



**INSTRUCTIONS TO THE CANDIDATES CALLED FOR COUNSELLING/
ADMISSION TO VARIOUS COURSES DURING THE ACADEMIC YEAR 2017-18**

General Instructions

1. The candidates should report **IN PERSON** to the Deputy Registrar (Academics & Exams) on the date, time and the place specified in the Notification. Proxy will not be permitted under any circumstance.
2. On verification of the certificates and other related documents, if the admission is offered, the candidates should complete the admission formalities on the same day. Extension of time will not be permitted for any reason/s. Therefore, the candidates are advised to obtain the signature of their parent/guardian in the undertakings and keep them ready for submission at the time of admission.
3. The candidates have to download and fill the following forms and submit the same at the time of admission.
 - a) Check list (*Annexure – I*)
 - b) Affidavit (Anti-Ragging) (*Annexure – II*)
 - c) Affidavit (General Discipline) (*Annexure – III*)
 - d) Medical Declaration Form. (*Annexure – IV*)
 - e) Undertaking by the Candidates Awaiting Results of Qualifying Exams. (*Annexure – V*)

Note: A recent photograph should be pasted on the Medical Declaration form
4. The following documents in original along with a set of self-attested copies should be submitted to the admission desk for verification. All original certificates except the Transfer Certificate will be returned after verification.
 - a. Mark sheets from Matriculation onwards.
 - b. Pass Certificate of the qualifying examination.
 - c. Transfer Certificate / Migration Certificate.
 - d. GATE score card (Wherever applicable).
 - e. Latest Caste Certificate issued by the competent authority (in case of OBC) certificate issued on or after 1.4.2014 by the Competent Authority in Govt. of India (GOI) format.
 - f. Medical Certificate issued by a Civil Surgeon of a Govt. Hospital (in case of candidates with Disabilities only). Certificate from a Competent Authority of the Defence Department in case of Wards/dependents of Defence personnel (DP).
 - g. Certificate of Competent Authority in case of candidates selected under Migrants of Jammu & Kashmir quota.

Note: The original TC/MC will be retained by the University permanently which will not be returned to the candidates.
5. Candidates are required to pay the Prescribed Fees through any of the following means:
 - a. Demand Draft in favour of Finance Officer, University of Hyderabad, Payable at Hyderabad
 - b. Online Payment [Through SBI I-Collect \(Pay Now\)](#)
 - c. Via Challan in the SBI HCU Admin Branch
6. At any point during the admission process or later, if any of the document submitted by the candidate is found to be false, the admission will be cancelled.
7. Candidates found medically unfit shall not be admitted.
8. Candidates should submit the result of the qualifying examination and other earlier examinations positively at the time of admission.

- a) In exceptional cases, extension of time is given up to 31.08.2017. Such candidates will be given conditional admission up to 31.08.2017. If they fail to submit their result by 31.08.2017 and fail to pass the qualifying Degree examination with the prescribed percentage of Marks etc., they will not be allowed to attend the classes any further and their conditional admission would be cancelled forthwith. However, this extension is not applicable in the case of candidates taking regular or supplementary or improvement examinations of the qualifying degree after 30.7.2017 and waiting for the results.
 - b) In the case of non-submission of other certificates like TC/MC etc. other than the qualifying exam certificates, candidates may be allowed time up to 31.08.2017 to submit the same failing which such admissions will also be cancelled without any notice.
 - c) Candidates seeking admission for Ph.D. Programme and are pursuing M.Phil. Degree must provide a certificate from Department/School/University concerned, that they have submitted the M.Phil. Dissertation by 30-6-2017, failing which their M.Phil. Degree will not be considered.
9. Candidates admitted in a course are not allowed to pursue any other course or take up any job during the period of their study. Those employed, if selected have to obtain necessary leave, for the duration of the course and furnish a copy of the leave order, relieving order, conduct certificate and 'NO OBJECTION CERTIFICATE' from their employers at the time of admission.

