



DEPARTMENT OF COMMERCE

PMMM School of Commerce & Management Sciences

DDU Parisar, Mahatma Gandhi Central University

Motihari-845401, East Champaran, Bihar

4th COUNSELING-CUM-ADMISSION NOTICE

B.Com.(Hons. with Research) Programme

Academic Session 2025-26

Date: 09.Aug.2025

Candidates, who have applied in reference to the Admission Notification (Undergraduate Programmes), Academic Session 2025-26 dated 14 July, 2025 (<https://www.mgcub.ac.in/pdf/2025071419031376d116d57d.pdf>), seeking admission into B.Com.(HwR) programme and who have not yet taken admission are required to attend the third **offline counseling session**.

The details of non-paid vacant seats, as of now, are given below (subject to variation, if other admissions are cancelled/withdrawn):

Category	No. of Vacant Seats
Unreserved	01
EWS	Nil
OBC-NCL	Nil
SC	04
ST	02

Candidates are required to report as per the following details:

COUNSELING DETAILS	
Date of Counseling & Admission	10 August, 2025
Reporting / Entry Time at Venue	09:30 AM (IST)
Gate Closing Time of Venue	11:00 AM (IST)
Counseling Duration	11:45 AM (IST) onwards
Venue of Counseling	Department of Commerce, Pt. Deen Dayal Upadhyay Parisar, Balua Taal, Motihari, Bihar – 845401

Dr. Subrata Roy

Head, Department of Commerce

Instructions for candidates

1. From the pool of candidates who **report within due time on the day of counseling**, admission would be done in order of merit for all the categories on vacant seats, subject to reservation rules and overall intake capacity of **33 seats** in BCom(H).
2. **Fee payable** at the time of admission into the B.Com.(HwR) programme is **Rs. 9,218/-**. The fee would be deposited on the day of admission after document verification on Samarth portal. Fee structure and other details are provided in the **Admission notification (Under Graduate Programmes), Academic Session: 2025-2026** available at the link :
<https://www.mgcub.ac.in/pdf/2025071419031376d116d57d.pdf>
3. If at any stage it is found that the applicant has furnished wrong information in the online application form then the admission would be cancelled.
4. **Admission** into B.Com.(HwR) programme **would be confirmed only after** document verification and submission of proof of fee deposit.

Admission of candidates seeking admission after a gap of three or more academic years of passing Intermediate/10+2 examination from any University/educational institution/Board, shall be subject to the clearance by the **Admission Review Committee** consisting of the Dean, Students' Welfare (DSW), the Dean of the School concerned, the Head of the Department concerned and the Proctor.

List of Documents Required for Admission into B.Com.(HwR) Programme

Sl. No.	Documents
1.	Printout of CUET(UG) Online Application Form
2.	Printout of CUET(UG)-NTA Score Card
3.	Printout of MGCU (UG) Online Application Form
4.	Class 10 th Marks Sheet & Passing Certificate
5.	Class 12 th Marks Sheet & Passing Certificate
6.	SC/ST/OBC/Physically Handicapped Certificate as per GOI rules, if applicable.
7.	*Transfer/Migration/College Leaving Certificate
8.	*Certificate of Conduct from Head of the Institution (last attended) / Character Certificate
9.	*Anti-ragging affidavit duly signed by the Student on Non-Judicial Stamp Paper
10.	*Anti-ragging affidavit duly signed by the Parents/Guardian on Non-Judicial Stamp Paper
11.	*Affidavit for intervening period/gap of three years or more, if applicable on Non-Judicial Stamp Paper
12.	Economically Weaker Section (EWS) certificate
13.	Self-attested copy of Aadhar Card/ Self-attested copy of the Proof of Permanent Address
14.	Bank Account detail of student i.e. Account No., IFSC code, Name of account holder & address of Bank.
15.	Undertaking as per enclosed format.
16.	Any other document, if needed.

- Original of the * indicated Documents will be retained permanently by the University.
- Candidates must bring **three passport size photos** and all **original documents** for verification along with **one set of self-attested photocopy** at the time of **Counseling-cum-admission**.
- **EWS/SC/ST/OBC/PWD category candidates must bring the required category certificates in proper format for admission, otherwise they would be treated as General category candidates. Non-creamy layer certificate issued within last 6 months is essential for OBC category candidates.**
- Formats of selected documents required at the time of admission are annexed hereafter.

