



SRINIVAS UNIVERSITY

(PRIVATE UNIVERSITY ESTABLISHED UNDER KARNATAKA STATE ACT NO.42 OF 2013)

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SRINIVAS UNIVERSITY

ADMISSION OF STUDENTS TO THE UNIVERSITY

(Approved by the Academic Council on 16/6/2017/Board of Management on 17/06/2017/Board of Governors on 08/072017)

1. General Rules relating to Admission:

- a) The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.
- b) The University shall maintain an All-India character and high standards of teaching and research and shall admit students strictly on merit as determined through a national level entrance examination conducted by the University either individually or jointly with other universities or any other basis as decided by the University from time to time.
- c) The academic calendar and commencement of classes for all Programmes of Study shall be in accordance with the guidelines / regulations issued by the UGC and/or other national level regulatory bodies as issued and amended from time to time and as may be laid down by the University.
- d) The minimum and maximum duration of Programmes of Study shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by the UGC and other national regulatory bodies from time to time.
- e) No candidate, pursuing a full-time programme of study in the University shall be allowed to take up a job without prior and explicit permission of the University.

Provided further that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study for pursuing the programme of study in the university.

- f) No student pursuing full time Programme of Study in the University shall be permitted to take any other regular examination leading to another degree of this University or any other education institutions. However a student would be eligible to take courses under Career Oriented Proficiency / Certificate / Diploma Programmes simultaneously either from CUHP or any other University / Educational Institution / Board etc. Provided further that the University may allow a student to pursue any programme under MOOCs from CUHP or any institution in India/abroad.

particular programme of study is detained due to the shortage of attendance in all the courses opted by him/her in a Semester, he/she shall be promoted to next semester.

Provided further that such student has to register and complete the said semester along with the regular students in that semester after completing the remaining semesters of his/her programme of study.

Provided further that if a student has not attended any class in a semester, his/her admissions will stand cancelled in the Programme of study in which he/she was admitted.

- j) The following shall not be eligible for admission in the University:
- (a) A person who has been suspended, rusticated, debarred, expelled or removed from the role of the University by a competent authority of the University.
 - (b) A person who at any time, was admitted to an Ph.D programme in this University or has completed Ph.D degree either from this University or from any other University shall not be eligible to apply for the same or any other UG / PG / M.Phil / Ph.D. programme of this University.
 - (c) A person who at any time, was admitted to an M.Phil Programme in this University or has completed an M.Phil Degree either from this University or from any other University shall not be eligible to apply for the same or any other UG / PG / M.Phil Programme of this University.
 - (d) A person who at any time, was admitted to a PG Programme in this University or has completed PG Degree either from this University or from any other University shall not be eligible to apply for the same or any other UG/PG Programme of this University.
 - (e) A person who at any time, was admitted to a UG Programme in this University or has completed UG Degree either from this University or from any other University shall not be eligible to apply for the same or any other UG Programme of this University.
 - (f) Admission to pursue second PG/UG Programme of Study shall be permitted if first PG/UG is the requirement/preference for admission to the second degree.
 - (g) Provided further that permission to pursue second PhD/ M.Phil / PG/UG programme may be granted by the Vice-Chancellor on genuine reasons to be recorded in writing.

2. Application for Admission:

- a) All admissions shall be based on the applications received in response to the admission notification / issue of Prospectus. The University shall publish its Prospectus/upload on its website as approved by the Vice Chancellor and this shall be reported to the Academic Council and the Executive Council.
- b) Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft / Pay Order/any other mode as may be decided by the University from time to time.
- c) University will have a single common application form for admission to all programmes of study at a particular level i.e. a single common form for all programmes of study at the undergraduate level, a single common form for all programmes of study at the postgraduate level, a single common form for admission in M.Phil and a single common

form for admission in Ph.D.

