

ORDINANCE- 1**Admission of Students to the University and their Enrollment**

Admission and Enrollment of students in the Anjaneya Vishwavidyalaya shall be regulated in the manner hereinafter provided.

Definitions:

- (a) **"Qualifying examination"** means an examination the passing of which makes students eligible for admission to a particular course of study leading to a Bachelors or Masters or M. Phil or Doctorate or Diplomas or Certificate conferrable by the University.
- (b) **"Compartment"** means a result in which a student has been declared 'failed' in ONE subject by the concerned examining body i.e. a recognized Board of Secondary Education e.g. CBSE, ICSE, State Board of Secondary Education etc. Such a student may be declared Pass if he/she secures required percentage of marks in the examination held subsequently by the same examining body or declared pass in Bachelor Preparatory Programme.
- (c) **"Equivalent Examination"** means an equivalent examination conducted by-
- (i) Any recognized Board of Secondary Education or
 - (ii) Any Indian or Foreign University or organization recognized by the concerned statutory authority.
 - (iii) Any Indian University incorporated by any law in force for the time being and recognized by the University as equivalent to its corresponding examination.
- (d) **"Gap period"** means the period between the last dates attended at an educational institution (excluding coaching Institutes) as a regular student and the date of taking admission in the University.

1. Eligibility for Admission:

- 1.1 Unless otherwise provided, no person shall be eligible for admission to the under-graduate Courses in the University unless he/she has passed the Senior School Certificate Examination of an Indian University or Board or an Examination recognized and considered equivalent to either of these Examinations by the Academic Council of the University, from time to time.
- 1.2 There is no age restriction for admission to any of the courses of the University, provided that the candidate has valid qualifications for entry into the particular course.
- 1.3 No person shall be admitted to any post-graduate course, unless he/she has passed a UG degree examination of a recognized University or an examination recognized as equivalent to a degree by the Academic Council from time to time and possesses such further qualifications as may be prescribed by the Ordinances.
- 1.4 The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Academic Council and published in the prospectus from time to time.
- 1.5 The maximum number of Seats in each course shall be determined by the Academic Council from time to time abiding by the availability of adequate physical facilities and approval from the various statutory bodies viz. AICTE, NCTE, BCI, MCI etc if and where necessary.

2. Provision for Admission:

- 2.1 No candidate shall be entitled to claim admission as a matter of right.
- 2.2 The procedure of admission shall be approved by the Academic Council from time to time and shall be published in the prospectus.
- 2.3 All the admissions to under-graduate and post-graduate courses shall be made on the basis of merit and/or, entrance test held by the Admission Committee or by appropriate Government Body if applicable.
- 2.4 Admission shall be offered at the beginning of each semester or as prescribed by the Academic Council from time to time.

2.5 The application for admission shall among others be accompanied by-

- (i) School or College Leaving Certificate signed by the Head of the Institution last attended by the student as a regular student.
- (ii) Duly attested photocopies of the statement of marks accompanied by the original copies which shall be returned after the verification, showing that the applicant has passed the qualifying examination and in case of a student who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If the applicant for admission, as aforesaid, has passed the qualifying examination from Board other than the Chhattisgarh Board of Secondary Education, or a University other than this University, then he/she shall submit in addition to the school or college Leaving certificate an Eligibility and/or Migration Certificate from the Secretary or Registrar of such board or University, as the case may be, together with migration fee or as decided by the University from time to time. If any of these are found to be forged, tampered or false, the student's admission will automatically stand cancelled and necessary legal action may be initiated.

2.6 The mode of sending application for admission of students can be direct/through post/through University Website/Online. Any student from India or abroad seeking admission in the University can interact online with the University.

2.7 The Admission Committee will process the applications and selected candidates shall be offered provisional admission.

2.8 A student with 'compartment' or supplementary result may be granted 'provisional' admission to any course if the courses of study to which he / she would have otherwise normally been admitted if he/she shall have secured clear pass grades. Confirmation of such admission shall be subject to passing of that qualifying Examination before filling the first Examination form of the University.

