

ADMISSION AND REGISTRATION

This charter aims to provide clear guidelines about the procedure of admission to various programmes of study at undergraduate and post graduate level being offered at the institute. The information brochure of the institute which lays down the clear policies and procedures of the institute is available on the website.

What you can expect of us: -

- That the guidelines provided by the institute all clear and unambiguous
- That all applications will be handled promptly, fairly and efficiently and in accordance with the guidelines of the regulatory bodies such as state government, affiliating university, AICTE, UGC.
- That the institute will conduct student orientation programme to introduce them to the institute and their programme of study .

What we expect of you: -.

- That you will read the brochure carefully before taking admission to any course.
- That you will follow the guidelines and instructions carefully to complete the procedure smoothly
- That you will supply all the documents required (as mentioned in the brochure) along with the requisite fee amount to complete the process smoothly

DETAILS OF COURSES AT UNDERGRADUATE LEVEL:-

UNDER GRADUATE PROGRAMES

The Department of undergraduate Studies was established in 1997 when the institute introduced the Bachelor of Business Administration programme at its campus. Innovation and continuous quality improvement is the motto of this faculty. Over the last decade, the department constantly strived for the development of innovative curriculum in collaboration with TDCC department, development of course contents and introducing varied interactive teaching-learning techniques in order to make the stay of each and every student at the institute a memorable experience.

The admissions are made strictly as per the university norms and State government regulations and guidelines issued from time to time.

UNDER GRADUATE PROGRAMES

The Department of undergraduate Studies was established in 1997 when the institute introduced the Bachelor of Business Administration programme at its campus. Innovation and continuous quality improvement is the motto of this faculty. Over the last decade, the department constantly strived for the development of innovative curriculum in collaboration with TDCC department, development of course contents and introducing varied interactive teaching-learning techniques in order to make the stay of each and every student at the institute a memorable experience.

The admissions are made strictly as per the university norms and State government regulations and guidelines issued from time to time.

DETAILS OF UNDER GRADUATE COURSES AT THE INSTITUTE

Name of the Course	No. of seats	Eligibility	Road Ahead
BBA	120+60	Senior Secondary examination (10+2) from the Board of Education Haryana, Bhiwani/ C.B.S.E, or an equivalent examination recognized by this university with minimum 50% marks.	Graduates have a wide choice of career options in various corporate and/or can pursue higher degree for the quest of knowledge.
BBA -CAM	120+60	Same as above	Graduates have general management and IT skills and can develop expertise in their respective fields through higher education. Alternately, they can pursue their career in management/ IT field.
BBA –ECONOMICS	60	Same as above	It helps a student to enter in arena of research, as an analyst and/or can pursue higher education
BBA –INDUSTRY INTEGRATED	60+60	Same as above	Graduates have a wide choice of career options in various corporate and this degree will be a valuable qualification to make up a promising future. Those scholar who wish to pursue their post graduation for the quest of knowledge, can do so either in India or Abroad.
BBA –HOSPITALITY MANAGEMENT AT THE INSTITUTE	60+60	Same as above	The job opportunities in the hospitality sector are numerous and on rise in the service based sectors like Resorts and Restaurants. Hotels, catering and cabin services-In flight , Institutional catering viz. Hospitals, Railways, Outdoors catering, travel agencies, consultant, advisor, event management agencies.
BCA	120+60	Senior Secondary examination (10+2) from the Board of Education Haryana, Bhiwani/ C.B.S.E, or an equivalent examination recognized by this university.	After completion, the scholar can join as Programmer, System Analyst , Web Designer . He can also pursue MCA/MBA/PG Diplomas after the successful completion
BSc. COMPUTER SCIENCE(Hons.)	60	Senior Secondary examination (10+2) from the Board of Education Haryana, Bhiwani/ C.B.S.E, or an equivalent examination recognized by this university with 55% marks in aggregate in science stream and 55% marks in any of the four subjects (Physics, Mathematics, Computer Sc., Statistics)	Graduates can pursue their career in IT Enabled services such as transcription, publishing, digitizing etc. and/or can pusue their career in Academics after higher studies.

ADMISSION TO POST GRADUATE PROGRAMME
OFFERED AT THE INSTITUTE

DETAILS FOR ADMISSION TO
MASTER OF BUSINESS ADMINISTRATION

IMPORTANT INFORMATION

1. Admissions shall be made on the basis of the inter se merit of highest composite score obtained by a candidate in any of four valid MAT conducted by AIMA and seat allotment is done through On-line Off-Campus by NIC.
2. Counseling fee for MBA Course is Rs. 500/- (Non-Refundable) only & shall be deposited by the candidate through www.hscs.org in the account of Haryana State Counseling Society. Candidates without depositing Rs. 500/- (Non-Refundable) shall not be considered for admission for allotment of seat.
3. Registration for counseling would be done on www.tehadmissions.gov.in.

