



कोटा विश्वविद्यालय University of Kota

State University recognized by UGC under sections 2(f) & 12(B) of the UGC Act, 1956

Maharao Bhim Singh Marg, Kota (Rajasthan)-324 005

Admission Policy 2018-2019

(Admission for the Academic Session 2018-2019)

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1. General Guidelines for Admission

- 1.1 Admission of a student to a course shall be subject to the condition prescribed by the University ordinances / rules as applicable to the course in which admission is sought.
- 1.2 Admission to various certificate / diploma / undergraduate / postgraduate programmes shall be offered to those students who have passed the qualifying examinations from the Central or State Boards / UGC recognized Universities.
- 1.3 Admission in M. Phil. and Ph. D. programmes shall be made through entrance test only as per the UGC guidelines. Applicants desiring admission to these courses should do the needful as per notification of the entrance examination which shall be notified separately.
- 1.4 A candidate is required to apply separately for each course / programme in time in the prescribed online admission form. If a candidate is not admitted in a course applied for, his/her admission form would not be transferred in any other department / course / programme, even if a vacancy exists in that department / course / programme.
- 1.5 After last date of admission as given in the University Notification, no application will be entertained.
- 1.6 Following documents / information shall be required to fill online admission form:
 - (a) Scanned Copy of Latest Colored Photograph (Size: between 50KB to 100 KB).
 - (b) Scanned Copy of Signature by Black pen on White paper (Size: between 20KB to 50 KB).
 - (c) Scanned Copy of Mark Sheet of 10th Class Examination (Size: between 250KB to 500 KB).
 - (d) Scanned Copy of Mark Sheet of 12th Class Examination Mark Sheet (Size: between 250KB to 500 KB).
 - (e) Scanned Copies of Mark Sheets of all Semesters / Years of Graduation (Size: between 250KB to 500 KB).
 - (f) Scanned Copy of Board Certificate of 10th Class Examination (Size: between 250KB to 500 KB).

- (g) Scanned Copy of Domicile Certificate (Size: between 250KB to 500 KB).
 - (h) Scanned Copy of Caste Certificate (Size: between 250KB to 500 KB).
(Non-Creamy Layer Caste Certificate of OBC and MBC should not old more than one year alongwith Declaration Form).
 - (i) Scanned Copy of Physically Handicapped (PH) Certificate, if required (Size: between 250KB to 500 KB).
 - (j) Scanned Copy(ies) of documentary proof(s) for claiming Bonus Marks (Size: between 250KB to 500 KB).
 - (k) Annual Income of Father / Family.
 - (l) Details of Blood Group.
 - (m) You and your parents/guardian's mobile numbers so that SMS Alerts can be sent to the candidate / parents / Guardians regarding admission.
 - (n) E-mail ID, Aadhar Number, Voter ID, Bhamashah Card, BPL Card (if available).
 - (o) Bank Details: Account Number, Name, Branch & IFS Code of the Bank.
- 1.7 For admission in undergraduate programmes, candidates who have passed the qualifying examination with Mathematics / Biology as additional subject shall be eligible to fill the admission form for both B.Sc. Maths / Bio groups. Candidates who have qualified 10+2 examination in Agriculture and Vocational Courses shall not be eligible to take admission in B.Sc. (Pass Course) Bio / Maths and B.Sc. (Hons. Course) Physics.
- 1.8 **NTS Applicants:** National Talent Scholars (selected by the NCERT) may be admitted outright (in courses which are not involving in the entrance test) if they fulfill the minimum eligibility conditions after production of certificate from the competent authority. Only such NTS candidates shall get admission who are eligible to draw the scholarships.
- 1.9 **Non-Rajasthan Applicants (NRA):** NRA should have secured a first division (60%) and otherwise eligible. However, the condition of obtaining a First Division may be relaxed in the case of:
- (a) Female candidates migrating to Rajasthan on account of their marriage to a resident of Rajasthan,
 - (b) Male candidates, who after passing the qualifying examination from any other University, have passed a three-year course from this University, and
 - (c) Son / Daughter / Wife of a serving employee of the Central Government or a Public Sector Organization posted in Rajasthan. They will be considered for admission on the basis of merit at par with candidates from Rajasthan.
 - (d) Non-Rajasthan Students securing up to 55% marks from other states may also be considered subject to the availability of seats after all the eligible students from Rajasthan and first division holders from other States have been accommodated. The rule of minimum percentage, wherever applicable, shall be followed.
- 1.10 **Admission of in-service Candidates:** In-service candidates may be allowed admission to the various courses on production of a 'No Objection-Cum-Character Certificate' from their employers, without which their applications shall not be considered. This certificate must be produced within the stipulated time period. 'In-service candidates' refers to employees of Central or State Government, Statutory bodies, Govt. controlled undertakings, Banks and employees of Govt. recognized and aided colleges, institutions and registered firms.
- 1.11 **Admission of candidates from other Universities:** A student migrating from any other University shall not be admitted to any stage of the course other than the first year except as otherwise provided for in the University Ordinances.

