

## ADMISSION OF STUDENTS

- (1) In the Ordinance, unless there is anything repugnant in the subject or context:
  - (a) “Qualifying Examination” means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor’s or Post Graduate Degree or Diploma Certificate conferrable by this University.
  - (b) “Equivalent Examination” means an examination, which has been conducted by:
    - (i) Any recognized Board of Secondary Education, or
    - (ii) Any Indian university incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination.
    - (iii) Any foreign University / Board examination that have been recognized by AIU as equivalent to +2 stage qualification or Bachelor degree Programme.
- (2) A Student seeking admission to a Institute or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned will submit his/her application on the prescribed form to be obtained from the institution on payment of the prescribed fee.
  - (i) Provided that the reservation of seats and relaxation in percentage of minimum of marks wherever prescribed in respect of students belonging to scheduled castes, scheduled tribe, OBC, Physically Handicapped, Sons/ Daughter /Grand-sons/Grand-Daughters of freedom fighters as decided by State Government from time to time.
  - (ii) Provided also that admission to courses related to Health Science shall be as per the guidelines / instructions of Medical council of India, Dental Council of India/India Nursing Council, Pharmacy Council of India & other regulatory bodies & Govt. of M.P., Directorate of Medical Educational (M.P.).
  - (iii) The list of admitted students in Medical & Dental courses will be made available to the Regulatory Commission.
- (3) The university shall follow the normal admission process to all courses, if otherwise specified as follows:
  - (i) The University will issue the admission notification on the University’s website, in newspapers, notice board of the University and in other publicity media before the commencement of new academic session.

- (ii) List of candidates provisionally selected for admission / short listed will be displayed on the notice board of University and University's website. Also, the students will be informed directly regarding their admission.
- (iii) The candidates whose results of qualifying exams are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof for required eligibility criteria before the due date, failing which; the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (iv) If a candidate admitted provisionally under sub clause (iii) mentioned above fails to obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/her will be cancelled.
- (v) The application form may be rejected due to any of the following reasons:
- The candidate does not fulfill the eligibility conditions.
  - The Candidate has been debarred on disciplinary grounds from any colleges/ University/ Institution
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent/guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (vi) Enrollment will be assigned to the student by the University after verification & submission of all required documents/fees.
- (vii) Admission committee will be constituted by Vice Chancellor
- (viii) Admission rules as framed by the University shall be applicable for all admissions from time to time and all the decisions shall be final.
- (ix) A complete list of the students admitted in various courses will be submitted in soft / hard copies within 15 days of completion of admission to the Regulatory Commission.

**(4)** Following documents should be enclosed along with Admission form-

- (i) The school or Institution Leaving Certificate signed by the Head of the Institution last attended by the student,
  - (ii) True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as private candidates, a certificate signed by two responsible persons certifying the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he/she shall submit in addition to the School or Institution leaving certificate an eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be, together with immigration fee as decided by the University.
- (5)
- (i) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first Degree under any faculty unless he/she has passed the final examination held under the Madhya Pradesh Madhyamik Shikshan Adhiniyam, 1965 (23 Of 1965), (i.e. any recognized Board of Secondary Education) or an examination declared equivalent to such examination by the University of such other qualifying examination as may be prescribed from time to time. For admissions to Post-graduate courses, a candidate should fulfill minimum educational criterion decided by regulatory body, from Institution/ University recognized by UGC/ regulatory bodies.
  - (ii) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he/she has passed the examination qualifying him/her to appear for the examination for which he/she will be appearing. Provided that a student who is eligible to appear at a Supplementary or second examination may be provisionally admitted to a subsequent higher class, but he/she shall revert to the lower class, if he/she is not declared as successful in such examination.
  - (iii) No student migrating from any other University shall be admitted to any class in an Institution unless he/she has passed the examination, which has been declared by the University as equivalent to the qualifying examination for a student of the University.

- (iv) Without prejudice to the provision contained in sub-clause (iii) above, no student migrating from any other University shall be admitted to any class in an institution without the prior permission of the Board of Management, wherever by any general or special direction, such permission is necessary.
  - (v) An applicant for admission to a course leading to a Bachelor's Degree shall not be admitted unless he/she is prepared to appear in all the subjects prescribed for the particular degree examination.
  - (vi) Students who were earlier pursuing education from other Institutions/ Universities and have left studies in between and now wishing to pursue studies, will be given admissions in same/ next class, subject to approval from Academic Council of the University & he/ she should clear the subjects as per equivalency report of the University, provided there is scope of completing his/her Degree in prescribed time period., Such cases will be dealt as special cases. This provision shall not be applicable to students who were expelled or rusticated from previous Institute on disciplinary ground or ragging issues. Such special cases should complete their Degree in five years.
- (6)**
- (i) No student who has passed a part of any degree Post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor
  - (ii) No person, who is under sentence of rustication or given NFT from any other University or a teaching institution connected with that university shall be admitted to any course of study in institution maintained by the University.
- (7)**
- (i) Admission of students to various institutions will be done as per admission cycle declared by the Vice-Chancellor. The Vice-Chancellor can make changes in the admission cycle.
  - (ii) Candidates coming on transfer from other Universities due to the transfer of their Parents/ Guardians or any other genuine reason will be given admission beyond the last date for admission, subject to the provisions of 5(ii) & 5(iii).
- (8)** A complete list of all students admitted to the institutions/ departments shall be forwarded by the Head of the Institutions to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the university) with a certificate that all admissions have been made as per University rules and that no exception has been made.

