



# *Maharaja Agrasen Mahavidyalaya, Jagadhri*

*A Post Graduate Co Educational College, Affiliated to Kurukshetra University, Kurukshetra*

*Celebrating Glorious Journey of 50 years of excellence in  
education and Human Service*



*Jagadhri Paonta National Highway, Near Agrasen Chowk, Jagadhri- 135003*

*Contact Number: 01732-245719*

*Website: [www.mac.ac.in](http://www.mac.ac.in), Email id: [principalmac.bajpai@gmail.com](mailto:principalmac.bajpai@gmail.com)*

*Maharaja Agrasen Mahavidyalaya, Jagadhri. Admission Brochure 2021-22*



## *TABLE OF CONTENTS*

*Courses offered*

*College at a Glance*

*Eligibility Criteria*

*Important Rules*

*Fee Structure*

*Whom to Contact*





## ***Courses Offered***

### ***Aided Courses***

#### **❖ B. A.**

##### ***Compulsory Papers***

- ✓ English
- ✓ Hindi
- ✓ Computer Awareness
- ✓ Environmental Studies

##### ***Optional Papers (Any Two)***

- ✓ Physical Education
- ✓ History
- ✓ Economics
- ✓ Political Science
- ✓ Sociology
- ✓ Public Administration
- ✓ Commercial Art

#### **❖ B.Com. General**

## ***Self-Finance Courses***

#### **❖ B.Com. Vocational**

- ✓ B.Com. with Computer Applications
- ✓ B.Com. with Principles and Practice of Insurance
- ✓ B.Com. with Tax Procedure

#### **❖ B.Sc.**

- ✓ B.Sc. (Non-Medical)
- ✓ B.Sc. (N.M) Computer Science

#### **❖ B.B.A.**

#### **❖ B.C.A**

#### **❖ Post-Graduate Courses**

- ✓ M.Com.



- ✓ M.A. (Hindi)
- ✓ M.A. (Economics)

### ***Add-on Courses***

- ✓ Advertising and Sales Management
- ✓ E-Marketing
- ✓ Community Development and Social Welfare
- ✓ Certificate Course in Positive Discrimination
- ✓ Certificate Course in Human Rights Education

### ***Certificate Courses***

- ✓ Basics of Computerised Accounting.
- ✓ Entrepreneurship for Self Reliant India.
- ✓ Research Methodology and Statistics. (For PG Students)
- ✓ Creative Arts.
- ✓ Web Designing

### ***Schedule for Normal Admissions***

#### ***Registration Link:***

**[164.100.137.137/higher/UG/Account/Registration](http://164.100.137.137/higher/UG/Account/Registration)**

Sr No	Event	Date/Timeline
1	Online Registration and Submission of Application by Applicants on Online Admission Portal	16.08.2021 to 26.08.2021
2	Online Documents Verification	18.08.2021 to 28.08.2021
3	1 <sup>st</sup> Merit List Out (Valid upto 06.09.2021)	02.09.2021
4	Fee Submission (1 <sup>st</sup> Merit List)	02.09.2021 to 06.09.2021
5	2 <sup>nd</sup> Merit List Out (Valid upto 11.09.2021)	08.09.2021
6	Fee Submission (2 <sup>nd</sup> Merit List)	08.09.2021 to 11.09.2021
7	Re-opening of Online Admission Portal for Registration towards Open Counselling for leftover seats	13.09.2021



## COLLEGE AT A GLANCE

*Maharaja Agrasen Mahavidyalaya, Jagadhri is a multi-faculty, co-educational premier institution of Northern India and a nurturing ground for the holistic development of the personality of young students. This college has carved a special niche for itself by providing quality education, thereby preparing the students to face the challenges of life. It is a place where merit is honored and commitment rewarded*

*The college owes its inception, in 1971, to the philanthropic zeal of Dr. Rameshwar Dass Gupta, Sh. Ved Parkash Garg, Sh. Bakwant Rai Garg Ji and Lala Des Raj Goel. Since then, this institution has constantly been marching forward towards a globalized scenario. We firmly believe in the dictum, "Asatho Maa Sad Gamaya." This rigorous task is fulfilled by our highly qualified, sincere, motivated and dedicated teaching faculty. Our inclusive ethos and commitment to the highest standards in education have made our college shine on the map of the University, excelling both in academic and in co-curricular activities*

