICES BORNE ON HARYANA CADRE, EMPLOYEES OF STATUTORY BODIES / CORPORATIONS**

Certified that Sh./Km./Smt. _____

son/daughter/wife of Sh. _____ is serving as a Regular employee of Govt. of Haryana / Members of All India Services borne on Haryana Cadre/Regular Employees of Statutory Body/Corporation established by or under an Act of State of Haryana.

Presently, he/she is posted as _____ in the Department of _____ at (place _____ of posting). Sh./Km./Smt. _____ is his/her son/daughter/dependent (if parents are not living), seeking admission in various technical courses in Haryana for the session 2016-17.

No. _____

Signature of Employer

Date : _____

Designation _____

Place : _____

(legible Seal)

*Strike out whichever is not applicable.

ANNEXURE-IV**Haryana Government**

**Photo of Applicant
to be attested by
the Issuing
Authority**

Certificate Sr. No...../Year...../Teh.....

SCHEDULED CASTE - CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
Son/daughter of Shri _____ resident of _____ village/town
_____ Tehsil _____ District _____ of the State/Union
Territory _____ belongs to the _____ Caste/Tribe, which is recognized as a
Scheduled Caste/ Scheduled tribe under the Consitution (Scheduled Castes) order, 1950.

2. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in
_____ Village/Town _____ of Tehsil _____ District
_____ of the State/Union Territory _____.

Signature with seal of Issuing Authority
Full Name.....
Designation.....
Address with
Telephone No. with code.....

Place..... Date.....

Issuing Authority: Tehsildar-cum-Executive Magistrate, Naib
Tehsildar-cum-Executive Magistrate.
Head o Department in case of Government employees

Strike out the paragraph which is not applicable.

For instructions refer to www.csharyana.gov.in

ANNEXURE-V**Haryana Government**

Certificate Sr. No...../Year...../Teh.....

Photo of Applicant to be attested by the Issuing Authority

BACKWARD CLASS CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
 Son/daughter of Shri _____ resident of _____ Village/town
 _____ Tehsil _____ District _____ of the State/Union
 Territory _____ belongs to the _____ Caste. This caste is mentioned in the
 State list of BC Block _____.

(The applicant shall submit an affidavit that he/she falls/does not fall in creamy layer)

2. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in
 _____ Village/Town _____ of Tehsil _____ District
 _____ of the State/Union Territory _____.

3. This is to certify that he/she does not belong to the person/section (Creamy layer) as per
 State Govt. letter No. 1170-SW(1)-95 dated 7-6-1995, No. 22/36/2000-3GS-III dated
 09.08.2000, No. 213-SW(1)-2010 dated 31-08-2010 & No. 22/22/2004-3GSIII dated
 06.01.2014.

Signature with seal of Issuing Authority
 Full Name.....
 Designation.....
 Address with
 Telephone No. with code.....

Place..... Date.....

Issuing Authority: Tehsildar-cum-Executive Magistrate, Naib
 Tehsildar-cum-Executive Magistrate.
 Head o Department in case of Government employees

Strike out the paragraph which is not applicable.

For instructions refer to www.csharyana.gov.inFor instructions refer to www.csharyana.gov.in

ANNEXURE-VI**AFFIDAVIT****(BY THE PARENTS OF THE BACKWARD CLASS CATEGORY CANDIDATES)**

I _____ Father/Mother of _____ Resident of _____ Tehsil _____ District _____ seeking admission to Technical courses in Haryana do hereby solemnly affirm and 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 & No. 22/22/2004-3GSIII dated 06.01.2014 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.

Dated: _____
Place: _____

DEPONENT**VERIFICATION**

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

Dated: _____ Place: _____

DEPONENT

ANNEXURE-VII**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

Date : _____

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-VIII**CERTIFICATE REQUIRED TO BE FURNISHED BY
CHILDREN/GRANDCHILDREN OF FREEDOM FIGHTERS**

Certified that Sh./Km./Smt. _____
 son/daughter of Sh. _____, resident of
 _____ (complete
 address), Freedom Fighter of Haryana (Identity No. _____) is
 father/grandfather of Sh./Km./Smt. _____ (Name
 of candidate) of Village/Town _____ Police Station _____ Tehsil
 _____ District _____, State _____
 No. _____
 Date : _____
 Place : _____

Deputy Commissioner of
 District concerned of Haryana
 (SEAL OF OFFICE)

**CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED
MILITARY/PARA-MILITARY PERSONNEL, EX-SERVICEMEN OR
EX-PERSONNEL OF PARA-MILITARY FORCES**

Certified that Number _____ Rank _____

Name _____ Son of _____

Father of _____ Resident of Village _____

Post Office _____ Tehsil _____

Distt. _____ belonging to the State of Haryana, has served

in the Army / Air-Force/Navy/ _____ Name of the Para-Military
Force) from _____ to _____ and subsequently invalidated
out of service as under :

- 1) Medical Category
 - i) for JCO"s _____
 - ii) for ORS : Shape-I, II, III etc. _____
 - iii) for Rank/Designation (in case of Para-Military Forces) _____
- 2) Reason of discharge/retirement _____
- 3) Death

whether killed in action _____

or any other reason _____
- 4) If killed in action _____
name of the war/operation _____
- 5) Disabled : Whether disabled during the war/operation(name) _____
- 6) Nature of disability
 - i) whether permanent i.e. for life _____
 - ii) whether temporary up to what extent) _____

Next RSMB IS DUE _____

Name of Records _____

Case No. _____

Date _____

Signature of the issuing authority
with designation and official
seal and stamp

Note : Only the certificate issued by the Officer duly authorized by the Army/Navy/Air-Force /
Concerned Para-Military Force Headquarters, as the case may be, shall be entertained.

ANNEXURE-X

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

Certified that Number _____ Rank _____

Name _____ S/o or D/o _____

Father/Mother 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/ Zila Sainik Board/
Competent Authority (with Official
Seal)

*(Strike out whichever is not applicable)

ANNEXURE-XI**CERTIFICATE OF MEDICAL FITNESS**

(For admission to MCA Course in Haryana)

To be obtained only from gazetted Government Medical Officer/Medical Officer of a Government Undertaking. Please note that this certificate in no other form will be accepted. Medical Certificates issued by private medical practitioners will not be accepted.

(Please refer to prescribed standards given overleaf)

Name..... (in
Block Letters)

Father's Name Sh.....

Height : Weight

Chest : Heart

& Lungs : Vision :

L : R : Colour

Vision : Hearing :

.....

Hernia/Hydrocele/Piles :

Remarks :

I certify that I have carefully examined Sh./Km./Smt. son/daughter of
Shri who has signed in my presence. He/she has no mental
and physical disease and is FIT.

Signature of the candidate

Station :

Signature of the Medical Officer with
legible Seal.

