

**Minutes of the On-line meeting through Video Conferencing held on 01.12.2020 under the Chairmanship of Vice-Chancellor with all the Chairpersons and Deans of Faculties, Dean Academic Affairs regarding Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for all AICTE approved PG Programmes, UGC-PG & UG Programmes being run by the University for the session 2020-21.**

A meeting of all Chairpersons, Dean of Faculties, Dean Academic Affairs was held on 01.12.2020 under the Chairmanship of Vice-Chancellor through online video conferencing to frame the Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for all AICTE approved PG Programmes, UGC-PG & UG Programmes being run by the University for the session 2020-21. After prolonged discussion the following were resolved:-

**(A) Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for all AICTE approved PG Programmes being run by the University for the session 2020-21.**

1. Before the Physical Counselling, one more online counselling for all AICTE approved PG programmes (i.e. **all M.Tech.** Programmes, **all MBA** programmes and **M.Pharma.** programmes) being run by the university for the session 2020-21 will be conducted as per following schedule :

Sr. No.	Particulars	Date(s)
1.	Display of 3 <sup>rd</sup> Seat Allocation List(3 <sup>rd</sup> Online Counselling) on the website of the University	01.12.2020
2.	Fee deposition through online mode(i.e. Netbanking/Debit/Credit Card) on the basis of 3 <sup>rd</sup> Seat Allocation List(3 <sup>rd</sup> Online Counselling)	From 01.12.2020 to 02.12.2020 upto 5.00 P.M.

2. The Physical Counselling for **all M.Tech.** programmes and **M.Pharma.** programmes for the session 2020-21 will be conducted from 03.12.2020 to 05.12.2020 at the department level. The Chairperson of the concerned department will recommend any date(s) from 03.12.2020 to 05.12.2020 suitable to them for Physical Counselling to the Director, PDUCIC for display of the same on the university website for information of candidates.
3. For admission to all MBA Programmes, the Director, Haryana School of Business will prepare a waiting list of candidates category-wise as per merit after last online counseling and the seats will be filled accordingly from 3.12.2020 to 05.12.2020. The Director, Haryana School of Business, is also authorized to conduct a physical counseling, if may require, upto 05.12.2020 and display the information on the university website for information of candidates.

4. If the list of “nth” semester/year qualified candidates has already been exhausted in a category / sub-categories, then (n-1) semester/year candidates will be considered for admission as per their merit and thereafter the conversion of seats will be made by the concerned Department. The candidates who will be admitted on the basis of result of their (n-1) semester/ year examination are required to submit their result of their qualifying examination i.e. “nth” semester/ year upto 30.12.2020, where ‘n’ stands for total number of semesters/ years of qualifying examinations.
5. The detailed guidelines for On Spot Admission for M.Tech. and MCA programmes against the leftover/ vacant seats will be made by Dean, Faculty of Engineering & Technology and Chairperson, Department of ECE and also got uploaded on the University website.
6. Department-wise schedule will be prepared by the concerned Department and got uploaded on the University website.
7. No admission in AICTE approved programmes will be made after 05<sup>th</sup> December, 2020.
8. **Procedure/Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for PG programmes will be as under:**
  - i. The concerned Chairperson/Director will display the vacant seat(s) category wise, after the last online counselling, on the notice board of the concerned department and also get uploaded the vacant seat(s) programme wise, category wise on the university website.
  - ii. The seat(s) still remaining vacant after the last online counselling will be first offered to the candidates of the concerned reserved category at the start of Physical Counselling and the seat(s) remaining unfilled, after being offered to the candidates of the reserved category, will be converted into General Category of Haryana Open General Category (HOGC) and filled accordingly.
  - iii. On the day of Physical Counselling, if some seats of BC(A) and BC(B) categories still remain unfilled, these will be filled by drawing combined merit list of the candidates belonging to BC(A) and BC(B) categories, as per criteria for exclusion of creamy layer and computing annual income etc. given in Chapter-7 of the University Prospectus 2020-21 for PG programmes. If the seat(s) still remain vacant, these will be converted into Haryana Open General Category (HOGC) and filled accordingly.
  - iv. On the day of Physical Counselling, if the seat(s) set aside for candidates from Deprived Schedule Caste is not filled up due to non-availability of candidates eligible to be considered for Deprived Schedule Caste, the same shall be made available to the candidate of Schedule Caste. If some seat(s) of Schedule Caste are still vacant, these will be converted into Haryana Open General Category (HOGC) and filled accordingly.
  - v. The seat(s) still remaining vacant in EWS, after the last online counselling, will be first offered to the candidates of the EWS at the start of the Physical Counselling and the seat(s) remaining unfilled, after being offered to the candidates of EWS, will be converted into Haryana Open General Category (HOGC) and filled accordingly.
  - vi. The seat(s) reserved for the “differently-abled persons/Persons with Disabilities”, if remain unfilled due to non-availability of candidate(s) eligible to be considered for such seat(s), shall be offered to the Ex-serviceman and their wards and the dependents of Freedom Fighters in order of merit, i.e. one who amongst these two categories is higher in merit will get the seat.