ELIGIBILITY AND BASIS FOR ADMISSION

Minimum Academic Qualifications for MBA

Should be a Pass in Bachelor.s or Post Graduate Degree in any discipline from a recognized university or an examination recognized as equivalent thereto by KU, Kurukshetra, Maharshi Dayanand University, Rohtak, Guru Jambheshwar University of Sc. & Technology Hissar, CCS HAU, Hissar, DCR University of Sc. & Technology, Murthal and Ch. Devi Lal University, Sirsa, as the case may be

OR

Pass in Final Examination conducted by Institute of Chartered Accountant of India/Institute of Costs and Works Accountants of India/Institute of Company Secretaries of India.

DISTRIBUTION OF SEATS

Total seats : 90+1(K.M)

Management seats : 25% (22 seats)

Remaining seats through HSBC as per the details given below:

Balance 75% seats shall be filled by HSCS through NIC.

- 15% of total sanctioned seats for All India Category (11.25% of sanctioned intake)
- Half of the balance 63.75% seats for Haryana residents categories as spelt out in Admission Brochure (31.87% of sanctioned intake)
- Half of these balance 63.75% seats shall be made available for reserved categories of Haryana in the ratio as specified by Govt. of Haryana in case of Govt./Aided.
 - 20% for SC (i.e. 12.74% of sanctioned intake)
 - 16% for BCA (i.e. 10.18% of sanctioned intake).

 - 11% for BCB (i.e. 7% of sanctioned intake)
 - 3% for PH (i.e. 1.9 % of sanctioned intake)

ESM/ FF/their wards

- 1% horizontal from General Candidates of Haryana. (i.e. 0.30% of sanctioned intake)
- 1% horizontal from SC (i.e. 0.12% of sanctioned intake)
- 1% horizontal from BC (i.e. 0.17 % of sanctioned intake)

25% horizontal reservation in all above categories shall be provided for girl candidates.

LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING IN THE ALLOTTED INSTITUTE

The candidates, at the time of reporting 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 the institution, will forfeit his/her claim to admission

- i) Qualifying Examination i.e. Graduation Examination.
- ii) 10+2 / Intermediate / Senior Secondary School Examination.
- iii) Matriculation / High School Certificate.
- vi) MAT Score Card
- v) Character Certificate:
 - (a) Regular Candidates : The candidates who passed their qualifying exam from College/ Dept. as regular students are required to submit the Character Certificate
 - (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, Candidates, who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- 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
- viii) Scheduled Caste Certificate
- ix) Backward Class Certificate
- x) Certificate in respect to Physically Handicapped Candidates.
- xi) Certificate required to be furnished by the Children & Grand-Children of Freedom Fighters
- xii) Certificate from wards of Deceased/ Disable/ Discharged Military/ Para Military personnel/ Ex-Servicemen or Ex-Personnel of Para Military Forces
- xiii) Certificate from wards of ex employee of Indian Defense Services/ Para Military Forces

xiv) Certificate of medical fitness

xv) Admit Card of MAT (in duplicate).

Note:

(i) All Originals and 3 sets of attested photo-copies of all applicable documents/testimonials/certificates must be brought at the time of reporting.

(iii) The 3 sets of attested copies of certificates/documents/testimonials will be verified & signed by the Director-Principal or his authorized representative & will be retained for registration purposes with the HSCS and subsequently in the University.

(ii) In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner.

DETAILS FOR ADMISSION TO MASTER OF MASTER OF COMPUTER APPLICATION

IMPORTANT INFORMATION

1	Availability of Prospectus	Panchkula or PNB Bank Mostly students download the prospectus because it is available Free Online.
2	Modes of Payment	Credit Card / Debit Card Internet Banking Online bank counters of PNB/ Axis Bank E – Cash Coupons
3	OLET Registration Fee	www.hscs.org www.onlinetesthry.nic.in Payment status of Registration fee can be checked on the site --- www.hscs.org By clicking “ <u>Payment Status</u> ” link.
4	Counseling Fee	www.hscs.org www.techadmissions.gov.in Payment status of Counseling fee can be checked on the site --- www.hscs.org By clicking “ <u>Payment Status</u> ” link.
5	Admit Card	Admit card can be downloaded from the site --- www.onlinetesthry.nic.in by using unique registration ID allotted during Registration.
6	Syllabus of Entrance Test includes ---	90 minutes duration 90 marks (30 marks each) Mathematics; Logical & Analytical Ability; English / Comprehension

		No negative marking
7	Centre for Entrance Test	YMCA Institute of Engineering, Faridabad
8	Declaration of Entrance Test's Result	Result will be displayed on www.onlinetesthry.nic.in .
9	<p>Counseling</p> <p>(3 phases of counseling; admission is not possible after 3rd counseling in General Seat)</p> <p>Upgradation is possible in subsequent phases of counseling only UPWARDS (If priority wise choices of a candidate is as below --- YMCA DAVIM MR (FIT) IMT Then after getting admission in DAVIM, candidate cannot take admission in MR or after getting admission in YMCA, candidate cannot take admission in DAVIM.)</p> <p>In above case admission is possible only through Management Quota in that particular college after cancellation of admission from the previous college.</p>	<p>To participate in the counseling, it is mandatory for every candidate to register himself/herself on website www.techadmissions.gov.in & to deposit non-refundable counseling fees of 500/- on www.hscs.org.</p>
10	Counseling Fees	Visit the website www.hscs.org , click on pay counseling fee link.
11	Online off-campus counseling (through NIC)	Go to the website www.techadmissions.gov.in , enter unique ID & lock your choices before the last cut off date.

