

# **Dr. B. R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES**

**ORDINANCE : ONE**

**POLICY AND PROCEDURE OF ADMISSION**



**Dr. B. R. AMBEDKAR UNIVERSITY OF  
SOCIAL SCIENCES  
Dr. Ambedkar Nagar (Mhow),  
District Indore, M.P.**

# **Dr. B. R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES**

## **ORDINANCE No. 01:**

### **POLICY & PROCEDURE OF ADMISSION**

#### **1. Short title and commencement –**

1.1 This Academic Ordinance No. 1 shall be called the “Policy & Procedure of Admission” under section 31 (i) of the University Act, 2016.

1.2 It shall come into force on such date as the Executive Council of the University approve.

#### **2.0 Aim and Jurisdiction:**

2.1 The aim of the University is to promote higher education, research, extension and training in social sciences and other disciplines by integration of social sciences perspectives and constructive approaches with scientific and technological advancement for socio-economic development and educational excellence of Scheduled Castes, Scheduled Tribes and Other Backward Classes.

2.2 The jurisdiction of the University is whole of Madhya Pradesh. The University may also collaborate with any institution outside the State of Madhya Pradesh or abroad including overseas students for carrying out partly or wholly any of its education, research, extension and training activities with the approval of the Governing Body.

#### **3.0 Admission Policy:**

Admission policy of the University shall be:

3.1 to ensure the participation of adequate number of students from the Scheduled Castes, Scheduled Tribes, Other Backward Classes and Women in higher studies in the University;

3.2 to maintain national and international participation of students from different regions of the country as well as overseas/foreign/NRI students may be admitted; and

3.3 to ensure the admission of students with academic competence and potentialities of high quality so that its alumni may be able to play their role in establishing egalitarian society by bringing social change and nation building as envisioned by Dr. B.R. Ambedkar and contemporary social thinkers

3.4 to promote research & development and educational excellence to produce intellectuals and professionals as well as dissemination of

information & technologies to achieve objectives of the University as given in Section 4(2)(i) to (xii)

#### **4.0 Admission Principles:**

4.1 In this Ordinance, unless there is anything repugnant in the subject or context:-

- (a) "equivalent examination" means an examination which has been conducted by
  - (i) any recognized Board of Higher Secondary Education, or
  - (ii) any Indian University other than this university incorporated by any law in force for the time being and recognized by the University as equivalent to its corresponding examination or the final examination held under the M.P. Madhyamik Shiksha Adhiniyam 1955 as the case may be,
- (b) "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year/semester in a course of study leading to a bachelor's or post graduate degree or diploma.
- (c) Admissions to all courses except those courses where the admission is governed by an external agency, shall be governed by the following principles.
  - (i) Admission shall not be a matter of right.
  - (ii) Eligibility certificate will be issued by the university but it shall not entitle for conferment of admission.
  - (iii) Admission in all institutions constituent and/or under MOU the university shall be governed as per instructions issued by the university and the State Government from time to time.

4.2 Admissions in various courses will be regulated on merit and according to norms prescribed by the rules of admission, either through common entrance test (CET) or through criteria as prescribed time to time.

4.3 The Executive Council of the University shall frame rules for admission to the School of Studies applying general conditions of admission laid down in the admission rules of the State Government.

#### **5.0 Admission Process:**

5.1 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, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
- (iii) 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 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 of rupees as prescribed by the Executive Council.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the university may specify.

Provided also that no immigration fee shall be payable by a student migrating from any statutory university in Madhya Pradesh or a statutory Board of Secondary Education or Intermediate Education in Madhya Pradesh.

- 5.2 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 or subject unless he/she has passed the final examination held under the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965) or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
- 5.3 No student shall be eligible for admission to a Master's degree programme in any of the faculties unless he/she has successfully completed three years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a university/autonomous institution.
- 5.4 No student enrolled in the University shall be admitted to any subsequent higher class / semester unless he has passed the semester examination qualifying him/her to appear for the examination for which he will be preparing.

Provided that a student who is eligible to appear at supplementary/second examination or allowed to keep the term (ATKT) examination

may be provisionally admitted to a subsequent higher class but he shall revert to the lower class, if he is not declared successful at such examination.

"Provided further that the **Vice Chancellor** shall have powers to grant admission in cases of candidates

- (i) who qualify for admission as a result of revaluation and who seek admission within 15 days from the date of declaration of the result their attendance to be counted from the date of such admission.
  - (ii) Candidates coming on transfer from other universities because of the transfer from of their parents/guardians beyond the last date for admission is given above on the clear understanding that their attendance shall be counted from the date of commencement of the session.
- 5.5 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.
- 5.6 Without prejudice to the provision contained in sub-clauses above, no student migrating from any other University shall be admitted to any class in an any School or Centre without the prior permission of the **Vice Chancellor** wherever by any general or special direction, such permission is necessary.