### VISION

*To make the college a center of excellence for quality teaching, research and extension activities and to transform the lives of our younger generation through an innovative, rigorous and compassionate approach to education*

### MISSION

*To equip students with a thorough knowledge and technical skills in their chosen stream, inculcate moral values, identify and polish their hidden talents, provide opportunities for students to realize their full potential and thus mould them into good and responsible citizens playing a meaningful role in society*

### WHAT'S UNIQUE ABOUT US?

*There are a number of educational institutions in the area, all of which impart learning, but we want the educated youth to go out into the world with the strength, not only to reach and excel in their professional aspirations, but also to remain moral and disciplined human beings. Underpinning our approach is a strong commitment to promoting a holistic approach to teaching and learning.*

*The college has been introducing need-based new courses every year. Keeping pace with the latest trends of the global economy, apart from offering B.A., B.Com (General), B.Com. With Tax Procedures and Practices, B.Com. with Principles and Practices of Insurance and B.Com with Computer Applications, B.Sc. (Non-Medical), and B.Sc. (Computer Science). The college has Post-graduate courses like M.Com, M.A. Hindi, and M.A. Economics. Our Mahavidyalaya also offers Add-on courses like, Advertising and Sales Management, E-Marketing and Community Development and Social Welfare. The College has also introduced Certificate Course in Positive Discrimination and Certificate Course in Human Rights Education*



## *CAMPUS LIFE & OTHER INFRASTRUCTURE*

*The Campus sprawls in the lush green area of 10 acres with spacious playgrounds. The campus life is informal, quiet and disciplined which provides an excellent environment for learning.*









## **DIGNITARIES WHO HAVE VISITED THE COLLEGE**

- Prof. Kaptan Singh Solanki, Governor, Government of Haryana*
- Sh. Manohar Lal Khattar, Chief Minister, Government of Haryana*
- Sh. Rattan Lal Kataria, Hon'ble Minister of state for Jal Shakti Incumbent.*
- Ch. Kanwar Pal, Education Minister, Government of Haryana*
- Sh. Shyam Singh Rana, Chief Parliamentary Secretary, Government of Haryana*
- Sh. P.S Chauhan, DGM and Circle Head, Punjab National Bank*
- Ms. Kumud Bansal, Chairperson, Haryana Sahitya Academy*
- Mrs. Anupmish Modi, CJM, Jagadhri.*
- Sh. Ghanshyam Das Arora, M.L.A, Yamuna Nagar*
- Mr. Rajbir Singh Deswal, IG, Haryana*
- Ms. Adita Singh, DC, Income Tax, Yamuna Nagar*

## **RESOURCE PERSONS IN THE NATIONAL SEMINARS/WEBINARS**

- Prof. Rajinder Singh, Vice- Chancellor. DCRUST. Sonapat.*
- Prof. S.D. Sharma, Vice-Chancellor, MM University, Ambala*
- Dr. Pashupati Jha, Prof. of Humanities, IIT Roorkee*
- Prof. Halima Sadia Rizvi, Jamia Milia Islamia, New Delhi*
- Prof. J.N Sharma, Gandhian Studies, Panjab University, Chandigarh*
- Prof. Jigar Mohammad, Department of History, Jammu University, Jammu*
- Prof. Sanjay Bhatt, Delhi University, New Delhi*
- Prof. Sunita Siroha, Former Chairperson, Department of English, KUK*
- Dr. Ashok Chaudhary, Principal, M.M College Shahbad.*
- Dr. Anju Bajpai, Director, Utthan.*
- Sh. Rajiv Ranjan Roy, Senior Journalist, Daily Post.*



*Prof. Rajneesh Kumar, Former Chairman, Department of Mathematics, KUK,*

*Prof. S.K Garg, DCRUST, Murthal*

*Prof. Anil Vashishth, Department of Mathematics, KUK*

*Prof. Gurmel Singh, Panjab Univesity, Chandigarh.*

*Prof. Surendra Mohan Mishra, Chairman, Department of Sanskrit, KUK*

*Prof. Rudratmanand Saraswati, Professor, Indian Philosophy, University of Mauritius*

*Dr.Mahendra Hans, Expert in Aurobindophilosophy.*

*Dr Narinder Rana, Director, MAIMT.*

*Dr Shamily Jaggi, Associate Professor in Marketing, LPU, Phagwara.*

*Dr Suchint Kaur, Kaivalyadham Institute of Yoga, Lonawala, Maharashtra*

*Dr Pratibha Mishra, Professor and Head department of Social Work, Guru Ghasidass University, Bilaspur, Chattisgarh.*





