

**Policy Document/Business Rules  
of  
University Centre for Competitive Examinations**



**Bhagat Phool Singh Mahila Vishwavidyalaya  
Khanpur Kalan**

## University Centre for Competitive Examinations

### 1. Establishment :

- a. Name of the Centre:- The name of the centre shall be University Centre for Competitive Examination (herein after called as UCCE)
- b. Location of the Centre : The UCCE shall be located in the campus of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonipat, Haryana.

### 2. Objectives of the Centre:

- i. To impart coaching and guidance to students of the University/affiliated and maintained colleges and other educational institutions for various competitive exams.
- ii. Prepare them to face interviews and improve communication skills.

### 3. Course offered, Application, Duration, Intake capacity and Fees structure :

- a. **Registration fee:** Rs. 100/- shall be the registration fee for each Course. Registration fee shall be non-refundable/adjustable under any circumstances like non starting of a particular course etc.

#### b. Identified Course :

Sr. No.	Course Name	Duration *	Intake Capacity*	Course Fee(in Rupees)
1.	IAS(Preliminary)	04 Months	50	4000/- (for General Category) 2000/- (for SC/ST/OBC/PwBD Candidates)
2.	IAS /CSE ( Integrated ) /HCS (Integrated)	08 Months	50	6000/- (for General Category) 3000/- (for SC/ST/OBC/PwBD Candidates)
3.	HCS (Judicial) Integrated	08 Months	50	5,000/- (for General Category) 2,500/- (for SC/ST/OBC/PwBD Candidates)
4.	HCS (Judicial) Prelim	4 Months	50	3,000/- (for General Category) 1500/- (for SC/ST/OBC/PwBD Candidates)

	Bank P.O.	04 Months	50	3,000/- (for General Category) 1500/- (for SC/ST/OBC/PwBD Candidates)
6.	UGC-NET (Paper-I)	03 Months	50	2,000/- (for General Category) 1,000/- (for SC/ST/OBC/PwBD Candidates)
7.	CET ( Common Eligibility Test) Haryana	03 Months	50	2,000/- (for General Category) 1,000/- (for SC/ST/OBC/PwBD Candidates)
8.	CTET/HTET	03 Months	50	2,000/- (for General Category) 1000/- (for SC/ST/OBC/PwBD Candidates)
9.	CDS/NDA	03 Months	50	3,000/- (for General Category) 1500/- ((for SC/ST/OBC/PwBD Candidates)
10.	UPSC ( Single Test/MCQ Written Pattern)	03 Months	50	3,000/- (for General Category) 1500/- (for SC/ST Candidates)
11.	HPSC ( Single Test/MCQ Written Pattern)	03 Months	50	3,000/- (for General Category) 1500/- (for SC/ST Candidates)
12.	Mock Interviews	UPSC/HPSC/ similar level Body	05 Mock Interviews	1,000/- (for General Category) 500/- (for SC/ST/OBC/PwBD Candidates)
<b>GST shall be applicable on all the above mentioned courses fee Under Goods and Service Tax Act</b>				

c. New courses with other details like duration, fee etc may be introduced on the demand of the students and availability of faculty. Duration of course may be increased/decreased as per requirement/resources in interest of students or otherwise.

d. Intake capacity may be varied on demand of Students and availability of resources.

e. The course may be dropped/discontinued in case of less enrollment of students i.e. less than 20% enrollment of the total intake in any course. The

course fee will be refunded or adjusted in other courses in all such cases on the request of the applicant submitted to the office of the Director, UCCE and approved by the Director, UCCE.

- f. Course fee once paid shall not be refunded after the commencement of the course.

4. **Application, Registration, Enrollment, Course Schedule and Syllabus/Scheme:**

a. **Application:** In response to the admission notice circulated by the UCCE time to time, the intended student shall submit application on the prescribed proforma (**Annexure A**) through online mode using university portal i.e. [www.bpsmv.ac.in](http://www.bpsmv.ac.in).

b. **Registration:** The application must be completed in all respect. Incomplete applications shall be summarily rejected. In all such cases registration fee will be not be refunded. The confirmation of the successful registration and enrollment will be supplied by the office of UCCE to the quarter concerned. In case of excess application received for a course, the UCCE may conduct test /any other rational method for short listing of the candidates.

c. **Enrollment :** All the shortlisted enrolled students shall be required to pay course fee within seven working days. A copy of the registration fee and course fee receipt shall be submitted by the student in the office of the UCCE.

In case of non submission of requisite fee the enrollment of such student shall be cancelled and seat will be given to next eligible student.

d. **Course Schedule :** The schedule of the various courses will be notified by the UCCE from time to time on the University portal.

e. **Syllabus/Scheme :** The syllabus/scheme shall be in the consonance of UPSC/HPSC/UGC/Exam Conducting Body/Authority syllabus/scheme as notified by the governing bodies time to time.