## **6.0 Admission Procedure:**

- 6.1 An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he/she is prepared to appear in all the subjects prescribed for the particular degree examination.
- 6.2 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** in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.
- 6.3 No person who is under sentence of rustication or has been disqualified from appearing at the examinations from another university or a teaching institution connected with that university shall be admitted to any course of study in any institution maintained by or affiliated to this university during the period of rustication or disqualification.

- 6.4 Admission of student/s to all Schools except those courses in which academic year is completed by a later date or the first day of the academic session concerned, will be till 31<sup>st</sup> July and for special reason with permission of the **Vice Chancellor** by the 14<sup>th</sup> August.

Provided also that if procedure of admission demands different set of dates as decided by any particular course/s or as per the state Govt. of M.P. Higher Education the dates may be followed as decided for the purpose.

Provided where 31<sup>st</sup> July or 14<sup>th</sup> August is a holiday the next working day will be the last date in each case.

Provided that a student who is eligible for second or supplementary examination or ATKT examination of the university shall be permitted to take provisional admission to the next higher class/semester within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination or ATKT examination the provisional admission in the higher class/semester or ATKT examination shall stand as cancelled.

Provided further that the **Vice Chancellor** shall have power to grant admission in case of genuine hardship beyond the last date for admission as given above on the clear understanding that the attendance of all such student admitted under the provision shall be counted from the date of commencement of the session.

A complete list of all students admitted to the University shall be forwarded by the Registrar on 14<sup>th</sup> August or on a date as prescribed /decided by the **Vice Chancellor** or State Govt. of Madhya Pradesh Higher Education Department from time to time.

- 6.5 The admissions for Research Degree Courses shall be made through Entrance Examination and shall be as per the process and procedure of the concerning Ordinance.

However, in case of NRI/sponsored/ overseas/ foreign students/ or such other cases direct admissions can be made with the approval of the Vice Chancellor

## **7.0 Admission in School/ Samajik Vigyan Kendra:**

- 7.1 Admission to specified course shall be made as per list received from the concerning authority each year.
- 7.2 A student shall be admitted by the Dean in the School who has paid the prescribed fees.
- 7.3 A student seeking admission after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she

migrates from another School in the university and paid his fees in the former School up to the preceding month.

- 7.4 The Dean of the School may permit a student to change his/her optional subjects for a course or with the approval of the **Vice Chancellor** to change the School till 31st August. No change thereafter shall be permitted.
- 7.5 No student shall be allowed to migrate from one Samajik Vigyan Kendra to another under the jurisdiction of this university without a transfer certificate and no transfer from one such Samajik Vigyan Kendra to another shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the university.
- 7.6 A student, who during an academic session desires to leave the School/ Samajik Vigyan Kendra of which he/she has become a member shall give notice in writing to the Dean of the School of his/ her intention to leave stating reasons therefore and further stating the name of the institution; if any, which he/she wishes to join.

Provided, if the change is to another School or Samajik Vigyan Kendra in the different Division, the Dean shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he/she may pass orders, accordingly.

On such orders being passed, the student in question shall-

- (i) Make payment of all fees due to the School / Samajik Vigyan Kendra up to the month of the application for the transfer certificate; and
- (ii) refund whatever, if any, scholarship or studentship has been paid to him/her from the funds of the School / Samajik Vigyan Kendra, if required by the Dean to do so.
- (iii) When the student has made all the aforesaid payment, the Dean shall issue a transfer certificate.

## **8.0 Admission Guidelines**

- 8.1 Wherever, adequate number of candidates are not applying / appearing in the Entrance Examination, in such courses direct admissions can be made on the basis of merit in qualifying eligibility of applicants.

- 8.2 A common merit list of candidates shall be prepared on the basis of their performance in the entrance examination indicating their respective reserved category and gender.
- 8.3 The adequate representation of female candidates shall be ensured horizontally within their respective categories from the common merit list.
- 8.4 Unreserved seats will be filled up first from the common merit list, thereafter reserved seats will be filled up from the common merit list of their respective categories.

Provided, in case of non-availability of candidates from the scheduled caste category, scheduled tribe candidate will be considered against the scheduled caste seat and vice versa.

- 8.5 Wide publicity for admission to various courses of study shall be made at state and national level and also in remote areas so as to ensure adequate admissions of students belonging to scheduled castes and scheduled tribes.
- 8.6 Every student admitted in the University shall at all times be of good behaviour, 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.
- 8.7 Reservation policy of Admission to various courses of the University shall be such as prescribed by the Executive Council of the University after considering directive principles of the State Government in this regard from time to time.

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