## ELIGIBILITY CRITERIA

### UG COURSES

#### 1. B.A.

*A candidate who has passed Senior Secondary Certificate Examination with English (10+2 standard) of the Board of School Education, Haryana or any other examination recognised as equivalent thereto with at least 35% marks in aggregate with English as one of the subjects, shall be eligible to join 1st Semester of the Course.*

#### 2. B.Com.

*A person who has passed any one of the following examinations with English as one of the subjects shall be eligible to join the first year of the Bachelor of Commerce Course. Senior Secondary Certificate Examination (10+2) Standard of Board of School Education, Haryana or an Examination recognised by the Academic Council as equivalent thereto with at least 40% marks in the Commerce Group or 50% marks in Non-Commerce Group (Humanities and Science).*

#### 3. B.Sc. (Non-Medical & Comp. Sc.)

*A candidate should be passing in Senior Secondary Certificate Examination (10+2) standard of Board of School Education, Haryana or its equivalent examination with 40% marks in the aggregate having English, Physics, Chemistry and Mathematics as compulsory subjects.*

#### 4. BBA

*A candidate should be passing in Senior Secondary Certificate Examination (10+2) standard of Board of School Education, Haryana or its equivalent examination with 40% marks in the aggregate.*

#### 5. BCA

*A candidate should be pass in Senior Secondary Certificate Examination (10+2) standard of Board of School Education, Haryana or its equivalent examination with 50% marks in the aggregate. Mathematics is not compulsory.*

### PG COURSES

#### 4. M.Com.

*A person who has passed with at least 45% marks in aggregate of the B.Com. (Or) BBA or B.A. / B.Sc. with Economics and /or Mathematics examinations of Kurukshetra University or any other examination recognized as equivalent thereto with English as one of the subjects shall be eligible to join this course.*

#### 5. M.A. Hindi



*A person who has passed B.A. with Hindi with at least 45% marks in the subject of Hindi or 50% marks in aggregate or any other examination recognized as equivalent thereto.*

*6.M.A. Economics A person who has passed B.A. with Economics /, B.A. (Honours) in Economics / B.Com. With at least 45% marks in the subject of Economics or 50% marks in aggregate or any other examination recognized as equivalent thereto*

*The students with compartment are required to clear their compartment before the commencement of first semester exams failing which their provisional admission will be cancelled ab-initio.*

### ***ADD ON COURSE***

*This Certificate/Diploma/ Advanced Diploma will be awarded in addition to the Regular degree of the University. The students joining the first year degree course can opt simultaneously for one of the following Add-on courses:*

- *Advertising and Sales Management*
- *E – Marketing*
- *Community Development and Social Welfare*
- *Certificate course in Positive Discrimination*
- *Certificate Course in Human Rights Education*

*After completing the course for one year, a student is awarded one year Certificate. After completing two years' study of Add-on Course, he/she is awarded a Diploma Certificate and after the completion of 3 years' study of an Add-on Course, he/she is given the Advanced Diploma Certificate.*

### **DOCUMENTS REQUIRED FOR ONLINE ADMISSION**

#### **For All Students**

1. Latest Passport Size photograph.
2. Signature on white paper.
3. Class X Detailed Marks Certificate.
4. Class XII Detailed Marks Certificate.
5. Undergraduate Course Final Year Detailed Marks Certificate.
6. Migration Certificate



7. Caste/Category Certificate (If applicable)
8. BPL Certificate (If applicable)
9. Weightage Certificate (If applicable, like NCC, NSS,)
10. Domicile / Bonafide Resident Certificate (If applicable)
11. Gap Year Affidavit (If applicable)
12. Front Page of Bank Account Passbook mentioning the bank details of the candidate (For scholarship seeking candidates)
13. Aadhar Card.
14. Family ID.

### **GENERAL INSTRUCTIONS FOR ADMISSIONS**

- A student will have to be personally present in college for admission.
- Application for admission should be submitted on the prescribed proforma attached with the Prospectus.
- No inter-college migration is allowed after admission in the first year.
- At the time of admission, the following documents are required:
  1. Two attested photocopies of Certificate of last exam passed.
  2. Attested Photocopy of Matric Certificate (for date of birth)
  3. Four copies of passport size photograph.
  4. Original Character certificate from Institution last attended.
  5. Registration number of the University (if already registered)
  6. S.C. /B.C. certificate Photocopy.
  7. Proof of gap (If any)
  8. Income Certificate in respect of SC/BC
- A student will not be refunded or adjusted the amount paid at the time of admission, if his eligibility is not accepted by the University.