- 1.12 **Non-eligibility due to FIR / Criminal Offence / Misbehavior:** The following categories of students shall not be eligible for admission:
- (a) Any candidate against whom an F.I.R. has been lodged by the University or any Affiliated College or by any other competent Authority of the University / College shall not be eligible for admission as a regular candidate in any Departments of the University.
 - (b) Any person who has been convicted of criminal offence involving moral turpitude shall not be eligible for admission as a regular student in any Department of the University.
 - (c) Any candidate who has been found guilty in any misbehavior with any teacher or with any authority / official of the University shall be debarred from seeking admission in any Department of the University.
- 1.13 The University has right to refuse the admission to a candidate against whom FIR has been lodged anywhere or criminal case has been registered in the Court and/or punished by the University for Misconduct.
- 1.14 **Gap between the Study:**
- (a) For Admission in UG Programmes
 - Candidate who have more than two years gap after qualifying examination will not be eligible to take admission in any undergraduate programme.
 - This rule is not applicable on the female candidates.
 - (b) For Admission in PG Programmes
 - Candidate who have more than two years gap in PG previous year to final year examination will not be eligible to take admission in any PG final year.
 - This rule is not applicable on the female candidates.
- 1.15 A candidate shall not be allowed to take admission again in the same class in which who has been declared as passed.
- 1.16 A candidate shall be allowed to take admission in postgraduate programmes twice (two different postgraduate courses or one postgraduate and one law undergraduate programme) only.
- 1.17 A candidate who declared fail in previous year or semester cannot take re-admission in the same subject as regular student but he / she can take admission in another course on the basis of his / her undergraduate marks one time only.
- 1.18 If original mark sheet(s) is not received by the candidate due to any reason from any Board / College / University, the candidate **may fill online admission form** by uploading self-certified internet mark sheet(s). Original mark sheet(s) will be produced by the candidate at the time of document verification. If any change of marks is observed between online mark sheet(s) and original mark sheet(s), the University may take action against the candidate(s) and his/her/their admission may be cancelled.
- 1.19 Acceptance of admission form does not guarantee of admission. Admissions shall be made on the basis of merit subject to the availability of the number of seats for each course and subject to fulfillment of the conditions laid down by the University for the purpose from time to time
- 1.20 Candidate whose name appears in the merit list shall download and submit the hard copy of the filled "**Online Admission Form**" along with all submitted documents in the concern

department. Fee can be deposited only after verification of the submitted documents with original documents and getting the confirmation letter of provisional admission from the head of the department / course coordinator.

- 1.21 Candidates called for admission shall be required to appear at their own expenses before the admission committee of the Department concerned on the dates notified by the University / Department for documents verification
- 1.22 If seats remain vacant in the UG classes after given the admission to the eligible candidates with notified minimum marks, a 3% relaxation may given in the qualifying marks and the seats may be filled on the merit basis. Thus, the students having 3% less marks than the minimum eligibility may also fill the online admission form.
- 1.23 However, if seats remain vacant in PG programmes, 5% relaxation to female candidates of Rajasthan and outside candidates (male and female both) may given in the minimum qualifying. Online Admission Form may be filled by the candidates having 5% less than marks of qualifying examination. Thus, outside candidates having upto 55% marks may fill the online application form.
- 1.24 Related with minimum eligibility criteria for female candidates, the rules of the State Govt. will be adopted as and when even circulated during the admission process.
- 1.25 Reserve category students (except M.Tech. Solar Energy and LL.M.) with minimum marks are eligible to fill the online form.
- 1.26 At the time of admission, the applicant must furnish original documents for verification. If original mark sheet(s) / certificate(s) / required document(s) are not produced by the admitted candidate(s) at the time of document verification, an affidavit on plain paper may be taken by the respective department / B.Sc. Coordinator from such candidate(s) regarding submission of original mark sheet(s) / certificate(s) / required document(s) along with original T.C and C.C, migration certificate (if applicable), *etc.* will be submitted within 15 days failing which his / her admission shall be cancelled.
- 1.27 In case of the outright admission or any doubt seems in certificates / documents, an affidavit on non-judicial stamp paper will be taken from the candidate
- 1.28 The applicant shall give an undertaking that if any of the certificates submitted by him/her is found fake/illegitimate, the University has right to cancel his/her admission without giving any prior notice or information.
- 1.29 If a candidate who had applied for admission to more than one course and is admitted in one course and subsequently his/her name appears in the merit list of another course, then he/she would have option to choose either course subject to the adjustment of fee within the period of 15 days from the date of admission *i.e* date of submission of fee in the earlier course. It shall be subject to availability of seats in the concerned course.
- 1.30 Any candidate desires for change of subject / programme after seeking admission in a particular subject / programme shall have to apply for change in writing along with receipt of bank challan of **Rs. 200/-** fee within 15 days of deposit of admission fee. Admission in the other subject / course shall be depending on the last cut off of the concerned subject / course.

