

## **ORDINANCE - 1**

### **Admissions**

Admissions in various courses offered by the University shall be open to all the candidates who fulfil 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 28. However, the Ph.D. admissions shall exclusively be governed as per the Ordinance 11. For the sake of continuity, the details of the eligibility criterion and the formation of 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 graduate and post graduate courses, 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 programmes in accordance with the approved procedure.
  - (ii) 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.
  - (iii) 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.
  - (iv) The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
  - (v) 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) 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 programmes 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.
- (e) 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.

(f) Transfer from other Institutions / Universities in Different Courses

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.

The transfer shall be permitted by the University through the process laid down in Statute – 39 (c) (i) and (ii). For exemption of the subjects, the committee shall match the syllabi of the subjects and their standards, the student has already studied and passed with that of University syllabi. The credits of the subjects so earned will be transferred to the course in which the student undergoes the transfer.

(g) 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 rejoin 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.