ANNEXURE - I

AFFIDAVIT BY THE STUDENT

(to be submitted by the student at the time of admission)

I, _____ (full name of student with University Roll Number)
S/o D/o Mr _____, having been admitted to Mahatma Gandhi
Central University, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "**Regulations**") and have 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 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 submit to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.**

5) I hereby solemnly aver and undertake that:

a) I will not indulge in any behaviour 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.

6) 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.

7) 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

**NOTE: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming
academic session.**

ANNEXURE - II

AFFIDAVIT BY THE PARENT/GUARDIAN

(To be submitted by the parent/guardian at the time of admission)

I, Mr/Mrs/Ms _____ (full name of parent/guardian) father/mother/ guardian of _____ (full name of the student with admission/registration/ enrolment number), having been admitted to Mahatma Gandhi Central University, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "**Regulations**") and have 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 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) My ward will not indulge in any behaviour 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, the admission of my ward 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

NOTE: It is mandatory to submit this affidavit in the above format if you desire to register for the forthcoming academic session.

EWS CERTIFICATE FORMAT

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

**Recent Passport
size
attested
photograph of
the applicant**

Signature with seal of Office _____
Name _____
Designation _____

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

THE OBC CATEGORY

This is to certify that _____, son/daughter of _____, of village _____ District/Division _____ in the State of _____ belongs to the _____ community which is recognized as a Backward Class under the following resolution of Government of India, Ministry of Welfare.

- *(i) Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.
- *(ii) Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 163, dated the 20th October, 1994.
- *(iii) Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- *(iv) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11th December, 1996.
- *(v) Resolution No. 12011/96/94-BCC, dated 9th March 1996.
- *(vi) Resolution No. 12011/13/97-BCC, dated 3rd December 1997.
- *(vii) Resolution No. 12011/99/94-BCC, dated 11th December 1997.
- *(viii) Resolution No. 12011/68/98-BCC, dated 27th December 1999.
- *(ix) Resolution No. 12011/88/98-BCC, dated 6th December 1999 published in the Gazette of India, Extraordinary, Part-I, Section I, No. 270 dated 6th December 1999.
- *(x) Resolution No. 12011/36/99-BCC, dated 4th April 2000 published in the Gazette of India, Extraordinary, Part-I, Section I, No. 71 dated 4th April 2000.
- *(xi) Resolution No. 12011/44/99-BCC dated 21st September 2000 published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210 dated 21st September 2000.
- *(xii) Resolution No. 12015/9/2000-BCC, dated 6th September 2001.
- *(xiii) Resolution No. 12011/1/2001-BCC, dated 19th June 2003.
- *(xiv) Resolution No. 12011/4/2000-BCC, dated 13th January 2004.
- *(xv) Resolution No. 12011/9/2004-BCC dated 16th January 2006 in the Gazette of India, Extraordinary, Part-I, Section I, No. 210 dated 16th January 2006.

*Shri _____ and /or his/her family ordinarily reside(s) in the _____ District/ Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93/-Est. (SCT), dated 08-09-1993 which is modified vide OM NO. 36033/3/3004 Est. (Res) dated 09/03/2004.

District Magistrate
Deputy Commissioner, etc.

Dated _____

SEAL

*Strike out whichever is not applicable

Note:

- (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (b) The authorities competent to issue caste certificates are indicated below:-
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of first-class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

PWD CERTIFICATE FORMAT

Format for Physically Challenged (PH)/Persons with Disabilities (PWD) Certificate (To be obtained by the candidate)

(To be filled by Medical Board notified under PWD Act)

Affix here recent
Photograph
showing the
disability duly
attested by Medical
Superintendent/CM
O/Head of Hospital
(with Seal)

Certificate No:

Date:

This is to certify that Mr./Ms. _____ son/daughter of Mr./Mrs. _____
Age _____ male/female, Registration No. _____ is a case of _____. He/She is physically
disabled/visual disabled/speech and hearing disabled/having mental retardation/ leprosy cured and has %
(_____ per cent) permanent (physical impairment/visual impairment/speech and hearing impairment
etc.) in relation to his/her _____.