Date :

(FOR PRESCRIBED MEDICAL STANDARDS FOR ADMISSION SEE NEXT PAGE)

PRESCRIBED MEDICAL STANDARDS FOR ADMISSION

An Engineering profession demands good physique and stamina. An applicant who suffers from any organic defect or does not have sound health so as to bear the strain of the course which must be heightened in his/her professional life would be well advised not to take up the MCA Profession. He/she must fulfil the following medical standards :

- HEIGHT : Not less than 1.5 metre for male candidates, and not less than 1.2 metre for female candidates.
- WEIGHT : 41 kg. approximately for male candidates and 37 kg. approximately for female candidates.
- CHEST MEASUREMENT : Not less than 69 cms. with satisfactory limit of expansion and contraction for male candidates only.
- HEART & LUNGS : No abnormality.
- HERNIA, HYDROCELE : Presence of these is a temporary disqualification & to be rectified before joining the course of study.
- VISION : Normal, where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eye should be free from congenital and other disease.
- HEARING : Normal, where defective, it must be corrected.

ANNEXURE –XII

UNDERTAKING BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number)
S/o / d/o /Mr./Mrs./Ms _____

1) I have been admitted to _____ (name of the institution) have received a copy of the AICTE 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 Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

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

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

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

Declared this _____ day of _____ month of _____ year _____

Signature of Deponent

Name

VERIFICATION

Verified that the contents 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) _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ month, _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE –XIII

UNDERTAKING BY PARENT/GUARDIAN

I, _____ Mr./Mrs./Ms. (full name of parent/guardian) father / mother/guardian of _____
(full name of student with admission /registration/enrolment number),

- 1) having been admitted to _____ (name of the Institution), have received a copy of the AICTE 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 or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year__

Signature of Deponent

Name: Address:

Telephone/Mobile No:

VERIFICATION

Verified that the contents 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) and _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ month, _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE-XIV**HARYANA GOVERNMENT**

Photo of Applicant
to be attested by the
Issuing Authority.

Certificate Sr. No...../Year...../Teh.....

**CERTIFICATE FOR ECONOMICALLY BACKWARD PERSON IN THE
GENERAL CASTES CATEGORY**

This is to certify that Sh./Smt./Kumari _ _____ _ Son/Daughter of Sh.
_____ resident of _____
Village/Town _____ Tehsil _____ District _____
State/Union Territory _ _____ Caste _____ belongs to the category of
Economically Backward Person in the General Castes
Category.

This certificate has been issued in accordance with the Haryana Government notification NO. 60SW (1)-2013 dated 23.1.2013 issued by Welfare of SC & BC Department and letter NO. 22/10/2013-1GS-III dated 28.2.2013 and other instructions issued in the matter from time to time.

Place _____

Signature with Seal of Issuing Authority

Full Name: _____

Designation: _____

Address: _____

Tel. No. with Code: _____

Date:

• **Issuing Authority:**

Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum- Executive Magistrate,
Head of Department in case of Government employees.

- Strike out the paragraph which is not applicable.
- For instruction refer to www.csharyana.gov.in

APPENDIX-B-I

LIST OF BACKWARD CLASSES IN HARYANA STATE - BLOCK – A

S. No	CASTE NAME	S. No.	CASTE NAME
1.	Aheria, Aheri, Heri, Naik, Thori or Turi, Hari	36.	Khanghera
2.	Barra	37.	Kuchband
3.	Beta, Hensi or Hesi	38.	Labana
4.	Bagria	39.	Lakhera, Manihar, Kachera
5.	Barwar	40.	Lohar, Panchal-Brahmin
6.	Barai, Tamboli	41.	Madari
7.	Baragi, Bairagi, Swami Sadh	42.	Mochi
8.	Battera	43.	Mirasi
9.	Bharbhunja, Bharbhuja	44.	Nar
10.	Bhat, Bhatra, Darpi, Ramiya	45.	Noongar
11.	Bhuhalia Lohar	46.	Nalband
12.	Changar	47.	Pinja, Penja
13.	Chirimar	48.	Rehar, Rehara or Re
14.	Chang	49.	Raigar
15.	Chimba, Chhipi, Chimpa, Darzi Rohilla	50.	Rai Sikhs
16.	Daiya	51.	Rechband
17.	Dhobis	52.	Shorgir, Shergir
18.	Dakaut	53.	Soi
19.	Dhimar, Mallah, Kashyap Rajpoot, Kahar, Jhinwar, Dhinwar, Khewat, Mehra, Nishad, Sekka, Bhisti, Sheikh-Abbasi	54.	Singhikant, Singiwala
20.	Dhosali, Dosali	55.	Sunar, Zargar, Soni
21.	Faquir	56.	Thathera, Tamera
22.	Gwaria, Gauria or Gwar	57.	Teli
23.	Ghirath	58.	Banzara, Banjara
24.	Ghasi, Ghasiara or Ghosi	59.	Weaver (Jullaha)
25.	Gorkhas	60.	Badi/ Baddon
26.	Gawala, Gowala	61.	Bhattu/ Chattu
27.	Gadaria, Pal, Baghel	62.	Mina
28.	Garhi, Lohar	63.	Rahbari
29.	Hajjam, Nai, Nais, Sain	64.	Charan
30.	Jhangra-Bhrahman, Khati, Suthar, Dhiman-Brahmin, Tarkhan, Barhai, Baddi	65.	Chaaraj (Mahabrahman)
31.	Joginath, Jogi, Nath, Jangam-Jogi, Yogi	66.	Udasin
32.	Kanjar or Kanchan	67.	Ramgarhia
33.	Kurmi	68.	Rangrez, Ligar, Nilgar, Lallari
34.	Kumhars, Prajapati	69.	Dawala, Soni-Dawala, Nyaaria
35.	Kamboj	70.	Bhar, Rajbhar
		71.	Nat (Muslim)
LIST OF BACKWARD CLASSES IN HARYANA STATE (Block-B)			
S. No.	CASTE NAME		
1.	Ahir/ Yadav		
2.	Gujjar		
3.	Lodh/ lodha/ Lodhi		
4.	Saini, Shakya		
5.	Meo		

APPENDIX-B-II
**CRITERIA FOR EXCLUDING CREAMY LAYERS FROM
 BACKWARD CLASSES**

Description of the Category	To whom rule of exclusion will apply
I. Constitutional Posts	Son(s) and daughter(s) of: <ol style="list-style-type: none"> (a) President of India (b) Vice President of India (c) Judges of the Supreme Court and of the High Courts; (d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commission; Controller and Auditor General of India; (e) Persons holding Constitutional positions of like nature.
II. Service Category	Son(s) and daughter(s) of:
A. Group A/Class-I Officers of the All India Central and Services (Direct Recruits)	<ol style="list-style-type: none"> (a) Parents, both of whom are Class I Officers; (b) Parents, either of whom is a Class I Officer; (c) Parents, both of whom are Class I Officers; but one of them dies or suffers permanent incapacitation. (d) Parents, either of whom is a Class I Officer; and such parents dies or suffers permanent incapacitation and before such death or such incapacitation has the benefit of employment in any international organization like; U.N., I.M.F., World Bank etc. for a period not less than 5 years. (e) Parents, both of whom are Class I Officers die or suffers permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any international organization like; U.N., I.M.F., World Bank etc. for a period not less than 5 years. <p>Provided that the rule of exclusion shall not apply in the following cases:</p> <ol style="list-style-type: none"> (a) Sons and daughters of parents, either of whom or both of whom are class I Officers and such parent(s) dies/die or suffer permanent incapacitation. (b) A lady belonging to OBC category as got married to a Class I Officer, and may herself like to apply for a job.