Instructions for OBC, SC, ST and PH Candidates

1. OBC (non-creamy layer) Candidates should submit the certificate in the prescribed format (obtained on or after 1.4.2014) in support of their claim issued by a Competent Authority without which they will not be permitted to complete the admissions and the provisional selection for admission under OBC category stands automatically cancelled. Candidates are required to submit the OBC certificate in the prescribed Govt. of India Format. ([Download OBC Format](#))
2. The SC/ST students belonging to state of Andhra Pradesh/Telangana who have availed fee concession shall have to pay full amount of fee in case of withdrawing the admission before the scholarship is sanctioned by the Social Welfare Dept. of Govt. of Andhra Pradesh/Telangana. The tuition and other fees shall be adjusted after receiving their scholarship amount from the Social Welfare Department, Govt. of Andhra Pradesh/Telangana Such candidates who want to avail this facility, should submit the latest income certificate issued by a competent authority for the year 2016-17 (1.4.2016 to 31.3.2017) and a certificate from the Principal / Head of the Institution last studied that the candidate was in receipt of GOI Post-Matric Scholarship. However, if the Social Welfare Department does not sanction the scholarship and fees on any grounds, the student is responsible for clearing all the dues.
3. As per the UGC regulations 2016 a maximum of 5% relaxation is granted to SC/ST and Physically Challenged candidates for admission into M.Phil. and PhD programmes.
4. Candidates selected under PH category have to submit the Disability Certificate at the time of admission failing which candidature under PH category will not be considered.

Post Completion of Admission Formalities

1. After completing the admission formalities, the students should collect their Admit Slip at the Admission Office and submit the same in respective School/Department/Centre. The ID Cum Semester cards can be collected from the respective Schools/Departments, latest by 31-08-2017.
2. No student can claim the Hostel seat as a matter of right. The Hostel accommodation is limited and is not assured. The hostel accommodation is provided subject to availability based on the distance from their present place of residence with sufficient proof on first come first serve basis. Students belonging to SC/ST/OBC categories should produce their Caste Certificate at the time of Hostel admission. The accommodation is provided for the duration of the course. No hostel accommodation shall be provided to the students from the places within the limits of Greater Hyderabad Municipal Corporation (GHMC). **All students given hostel admission will be governed by the [rules and regulations of the Hostels](#) and periodic instructions of the Hostel Authorities. ([Visit Hostel Webpage](#))**
3. Students should register in the beginning of every semester, by logging in to the University e-Governance Portal after clearing all their dues of the previous semester.

4. 75% attendance in each course is compulsory. Participation in seminars, Sessionals and practicals as prescribed to the satisfaction of the School is a must, failing which they shall not be allowed to appear in the semester-end examinations. **The names of students shall be removed from the rolls of the University if they absent from classes continuously for more than 10 days.**

Instructions for Wait-listed Students

1. The exact vacancy position shall be displayed at the venue in each session on the day of operating Waiting List
2. Wait-listed candidates who desire to be considered for admission against the vacant seats, if any, should report in person at the prescribed time and date at the place specified in the Notification.
3. In case called for admission the Wait-listed candidates have to report on the time mentioned in the notification, failing which their candidature will not be considered and opportunity will be given to the candidate next in line in the waiting-list.
4. Attendance of the wait-listed candidates reporting on the date of admission will be considered for the vacancies arising in future due to withdrawal till last date of admission i.e. 10-08-2017.
5. Wait-listed candidates reporting for admission will have to submit all the documents as given in General Instructions and Specific Instructions for OBC/SC/ST/PH if applicable, failing which candidature will not be considered.

Cancellation/Withdrawal of Admission

1. In case of cancellation/Withdrawal of admission, students have to apply in the prescribed format as in Annexure VI.
2. Refund policy of the University of Hyderabad will be strictly followed for the refund of the fee as mentioned in Annexure VI

Note: University of Hyderabad reserves the right to grant exceptions in deserving cases based on merit and circumstances. In all case of disputes and unforeseen/contingency circumstances, the decision of the University will be final. Any form of canvassing/malpractice will lead to disqualification/cancellation of candidature.