- vii. Regarding change from “differently-abled persons/Persons with Disabilities” to ESM/FF category, if not converted earlier, if seat(s) remain unfilled due to non-availability of eligible candidate(s) under “differently-abled persons/Persons with Disabilities” in last online counselling, these will be first offered to the relevant category of the candidates. Thereafter, these seat(s) will be filled from the available candidates of ESM/FF category, on merit. If the seat(s) still remain vacant, these will be converted into Haryana Open General Category (HOGC) and filled accordingly.
- viii. The required fee for admission will be submitted by the candidates on spot. If a candidate does not deposit the required fees for admission on spot then the seat will be offered to the next eligible candidate.
- ix. All the preventive measures/ social distancing/ guidelines/ directions of State Government/ UGC/ MHA regarding COVID-19 pandemic will be strictly followed by the concerned Department.
- x. In the event of any inconsistency in the instructions/guidelines/rules or any clarification thereof, the matter shall be referred to the Vice-Chancellor for interpretation, whose decision shall be final.

**VICE-CHANCELLOR**

**(B) Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for all PG Programmes under UGC being run by the University for the session 2020-21**

1. Before the Physical Counselling, one more online counselling for all **UGC-PG programmes** (except AICTE) being run by the university for the session 2020-21 will be conducted as per following schedule :

Sr. No.	Particulars	Date(s)
1.	Display of 3 <sup>rd</sup> Seat Allocation List(3 <sup>rd</sup> Online Counselling) on the website of the University	02.12.2020
2.	Fee deposition through online mode(i.e. Netbanking/Debit/Credit Card) on the basis of 3 <sup>rd</sup> Seat Allocation List(3 <sup>rd</sup> Online Counselling)	From 02.12.2020 to 04.12.2020 upto 5.00 P.M.

2. One more online Counseling for PG Programmes under UGC be made on 07.12.2020. The Chairperson of the Department will draw the waiting list if, candidates in a particular category are available.
3. If the list of “nth” semester/year qualified candidates has already been exhausted in a category / sub-categories, then (n-1) semester/year candidates will be considered for admission as per their merit and thereafter the conversion of seats will be made by the concerned Department. The candidates who will be admitted on the basis of result of their (n-1) semester/ year examination are required to submit their result of their qualifying examination i.e. “nth” semester/ year upto 30.12.2020, where ‘n’ stands for total number of semesters/ years of qualifying examinations.
4. Department-wise schedule will be prepared by the concerned Department and got uploaded on the University website.
5. The Physical Counselling for **all PG programmes under UGC (except AICTE) being** run by the university for the session 2020-21 will be conducted at the department level. The concerned Chairperson/Director will display the vacant seat(s) category wise, after the last online counselling, on the notice board of the concerned department and also get uploaded the vacant seat(s) programme wise, category wise on the university website.

**The Procedure/Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for PG programmes at point no.8 will also be applicable.**

**VICE-CHANCELLOR**

**(C) Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for all UG Programmes (i.e. all B.Sc.(Hons.), all Dual Degree B.Sc.(Hons.) and B.PT. programme) under UGC being run by the University for the session 2020-21**

One more list of consented candidates will be displayed for UG programmes under UGC programmes on the recommendations of the Chairperson/ Admission Co-ordinator. A waiting list of consented candidates may also be drawn by the concerned Chairperson/ Admission Coordinator.

The Physical Counselling, if any, for **UG Programmes (i.e. all B.Sc.(Hons.), all Dual Degree B.Sc.(Hons.) and B.PT. programme) under UGC** being run by the university for the session 2020-21 will be conducted at the Department level on the date(s) to be decided by the Chairperson of the concerned Department with the permission of the Vice-Chancellor. The concerned Chairperson/Director will display the vacant seat(s) category wise, after the last online counselling, on the notice board of the concerned department and also get uploaded the vacant seat(s) programme wise, category wise on the university website.

**The Procedure/Important Instructions/Guidelines for “Physical Counselling” and conversion of vacant Seats(s) for PG programmes at point no.8 will also be applicable for all UG Programmes (i.e. all B.Sc.(Hons.), all Dual Degree B.Sc.(Hons.) and B.PT. programme) under UGC.**

**VICE-CHANCELLOR**