B. Group B/Class-II Officers of the Central and State Services (Direct Recruitment)

Son(s) and daughter(s) of:

- (a) Parents, both of whom are Class II Officers;
- (b) Parents, or whom, only the husband is a Class II Officer, and he gets into Class I at the age of 40 or earlier.
- (c) Parents, both of whom are Class II Officers; but one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any international organization like; U.N., I.M.F., World Bank etc. for a period not less than 5 years before such death or permanent incapacitation.
- (d) Parents, of whom, the husband is a Class I Officer (Direct recruit or pre-forty promoted) and wife is a Class II Officer and the wife dies or suffer permanent incapacitation; and
- (e) Parents, of whom, the wife is a Class I Officer (Direct recruit or pre-forty promoted) and the husband is a Class II Officer and the husband dies or suffer permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of:

- (a) Parents, both of whom are class II Officers and one of them dies or suffer permanent incapacitation.
- (b) Parents, both of whom are Class II Officers; and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any international organisation like; U.N., I.M.F., World Bank etc. for a period not less than 5 years before their death or permanent incapacitation.

The criteria enumerated in A and B above, in this category apply mutatis mutandi to officers holding equivalent or comparable posts in PSUs, banks, insurance organizations, equivalent or comparable basis in these institutions, the criteria specified in category V below will apply to the officers in these institutions.

C. Employees in Public Sector Undertakings etc.

Son(s) and daughter(s) of either or both of whom is or are in the rank of Colonel and above in the army and to the equivalent posts in the Navy and the Air Force and the Paramilitary Forces:

Provided that:-

- (i). If the wife of an Armed Force Officer is herself in the Armed Forces (i.e. the category under consideration) the rule of exclusion will apply only when she herself has reach the rank of colonel.
- (ii). The service ranks below colonel of husband and wife shall not be clubbed together.
- (iii). If the wife of an officer in the Armed Forces is in Civil Employment, this will not be taken into account for applying the rule of exclusion unless she false in the

III. **Armed Forces including Para Military Forces** (persons holding civil posts not included)

IV. **Property Owners** (Agricultural Holdings)

service category under Item No. II, in which case, the criteria and condition enumerated

therein, will apply to her independently.

Son(s) and Daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.

V. Income/Wealth Test

Son(s) and Daughter(s) of:

- (a) Persons having Gross annual income or rupees 1.00 lacs or above or possessing wealth above the exemption limits as prescribed in the Wealth Tax Act for a period of three consecutive years.
- (b) Persons in categories I, II, III and IV, who are not disentitled to benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation

:

- (i). Income from salaries or agricultural land shall not be clubbed.
- (ii). The income criteria in terms of rupee will be modified taking into account, the change in its value every three years. If the situation however, so demands, the interregnum may be less.
- (iii). Where the husband is in some profession and the wife is a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- (iv). If the wife is in any profession, and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only the basis of the wife's income and the husband's income will not be clubbed with it.

APPENDIX-C
LIST OF SCHEDULED CASTES IN HARYANA STATE

S.No.	CASTE NAME
1.	Ad Dharmi
2.	Balmiki, Chura, Bhangi
3.	Bangali
4.	Barar, Burar, Berar
5.	Batwal, Barwala
6.	Bauria, Bawaria
7.	Bazigar
8.	Bhanjra
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Mochi ,Ramdasia
10.	Chanal
11.	Dagi
12.	Darain
13.	Deha, Dhaya, Dhea
14.	Dhanak
15.	Dhogri, Dhangri, Siggri
16.	Dumna, Mahasha, Doom
17.	Gagra
18.	Gandhila, Gandil, Gondola
19.	Kabirpanthi, Julaha
20.	Khatik
21.	Kori, Koli
22.	Marija, Marecha
23.	Mazhabi, Mazhabi, Sikh
24.	Megh. Meghwal
25.	Nat, Badi
26.	Od.
27.	Pasi
28.	Perna
29.	Pherera
30.	Sanhai
31.	Sanhal
32.	Sansi, Bhedkut, Manesh
33.	Sansoi
34.	Sapela, Sapera
35.	Sarera
36.	Sikligar, Bariya
37.	Sirkiband

APPENDIX-D

Copy of letter No. 62/17/95-6 GSI Dated, Chandigarh, the 3rd October, 1996

From

The Chief Secretary to Government Haryana

To

- I. All Heads of Departments, Commissioners, Ambala, Rohtak, Gurgaon and Hisar Divisions.
- II. All Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana.
- III. The Registrar, Punjab and Haryana High Court and all District and Session Judges in 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 them for selection in an institution from a school/college in Haryana.
- ii) Children / Wards (if parents are not living) / Dependents :
 - (a) of the employees of Haryana State posted in or outside Haryana State or working on deputation;
 - (b) of the 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 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) Citizens 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.

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 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/Dependents of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, proformas have been prescribed which are enclosed herewith.
6. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-

Under Secretary, General Administration,
for Chief Secretary to Govt. Haryana.

A copy is forwarded for information and necessary action to :-

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana.

Sd/-
Under Secretary, General Administration,
for Chief Secretary to Govt. Haryana,

To

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana.

U.O. No. 62/17/95-6GSI

Dated Chandigarh, the 31.10.96

APPENDIX-D-1

No. 62/32/2000 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala Divisions
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 23.05.2003

Sub : **Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.1996 on the subject noted above vide which the powers of issuing Haryana Resident Certificate was vested with District Magistrate/General Assistant to Deputy Commissioner or Sub Divisional Officer (Civil) of the District/Sub-Divisions.

The matter has been reconsidered by the State Government in view of the problems being faced by the public in general and the students' community in particular in obtaining a Resident Certificate from the concerned authorities. With a view to improve the existing system in public interest, it has been decided by the Government to delegate powers of District Magistrates/City Magistrates/Sub-Divisional Officers (Civil) to Tehsildars to issue Haryana Resident Certificate to the claimant(s). Henceforth, the Tehsildars of Revenue Department are authorized to issue Resident Certificates besides the aforesaid functionaries.

These instructions may be observed by all concerned meticulously.

Yours faithfully,

Sd/-

Under Secretary General
Administration
for Chief Secretary to Government
Haryana

To

All the Financial Commissioners and Principal Secretary/Commissioners and Secretaries to Government Haryana.