- 2.9** At the time of admission, every student and his/her parent or legal guardian shall be required to sign a declaration to the effect that the student submits himself to the disciplinary & pecuniary jurisdiction of the Vice- Chancellor and other authorities of the University.
- 2.10** A student who has passed a part of any degree or diploma from another recognized University / recognized awarding body shall be admitted to subsequent higher class for such examination after its equivalence has been determined by the Dean of the Faculty in consultation with the Head of the Department.
- 2.11** The admission of the students to different programs shall be completed within a month of commencement of each semester every session or the date decided by the Vice-Chancellor.
- 2.12** Provided further that the Vice-Chancellor shall have the powers to grant admission in case of genuine hardship beyond the last date of admission as given above on the clear understanding that the attendance of all such students shall be counted from the date of commencement of the course.
- 2.13** Validity of the Registration for a period determined according to UGC Regulation.
- 2.14** Admission of a student to any course shall subject to the availability of vacant seat in that particular course in which admission is sought.
- 2.15** Lateral Entry in all courses shall be allowed as per the norms of concerned Regulatory Bodies and as prescribed in the concerned Ordinance of the University .

3. Restrictions for Admission on Certain Grounds:

- 3.1** Student can be admitted in two full time degree courses simultaneously provided the timing will be different.
- 3.2** Unless otherwise provided, a student may join part-time or distance education course provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.

- 3.3 Student may be admitted to course after passing the same course of the University, as per the provisions of the University. However, he/she may be admitted to a higher course of the same faculty or for an additional diploma/degree in a different field at the same level provided he/she fulfills the eligibility requirements.
- 3.4 Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the Anjaneya Vishwavidyalaya shall be prohibited from claiming admission in any course whatsoever.
- 3.5 Admission to any course of the Anjaneya Vishwavidyalaya can be cancelled at any time, if any information furnished by the candidate is found to be false/ incorrect.
- 3.6 A candidate who has taken incorrect admission to any course as a full time regular student will forfeit his/her right as an ex-student in the University and will not be allowed to appear at any Examination of the Anjaneya Vishwavidyalaya as an ex-student.
- 3.7 A person who is under sentence of rustication or has been disqualified from appearing in an examination by any other University / Institution shall not be admitted to any course of study in this University during the period of rustication or disqualification.
- 3.8 Student migrating from any other university shall be admitted to any class in an institution provided, 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.
- 3.9 Without prejudice to the provision contained in the sub-clause 2.5 above, no student migrating from any other University shall be admitted to any class in a department without the prior permission of the Registrar where by any general or special direction such permission is necessary.
- 3.10 An application for admission to a course leading to a Bachelor's Degree / Honors course shall not be so accepted unless the applicant is

prepared to appear in all the subjects prescribed for the particular Degree Examination.

- 3.11 No student who has passed a part of a Degree or Post Graduate Examination from any other University shall be admitted to subsequent higher class for such an Examination in the University without the approval of the Vice Chancellor or competent authority.
- 3.12 Candidates coming on transfer from other Universities because of the transfer of their parents / guardians or any other genuine hardship will be given admission beyond the last date of admission.
- 3.13 A student seeking admission to an institution after the commencement of the session shall be required to pay tuition and other fees for full session commencing from June / January of the year.

4. Enrollment of Students:

- 4.1. Head of Department/ School shall submit the details of admitted students in a prescribed form- within 45 days from the last date of admission, along with all the relevant original documents and enrollment fee as specified by the Academic Council from time to time to the Registrar.
- 4.2. The Transfer and Migration Certificates submitted by students at the time of admission become the property of the Anjaneya Vishwavidyalaya.
- 4.3. Enrolled students will be issued new Transfer Certificate and Migration Certificate under the seal of Anjaneya Vishwavidyalaya at the time of leaving the University.
- 4.4. No person shall be admitted to any Examination of the Anjaneya Vishwavidyalaya unless he/she has been duly enrolled as a student of the University.
- 4.5. If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of Anjaneya

Vishwavidyalaya. Fresh Enrollment and Enrollment Fee in such cases shall be necessary.