It means percentage of the candidate should be higher than the last cutoff of the concerned course / subject in which he/she is seeking admission. It is mandatory that online admission form has already been filled by such candidate(s) for that subject / programmes in which he/she desires change / transfer in within the date notified by the University.

- 1.31 If any candidates after taking admission requests for taking his/her T.C back for getting admission in any other institute before submitting admission fee, his/her admission may be cancelled and vacant seats may be filled by another candidates on merit basis. If such student(s) further request(s) for re-consideration of admission in the same class and session, his/her candidature will be not considered. Such types of candidate(s) can apply afresh if the seats remain vacant in his/her category and university invites fresh applications for the admission
- 1.32 Number of students shall be restricted to the sanctioned strength prescribed for each subject / course in the University teaching departments. Any change in the number of the seats recommended by the Head of the Department shall be enforced only by the permission of the Vice-Chancellor.
- 1.33 A candidate can opt for admission into certificate / diploma courses simultaneously along with the undergraduate / postgraduate / M. Phil. / Ph.D. programmes.
- 1.34 A course in the Department shall not be started in an academic session, if the number of eligible candidates is less than 25% of total seats in the undergraduate / diploma / certificate or less than number 10 in postgraduate programmes but it may be relaxed subject to the permission from the admission committee followed by the approval of Hon'ble Vice-Chancellor. In any course which is not started in the department due to unavailability of minimum number of students for admission, the fee deposited by the students shall be refunded.
- 1.35 Admission in the next year / final year / odd semester:
 - (a) Admission in the next year / final year / odd semester shall be given as per University rules prescribed for "*Minimum Pass Marks and Rules regarding Determination of Results*".
 - (b) For the admission in specialization course of a particular subject / programme, the admission in the next year / final year / odd semester shall be given on the basis of preference filled by the candidate. If preferences filled by students to get admission for a specialization will more than availability of seats, then merit list shall be prepared to give the admission.
- 1.36 For any case which is not covered in the admission guidelines, the decision of the university shall be final.
- 1.37 **Jurisdiction of court cases:** All court cases shall be subject to the jurisdiction of Kota only.
- 1.38 Ragging being a social evil and a criminal offence is strictly prohibited in the campus.
- 1.39 75% attendance is compulsory for appearing in the University examination.

2. Reservation Criteria

- 2.1 Reservation for SC / ST / OBC / PH / Kashmiri migrant candidates shall be as per Government of Rajasthan policy / as per direction of Hon'ble High Court of Rajasthan / Supreme Court of India.
- 2.2 As per the notification of the Department of Personnel, Govt. of Rajasthan vide Letter No. F.1(7)/DOP(A-II)/ 2017 Jaipur, Dated 21-12-2017, reservation for More Backward Classes (MBC) will also be given during the admission in various programmes in the University campus.
- 2.3 OBC / MBC related certificate is issued by the authorized officer one time only but certificate related to non-creamy layer status under OBC is valid for one year only. If the candidate is related non-creamy layer or is not considered under the creamy layer for forthcoming years continuously then a self-attested undertaking shall be given by the candidate. This may be done only for three years (Order No. F 11 () R & P / DSJE / 12 / 7376-409 Dated 24-01-2013)
- 2.4 Reservation criteria for SC / ST / OBC / MBC / PH candidates shall be as given below:
 - 2.4.1 50% of the total number of seats in each course in the Faculties of Arts, Commerce, Education, Law, Science, Social Sciences, etc. (including honors, certificate / diploma course, if any, in all these Faculties) shall be reserved in each Department / Programme for NATURAL BORN sons / daughters of parents belonging to Scheduled Castes (16%), Scheduled Tribes (12%), Other Backward Classes-Non creamy layer (21%) and More Backward Classes (1%).
 - 2.4.2 3% of the total number of seats in each category and each course in the Faculties specified above shall be reserved for physically handicapped candidates as defined by the Department of Empowerment of Persons with Disabilities in the Ministry of Social Justice & Empowerment, Govt. of India.
- 2.5 Super numeral seats in each course run by the University teaching departments shall be reserved for the University employees (teachers, officers and non-teaching staffs), employee's spouse / son or daughter. These additional seats shall be in addition to the total number of seats allotted in that particular course. The admission under this reserved category shall be made on the basis of merit of applicants under this category. One additional seat shall be reserved for the University wards having 20 seats per course. In case of 40 seats, 2 seats shall be reserved for the University employees/wards. This reservation would also be applicable for admission to those courses where university entrance examination is conducted. However, the reservation would not be applicable for admission to those courses where state level entrance test examination is conducted. In case of equal marks obtained by two or more candidates after calculating the merit, preference shall be given to non-income tax payers.
- 2.4 Relaxation to the Son / Daughter of Shaheed in service (Defense service) and Wards of Military personnel will be given as per the University rule.
- 2.5 Albino candidates will be given a concession of 10 marks.
- 2.6 Any change in the reservation policy as notified by the Govt. shall be applicable with immediate effect.