- (i) A student shall be enrolled as a member of an institution as soon as he/she is admitted by the Head of the Institution and has paid the prescribed fees.
  - (ii) A student seeking admission to an Institution after the commencement of the session shall be required to pay tuition fee from July of the year/ or as directed by academic council of the University.
- (9) The Head of the Institutions may permit a student to change his/her optional subjects for a course with the approval of the Vice-Chancellor, to change the faculty within 30 days of start of the course.
- (10) A student migrating from one institution to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees if he/she has already paid in the institution from which he/she is migrating.
- (11) A student who is enrolled in the University may apply for a change, correction or alternation in one's own name or surname to the Registrar of the University along with prescribed fees of University, affidavit of the effect, proof certificate and documents.
- (12) Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student.
- (13)
  - (i) When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying or the Vice-Chancellor/ Registrar may according to the nature and gravity of the offence-
    - (a) Suspend such a student from attending classes for not more than a week at a time, or
    - (b) Expel such a student from the institution;
    - (c) Disqualify such a student from appearing at the next ensuing examination; or
    - (d) Rusticate such a student.
  - (ii) Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- (iii) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
  - (iv) 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.
  - (v) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.
- (14) Reservation to SC/ST/Other categories students shall be observed as per rules of Government of M.P. from time to time. Concessions/Scholarship to SC/ST/ Physically Handicapped and Girls candidates shall be given as per Government of M.P. rules from time to time and as decided by Board of Management of University.
- (15) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Institutions/ Departments. The decision of the Vice-Chancellor shall be final.

## Eligibility for Admission

<b>Courses</b>	<b>Min. Qualification</b>	<b>Min. %age Required (Categorywise)</b>
BE	10+2 (PCM)	40% (OBC/SC/ST) , 45% (UR)
B. Pharma and D. Pharma	12 <sup>th</sup> (PCM/ B/ Biotech).	45% (UR/OBC/SC/ST)
B.HMCT.	10+2 or its equivalent	45% (UR) , 40% (SC/ST/OBC)
B. P. Ed.	graduation	45%
B. Ed.	graduation	50%
M.Tech.	BE / B.TECH.	50% (UR) , 45% (OBC/SC/ST)
M.Pharma.	Graduate in Pharmacy	50% (UR) , 45% (OBC/SC/ST)
M.C.A.	Graduation with Maths as compulsory subjects or Graduation in any stream with class 12th with Mathematics, as additional subject	50% (UR) , 45% (OBC/SC/ST)
M.B.A. (Full-time)	Graduation	50% (UR) , 45% (OBC/SC/ST)
M.B.A. (Part time)	Graduation	50% (UR) , 45% (OBC/SC/ST)
B. C. A	10+2(maths/bio/arts/commerce)	50%(UR/OBC) , 45%(SC/ST)
B.Com. (Plain)	10+2(maths/bio/commerce)	

B. Com. (Computer Applications)	10+2(maths/bio/commerce)
B. Sc. (IT/Maths/Electronics)	10+2(maths)
B. Sc. (CS)	10+2(maths/bio)
B. A. (Plain)	10+2(maths/bio/arts/commerce/home science/agri.)
B.Sc.(Bio)	10+2(bio/agri.)
B. A. (Computer Applications)	10+2(bio/maths/arts/commerce/home science/agri.)
B. B. A	10+2(maths/bio/arts/commerce)
M. Sc. (Physics)	bsc.(hons)/physics should be one subject in b.sc.
M. Sc. (Chemistry)	bsc(hons.)/chemistry as a one subject required in b.sc.
M. Sc. (Computer Science)	BCA/b.sc. (maths/hons)/computer science or application as one subject in b.sc. is required
M. Sc. (maths)	bsc(maths/hons)
MA(hindi/english/sociology/psychology/economics )	GRADUATION IN ANY DISCIPLINE
M.Com	BCOM(ANY DISCIPLINE)