

**ORDINANCE - 2****Admissions, Enrolment & Migration**

Admissions in various courses offered by the University shall be open to all the candidates who fulfill the eligibility criterion and shall be done strictly according to it. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council, as laid down in the Statute. However, the Ph.D. admissions shall exclusively be governed as per Ordinance 11. For the sake of continuity, the details of the eligibility criterion and the formation of the admission committee at the Departmental level are given below:

**(a) ELIGIBILITY:**

Eligibility criteria for admissions shall be based upon the merit of the qualifying examination(s) / admission test(s) conducted at State / National level by the University or by the State / National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criterion, determination of the merit, concessions etc. and decide/approve as the case may be. The criterion will be advertised / published in the prospectus/information brochure / on the website of the University for that session, before the commencement of the admission procedure.

**(b) THE ADMISSION COMMITTEE:**

The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice-Chancellor, for making the admissions in under certificate, diploma, graduate and post graduate programs, offered by the departments.

Each committee shall comprise of:

- (i) The Head of the Department;
- (ii) PG Coordinator of the Department;
- (iii) Senior most Professor / Associate Professor / Assistant Professor in the Department; and
- (iv) One member from outside the Department nominated by the Vice-Chancellor.

**(c) POWERS AND DUTIES OF THE COMMITTEE:**

- (i) Powers and duties of the Committee shall be to select the candidates for admission to the various programs in accordance with the approved procedure.
- (ii) As per the New education policy multiple entry/exits will be allowed if candidate earned required number of credits. (If new education policy applicable in particular Course).
- (iii) The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests, criteria for admission, order of merit shall follow the respective ordinances and will be advertised separately.

- (iv) After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
- (v) The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
- (vi) Candidates with supplementary in the qualifying examinations will get the admission provisionally and if they fail to pass the qualifying examination the admission will stand cancelled.
- (d) ADMISSION IN BLENDED MODE OF LEARNING:**
- To promote higher education in India and Abroad, students in non-technical courses will be admitted as per the minimum eligibility criteria for the respective courses.
- (e) PROVISIONS REGARDING NUMBER OF SEATS IN DIFFERENT FACULTY:**
- (i) Provisions regarding number of seats in various courses shall be governed as prescribed in the Ordinances framed for the concerned subjects or courses of study and shall be in conformity to norms of the respective regulatory National bodies such as AICTE, UGC, NCTE and other Statutory Bodies.
- (ii) Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for number of seats in different subjects and courses shall be applicable to the University.
- (iii) Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance with the guidelines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians, if the University decides.
- (iv) Reservation policies of the Government for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be followed.
- (v) If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.
- (f) ALTERATION OF SEATS IN DIFFERENT COURSES**
- (i) Alteration in number of seats in different courses will be recommended by the Academic Council at the beginning of each academic year following the norms of the State Government.
- (ii) The Board of Management, after examining the financial viability may grant the approval to the recommendations made by Academic Council as stated in the Statutes.

**(g) TRANSFER FROM OTHER INSTITUTIONS / UNIVERSITIES IN DIFFERENT COURSES**

- (i) The university shall entertain the request from students of other Institutions / Universities for transfer in the courses offered by various departments. These transfers shall only be allowed up to the pre-final year classes. It means if the duration of course is of 4 years then student may request for a transfer up to third year only (If new education policy is not applicable in particular Course).
- (ii) As per New education policy multiple entry/exits will be allowed if candidate earned required number of credits. (If new education policy is applicable in particular Course).

**(h) DURATION OF COURSE:**

The maximum period for the course shall be as specified in the respective Ordinances or Regulations. However, on the recommendations of the academic council, the Vice - Chancellor may allow the student to re-join and continue his studies. There shall not be any time limit. The equivalent credits earned by the student shall be carry forwarded in the prevailing scheme. However, while choosing the subjects, the candidate shall be required to study the pre-requisite courses if any.

**(i) ENROLLMENT/REGISTRATION OF STUDENTS**

- (i) A person who has been admitted to a School/Department as per the prescribed eligibility of a particular course, shall be enrolled as a student of the University by the Registrar.
- (ii) Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. The Head of the Institute will ensure that all the documents are enclosed along with the enrollment form and it shall be accompanied by the prescribed enrolment fee. Such an application shall be submitted through the Head of School/Department to which the student has been admitted.

**(j) LATE ADMISSION:**

- (i) Late Admission may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.
- (ii) A student admitted to a Faculty/Department after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent Faculty/ Department of the University and has paid his/her fees in the former Faculty/ Department up to the preceding month.
- (iii) The Head of the Faculty/ Department may permit a student to change his optional Subjects for a course with the approval of the Vice-Chancellor, within two weeks of the last date of admission as prescribed by a Competent Authority. No change thereafter shall be permitted.

**(k) TRANSFER OF STUDENTS:**

Students shall be allowed to migrate from one School/Department to another under the jurisdiction of this University, provided he/she meets the admission criteria of the concerned School/ Department.

**(l) PROCEDURE OF WITHDRAWAL:**

Students may withdraw their admission as per the guidelines of the statutory bodies or rules framed by the University and students may get their fee refunded as per these guidelines applicable from time to time.

**(m) DISCIPLINE:**

- (i) Every student in the University shall all time exhibit good behaviour, show diligence in studies, maintain decorum and dignity, take an active interest in co-curricular activities and observe all rules of discipline of the School/Department of which he/she is a student, and of the University.
- (ii) When a student has been guilty of breach of discipline within or outside the premises of the University or a School/Department, or persistent absenteeism, the Head of the School/Department with the approval of the Vice-Chancellor may, according to the nature and gravity of the offence:
  - a. Suspend such a student from attending classes for no more than a week at a time; or
  - b. Expel such a student from the School/Department; or
  - c. Disqualify such a student from appearing at the next ensuing examination, or
  - d. Rusticate such a student
- (iii) Before inflicting any punishment as aforesaid, the Head of the School/Department shall give the student concerned an opportunity for a personal hearing and record the reasons for inflicting the punishment in writing.
- (iv) The Head of the School/ Department concerned shall have the power to suspend, for such time as may necessary, a student temporarily from the School/ Department pending an inquiry into his/her conduct in connection with an alleged offence.
- (v) The period, during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- (vi) A student who has been rusticated shall not be admitted to another School/Department within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- (vii) The rustication of a student from a School/ Department shall entail the removal of his name from the Register of Enrolled Students.