3. Concession, Relaxation & Weightages

- 3.1 In calculating the merit for admissions in various courses running in the University campus for academic session 2018-19, the concession, relaxation, weightage will be applicable as decided by the Commissionrate, College Education, Government of Rajasthan.
- 3.2 Concessions for the students from the Asam / wards of Kashmiri migrants will be applicable as notified by Department of Higher Education, Ministry of Human Resource Development, Government of India.
- 3.3 For Defense Personnel:

S. No.	Achievement	Concession
1.	Son/Daughter of Shaheed in service (Defense service).	Admission on minimum passing marks.
3.	Wards of Military personnel or the wards of Ex-Army men not paying income-tax.	Weightage of 3% the total aggregate of marks prescribed for the qualifying examination while preparing the merit.

4. Calculation of Merit:

4.1 For Undergraduate Programmes:

Merit for undergraduate programmes will be prepared on the basis of percentile marks of the qualifying examination. Whenever two or more candidates obtain equal percentile of marks in merit, the preference will be given in the following order:

- 4.1.1 Preference will be given to the candidate having marks without bonus marks .
- 4.1.2 If candidates are still having the same percentile of marks then the marks of senior secondary examination shall be taken into account for giving preference.
- 4.1.3 If candidates are still having the same percentage of Senior secondary examination then marks of secondary examination shall be taken into account for giving preference
- 4.1.4 If candidates are still having the same percentage of secondary examination then the date of birth of the candidates will be taken into account and preference will be given to elder candidate.

4.2 For Postgraduate Programmes:

- 4.2.1 (a) The merit of a candidate for admission in postgraduate programmes shall be calculated by adding the marks obtained by him/her at the qualifying examination to the marks obtained by him/her during the three/four years examination in the subject concerned in which he/she seeks admission to his/her post-graduation course in case when candidate has studied the concerned subject at the graduation level.
- (b) The grand total 4.2.1(a) shall be converted into percentage taking into account the grand total of the maximum marks of the qualifying examination and the maximum marks of the three/four years of examinations in the subject concerned.
- 4.2.2 In a case when candidate has not studied the concerned subject at graduate level in which candidate seeks admission to his/her post graduation course, then the percentage of total aggregate marks obtained by the candidate at the qualifying examination shall be used for making the merit list.

4.3 For Diploma / Certificate Programmes:

For diploma / certificate programmes, the preparation of merit list shall be done as per the norms of the concerned Department as approved by the University.

4.4 For subjects where admission is by an entrance test, the merit list shall be prepared in accordance with the rules approved for that test.

4.5 If the candidate has marks sheet with grades only, the conversion to marks shall be done as per the information provided in the mark-sheet or by the university / institution.

4.6 5% weightage shall be given to the students with honors degree of B.A. / B.Sc. / B.Com. course seeking admission to the postgraduate course in their subject. This weightage shall not be admissible to the students passing integrated B.Sc.-B.Ed. (Hons.) examination.

4.7 The merit list shall take into account the concessions or relaxations, if any, as applicable for games & sports, NCC, NSS, mountaineering & climbing, scouts/guides, co-curricular activity, wards of defense personnel, *etc.*

4.8 In case of postgraduate programmes, whenever, two or more candidates obtain equal percentage of marks in merit, the percentage of marks obtained at graduate level by such candidates shall be taken into account for deciding the merit. If candidates are still having the same percentage of marks then the senior secondary marks shall be taken into account and if candidates are still having the same percentage of marks then the marks obtained in the secondary examination will be taken into account to decide the merit and if candidates are still having the same percentage of marks then the date of birth of the candidates will be taken and preference will be given to elder candidate.

