

**ORDINANCE NO. 02****ADMISSION OF STUDENTS TO UNIVERSITY TEACHING DEPARTMENTS OR INSTITUTIONS, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE**

1. In this 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 a Bachelor's or Post-Graduate Degree or Diploma conferrable by this University.
  - b. "Equivalent Examination" means an examination which has been conducted by-
    - i. any recognised Board of Higher Secondary Education, or
    - ii. any Indian University incorporated by any law in force for the time being, and recognised 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 University Teaching Department or an Institution (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications submit his application on the prescribed form to the prescribed location.
3. The University shall follow the normal admission process to all courses, if otherwise not specified as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Students already studying in AIST would be automatically transferred to the University.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate 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.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons :
    - o The candidate does not fulfill the eligibility conditions
    - o The prescribed fees is not enclosed.
    - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
    - o Supporting documents for admission are not enclosed.

- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.
4. The application for admission shall among others be accompanied by (i) the School or College 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. 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 shall submit in addition to the School or College 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 decided by University.
5. (1) No student shall be admitted to an institution for perusing a course of study for the Initial year of the first degree under any faculty unless he has passed the final examination held under any recognised Board of Higher Secondary Education or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
- (2) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he has passed the examination qualifying him to appear for the examination for which he will be preparing.
- (3) No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.
- (4) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Registrar wherever by any general or special direction, such permission is necessary.
- (5) An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
6. (1) No student who has passed a part of any degree or 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.
- (2) No person who is under sentence of rustication from another University or a Teaching Institution connected with that University shall be admitted to any course of study in any Institution maintained by this University.
7. (1) Admission to various institutions of the University will be done as per the admission cycle declared by the university. The Vice Chancellor can make changes in the admission cycle.
- (2) 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 for admission, subject to the provisions of 5(2) & 5(3).
8. A Complete list of all students admitted to the Institution / department shall be forwarded by the Head of the Institution 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.

- (1) A student shall be enrolled as a member of an Institution as soon as he is admitted by the Head of the Institution and has paid the prescribed fees.
  - (2) A student seeking admission to an Institution / department after the commencement of the session shall be required to pay tuition fees from July of the year / or as directed by the Regulatory Body.
9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Vice Chancellor, to change the Faculty within 30 days of start of the course.
  10. 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 Institution of which he is a student and of the University.
  11. (1) When a student has been guilty of breach of discipline within or outside the precincts of the 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 his institution,
    - c. disqualify such a student from appearing at the next ensuing examination, or
    - d. rusticate such a student.
  - (2) 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.
  - (3) 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.
  - (4) 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.
  - (5) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

Reservations to SC/ST/Other categories students shall be observed as per norms. Concessions/scholarship to SC/ST/Physically Handicapped and girls candidates shall be given as per M.P. Government norms.

### **ORDINANCE NO. 03**

#### **REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE COURSES OF STUDY, TEACHING METHODOLOGY**

For registration/ to enroll in the university courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and university fees. The registration form will be forwarded by the head of the institution to the Registrar of the University.