**Deputy Registrar
(Academics & Exams)**

Reaching University of Hyderabad

By Bus:

From Koti, Nampally and Mehdiapatnam: 216, 216U and 217.

From Secunderabad Station: 218, 219& 226 up to Lingampally and from Lingampally: 216 & 217.

By Local Train:

MMTS Trains are available towards Lingampally from all major stations located in twin cities. The University Campus is located approximately 4 kms away from Lingampally Railway Station. One can reach the campus from Lingampally Station by boarding on any 216 and 217 Bus Numbers or by Shared Auto.

**UNIVERSITY OF HYDERABAD
CHECK LIST**

To
The Deputy Registrar
(Academics & Exams)
University of Hyderabad

Date:

Sir,

I am submitting herewith the following certificates with a request to grant me admission in the University of Hyderabad during the Academic Year 2017-18

NAME: _____

COURSE & SUBJECT: _____

A. ORIGINAL CERTIFICATES (PLEASE TICK)

1	Transfer Certificate	
2	Migration Certificate	

B. FORMS AND ANNEXURES

1	Annexure I	
2	Annexure II	
3	Annexure III	
4	Annexure IV	
5	Annexure V	

C. PROOF OF ADDRESS

Aaadhar No _____

Copy of Proof Submitted: **1. Aadhar** (Preferred) **2. Passport** **3. Voters ID** **4. Other** _____

D. DETAILS OF FEE PAYMENT

Payment Made via: **1. DD** **2. Challan** **3. SBI I-Collect** (Tick appropriate one) **Amount:** _____

DD/Reference No: _____ Bank Name _____ Branch _____ Date _____

E. XEROX COPIES OF THE CERTIFICATES COLLECTED (PLEASE TICK)

1	SSC/Class X Marks Memo	
2	SSC/Class X Certificate	
3	Inter/HSC/12 th Class Marks Memo	
4	Inter/HSC/12 th Class Certificate	
5	Degree Marks Memo	
6	Degree Provisional/Degree Certificate	
7	P.G. Marks Memo	
8	P.G. Provisional/Degree Certificate	
9	M.Phil/M.Tech Marks Memo	
10	M.Phil/M.Tech Provisional/Degree Certificate	
11	Dissertation Submission Certificate in case of M.Phil. Results Awaited Category Please see 8 (C) in Instructions	
12	Recent Caste Certificate	
13	Recent Income Certificate	
14	PH/VH/HI Certificate from a Civil Surgeon	
15	Any Other Certificates (Specify):	

CURRENT MAILING ADDRESS

Email:
Mobile No.:

PERMANENT ADDRESS

Email:
Mobile No.:

NOTE: Do not provide Hostel address in the Permanent Address Box

Signature of the Candidate

FOR OFFICE USE

(Tick/Strike out as applicable)

1. The above documents submitted by the candidate have been verified and found to be in order.
2. Xerox copies of the certificates as ticked above have been verified with reference to the originals.
3. The eligibility requirements as prescribed in the prospectus have been checked and the candidate fulfils the same.
4. The qualifying degree results are not yet announced.
5. The candidate may be granted Provisional admission / Conditional Admission.
6. **Certificates Due:**
 - a)
 - b)
 - c)
 - d)
 - e)

Dealing Assistant

**Section Officer/Asst. Registrar
(Academics)**

**Deputy Registrar
(Academics & Exams)**

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ANNEXURE – II

Affidavit

Undertaking to be filled in and signed by all the students of
University of Hyderabad in respect of ANTI-RAGGING

I, _____ (Name)
enrolled for _____ (Programme & Subject) in academic year 2017-
2018, Son/Daughter of _____
residing at _____
_____ (Permanent Address) _____ (Mobile Number)

hereby undertake that I have read and understood the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) from the **University Website ([Click to View/Download](#))**.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - i. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - ii. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
6. I undertake that, being a responsible student and a responsible citizen of the country, I will take conscious efforts to be vigilant of my environment and will report to the University Authorities/Anti Ragging Squad regarding any occurrence of ragging noticed by me.