- 4.6. The Registrar shall maintain a Register of all enrolled students studying in the various Faculties or Institutions or carrying out research work in the Anjaneya Vishwavidyalaya.
- 4.7. In the said register in 4.6 above the Registrar shall be required to incorporate all the material detail regarding the student including the date of birth, date of admission and leaving the institution and details about various examinations of degree/ diploma/ certificate awarded to him/her.
- 4.8. The student shall be informed on enrollment, the enrolled number under which his/her name has been entered in the Enrollment Register of University and that number shall be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the Anjaneya Vishwavidyalaya.
- 4.9. All applications for admissions to the University Examinations shall be scrutinized with reference to the Enrollment Register. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished and require him/her to submit a complete statement of the particulars and documents together within the prescribed time limit.
- 4.10. Any enrolled student may obtain a certified copy of the entries relating to him in the Enrollment Register on payment of the prescribed fee.

5. Change of Name:

- 5.1. A student applying for the change of his name in the Register of enrollment, department shall submit his application to the Registrar through the Head of the Department accompanied by
 - (i) The prescribed fee

- (ii) An Affidavit relating to his present and proposed name, duly sworn in the presence of a Magistrate or a Notary by his parent or guardian, in case he is minor, or by himself, in case he is major;
- (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman candidate wants to change her name following her marriage.
- (iv) The Registrar on considering such applications and taking decisions thereon shall report to the Vice-Chancellor and make necessary correction in the University records.

6. Change of Subject(s):

- 6.1. A student shall not ordinarily be allowed to change the optional/subsidiary/ specialization subject(s) of a course, unless the same is applied for and permitted within four weeks from the date of admission. Such applications should be submitted to the Head of the Institute of the Faculty with the consent of the Head(s) of the Department(s) concerned.

- 7.A Student belonging to Schedule Cast / Schedule Tribes / OBC / Handicapped / Girls category shall be admitted every year on the terms, conditions and provisions prescribed by the Admission Committee from time to time in the light of policies of the State Government.

Note: In case of any ambiguity regarding provisions relating to admission in various courses, the decision taken by the Vice-Chancellor shall be final.

8. Admission Committee:

- 8.1. There shall be an Admission Committee constituted by Vice-Chancellor for Post graduate, Graduate, Diploma and Certificate Courses in each Faculty/Department for regulating the admissions in the University.
- 8.2. The Committee shall

- (i) Scrutinize the Application Forms for admission of the candidate; in accordance with the conditions of admission prescribed by the Academic Council from time to time;
- (ii) Conduct the Admission Test(s) and/or Interview; or as otherwise provided.
- (iii) After the evaluation of the admission test(s); call from each category candidates three times the number of seats available for admission to the course concerned: provided that only those candidates shall be called for Interview, who have obtained at least minimum marks in the admission Test(s) as decided.
- (iv) Prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- (v) Prepare a list of the candidates, selected for provisional admission by the Chairperson of the Committee or the Head of the Institute of the Faculty concerned:
- (vi) Suggest methods to improve reliability and standard of the admission/entrance test(s).
- (vii) Recommend to Vice-Chancellor term, condition and provision for admission of students belonging to SC/ST/OBC/Handicapped/Girl Student Category

8.3. The members of the Committee other than ex - officio members shall hold the office for the term of one academic year.

8.4. Not less than three-fourth of total number of members of the Committee shall form the quorum.

9. Admission of International Students:

9.1.Introduction:-These rules are framed to formulate the procedure to be followed for the Eligibility and admission of International students to various courses of Anjaneya Vishwavidyalaya.

9.2. **Office:-** There will be an International Students' Cell set up to deal with admission and guidance of international students. This cell will not only control the admission of the students but will also provide necessary guidance and counseling for securing admission.

All letters regarding the international students should be addressed to the International Students' Adviser of the Institution.

9.3. **International Students:-** Under these Guidelines, 'International Students' will include the following:

- (i) **Foreign students:** Students holding passports issued by their countries including people of Indian origin who have acquired the nationality of foreign countries shall be included as foreign students.
- (ii) **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the Students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India. However, it will not include students studying in these schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Student passing the qualifying examinations from boards or universities located in foreign countries as external students and dependents of NRI studying in India will not be included as international students.

Entry level status of international students on entry to the country will be maintained.