- A student, whose result is declared late by the University, can seek admission within fifteen days of the declaration of his/her result latest by October 31<sup>st</sup>.
- After passing B.A.I or B.Com. I, change of Faculty or Subject are not allowed.
- If a student has passed the last qualifying examination from any board other than Board of School Education, Haryana, he/she will have to submit original 'University Migration Certificate'/ Transfer Certificate.

#### **NOTE:**

- Students will be admitted on the basis of merit.
- All legal disputes relating to the Examination/Admission of students will be subject to Jagadhri Court or Courts having Jurisdiction at Jagadhri.

#### **ADMISSION ON FALSE DOCUMENTS**

If any student takes admission to any class on the basis of false documents, holding back relevant facts or by supplying incorrect information, his admission would be cancelled ab-initio and legal proceeding against him/her will be initiated.

#### **ANTI RAGGING REGULATIONS**

Ragging is strictly banned in the College Campus and Hostel.

#### **Ragging:**

According to the Hon'ble Supreme Court of India, "Any disorderly conduct whether by words spoken or written or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student 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."

#### **Punishment for Ragging:**

The offenders will be punished as per the instructions of Kurukshetra University, Kurukshetra / Haryana Government, and Hon'ble Supreme Court of India. The punishment 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 withholding scholarships or other benefits; debarring from representation in events; withholding results; 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 deterrent.



## IMPORTANT RULES FOR THE STUDENTS

### ATTENDANCE RULES

It is mandatory for the students to attend not less than 75% of total lectures delivered in each subject, in theory and practical separately. Weekly attendance report of all the students will be put on the college website. If a student remains absent from the class for 14 days or more in a month, his / her name will be struck off from the college rolls and he / she will have to seek readmission as per rule. Re- Admission fee will be Rs.500/-

### LEAVE RULES

- Application for leave from college should be submitted on the prescribed Leave Application Form. It should be signed by Parents/Guardians.
- In case of sickness, Medical Certificate should be submitted during leave days.
- A student who remains absent in the class will be fined @ 5/- per period. Fine will be collected Semester wise.

### LIBRARY RULES

- A student can be issued books on the basis of Identity card for 28 days only.
- After due date of book, fine would be charged Re. 1/- per day, per Book.
- If any page is torn off or book is mutilated/spoiled in any form or lost, the student shall be required to either deposit a new copy of the book plus technical charges Rs. 50 or MRP of the book plus technical charges Rs. 50. Minimum charges will be Rs100/- in case the price of the book is below Rs. 100/-
- In case the Reference Book is lost, then MRP + 50% of MRP of the Book will be charged from the User.
- If any student is caught stealing the book from the library, disciplinary action will be taken against him in addition to a minimum fine of Rs. 500/-.
- The Book Security (Refundable) would be based on the Book's MRP with rounding of Rs.10/-.

### INTERNAL ASSESSMENT RULES

- Internal assessment for undergraduate classes Semester I, II, III, IV, V & VI and all post graduate classes will be of 20 Marks in each theory paper based on the following criteria :
- Two hand-written Assignments: 05 Marks Each



- One Class Test: 05 Marks
- Attendance: 05 Marks

## **CODE OF CONDUCT FOR THE STUDENTS**

- If a student fails to attend 75% of the total lectures delivered in each subject, the University examination roll number shall be detained as per norms.
- Indiscipline in the College campus amounts to striking off the names from the college rolls.
- Wearing of Bonafide Identity Card in the campus and classes is compulsory. The students without Identity Card will not be allowed to enter in the college.
- Damage to the College property would invite a fine double the damage and / or striking off the name from the College rolls.
- Use of mobile phone is strictly prohibited. Any student using cell phone in the class/campus would invite a fine of Rs. 500/- and / or forfeiture of Cell Phone.
- Smoking and drinking is prohibited in the College campus and hostels.
- Students are not allowed to bring/invite outsiders to the college premises.

