

Ordinance-4

Admission and Enrolment of Students to the University

(Act Sections 32(1) (a) & 35)

1. A student shall be eligible for admission to any course of study offered by the University if she/he fulfills the eligibility criteria and followed the admission process prescribed by the University for that particular course of study.
2. Without prejudice to the provisions of the Statutes, a student shall be eligible for admission to any course of study of this University on migration from any other University or Board if he has passed an examination equivalent to the examination of this University prescribed by the Ordinances for admission to the concerned course of this University:

Provided that the application for admission shall be supported by:-

- (a) A migration certificate or a no objection certificate from the concerned University or Board; and

Provided further that the application of a student who has not completed his course of study of any other University may be considered for admission to a course of this University, if the pattern and syllabi are similar, subject to fulfillment of conditions and provisions, if any, regarding transfer of credits etc., which may be prescribed by Regulations in this regard.

2. Every student admitted to a Department or a Centre or an Institution maintained by the University shall be enrolled by the University on receipt of an application for enrolment from him/her duly forwarded by the concerned Head of the Institution:

Provided that the application for enrolment shall be supported by:-

- (a) Mark sheet of qualifying examination, in original
- (b) Migration certificate or no objection certificate, in original; and
- (c) Fee, as prescribed by the university.

3. A student enrolled by the University shall be allotted an enrolment number.
4. A student desiring to seek admission in any other university or institution on completion of a course of study or otherwise may apply to the University for issue of a migration certificate. On receipt of such an application the University shall issue the migration certificate, provided that
 - (a) The application is accompanied by the prescribed fee;
 - (b) All the outstanding dues have been cleared and a no dues certificate has been obtained; and;
 - (c) An entry to this effect has been made in the Enrolment Register by the Officer of the University issuing the migration certificate.
5. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic Council of the University from time to time.
6. The last date for the receipt of applications for admission to various Departments of the University shall be fixed each year by the Academic Council.

7. The last date for admission to the various Faculties of the University shall be fixed each year by the Academic Council.
8. The number of students to be admitted in the Faculties of the University in the coming session shall be prescribed each year by the Academic Council.
9. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test or through Jagan Nath University, Entrance Test(JUEE), wherever applicable, aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/viva/group discussion /personal interview or a combination of these.
10. However, provided that in case of courses where the intake of students is small, admission may be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the concerned Department.
11. The Entrance Examination shall be held at headquarters and/or other such places as notified by the University from time to time.
12. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor.
13. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instructions on the conduct of examination shall be final and binding.
14. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
15. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
16. Relevant provisions of the relevant Ordinance aimed at maintenance of discipline during examinations shall be applicable to entrance examinations, wherever applicable.
17. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor.
18. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee (or the concerned committee in case of JUEE) and approved by the Academic Council.
19. Minimum qualifications for admission to the programmes in various Department/Centres shall be prescribed by the Academic Council in consultation with the Dean of the Faculty/Heads of the Department each year, subject to the concessions provided for by the Regulations.
20. In case of a tie/bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken into consideration for deciding merit.
21. Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/Central governments or such other examination as has been recognized equivalent by State/Central governments/university shall be considered for admission.

22. The University shall follow reservation policy prescribed by the State Government for private universities from time to time for admissions to various courses.
23. The 10% of seats over and above the normal intake shall be for the students of foreign nationality/international students for admission to the programmes.
24. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
25. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.
26. A candidate shall be admitted to the programme in a Department on his/her enrollment as a student of the University after paying the fee prescribed by the University.
27. If, at any time, it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.
28. Minimum of 25% seats for admission in the University shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana.

Note: Approved by AC vide Resolution No. 1.2 dated 04-05-2015 & BOM vide Resolution No.1.8 dated 11-05-2015.