3. Prospectus:

- a) The prospectus shall be prepared by a Prospectus Preparation Committee (PPC) to be constituted by the Vice Chancellor for each calendar year. The PPC will consist of at least 4-5 Professors and the Controller of Examinations as its Member Secretary. The prospectus shall be uploaded on the website of the University for the attention of prospective students and the general public. Admission notice will also be advertised in the national and regional dailies. Printed copies of the Prospectus may also be made available along with the application forms for admission at a nominal price. Price of Prospectus and application fee shall be approved by the Vice Chancellor on the recommendations of the PPC which will be reported to the Academic Council and the Executive Council.
- b) Contents of the Prospectus, shall be such as approved by the Vice Chancellor on the recommendation of the PPC, and will broadly contain, at least, the following:
 - i) the number of approved intake / seats and the commencement and last date of the receipt of application for each programme of study for the academic year for which applications for admission are invited.
 - ii) procedure for the issue and submission of application forms for admission including the dates and timings of the issue and receipt of admission forms
 - iii) the conditions of eligibility including the minimum prescribed educational qualification and minimum and maximum age limit of persons for admission as a student in a particular programme of study, where so specified by the institution/UGC or any other regulatory body.
 - iv) the process of admission of eligible candidates applying for various programmes including the relevant information pertaining to details of entrance test/exam/selection criteria and application fee.
 - v) each component of the fee, and other charges payable by the students admitted to the University for pursuing a programme of study, and the other terms and conditions of such payment.
 - vi) the percentage of tuition fee and other charges refundable to a student admitted for a programme of study in the University in case a student withdraws from the 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 that student.
 - vii) details of the teaching faculty in each Department/Centre/School of the University.
 - viii) Details of infrastructural facilities such as Hostel, Hospital, Library etc.
 - ix) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution including provisions relating to the prohibition of ragging of any student or students.

4. Reservation of Seats in Admission:

- a) The University shall follow reservation in admission as mandated under the Central Educational Institutions (Reservation of Seats) Act 2006:

http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/CEI-ResAdm-2006.pdf

as amended from time to time and other regulations/notifications of GOI in his regard. Besides, the University shall also follow reservation in admission in all programmes of study in accordance with the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (http://newsonair.nic.in/PWD_Act.pdf).

- b) Application Form of a candidate applying under reserved category must be submitted along with the Caste / Tribe / Non-creamy layer certificate issued by the competent authority.

Application Form received without the required certificates shall be rejected

- c) If a candidate in the reserved category qualifies for admission in the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for scheduled tribes, these may be filled up by suitable candidates from scheduled castes and vice-versa

5. Minimum Eligibility Conditions:

- a) Minimum eligibility conditions for admission to various programmes of study including qualifications for admission, age limits and relaxation if any shall be prescribed by the Academic Council and notified in the Prospectus each year.

6. Relaxation in Minimum Qualifying Marks:

- a) Relaxation in minimum qualifying marks (in qualifying examination and entrance examination, if conducted) to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.
- b) The OBC candidates belonging to Non-Creamy layer and whose caste appears in the Central List of OBCs shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 10% of the minimum eligibility marks prescribed for the General Category candidates.

7. Criteria for Selection:

- a) The University shall admit students strictly on merit as determined through a national level entrance examination conducted by the University either individually or jointly with other universities or on any other basis as decided by the University from time to time:
- b) In case of admission to Post graduate (PG) Programmes of Study, the applicants shall be required to appear in and qualify the relevant specified Entrance Test. The Admission shall be made on the basis of merit based on the score obtained by the candidates in the entrance test.

Provided further that if required, in addition to/apart from the entrance test for admission to any PG Programme of study, the University may prescribe group discussion/personal interview etc. In such cases, the number of candidates called for group discussion/personal interview shall be three times the number of seats available in the particular Programme of study and the final merit for admission shall be drawn on the basis of composite score obtained by a candidate in entrance test and the group discussion/personal interview.

Provided further that for admission to any Programme of Study in a particular year, if the number of applicants is less than fifty (total seats being 30), the admission may be

made on the basis of merit based on the percentage of marks obtained by a candidate in the qualifying examination.