U.O. No. 62/32/2000- 6 GSI

Dated, Chandigarh the 23.05.2003

APPENDIX - D-2

No. 62/27/2003 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala Divisions
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the

Sub : **Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 and No. 62/32/2000 - GSI, dated 23.5.2003 on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of resident for purpose of admission to educational institutions (including technical/medical institutions)

2. The matter has been reconsidered by the State Government in view of the problems faced by the children and wards of accredited journalists recognized by Government of Haryana and it has been decided that the children and wards of the accredited journalists residing at Chandigarh and recognized by Government of Haryana would also be eligible for the grant of Residence Certificate only for the purpose of admission in the academic institutions of Haryana State.
3. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,

Under Secretary
General
Administration
for Chief Secretary to
Government
Haryana

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana for information and necessary action.

Under Secretary
General
Administration
for Chief Secretary to
Government
Haryana

To

All the Financial Commissioners and Principal Secretary/Commissioners and Secretaries to Government Haryana

U.O. No. 62/27/2003- 6 GSI

Dated, Chandigarh the July 29, 2003

APPENDIX-D-3

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala Divisions
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 30th January, 2004.

Sub : **“Streamlining the procedure in the offices regarding issuing of Resident/Income Certificates and the Caste Certificate to Scheduled Castes and Backward Classes”.**

Sir,

I am directed to invite your attention to Haryana Government letter Nos. 62/17/95-2GS III, dated 03.10.1996, No. 22/51/93-3GS III, dated 12.08.93 and even No. dated 14.10.97 on the subject noted above wherein instructions regarding the Caste Certificates (SC/BC/OBC), and Resident Certificates have been issued.

The policy has been reviewed keeping in view the various courts judgements and the hardships caused to the individuals in obtaining above quoted certificates. Government is of the view that the procedure be institutionalized by delegating powers at proper level for ensuring speedy disposal of work without any harassment or exploitation. The present modification of the policy also aims at simplifying the procedure for obtaining certificate by an individual falling under the reserved categories.

2. The matter has been reconsidered in depth by the State Government in view of the problems being faced by the Government employees in obtaining these certificates. With a view to improve the existing system in issuing various certificates, it has been decided by the Government that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate) concerned will be authorized to issue Resident as well as Caste Certificates (SC/BC/OBC) after getting the verification done through the subordinate revenue staff in case of applicants residing in the rural area and through the Executive Officer/Secretary of the concerned Municipal Committee/Municipal Council/Municipal Corporation concerned in case of applicants residing in urban areas. It has further been decided that in case of Haryana Government employees serving in the offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchkula, the Resident Certificates and Caste Certificates to SC/BC employees and for their children, may be issued by their respective Heads of Departments also.

3. The validity of Resident Certificate issued by the competent authority shall be as long as the holder of this certificate maintains his residential address in Haryana State.

4. SC certificate once issued be valid as long as the caste is not removed from the Schedule of the Constitution and BC certificate shall be valid for life from the date of issue of the certificate or till the applicant does not fall into creamy layer category as defined from time to time. The applicant applying for BC certificate would also submit a self declaration on simple paper that he does not fall under creamy layer category. However, if the certificate has been obtained by fraud or misrepresentation or concealment of facts or by some other means, the said certificate shall be declared as invalid/non-est and benefit taken by the applicant will be withdrawn and a criminal case shall be registered against the applicant misrepresenting the facts as well as against the guilty officers/officials, if any. In addition, Social Justice & Empowerment Department, Haryana is being directed to finalize the modalities and procedure to constitute the Scrutiny Committee.

The files relating to Caste and Resident certificate shall be retained for 10 years and Register shall be retained permanently. The proformae of the application form, Register and SC/BC certificates prescribed by the Government shall be followed by all the Departments/Institutions in letter and spirit as it has come to the notice of the Govt. that some Departments/Institutions demand such certificates in proformae which are at variance with the proformae in which these certificates are being issued by the competent authorities (Tehsildar/Naib Tehsildar/HODs). It is, therefore, decided that the Departments/Institutions shall accept these certificates only in the proformae in which these are being issued by the competent authorities which have been prescribed by the Govt. itself.

5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below :-

- | | | |
|------|---|---|
| i. | Filling of application form by the parents/students. | 1 st Nov. to 10 th Nov. every year. |
| ii. | Verification by
(a) Sarpanch/ Nambardar in case of rural areas and Municipal Councillors in case of Urban areas.
(b) Verification by Patwari in case of rural areas /EO/Secy.(MC) any other officer/official authorized by the local body for the purpose in case of urban areas. | Upto 15 th November every year.
30 th November |
| iii. | (c) Head Teacher/Head-master
Forwarding of application to CRO by Head Teacher/Head Master | Upto 15 th Dec.
Upto 31 st Dec. |
| iv. | Verification & issue of certificate by CRO | Upto 31 st January every year |

6. All application forms of a particular School may be sent to the Tehsildar/Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Headmasters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/Headmaster shall be responsible for getting the application forms filled and files prepared of all the students presently studying in Class-VIII to XII will be issued these certificates during the months of January, 2004 to March, 2004. The schedule will be finalized by the concerned Deputy Commissioner in this regard.

7. It has been further decided that in case of SC/BC students claiming benefit under various welfare schemes upto Class IX, the benefits will be given by the Head -aster/Head Teacher after getting the verification done from Sarpanch/Nambardar/MC and a caste certificate issued by the CRO (Tehsildar/Naib Tehsildar) may not be demanded for this purpose by the School authorities.

8. The matter regarding issue of income certificate to the students for claiming various benefits in educational institutions has been considered and it has been decided that in future the income certificate for educational purpose will be issued by the CRO (Tehsildar/Naib Tehsildar concerned) and income certificate for other purposes by the SDO (C) concerned taking into account income of the applicant from various sources including agriculture, trade, profession, salary etc. The verification will be got done through the subordinate revenue staff in case of applicants residing in rural areas and through the Executive Officers/Secretary of the concerned Municipal Committee/Council/Municipal Corporation in case of applicants residing in urban areas.

9. It has also been brought to the notice of the Government that when posts are advertised, fairly large number of candidates apply for such posts and Haryana Public Service Commission/Haryana Staff Selection Commission/Department demand attested copies of Resident/Caste certificates and other documents from the candidates. This creates not only financial problems for the unemployed youths but

also increases the workload in the offices. Similar is the position in case of admission to educational/professional Engineering institutions. To give relief to the public, it has been decided that at the time of applying for job or for admission in educational institutions including technical/professional institutions etc. self-attested photo-copy of the certificate about the residence and caste status shall be sufficient and at the time of final interview/selection, original papers including Castes and Resident Certificate issued by the competent authorities may be obtained/examined/inspected by the concerned departments/institutions and attested copies thereof be kept in record. The fact may also be cross-checked/verified at the time of verification of the antecedents of the applicants before he/she joins the Government service. Similar practice will be followed for degrees/mark-sheets/other certificates of academic qualifications. Necessary action to amend/revise the application form in this regard shall be taken by Haryana Public Service Commission/Haryana Staff Selection Commission/Head of the Departments/Universities etc. at their own level under intimation to the Government.

These instructions may be brought to the knowledge of all for strict compliance.

Yours faithfully,
Sd/-
Under Secretary General
Administration
for Chief Secretary to Government
Haryana

To

All the Financial Commissioners and Principal Secretary/ Commissioners and Secretaries to Government Haryana.