9.4. **Documents required for admission of International Students:-**

- (i) **Visa:** All the international students will require a student visa endorsed to this Institution for joining full time courses. No other

endorsement is acceptable. Students wishing to join a research program will require a research visa endorsed to this Institution. The visa should be valid for the prescribed duration of the course. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.

- (ii) **No Objection Certificate:** All international students wishing to undertake any research work or join any University programme will have to obtain prior Security clearance from the Ministry of Home or External Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to this Institution.

- (iii) Any other document as required from time to time.

9.5 **Eligibility Qualifications:-**The qualifications required for eligibility for admission to different courses can be checked in detail from the prospectus. Only those students who have qualified from foreign Universities or Boards of Higher Education recognized as equivalent by the Association of Indian Universities (AIU) are eligible, for admission. When required a reference will be made to AIU to check the equivalence.

9.6. **Admission of International Students:-**Admission of the international students will be done through the international students' cell of the University. The students will generally be admitted in the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes if the candidate is eligible.

The admission of international students is done in two stages. First a student to join the institute gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the Institution. The application for provisional admission is then submitted to the International Student's Cell along with the prescribed fees. The Cell will then check the eligibility and issue the provisional admission letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the student should get student visa and complete all other formalities. The student should then report for final admission in the institute where he/she wants to join the course. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. The students may have to appear for the English proficiency test conducted by the Anjaneya Vishwavidyalaya or some other agency authorized/recognized by the University. Once this is done, the final admission is given.

The international students will have to pay the fees in US dollars. In special cases, permission will be given for payment of fees in the equivalent Indian Rupees. Following fees are normally payable to secure provisional admission. Form Fees (included in the cost of bulletin, if purchased); Eligibility Fee and Administrative Fee (could be different for direct admissions and for transfer cases).

- 9.7 **Remedial Course in English:-**Students who are required to take the proficiency test in English or undergo the foundation course will have to pay the prescribed fees as applicable. This will have to be

paid when the students are finally admitted. The fee differs from Course to course from time to time.

In case, the student does not get/ take the admission to the course after obtaining Provisional admission then the administrative fees will be refunded deducting the bank Commission and postage as applicable.

An international student who has been granted admission to any of the courses after passing the qualifying examination from a statutory Board or University outside India may have to appear at the Proficiency Test in English conducted by the Institution or any other organization. International student who have passed the qualifying examination in the English medium are exempted from this test.

An international student, who either fails in the Proficiency Test in English or fails to appear at this test, shall be required to join the Remedial English Course for International Students (RECIS) or the foundation course conducted by the institute.

The students will continue the course and they will have to successfully complete the RECIS or foundation course, at the earliest.

IELTS has especially been designed an English Language Course to cater to the needs of students who want to improve their proficiency in the English language. This course can be done simultaneously with the other regular courses or independently.

- 9.8. **Transfers & Change of Course:-**An international student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed, ordinarily. In exceptional cases, the

International Students' Cell may permit this - based on the availability of the course, eligibility rules and permission of the Competent Authority of the Institution.

- 9.9. **Government of India Scholars:-**International students who are awarded scholarships by the agencies recognized by the Government of India i.e. ICCR, UGC, AICTE, any other recognized agency etc.shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different foreign Governments for training, studies and research are also given preference for the same.
- 9.10 **Discipline:-**The international students will abide by the rules of The University and the code of conduct as applicable to Indian students doing same courses.
- 9.11. **Examination and Award of Degree, Diplomas &Certificates:-**
The procedure of examination, payment of examination fees, issue of mark list, issue of passing certificate and award of degree will be same as for the Indian Students doing the same courses. For completing the graduation, a candidate is required to pass the paper of Environmental Studies once in the duration of degree course. The marks of Environmental Studies will not affect the division in any case.
- 9.12. **Conclusion:-**In Case, there are any differences on the interpretation of rules then the opinion of the admission committee Cell will be final. The fees are liable to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the Vice-Chancellor will be final. For any kind of dispute, the matter will be settled only in the Court of Law of Raipur District (C.G.).

10. **Medium of Instruction:** The medium of Instruction in Anjaneya Vishwavidyalaya shall be either English or Hindi except for the subjects related to the specific languages.