		<p>No fresh registration or filling/changing of choices after 1st phase or 2nd phase of counseling will be allowed.</p>
12	Token Money	<p>After seat allotment candidate has to deposit token amount of 10,000 in the account of HSCS through www.hscs.org</p> <p>Note --- Candidates who don't deposit the token money by cut off date would be out from the counseling process.</p> <p>DEPOSITION OF TOKEN MONEY BY CUT OFF DATE IS COMPULSORY.</p>
13	In case of loss of password	<p>Visit the site --- www.techadmissions.gov.in</p>
14	Reporting of the candidate in the allotted Institute	<p>Candidate should bring the provisional allotment letter from website www.techadmissions.gov.in</p> <p>The candidates who have reported in our institute will get a system generated admission slip after completing the admission formalities.</p> <p>The candidates who have deposited 10,000 but not reported at the allotted institute by cutoff date are out of the counseling process. They can apply for refund online by cutoff date.</p> <p>When a student reports in our Institute, we collect receipts from the students who have deposited 10,000 (token money) in the account of HSCS for counseling.</p>

NOTE ---

Online updation of all admissions on www.techadmissions.gov.in by the respective Institute by the last date mentioned in Key Dates.


Samples of all the certificates (character certificate, SC certificate etc; we download only Medical Fitness Certificate from the prospectus) are available in online prospectus.

ELIGIBILITY AND BASIS FOR ADMISSION

ELIGIBILITY CRITERIA

-  **Graduation with any University with 50% marks**
-  **Maths in 12th or Graduation (Maths Compulsory)**

DAVIM ELIGIBILITY

-  **Minimum 50% in Bachelor's Degree**

DISTRIBUTION OF SEATS

TOTAL SEATS – 90 + 1 (KASHMIRI MIGRANTS)

Mgmt quota - 25% of total seats i.e. 22

Remaining 68 seats are through HSCS (HOGC, SC, BC/OBC, AIC).

Balance 75% seats shall be filled by HSCS through NIC.

- 15% of total sanctioned seats for All India Category (11.25% of sanctioned intake)
- Half of the balance 63.75% seats for Haryana residents categories as spelt out in Admission Brochure (31.87% of sanctioned intake)
- Half of these balance 63.75% seats shall be made available for reserved categories of Haryana in the ratio as specified by Govt. of Haryana in case of Govt./Aided.
 - 20% for SC (i.e. 12.74% of sanctioned intake)
 - 16% for BCA (i.e. 10.18% of sanctioned intake).

 - 11% for BCB (i.e. 7% of sanctioned intake)
 - 3% for PH (i.e. 1.9 % of sanctioned intake)

ESM/ FF/their wards

- 1% horizontal from General Candidates of Haryana. (i.e. 0.30% of sanctioned intake)
- 1% horizontal from SC (i.e. 0.12% of sanctioned intake)
- 1% horizontal from BC (i.e. 0.17 % of sanctioned intake)

25% horizontal reservation in all above categories shall be provided for girl candidates.

LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING IN THE ALLOTTED INSTITUTE

- ✚ Graduation Mark sheets (Final Year, 6th Sem; if result awaited then all mark sheets till 5th sem)
- ✚ Migration Certificate (original required) if the candidate is graduate from Other University other than MDU
- ✚ 10th Mark sheet
- ✚ 12th Mark sheet
- ✚ Medical Fitness
- ✚ Character Certificate (for private candidates, duly signed by first class magistrate)
- ✚ 10 Photographs (Colored)
- ✚ OLET (MCA)-2009 print taken by candidate from the website (Admit card, rank letter or college allotment letter, PNB receipt of 10,000)
- ✚ Resident Certificate
(If candidate's education (Graduation only) is from Outside Haryana (ex. ---Delhi University)& his residence is in Haryana then Resident Certificate is required);
(If candidate's education (Graduation only) is from Haryana & his residence is in Haryana then Resident Certificate is not required);
(If candidate's education (Graduation only) is from Outside Haryana & his residence is also Outside Haryana then Resident Certificate is not required & he will take admission under AIC (All India Category));
- ✚ Community Certificate (SC, BC, OBC, KM, Ex-Servicemen, Physically Handicapped)
- ✚ 3 sets of duly attested photocopies of all applicable documents by a Gazetted Officer (original documents are required only for verification, after verification, originals shall be returned back).
- ✚ In case of KM, supporting certificates & original certificate of migration duly signed by the competent authority or relief commissioner.