APPENDIX-D-4

Copy of letter No. 62/17/95-6GSI dated 17.7.98 from the Chief Secretary to Govt. Haryana addressed to all the Heads of Deptt. & Org.

Subject: Bonafide residents of Haryana- guidelines regarding.

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 regarding the subject mentioned above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Bonafide residents of Haryana for the purpose of admission to educational institutions (Including technical/ medical institutions).

2. Several departments have sought clarification from the State Govt. whether ad hoc/contract/daily- waged employees are also covered under these instructions.
3. The matter has been examined by the Government. It is clarified that only regular employees of the State Govt./Statutory bodies/corporations and Govt. of India mentioned in the above instructions and not ad hoc/contract/daily-waged of these State Govt. / Statutory bodies/ corporations fall within the ambit of these instructions. Accordingly, in the sub-Clause (a), (b) and (c) of Clause (ii) in para 1 of the instructions in question, for the word "employee" the word „regular employee" is substituted and should be read as such.

These instructions may be noted carefully for compliance.

APPENDIX-E**List of self-styled Institutions/ Universities which have been declared fake by the University****Grants Commission and other Government bodies**

1. All India Board of Secondary Education, Delhi, Bhawan No. 700, Gali No. 17, Gopalpur Village(Timarpur) P.O Azadpur, Delhi- 110009
2. Board of Adult Education and Training Office, 1 Aliganj (Kasturba Nagar) Kotla Mubarakpur, New Delhi – 110003
3. Central Board of Higher Education East Patel Nagar, New Delhi.
4. Central Board of Higher Education, Uttam Nagar, New Delhi
5. Bombay Hindi Vidyapeeth, Bombay
6. Maharshi Valmiki National University, Delhi
7. Maithill University/ Vishwavidyalaya Darbhanga, Bihar
8. Takshila Kendriya Vishwavidyalaya, Uttam Nagar (New Delhi)
9. Mahila Gram Vidyapith/ Vishwavidyalaya (Women"s University) Paryag, Allahabad (U.P.)
10. Varanaseya Sanskrit Vishwavidyalaya Varanasi (Uttar Pradesh)
11. Commercial University Ltd. Darya Ganj, Delhi
12. Testator Research University Bodihaya Ranur (Tamil Nadu)
13. Sree Narayan Open University Quilon (Kerala)
14. Gandhi Hindi Vidyapeeth Prayag, Allahabad (U.P.)
15. Nationl University of Electro Complex Homeopathy Kanpur (U.P.)
16. University New Jerusalem Kathuparamba Cannore (Kerala)
17. World Social Work University Perunguzhi (Kerala)
18. Netaji Subhash Chandra Bose University (Open University) Aligarh (U.P.)
19. Shrimati Mahadevi Verma Open University Mughal Sarai (U.P.)
20. D.D.S. Sanskrit University Putur, Trichi, Tamil Nadu
21. Amritsar University, Amritsar (Punjab)
22. Arya University Srinagar (Jammu Kashmir)
23. Bible University Ambur (North Arcot)
24. Estern Orthoddox University Ambur (North Arcot)
25. Blobe University of Science, Kumbaranam
26. St. John"s University Kizhanattam, Kerala
27. National University, Nagpur
28. 28. Self Culture University, Kizhanattam
29. United Nations University, Delhi
30. Vocational University, Delhi

31. Western University of Kapurthala
32. Uttar Pradesh Vishwavidyalaya Rosi Kalan, Mathura (U.P.)
33. Maharana Pratap Shiksha Niketan Vishwavidyalaya Pratapgarh (U.P.)
34. India Education Council of U.P. Lucknow (U.P.)
35. *Bhartiya Shiksha Parishad (U.P.) Open Vishwavidyalaya Lucknow (U.P.).
36. Raja Arabia University, Nagpur
37. Urdu University, Moti Park, Bhopal
38. Vacational University Amritsar and DE
39. Uttar Pardesh Vishwavidyapeeth, Kushikalan
40. Kesarwani Vidyapith, Jabalpur (MP)
41. Delhi Vishwa Vidyapeeth, 233, Tagore Park, Model Town, Delhi
42. Badaganvi Sarkar World Open University Education
Society, Gokak, Belgaum
43. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra
Place, Delhi

*(It is not recognized by the U.G.C. However, stay has been granted by Civil Judge Hawalee (J.D.), Lucknow. The issue regarding Fake University is in Court).

Note: The names of fake University/Boards will be considered as published by the concerned apex bodies on the day of counseling.

APPENDIX-F

DISTRICT WISE LIST OF MCA INSTITUTIONS – 2016-17

*Any change in intake for the session 2016-17 will be incorporated at the time of counseling.

MCA 2016-17		
Sr. No.	Institute Name with address and contact no.	Sanctioned Intake
1	Dept. of Computer Sc. & Applications, CDLU, Sirsa. 01666-248155, 248451, 248751, 248203 09896003162, 666-247143,239819(O),	60
2	Dept. of Computer Sc. & Engineering., Guru Jambheshwar University of Science & Technology, Hisar 01662-263127,276025, 276192, 263101	60
3	Dept. of Computer Sc. & Applications, KU, Kurukshetra. 1744-238195, 238035 01744-238169	100
4	Ch. Ranbir Singh University, Jind	50
5	Dept. of Computer Sc & Applications., MDU, Rohtak 01262-292130, 294327, 294640 Fax: 294640, 274640,233706, 233707(O) 272820(R), 393202	60
6	Indira Gandhi PG Regional Center, Mirpur, District Rewari 01262-274640, 01262-274327, 01262-292431, 01262-274133 (Tele Fax),	60
7	YMCA University of Science & Technology, Faridabad 0129-2242142, 2242908, fax no. 2242143	30
8	Govt. College , Sec 14, Opposite Kalyani Hospital, Mehraulli, District Gurgaon (Only for women) 9868447249,124-2320783	60
9	Govt. PG College, Sector-9, Gurgaon. 0124-2305208, 0124-2308688 (FAX)	60
Self-Financing District Wise Institutes		
Ambala		
10	E-max group of Institutions, Village Gola, PO Bhadauli, Tehsil Mullana, District Ambala 09355703900, 01734-269704, 269702, 09355703900, 9896448667	60
11	Galaxy Global Education Trust of Institution, Faculty of Computer Application, Vill. Dinarapur, Ambala. 0171-2830246, 254, 9215126044	60
12	Shree Ram Mulakh Institute of Engg. & Technology, Village Kohra-Bhura Bhurewala, Naraingarh, Ambala, Haryana 1734 - 208660,258627	60
13	Shri Atmanand Jain Institute of Management and Technology, Jain College Road, Ambala City h.: 0171-2518570, Fax: 0171-2518670 Mobile: 09315361423	60
Bhiwani		
14	JVMGRR Institute of Computer Application, R.K.Gupta Marg, Post Bag No. 3, Charkhi Dadri (Bhiwani) 01250-223645,221277, 9416059278, 9896017351, 9992390763	30
Faridabad		