- c) The admission to under graduate (UG) Programmes of Study shall be made on the basis of merit based on the score obtained by the candidates in the entrance test/ percentage of marks in qualifying examination as may be decided by the University from time to time.
- d) The syllabus for the entrance test (s) for admission to a particular programme of study (UG/PG) shall be as prescribed by the University. There will be a Departmental Level Committee (DLC) consisting of Head of the Department/Director of the Centre as Chairman/convenor, one Professor, one Associate Professor and one Assistant Professor on the basis of seniority on rotation basis. DLC shall be constituted by the Head of the Department (HoD) each year. The DLC will finalise/compile the syllabus in consultation with faculty members of the Department and send the same through HoD to the Prospectus Preparation Committee of the University for incorporating in the Prospectus/uploading on University website.
- e) Notwithstanding with the provisions (a to d) above, any Department/ Centre with the approval of Academic Council may adopt different criteria/test for admission in a Programme of Study under special circumstances to be recorded in writing,
- f) In case more than one candidate have same score for a particular seat for which admission is being offered then the candidate having more marks in the qualifying examination will be considered first in the merit.

In case there is a tie in the marks of qualifying examination then the candidate having more marks in the subject of qualifying examination in which the candidate is seeking admission will be considered first in merit.

In case there is a tie in the marks of subject in qualifying examination then the candidate senior in age will be considered first in the merit.

8. Conduct of Entrance Test:

- a) The Paper Setters for the Entrance Test shall be appointed by the Vice-Chancellor.
- b) The overall administration, conduct, supervision and control of the Entrance Test shall be the responsibility of the Controller of Examinations who with the approval of the Vice-Chancellor, shall arrange:
 - i. To get the question papers for the Entrance Test set by the paper setter(s) appointed by the Vice-Chancellor.
 - ii. For the confidential printing of the question papers for the Entrance Test.
 - iii. To appoint University Observers /Centre Superintendents for each of the Examination Centres.
 - iv. For the smooth conduct of the Entrance Test in all Examination centres and exercise general supervision and control.
 - v. For the evaluation of the Answer scripts/OMR sheets and preparation of the meritlist.
- c) In the absence of Controller of Examinations or otherwise if the circumstances so

warrant the Vice-Chancellor may appoint a Coordinator of the Entrance Test who shall perform such functions as specified in the preceding paras.

- d) The Entrance Test shall be held at the designated Examination Centres as approved by Vice Chancellor and notified in the Prospectus.
- e) Each Examination Centre shall be under the charge of a University Observer who shall ensure smooth and fair conduct of the Common Entrance Examination.
- f) During an entrance test, all candidates shall be under the disciplinary control of the University Observer/Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with University Observer / Centre Superintendent / Supervisory staff / invigilator / any other staff / other examinees, he/she may be expelled from the examination.
- g) A Scribe / Paper writer can be allowed/provided to write test / examination, on behalf of a candidate who is blind/low vision/with Orthopedic disability/affected by cerebral palsy with loco-motor impairment/with short term disability due to injury/with any other type of disability (not covered in the above categories) and his/her writing speed is affected, as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

Provided further that

- i) The scribe is identified by the candidate at his/her own cost and as per his/her own choice
 - ii) The scribe must be one grade junior to the candidate Grade (Whether graduate, post graduate etc.) and has not studied the subject at the higher level in which the candidate is appearing
 - iii) The candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
 - iv) The Scribe shall only record the answer as suggested by the candidate and shall not import his/her knowledge, make any gesture/sound or movement to indicate the correctness or otherwise of any other option.
 - v) Any misconduct committed by the scribe shall amount to a misconduct committed by the eligible candidate who is using the scribe and will be liable for disciplinary action as may be deemed appropriate.
- h) Notwithstanding anything contained in the above clauses of the Ordinance, the examination of all such candidates who are found using unfair means in the Entrance Test shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit.

09. Reservation of seats for Karnataka Students

- a) In all the programmes 40% seats may be filled by candidates from Karnataka
- b) Candidates belonging to the FN / NRI / PIO category shall not be required to appear for the entrance examination of the University but will have to fulfill minimum eligibility conditions for admission. Additionally, they may be required to qualify internationally accepted aptitude tests like SAT / GMAT / GRE / TOEFL as prescribed for admission in different programmes of study as specified in the Prospectus of the University.
- c) Admission to these category of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission

in higher education or a combination thereof with due regards to need for providing opportunities to the nationals belonging to different countries.