**5. Course Coordinator and other supporting Staff :**

- a. For smooth functioning & better coordination for each course, the Director, UCCE may detail appoint any suitable faculty (Regular/Contractual/Visiting faculty) of University as Course -Coordinator keeping factors like subject domain / course content or otherwise for entire duration of specific course or monthly basis for courses as mentioned in Clause 3.
- b. For the contribution rendered as Course-Coordinator in UCCE may be considered as mentoring of students for the purpose of API calculation of faculty provided no honorarium claimed by the Course Coordinator.
- c. The Certificate of rendering of service as course coordinator of specific course /specific duration may be issued by the Director, UCCE /Deputy Director, UCCE.
- d. The Course Coordinator will prepare the entire schedule matrix of coaching classes for a course indicating timing 2 pm onwards & details of teachers/experts from various faculties in consultation with Deputy Director/Director, UCCE.
- e. Denial of additional duty/derelection of duty as course coordinator assigned to any faculty member of university by O/o the Director, UCCE may entail administrative/disciplinary action from Competent Authority on reporting of same by UCCE or otherwise.
- f. The Course coordinator may use relevant e content available /you tube channels/websites available in public domain as per requirement of concerned course/Public exam syllabus. E content/Pen Drive Courses including renewal of pen Drive Courses may be purchased /procured with the concurrence of Director, UCCE & as per existing rules. The Course Coordinator may make the best use of free resources available in public domain in students interest & keeping the financial proprietary in designing & selecting courses content.
- g. The Clerk, UCCE will assist the Course Coordinator in execution of work & overall supervision of Director/ Deputy Director, UCCE.
- h. The Clerk, UCCE & Supporting staff/Daftari will work as per direction issued by the Director, UCCE.

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**6. Experts, Honorarium & their TA/DA:**

- a. Eminent academicians and administrative experts, prominent public figures, Alumni of the BPSMV will be invited to deliver lectures with the approval of the Vice Chancellor.
- b. The subject experts (Internal/External) will be approved by the Vice Chancellor on the recommendation of the Director, UCCE.
- c. Honorarium of Rs. 2000/- per lecture shall be paid to the external experts subject to maximum of two lectures per day.
- d. Honorarium of Rs. 1000/- per lecture shall be paid to the internal experts subject to maximum of two lectures per day.
- e. TA/DA shall be paid to External experts as per BPSMV regulations.
- f. Free of cost boarding and loading facilities may be offered to the external experts.
- g. Rs. 2000/- per month shall be paid to course coordinator as honorarium.
- h. The Director- UCCE and Deputy Director – UCCE shall be paid Rs. 5000/- per month as Honorarium for rendering additional duties.

**7. Delegation of Academic, Financial, and Administrative Powers:**

- a. The Director, UCCE shall be delegated academic, financial, and administrative powers similar to the Chairperson of UTD's.
- b. The refreshment charges and telephone facility shall be provided to Director, UCCE at par with the Chairperson of UTD's.
- c. In absence of the Director -UCCE, the Deputy Director may discharge all functions of Director or assigned by Director to Deputy Director.

**8. General Guidelines :**

- a. Hostel facilities may be provided to enrolled students on payment basis as per BPSMV rules.
- b. The wards of BPSMV employees shall be allowed to enroll in the courses offered by the UCCE time to time.
- c. The course fee shall be paid by the candidate as prescribed by the University from time to time.
- d. All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Dean of Academic Affairs.
- e. Amendment in the policy document may be done as and when required with the approval of the Vice Chancellor.

- f. Wherever this ordinance is silent/does not mention any rule, the UGC guidelines issued from time to time will be applicable.

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Annexure-A

The Registration form (On line) will be developed by HKCL in consultation with O/o UCCE.

## UCCE BPSMV, KK

### Application Form for Admission in Coaching Course.

Course  
Seeking:

☐ [Course Name]

☐ [Course Name]

☐ [Course Name]

☐ [Course Name]

**A) Personal information:**

Name of Applicant: \_\_\_\_\_

[Please fill in BLOCK letters]

S/o, D/o, W/o: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No (Residential): \_\_\_\_\_

Cell No: \_\_\_\_\_

Email Address: \_\_\_\_\_

C.N.I.C #: \_\_\_\_\_

Please Affix  
Photograph here

B) Education background:

Academic Record	Name & Place of Institute	Passing Year	Marks Obtained	% / Div.
Matric / O level / Equivalent				
Inter Science / A level / Equivalent				
Graduation Degree Name:				
Postgraduate Degree Name:				
Others Degree Name:				

add  
C Block here



**C) Experience:**

Company / Institute Name	Position / Designation	Duration	Total Experience
1.			
2.			
3.			
4.			

**D) Rules and regulations:**

- Policy Document/Business Rules of UCCE approved by Competent Authority.

**UNDERTAKING**

This is to certify that all the mentioned information is correct, and I will abide all the Rules and Regulations of UCCE, failing to which UCCE has reserved the right to cancel my admission at any time.

\_\_\_\_\_  
Applicant's Signature

Dated: \_\_\_\_\_

**E) Documentation required:**

1. Two attested copies of following documents:
  - a) Aadhar Card of Candidate
  - b) Qualifying Degree/Marksheet  
Copy.
  - (c) I Card copy of Student studying  
in any Institute of BPSMV, KK.
  - (d) SC/ST/PWD/OBC certificate  
issued by competent authority in  
case of claiming fee rebates.
3. Two Photographs.
4. **One photocopy of duly filled application form for acknowledgement.**
5. Fee Receipt as per UCCE Business Rules

Bank Name: \_\_\_\_\_

University Fee Receipt: \_\_\_\_\_

Date: \_\_\_\_\_