15	BS Anangpuria Institute of Technology and Management, Village Alampur, Ballabgarh Sohna Road, District Faridabad 129-2206750-53, 2206946-50, 52-53	45
16	DAV Institute of Management Studies, National Highway, Faridabad 0129-4155204,4155205, 4155207, 4155211 09871295244, 91-129-2423475 (AICTE approval letter 60 to 120 on dated 25.4.15 and Univ. letter recived seats 120)	120
17	Institute of Management and Technology, Tigaon Road, Faridabad 129-2265137,2268677-2229672	120
18	Manav Rachna College of Engg., Faridabad 0129-4268580	60
	Gurgaon	
19	Anupma Inst. of Mgmt. Bhora Kalan Gurgaon 9219209281,9899283449(M), 0124-3253176, Fax. 26121328	0
20	World College of Technology & Management (WCTM), 5 Km Stone on Farukhnagar-Hailymandi Road (Khera Khurrampur), Gurgaon 0124-2016004 & 6003 & 0925462333(Off),	60
	Hisar	
21	Manav Institute of Technology & Management, VPO Jevra, Barwala Road, Hisar 9416041751, 01693-259214, 293118 Fax: 259214, 9416397556, 01693- 259114	60
22	Om Institute of Technology & Management,12 Km stone, VPO Juglan, Hisar 01662-264282, 264279 , 9996789884, 9253328416,01662- 264282, 264279	60
	Jhajjar	
23	PDM College of Engg., Sarai Aurangabad, Bahadurgarh, Jhajjar 9416056203, 01276-221751	120
24	Vaish Arya Kanya Institute of Technology & Mgmt. Line par Bahadurgarh 9416101584, 01276-260015	60
25	CBS Group of Institutions, Village Fathepuri, Distt. Jhajjar, Haryana. 8053111222-666	120
26	Ganga Institute of Tech. & Mgt., 20 Km. Milestone, Jhajjar Bhadurgarh Road, Vill. Kablana, Distt. Jhajjar. 09654292946, 09899975346, 09654292946 08684000908/09/10, 09899975346, 01251- 239486(Telefax), 239488, 08684000908/09/10, (MCA course closed on 13.4.2015 state issue the NOC to institute)	60
	Kaithal	
27	Haryana College of Tech. & Mgt., Post Box No. 44, Ambala-Road, Kaithal 01746-280100, 280102, 280103, 235940 01746- 280711(Fax)	60
	Karnal	
28	Doon Valley Institute of Computer Application, outside Jundle gate Karnal	60

	Cont: 94160-17392, 94160-34519	
29	Doon Valley Institute of Engg.& Tech Outside Jundla gate Karnal Cont: 0184-2270060, 94160-02324, 94676-49855	60
	Kurukshetra	
30	Dronacharya Institute of Mgt & Technology, Kurukshetra 01744-274099, 274100,01,09812544199 fax no. 01744-274101 09896175215	60
31	Geeta Institute of Management & Technology, Village- Kanipla, 9996909803, 01744279800 Kurukshetra	60
	Mewat	
32	SD Mewat Institute of Technology and Management, Village Rawli, District Mewat 9992223861,9992223862,9992223865, 9466667584,01268-205941.	60
	Palwal	
33	Advanced Instt. of Technology & Management , 70 K.M. Delhi-Mathura Road, Distt. Palwal 01275-263789,90,91,92 Fax: 01275-263793	60
	Panchkula	
34	Swami Devi Dayal Institute of Computer Sc., Vill. Golpura, Barwala, Off No - 01734-258627, 258626, Panchkula	60
	Panipat	
35	N.C.Institute of Computer Sciences, Israna Panipat Cont: 98960-96630	90
36	Panipat Institute of Textile & Engg. Vill. Pattikalyana, Samalkha, 09416041126, 09315601100, 09315602200 (applied clousre of course)	60
	Rohtak	
37	KVM MCA College, Ladhot Road, Rohtak 01262-312704,276201 (F) 319811 09812030830, 8199875000	60
38	MRDAV Institute of Management Studies, Sonapat Raod, Rohtak 01262- 258066 09254344789,0989676180	60
39	Sat Priya Institute of Engg. and Technology, Jind Road, Rohtak-2007	60
40	Vaish college of Engg., Rohtak 01262-248443 & 270335 & 249572 & 01262-248443,	60
41	Vaish Institute of Management and Technology, Behind Railway Station, Rohtak 1262-645108, 645109	60
42	Hindu Institute of Management & Tech., Bhiwani Road, Near Maida Mill, Rohtak 96161015084, 9416878400 1262-265888-248561,324467 ,265345,248561 09416314311 fax no 01262-248561 01258-222643,0916161584	60
	Sirsa	

43	Shah Satnam Ji Institute of Tech. & Management, Sirsa 01666-238605-238620(F) 09255538605, Sonepat	45
44	GVM Instt. of Tech & Mgt, Murthal Road, Sonepat 0130-2237245, 2236240, 6534328, Fax No. 0130-2236245 Mobile: 09896310111	60
45	Delhi Institute of Tech. & Management, Baraut, Gannaur, Distt Sonepat	60
46	Hindu Institute of Management, Opposite Railway Station, Rohtak Road, Sonepat 0130-2242596, 2257352,2244474	60
47	Shri Balwant Institute of Technology, Meerut Road (Pallri), Sonepat 0130-3202040,2340896, 2340897 09212110908, Fax: -2340237 Yamuna Nagar	60
48	Guru Nanak Khalsa Institute of Technology & Management Studies, City Centre Road, Yamunanagar 01732-236745, Fax, No., 01732-236744, 232373,	60
49	Maharaja Agarsain Institute of Mgt & Technology, Old Saharanpur Road, Agrasen Chowk, Jagadhari 01732-231362,235255, Fax No. 01732-231173,	60
50	Seth Jai Parkash Mukand Lal Institute of Management & Technology, Radaur (Yamunanagar) 01732-284779, 284779, 284195, 284778 Fax:283800,283700, 9416007488,	60
51	Tilak Raj Chadha. Institute of Mgt & Technology, M.L.N. College Educational Complex, Yamunanagar 01732-220103, 01732-234110,	60