4.9 After preparation of an **unreserved merit list** in which candidates from all the reserve categories included, separate merit lists shall be prepared for reserved categories including SC, ST, OBC, MBC, PH and Kashmiri migrant candidates who have been passed in the qualifying examination for admission to the University course. Candidates from reserved category who have secured marks above the level up to which the unreserved category candidates are admitted, the candidates from reserved category should not be counted towards reserved quota at all and should be included in the unreserved merit list of admissions.

4.10 Excluding those admitted candidates on merit along with unreserved candidates as mentioned in point number 4.9, other SC, ST, OBC, MBC, PH and Kashmiri migrant candidates must be admitted in the order of merit going down up to the point necessary to secure adequate number of candidates of reserved category to fulfill the reservation seats completely.

4.11 It is clarified that in order to fill the reservation quota for SC, ST, OBC, MBC, candidates, there should be no hesitation to go down, if necessary, to the pass percentage of the qualifying examination

4.11.1 Candidates belonging to SC / ST / OBC / MBC / PH and Kashmiri migrant category shall be required to produce a certificate to the effect from a District Magistrate / Sub-Divisional Magistrate / Tehsildar, without which their cases shall not be considered as per directions of the State Government.

4.11.2 Physically handicapped candidates claiming concession shall be required to furnish a certificate in original from the competent authority

- 4.12 On the date notified in the online admission notification, a merit list of the eligible candidates in all the categories for the course concerned shall be uploaded on the on the online admission portal and also displayed on the Notice Board of the respective department.
- 4.13 All candidates whose names appear in the merit list and subsequently verifies their documents shall have to deposit the fee through a online payment gateway / bank challan as per the fee schedule for each course. Candidate, in person, has to ensure his/her presence between official time with original documents supporting qualification, reservation and concession, if any. Fee in any other form shall not be accepted. On the failure to deposit the fee and original transfer certificate by the notified date, the claim of the candidate for admission shall be forfeited.
- 4.14 All candidates whose names appear in the **waiting merit list** may submit their prescribed fee through bank draft drawn in favour of Registrar, University of Kota payable at Kota.
- 4.15 The student having supplementary in the requisite (eligible) class / subject may be provisionally admitted and merit shall be decided on the basis of prescribed qualifying marks in the paper concerned provided that he/she passes the same failing which the admission shall automatically cancelled.

5. Guidelines for Foreign and NRI Students

- 5.1 At least 60% marks in qualifying examination is the minimum requirement for admission of international and NRI students to various courses in the University.
- 5.2 All other Rules for Indian students shall also apply to the international students.
- 5.3 Admission to international students shall be given as per the policies of the Government of India (Ministry of External Affairs, Home and Human Resource Development) declared from time to time.
- 5.4 The admission of self-supporting students shall be confirmed only after having sought clearance from the Ministry of Human Resource Development (Department of Education), Government of India, New Delhi or High Commission/Embassy concerned.
- 5.5 No direct application/documents of the foreign students who wish to seek admission to postgraduate / Ph.D. course shall be entertained by the Head of the Teaching Departments/Supervisors for Ph.D. course. They are required to submit the same to the office of the Vice-Chancellor of the University to ascertain the eligibility.
- 5.6 The foreign students are required to submit a medical certificate including report of HIV test form the specified authority at the time of their admission.
- 5.7 The foreign students are required to maintain good conduct during the course of studies in the University. Fees and other dues must be cleared on time.
- 5.8 Every international student shall report to Foreign Registration Officer, for extension of his/her visa three months in advance. They shall keep close liaison with foreign Registration Office regarding visa formalities, etc.

- 5.9 15% supernumerary seats in all courses shall be reserved for international students including Persons of Indian Origin. Out of total number of supernumerary seats, 1/3 i.e. 5% seats would be preferably filled by children of NRIs on payment of five times the fee payable by a regular student of the course.
- 5.10 Familiarization session would be organized for freshly enrolled international students for at least three weeks prior to the commencement of the academic session. This session would provided interaction with authorities and would also include inputs on specific and relevant information about the region, city and suburbs, local customs, culture, language, civil facilities etc.
- 5.11 Incomplete application form shall not be entertained in any condition.
- 5.12 All admissions shall be provisional till all formalities are completed.