- d) Candidates seeking admission under the above quota of Karnataka seat shall be required to submit their application on a prescribed form, along with the certified copies of all the necessary documents, as per the procedure specified in the Prospectus, to the concerned office of the University or Government of Karnataka .
- e) Application for admission should be submitted to the Head of the Department/Director of the Centre concerned along with the attested / certified copies of all the necessary documents.
- f) Candidates seeking admission under FN / NRI / PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the ordinances relating to fee structure and as notified in the Prospectus.
- g) Candidates admitted under the FN / PIO category shall be required to undergo a medical test(including test for HIV AIDS) within a week from the date of admission.
- h) Candidates admitted under the FN / PIO category shall be required to produce STUDENTVISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same in the concerned office, failing which their admission shall stand cancelled.

10. Completion of Admission Formalities:

- a) No candidate shall be entitled to claim admission as a matter of right and that the University reserves the right to refuse admission in any individual case without assigning any reason.
- b) A candidate shall be considered as admitted to a Programme of Study and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee, as per the Prospectus. If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right of admission.
- c) List of selected candidates shall be displayed on the university website and on the Notice Boards of the Controller of Examination and School / Department concerned. No intimation to the selected candidates will be sent by post.
- d) The selected candidates shall be required to deposit fees as notified by the University through digital mode/internet banking by the notified date.
- e) The selected candidates shall be required to produce, for verification at the time of registration in the concerned department, the following documents in original.
 - i) Certificates, Diplomas, Degrees, Mark-Sheets of all educational qualifications.
 - ii) In case of the working students, a No Objection Certificate (NOC) from the employer clearly mentioning the permission from the employer that there is no objection in the candidate pursuing higher education at the University.
 - iii) In case of gap of more than two years between the qualifying examination and the year of seeking admission in the university, the candidate shall be required to submit an affidavit for engagement during the intervening period.
 - iv) Any other certificates, testimonials and documents essentially required for admission.
- f) Admission will be granted to only those students whose results of the qualifying

examinations are complete in all respects.

- g) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.
- h) All the students admitted to a Programme of Study shall be required to submit Transfer Certificate / Migration Certificate in original within the time frame as specified in the Prospectus from the date of admission, failing which their admission in the university may be cancelled.

11. Conduct and Administration of Admission:

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of list of eligible candidates on the basis of merit in the academic score and entrance test /qualifying examination, shall be the responsibility of the Controller of Examination or of any person specifically appointed by the Vice-Chancellor for the purpose. Accordingly, the Controller of Examinations shall undertake the following:
 - i) Notify the schedule for admission with all details regarding minimum eligibility, process of making admission and relevant instructions for completing other admission formalities.
 - ii) Question Papers for entrance test each year shall be separately set by the Expert(s) appointed by the Vice-Chancellor in accordance with the syllabi, coverage and weightage of different components as approved by the Vice Chancellor on the recommendations of the Dean's sub-committee and notified in the Prospectus.
 - iii) Prepare and notify the list of applicants with their academic score and score of entrance test (if applicable) and forward the same to the concerned Department/Centre/School for further completion of admission process.
- b) There shall be an Admission Committee at the level of each Department/Centre comprising the Head/Director concerned as Chairman; one Professor, one Associate Professor and one Assistant Professor on seniority; and one nominee of the Dean. Provided further that if the programme is offered by the School or more than one department, the Dean of the School shall be the Chairman of the Admission Committee. The Heads of concerned departments/centres, one Professor, one Associate Professor and one Assistant Professor from each department shall be the members of the Committee.
- c) The Admission Committee shall prepare the merit list and notify the list of the selected candidates with the waitlisted candidates, the schedule of depositing the fee and instructions for completing other formalities in accordance with the admission notification issued by the Controller of Examinations.
- d) The selected candidates shall deposit fees and report to the department for registration as per instructions. The Admission Committee shall verify their marks in the qualifying and other previous examinations along with essential documents/certificates required for confirmation of admission at the time of registration in a Programme of Study.
- e) If notified, Admission Committee shall conduct counselling/ GD/PI of the short-listed candidates (wherever required) and verify their marks in the qualifying and other previous examinations along with essential documents/certificates required for determining eligibility for admission. The admission formalities shall be observed as mentioned in above

(c) and (d) clause.

- f) Head/Director of Department/Centre will allot enrolment numbers to the candidates finally admitted in a programme of study and forward the same to the Controller of Examinations for further issue of registration number



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