Appendix-G

Fee Structure MCA (in Rs. per student per annum)		
Sr.No.	Institute Name (Govt. / Govt. Aided/ University Department)	Total Fee
1	YMCA Instt. Of Engg., Faridabad	
1	Tuition Fee	20000/-
2	Development Fee	4500/-
3	Admission Charges/Fees* (Non-Refundable and one time to be paid at the time of admission only)	4635/-
4	Security Deposits (Rs. 5000 Library Security and Rs. 2000 University Security, Refundable and one time to be paid at the time of admission only)	7000/-
5	e-governance charges (one time)	647/-
6	University Prospectus Charges	50/-
	Total (to be paid in form of Demand Draft in favour of "Registrar, YMCAUST, Faridabad" payable at Faridabad.	36832/-
2	Deptt. of Computer Science & Engineering, Guru Jambheshwar University of Sciences & Technology, Hisar	
	Admission/Continuation Fee	500
	Development Fund	7000
	Tuition Fee	10000
	Exam. Fee	2500
	Other Charges	20000
	Total Fee Per Annum *	40000
	*In addition to above, the following amount is also payable as specified under:-	
i)	Rs. 2000/- Security/Caution Money Refundable	
ii)	Rs. 50.00 Students Welfare Fund (Non Refundable)	
iii)	Rs. 60.00 Student Insurance Scheme	
	Fee at Nos. i) and ii) is payable once in a course duration i.e. at the time of admission.	
	Fee at No. iii) is payable every year and the insurance premium is non-refundable in respect of the students whose names are forwarded to the Insurance Company. The risk coverage for students on roll of the University on the date of accident will be as per terms and conditions of the Insurance Policy.	
3	Deptt. of Computer Science & Applications, KU, Kurukshetra	15176
4	Maharishi Dayanand University, Rohtak	
1	Deptt. of Computer Science & Application	
	Admission Fees	50
	Tuition Fees	480
	A.Fund	240
	Dev. Fund	20000
	Security Refundable	500
	Curriculum Charges	50
	Other Charges	4959
	Total Fee	26279
2	IGPGRC, Mirpur, Rewari	
	MCA	
	Admission Fees	50
	Tuition Fees	480
	A.Fund	240

	Dev. Fund		20000	
	Security Refundable		500	
	Curriculum Charges		50	
	Other Charges		4959	
	Total Fee		26279	
5	Deptt. of Computer Science & Application CDLU, Sirsa		10000	
6	Govt. College, Sector- 14, Opposite Kalyani Hospital, Mehraulli Gurgaon Road, Gurgaon- 122001		7249	
S.No	Institute Name (Self Financing)	Fee Fixed by SFC		
		Tuition Fee	Dev Fund	Total
1	Advanced Institute of Technology & Management, 70K.M. Delhi-Mathura Road, Palwal, Distt. Faridabad	43000	12000	55000
2	Anupama Institute of Management , Bhora Kalan , Gurgaon	37000	8000	45000
3	Bhiwani Institute of Technology & Sciences, Bhiwani	30000	6000	36000
4	BS Anangpuria Institute of Technology & Management, Faridabad	35000	5000	40000
5	CBS Group of Institutions (Integrated Campus), Village Fathepuri, Distt. Jhajjar.	32000	6000	38000
6	D.A.V. Institute of Management, National Highway-III,N.I.T. Faridabad	30000	6000	36000
7	Delhi Institute of Technology & Management Village Baraut, Gannaur-Sonipat Haryana, National Highway, NH-1, NCR Delhi	32000	6000	38000
8	Doon Valley Institute of Engineering & Technology, Outside Jundla Gate, Karnal	35000	5000	40000
9	Dronocharya Institute of Technology & Management, Kurukshetra	35000	5000	40000
10	E-max Institute of Computer Application , Village, Gola, P.O. Bhadauli, Distt. Ambala.	35000	10000	45000
11	Faculty of Computer Application, Galaxy Global Educational Trust's Group of Institutions, Shahabad-Saha, Panchkula Highway, NH-73, Village Dinarpur, Ambala.(Integrated Campus).	40000	10000	50000
12	Faridabad Institute of Technology, Sector 43, Faridabad	30000	6000	36000
13	Ganga Institute of Technology & Management, 20 th KM Milestone, Jhajjar, Bahadurgarh Road, Village Kablana, Distt. Jhajjar.	32000	6000	38000
14	Ganpati College of Computer Technology for Girls Village Shahpur Near Jagadhri, Distt. Yamuna Nagar,	30000	6000	36000
15	Geeta Institute of Management & Technology, Village- Kanipla (Kurukshetra)	40000	10000	50000
16	Goldfield Institute of Technology & Mangement, Village Chhainsa, Ballabgarh, Distt. Faridabad	30000	6000	36000
17	Gurgaon Institute of Technology & Management, Gurgaon	50000	10000	60000
18	Guru Nanak Khalsa Institute of Technology & management Studies/Yamuna Nagar	40000	10000	50000
19	GVM, ITM Sonapat	40000	10000	50000

20	Haryana College of Technology & Management, Post Box No. 44, Ambala-Road, Kaithal-136 027, Haryana	32000	6000	38000
21	Hindu Institute of Management & Technology, Rohtak	26000	4000	30000
22	Hindu Institute of Management, Sonapat	43000	12000	55000
23	Institute of Management & Technology, Tigaon Road, Faridabad	30000	6000	36000
24	Institute of Technology & Sciences, 5 Km Stone, Bhiwani-Rohtak Road, Bhiwani	32000	6000	38000
25	Janki Ji Institute of Management & Technology, Village Marwakalan, Teh. Bilaspur, Distt. Yamuna Nagar.	32000	6000	38000
26	JVMGGR Institute of Computer Application, Charkhi Dadri	26000	4000	30000
27	Kamrah Institute of Information Technology, Village Bhondsi, Distt. Gurgaon	40000	10000	50000
28	KVM MCA College, Ladhot Road, Rohtak.	32000	6000	38000
29	Maharaja Aggarsain Institute of Management & Technology, Jagdhary	40000	10000	50000
30	Manav Institute of Technology & Management for Women, VPO Jevra, Barwala Road, Hisar	32000	6000	38000
31	Manav Rachna College of Engineering, Sector-43, Aravalli Hills, Faridabad.	35000	6000	41000
32	MR DAV Institute of Management Studies, Rohtak	30000	6000	36000
33	N.C. College of Computer Sciences, Israna (Panipat)	43000	12000	55000
34	Om Institute of Technology & Management, 12 th KM Stone, VPO Juglan, Hisar.	32000	6000	38000
35	Panipat Institute of Textile & Engineering, Village Pattikalyana, Samalkha, Panipat	43000	12000	55000
36	PDM College of Engineering for Women, Village Sarai, Aurangabad, Bahadurgarh, Distt. Jhajjar.	32000	6000	38000
37	PDM College of Engineering, Sarai Aurangabad	50000	10000	60000
38	Ramanujan College of Management, Mitrol, Hodal, Faridabad	32000	6000	38000
39	Rawal Institute of Computer Application and Advance Technology, Sohna Road, Faridabad, Near Village Zakopur, Tehsil Ballabgarh, Distt. Faridabad.	32000	6000	38000
40	S.D. College of Management, Village Balana, Tehsil Israna, Distt. Panipat	32000	6000	38000
41	S.D. Mewat Institute of Technology & Management, Village Rawali, Tehsil Ferozpur Jhirka, District Mewat.	35200	6600	41800
42	Sat Priya Institute of Management Studies & Research, Rohtak	30000	5000	35000
43	SD Institute of Technology & Management, Village Balana, Tehsil Israna, Distt. Panipat	32000	6000	38000
44	Seth Jai Parkash Mukand Lal Institute of Engineering & Tech., Radaur	53100	7900	61000
45	Shah Satnam Ji Institute of Management & Technology, Sirsa	30000	6000	36000
46	Shivalik Institute of Engineering & Technology, Aliyaspur	40000	10000	50000
47	Shree Atmanand Jain Institute of Management & Technology, Ambala	37000	8000	45000