Note:

This condition is progressive/not progressive/likely to improve/not likely to improve*.

1. Re-assessment is not recommended/ is recommended after a period of _____ months / years*.

(*Strike out whichever is not applicable)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member/Medical Board)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member/Medical Board)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member/Medical Board)

Signature/Thumb impression of Patient

Countersigned by the

Medical Superintendent/CMO/Head of Hospital (with seal)

FORMAT FOR CASTE/TRIBE CERTIFICATE TO BE PRODUCED BY THE CANDIDATES APPLYING UNDER SC/ST CATEGORY

Form of Certificate as prescribed in M.H.A, O.M. No. 42/21/49-N.G.S., dated 28-1-1952 as revised in Dept. of Per. &A.R., Letter No. 36012/6/76-Est. (S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

1) This is to certify that Shri/Shrimati*/Kumari*_____Son/daughter* of Shri /Shrimati _____ of village/town*_____ in District/ Division*_____ of the State/Union Territory*_____ belongs to the _____Caste/Tribe*which is recognized as a Scheduled Caste / Scheduled Tribe*

Under:

- *The Constitution (Scheduled Castes) Order, 1950.
- *The Constitution (Scheduled Tribe) Order, 1950.
- *The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- *The Constitution (Scheduled Tribe) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966 the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 1976).

- *The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribe Order, 1962.
- *The Constitution (Pondicherry) Scheduled castes Order, 1964.
- *The Constitution (Uttar Pradesh), Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978.
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
- *The Constitution (Scheduled Tribes) Order Amendment Act, 1991.
- *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2) This certificate is issued on the basis of the Scheduled Castes /Scheduled Tribes Certificate issued to Shri/Shrimati*_____father/mother* of Shri/Shrimati/Kumari* _____of village/town*_____ in District/Division*_____ of the State/Union Territory*_____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*_____ issued by the _____ dated_____

3) Shri/Shrimati/Kumari*_____and/or* his/her* family ordinarily reside(s) in the village/town*_____of _____District/Division* of the State/Union Territory* of_____

Place_____

Signature

Date_____

Designation_____

(With seal of Office)

_____State/Union Territory

Note- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(On Non-Judicial Stamp paper)

UNDERTAKING

I.....(DOB) S/D/W/o
.....R/o.....do state
on solemn affirmation the following –

- 1) That my above name and address is correct.
- 2) That I have applied for admission toProgramme for
Academic Year 2025-26.
- 3) **That I am not able to submit my following mandatory certificates excluding category
certificate (SC/ST/OBC-NCL/EWS/PWD) at the time of admission but will submit it
positively on or before**
 1.
 2.
 3.
 4.
 5.
- 4) That I may be allowed to attend the 1st Semester classes provisionally on the condition that in
case of non-submission of requisite documents latest by
....., Mahatma Gandhi Central University, Bihar reserves the right
to cancel my admission and enrolment in the said programme without any further
correspondence in this regard and disallow me from continuing in the programme.
- 5) That decision of Mahatma Gandhi Central University, Bihar in this regard will be final and
binding upon me.

Signature of the Deponent

UNDERTAKING

[As per the Statute 28(7) of Central Universities Act 2009]

1. I, _____, hereby declare that the above particulars given by me are correct to the best of my knowledge and I may be held solely responsible for any discrepancy whatsoever. If any information provided is found to be incorrect at any time, even after admission, my candidature is liable to be cancelled with immediate effect without any liability for compensation and/or damages of any nature whatsoever.
2. I also hereby commit to shift to any other campus within the State of Bihar whenever the University decides to do so.
3. I also hereby submit myself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University. To this extent, I shall unconditionally abide by all prevailing terms and conditions and applicable rules and regulations of the University.
4. I also hereby undertake to deposit all the University dues including fees in time and in case of default and also agree to pay late fee/fine as per the University rules. I am fully aware that in case of non-compliance, the admission would be liable for cancellation at any stage with or without prior intimation.
5. I also hereby commit not to indulge in using unfair means in examinations and or any act of vandalism and or damage to University property. In case of such an act(s), I am liable to be punished/expelled from the University as per the University rules.

(Signature)

Name of the Applicant: _____

Date: _____

Place: _____