

CHAPTER - VIII

ADMISSION AND FEE STRUCTURE

1. Admission to all the Courses in the Faculty of Engineering and Technology, Medicine and Dental Sciences will be done by conducting Entrance Test by the University. However the candidates who have appeared in other Entrance Test conducted by recognized agencies will also be considered.
2. For courses offered under Humanities & Sciences, the admission will be done on the basis of marks obtained in the qualifying examinations.
3. The University shall be open to all persons whatever race, religion, creed, caste or class they belong to. No test or condition shall be imposed as to religious belief or profession in admitting the students.
4. The norms of UGC, AICTE, MCI, DCI and other Statutory Authorities will be strictly followed to the eligibility criteria for admission to the particular course.

No institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges;

- a) Other than such fee or charges for such admission as fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared by it in the prospectus for admission against any such seat, and on the website of the institution; and
- b) Without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

No institution deemed to be university shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:

Provided further that an institution deemed to be university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

Admission of students to an institution deemed to be university, public or private, shall be made in the following manner:

- i. In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any

institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions if such institution or group of institutions have been so authorized by the Central Government or a State Government or any statutory authority.

- ii. In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution:

Provided that admission of Non-Resident Indians(NRI)/Persons of Indian Origin(PIO)/Foreign students to institutions deemed to be universities shall be governed by the Guidelines/Regulations framed by the Commission in this behalf from time to time.

Prospectus

Every institution deemed to be university shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:-

- i. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- ii. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;

- iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- iv. the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;
- v. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- vi. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- vii. details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such, member is on regular basis or visiting basis;
- viii. information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- ix. broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- x. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

Provided that the institution deemed to be university shall publish information referred to in items (i) to (x) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through

advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- xi. Every institution deemed to be university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
- xii. No institution deemed to be university shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- xiii. No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be university.
- xiv. No institution deemed to be university, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other awarded or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.
- xv. In case a student, after having admitted to an institution deemed to be university, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution, no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.
- xvi. No institution deemed to be university shall, issue or publish-
 - a) any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
 - b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of

instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.

- xvii. On being declared an institution deemed to be university, an institution shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government:

Provided that enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid:

Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university shall continue to be students, for all purposes of the affiliating university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.

PROCEDURE OF ADMISSION:

- a) At the end of every Academic year, advertisement calling for applications for admission to the courses under the University will be made in all leading daily Newspapers covering all the regions of our Country giving details of cost of Application, Address from where the applications can be obtained etc.,
- b) On receipt of the filled up applications to the various branches of Engineering & Technology, Medicine and Dental Sciences both for UG & PG, wherever applicable, the date for Entrance test and centres will be fixed depending upon the number of applications. If the number of applications are more from a particular region, a suitable place will be fixed as centre for the Entrance Test covering that region. Otherwise there will be one centre at the University Campus for conducting Entrance Test.
- c) After deciding the Centre and Date of Entrance Test, it will be individually intimated to all the applicants who have applied for the various Branches of Engineering & Technology, Medicine and Dental Sciences. If the number of applications are less than the total number of seats available, Entrance Test may not be conducted and the students will be selected on the basis of their marks in qualifying examinations and according to their merit.

- d) Entrance Test will be conducted on the date and centres fixed and intimated to the applicants. The Entrance Test will be for two hours. The Entrance Test will be of objective type and multiple choice questions.
- e) The answer scripts will be valued and the merit list will be prepared on the basis of ranking of their marks obtained in the Entrance Test. For the Engineering and Technology, 45% and above is stipulated as a cutoff mark for short listing the candidates in the merit list. For admission to Dental Sciences 60% and above will be the eligibility criteria for short listing the candidates for admission. In respect of admission to Medical Courses 75% and above in the Entrance Test will be the cutoff marks for short listing the candidates.
- f) After preparation of the merit list, students will be intimated to attend counselling on the fixed date in order to felicitate to opt for the Course / Branches, in which they wish to join. After counselling, a separate selection list will be prepared, Course-wise and Branch-wise, and admission will be made on that basis.
- g) The admission of candidates to various courses will be made on the basis of rank list prepared after counselling.

Every Institution deemed to be university shall –

- a) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- b) Exhibit such records on its website; and
- c) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

ALL INDIA ENGINEERING ENTRANCE EXAMINATION:

In order to achieve the secular objects of the University to admit students irrespective of race, caste or religion, this University has offered 50% of its seats in Engineering and Technology to the students allotted through AIEEE. After making admissions of the students allotted by AIEEE, if any seat is vacant in any branch, it will be considered as "lapsed seat" and the same will be filled up from the students who have been selected and short listed through the University Entrance Test.

NON RESIDENT INDIANS (NRI):

In respect of Medical Course and Dental Course, 15% of seats are reserved for children of Non Resident Indians. The procedure of admission stipulated by the Supreme Court of India, Govt. of India and UGC is strictly followed in admitting

NRI Students. If any vacancy exists in the 15% of NRI quota, it will be filled up by the local candidates on the basis of their merit in the qualifying examinations.

IN CASE OF TIE IN THE ENTRANCE TEST:-

- i) Generally admissions will be based on the rank list prepared after following the procedure of Entrance Test & Counselling.
- ii) In case of tie, i.e., equals marks are obtained by more than one student, the rank will be decided among them according to the descending order of priority of the following:-
 - a) First appearance in qualifying Examinations.
 - b) Marks obtained in the Mathematics subject in the qualifying examinations.
 - c) Marks obtained in the Physics subject in the qualifying examinations.
 - d) Marks obtained in the Chemistry subject in the qualifying examinations.
 - e) Marks obtained in the Computer Science subject in the qualifying examinations.
 - f) Second appearance in the qualifying examinations.
 - g) Medium of Instruction - English.
 - h) Date of Birth.

GENERAL CLAUSE:

1. As per the norms of the Statutory Authorities, the University shall admit to any course of study any person who possess the prescribed Academic Qualification or standard.
2. The University shall not retain any student whose conduct is prejudicial to the interests of the University or the rights and privileges of other students.
3. No Capitation Fees shall be charged in any form in consideration of admission.
4. Tuition and other fees shall be prescribed as recommended by a committee of experts based on the norms prescribed by Statutory / Government Authorities.
5. Preference will be given to the candidates belonging to SC/ST and Physically Handicapped candidates along with merit in qualifying examinations and Entrance Test.