48	Shree Markandeshwar Institute of Computer Technology, Village Lotni (Near Ismailabad) Distt. Kurukshetra.	30000	6000	36000
49	Shree Ram Institute of Computer Application, Village Urjani, Jagadhri Ponta Sahib Road, Tehsil Chhachrauli, Distt. Yamuna Nagar	30000	6000	36000
50	Shree Ram Mulakh Institute of Engineering & Technology, Vill. Khora-Bhura, Ambala	30000	6000	36000
51	Shri Baba Mast Nath Institute of Management & Research, Asthal Bohar, Rohtak	32000	6000	38000
52	Shri Balwant Institute of Technology, Pallri	35000	5000	40000
53	Swami Devi Dayal Institute of Computer Sciences, Village Golepura, Barwala (Panchkula)	40000	10000	50000
54	Technology Education & Research Institute, 9 th Milestone, Kaithal Road, Kurukshetra	43000	12000	55000
55	Tilak Raj Chadha Institute of Management & Technology, Yamuna Nagar	58000	8700	66700
56	Vaish Arya Kanya Institute of Technology & Management, Line par Bahadurgarh.	32000	6000	38000
57	Vaish College of Engineering, Rohtak	40000	10000	50000
58	Vaish Institute of Management & Technology, Vaish Educational Complex, Behind Railway Station, Rohtak.	32000	6000	38000
59	World College of Technology & Management (WCTM), 5 Km Stone on Farukhnagar-Hailymandi Road (Khera Khurrampur), Gurgaon	32000	6000	38000
	Other charges/ conditions:			
i	The other fee components which is common for all is as follows:	Student Fund per tear	Caution Money- College (One time refundable)	Caution Money- Hostel/Mess/(One time from Boarders/Hostellers only, refundable)
		1500	2000	2000
ii	The fee shall be chargeable on semester basis.			
iii	Every penny collected from students, whatsoever, and in any form, shall be well accounted for. The head-wise accounts shall separately be maintained and included in college / institution accounts. No diversion of fund from the institution shall be made. The Institution shall submit the balance sheet alongwith complete information on prescribed Performa upto 30 th June of every year after duly authenticated and certified by Chartered Accountant to the State Fee Committee / Department.			
	Guidelines issued by State Fee Committee regarding charging of different amounts under various heads other than Tuition Fee, Development Fund, Student Fund, Caution Money			
i)	Hostel & Mess charges: Rs. 45000/- per student which shall include lodging, boarding, water & electricity, reading room, computer, work station, gym and sports/necessary furniture & furnishings. However there can be a variation of 10% depending upon locale and specific demands. Laundry and Canteen etc shall be on actual basis and optional. Cost of A.C. room would be separate which could be on an average Rs. 9000/- to 10000/- extra.			
ii)	Transport:- It has to be as per actuals. However not beyond Govt. fare per km.+ upto 50%.			

iii)	University/Board and Examination fee:- as per actual.
iv)	Prospectus:- Only once in the course and should not be more than Rs. 500/-.
v)	Placement Brochure:- Chargeable only once (in final year) and should not be more than Rs. 500/-.
vi)	Insurance:- Actual basis.
vii)	Uniform:- Rs. 3000/- which shall include one Blazer, two trousers, two shirts, one tie, two socks. Subsequent requirement optional and chargeable.
viii)	Additional charges for items like generator, internet (Wi-Fi), Book Bank (minimum 3 books) EDP. etc. etc. may be taken only if these facilities are provided. However, it should not be more than 5% of the sum total of the tuition fee + development fund and proportionately less as decided by State Fee Committee.
	Every institute is required to fix all the charges accordingly and reflect in their prospectus & on their website and must necessarily submit a copy of prospectus and placement brochure to State Fee Committee.

KEY DATES (MCA)-2016

Description of Event	MCA	KM Category in MCA
Basis of Admission	Merit/ Rank of OLET-2016	Inter-se-merit of qualifying exam
Availability of admission brochure (Free downloadable from the website www.hstes.org.in and www.techeduhry.gov.in)	26.04.2016	
Applying online on websites: - www.onlinetesthry.gov.in.	28.04.2016 to 19.05.2016	10.06.2016 to 01.07.2016
Deposition of Online Entrance Test / Application Fee through E-Challan generated from website:- www.onlinetesthry.gov.in or by using online payment gateway through credit/debit card or net banking	29.04.2016 to 20.05.2016(3PM) (e-challan) 28.04.2016 to 20.05.2016 (online payment gateway)	11.06.2016 to 02.07.2016
Availability of Admit Cards on website:- www.onlinetesthry.gov.in	23.05.2016 (3.00 PM)	NA
Dates of OLET Entrance Test	26.05.2016	
Submission of printout of online filled Application form along with relevant documents and proof of deposited fee (by hand/ by post at HSTES office, Pkl)	NA	Upto 05.07.2016
Display of / Unique ranks of OLET and merit list of various category on website:- www.onlinetesthry.gov.in and www.hstes.org.in	02.06.2016(After 5.00 PM)	08.07.2016
Online payment of Counseling fee of Rs.500/- (non-refundable) through website www.techadmissionshry.gov.in	26.05.2016 onwards	
Online Counseling Schedule	1st counseling	2nd counseling
Online Registration for counseling, Filling of choices, changing of choices and locking of choices at www.techadmissionshry.gov.in	12.07.2016 to 14.07.2016	20.07.2016 to 22.07.2016
Result of seat allotment by NIC at www.techadmissionshry.gov.in (after 5.00 PM)	15.07.2016	25.07.2016
Physical reporting of the candidates at the allotted institutes after deposition of semester fee at allotted institute.	16.07.2016 to 18.07.2016	26.07.2016 to 28.07.2016
Updation of vacancy position by the respective institutes on www.intrahstes.gov.in	18.07.2016 (upto 11.59 PM)	28.07.2016 (upto 11.59 PM)
Start of Session	01.08.2016	
Final Cut off date for all admissions (including institute level)	15.08.2016	
Final cut of date of online updation of institute level admissions by Instt.	16.08.2016	

NA-Not Applicable

Important Information:

- Counseling dates are tentative, please visit HSTES websites regularly for revised key dates
- Candidates applying for KM Category in MCA must deposit Printout of Online Filled Application Form along with relevant documents and proof of deposit of the requisite fee in the office of HSTES, Bays No. 7-12, Sector-4, Panchkula by due date.

In case of any query you may contact Haryana State Technical Education Society Call Centre at: 18004202026 (Toll free) or hscshelp327@gmail.com

Entrance Test Fee / : For General Category Rs. 500/- (Rs. Five Hundred only)
Application Fee : For all Reserved Categories of Haryana Rs. 200/- (Rs. Two hundred only)
 (Non-refundable) (SC/BC/EBP/PH/FF/ESM/KM/GIRLS)

Counseling Fee: For All Categories Rs. 500/- (Rs. Five hundred only)
 (Non-refundable)