In case of any grievance, the Students are advised to put it before college Grievance Committee/Principal. If any student approaches to any external authority/media directly, his/her name may be struck off from the college rolls.

Students must read the Notice board regularly to get information about instructions/orders issued by the Principal from time to time.

## **IMPORTANT NOTE**

Every student will have to deposit the fees as per notification on the notice Board. If the student fails to deposit the fees as per date mentioned, he/she will be charged fine after that as per notice circulated. The names of such students will be struck off from the College rolls, if the students fail to deposit their fee after stipulated time period. A student seeking re-admission will have to deposit the fees as per the College rules. It is the responsibility of the student to deposit the fees on the date notified by the college office. No fee deposited in the college is refundable or adjustable.

## **REFUND OF SECURITY**

A student can get back his security amount deposited at the time of admission. It will be refunded between 1st to 31st March of the year after leaving the College. No refund of security will be allowed after 31st March and the security will lapse to the College.



## FEE STRUCTURE FOR THE SESSION 2021-22

Class	Years	Amount
B.A.	1st Year	10115
B.A.	2nd Year	7170
B.A.	3rd Year	7270
B.Com.(CA)	1st Year	17135
B.Com.(CA)	2nd Year	15690
B.Com.(CA)	3rd Year	15790
B.Com.(Gen)	1st Year	13115
B.Com.(Gen)	2nd Year	10170
B.Com.(Gen)	3rd Year	10270
B.Com.(Ins)	1st Year	15695
B.Com.(Ins)	2nd Year	14190
B.Com.(Ins)	3rd Year	14290
B.Com.(Tax)	1st Year	15695
B.Com.(Tax)	2nd Year	14190
B.Com.(Tax)	3rd Year	14290
B.Sc.(CS)	1st Year	18675
B.Sc.(CS)	2nd Year	17200
B.Sc.(CS)	3rd Year	17300
B.Sc.(NM)	1st Year	18675
B.Sc.(NM)	2nd Year	17200
B.Sc.(NM)	3rd Year	17300
BBA	1st Year	25100
BBA	2nd Year	21160
BBA	3rd Year	21260
BCA	1st Year	25610
BCA	2nd Year	21595
BCA	3rd Year	21695
M.A.(Eco)	1st Year	12805
M.A.(Eco)	2nd Year	10930
M.A.(Hindi)	1st Year	12805
M.A.(Hindi)	2nd Year	10930
M.Com.	1st Year	15860
M.Com.	2nd Year	12850



## WHOM TO CONTACT

- |  |                                 |
|--|---------------------------------|
| 1. Controller of Examinations                        | Dr. Anita Rani                  |
| 2. Fee Concessions, Scholarships and Student Welfare | Mrs.Punam Garg                  |
| 3. Railway & Bus Pass                                | Mr. Rahul                       |
| 4. College Identity Cards                            | Mr.Lakhpat Singh                |
| 5. Time-Table, Section Allotment                     | Dr. Anita Rani                  |
| 6. Change of Subject / Faculty                       | Dr.Karuna                       |
| 7. Library and Issue of Books                        | Mr.Lakhpat Singh                |
| 8. Sanctioning of Leave (For 3 Days)                 | Tutor                           |
| For a Week: Head of Department                       | For More than a Week: Principal |
| 9. Dual Degree Courses                               | Mrs.Punam Garg                  |
| 10. N.C.C. (Boys & Girls)                            | Mr. Anil Kumar                  |
| 11. N.S.S. Programme Officer - (Boys)                | Dr. Vijay Chawla                |
| 12. N.S.S. Programme Officer - (Girls)               | Dr. Rakhi Singla                |
| 13. Cultural Activities                              | Dr.Veeran                       |
| 14. Legal Literacy Cell                              | Dr.Virender Singh Dhillon       |
| 15. Training & Placement Cell                        | Mr.Gourav Bareja                |
| 16. Women Cell                                       | Dr.Karuna                       |
| 17. College Magazine                                 | Mrs.Punam Garg                  |
| 18. Red Cross Activities (Y.R.C.)& Red Ribbon Club   | Dr. Vijay Chawla                |
| 19. Health Club & Sports                             | Mr.Hemraj Kaushish              |
| 20. Hostel Query (Girls)                             | Dr.Karuna                       |
| 21. Alumni Association                               | Dr. Anita Rani                  |
| 22. Anti-Ragging & Disciplinary Issues               | Dr.Virender Singh Dhillon       |