(Name and Signature of the Student)

Countersigned by Parent/Guardian:

(I am aware that my ward is liable for punishment as per law if He/She indulge in ragging in any form)

Name of Parent Guardian:

Address and Mobile No:

Date of Declaration:

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ANNEXURE – III

UNDERTAKING

Name of the student					
Programme	Integrated Master's	Master's	M.Phil	Ph.D	Subject:
Parents' Name					
Address (including phone and email contact)					

University of Hyderabad is a top-ranked Central University in the country that is dedicated to the promotion of excellence in teaching and research in an environment that is peaceful and recognises the rights and privileges of all residents of the campus. The University's constant striving for greater quality and academic achievements depends on all sections of the University working together to create and sustain a conducive atmosphere.

As a Student admitted to the University of Hyderabad, I undertake to uphold the above objectives and values of the University. More specifically:

- I will consciously keep myself away from all actions that will bring disrepute to the Institution.*
- I will uphold the dignity of academic and administrative units and will not abet/coerce/incite others in the obstruction /disruption of teaching, research, administration, or other University activities, including public service functions.*
- I will always behave in a manner that is respectful of all sections of the University community on all platforms – students, teachers, non-teaching staff, and residents – irrespective of their religion, caste, region, gender, and other identities.*
- I will make myself aware of the various grievance mechanisms available at different levels in the University and will seek redress through due processes.*
- I understand my privileges and rights and, when necessary, participate in peaceful protests/demonstrations only in designated spaces without obstructing the normal functioning of the University and its various entities.*
- I will protect the property of the University, including official and residential spaces, and not cause damage to public property under any circumstances.*
- I will refrain from consumption and promotion of banned substances anywhere on the campus.*
- I will abide by the rules and laws pertaining to sexual harassment at workplace and the procedures framed by the University to enforce them.*
- I will uphold the University's code of conduct and rules as may be framed from time to time to uphold the larger objectives and values of the University.*

I understand that failure on my part to uphold any of the above will attract disciplinary proceedings in the appropriate body of the University.

Signature of the Student with date	
Signature of the Parent/ Guardian with date	
Mobile No. of Parent/ Guardian	
Date of Declaration	

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ANNEXURE – IV

Admissions 2017-18
Medical Declaration Form

Name :
Father's Name :
Mother's Name :
Subject & Course :

Affix latest
Passport size
Photograph here
and sign across
the photograph

Date, Month and Year of Admission:

A. Please mark each response individually

Are you suffering or have you in the past suffered from any of the following:

1. Epilepsy (Fits) : YES / NO
2. Psychiatric (Mental) Disturbances: YES/NO
3. HIV : YES/NO
4. Hepatitis 'B': YES/NO

B. Are you under treatment or have you in the past taken treatment for any disease or disorder for a period of three months or longer?

If "YES", please give details:

Disease : _____
Medicines taken : _____

C. Blood Group : _____

D. Did you suffer from any physical disability? YES/NO

If "YES" please give details _____

I hereby declare that the information provided above is correct to the best of my knowledge.

I am aware that wilful suppression or misrepresentation of information will lead to cancellation of my admission at any stage of my stay in the University.

Place:

Date:

Signature of the student

(For Official Use only)

Medical Remarks of the
Health Centre of the University of Hyderabad:

ANNEXURE - V

Date:

To
The Controller of Examinations,
University of Hyderabad,
Hyderabad – 500 046

Sir,

Sub: Submission of undertaking by the candidates granted provisional admission under result-awaited category – Reg.

1. I, S/o / D/o
..... Have been granted provisional admission to
..... Course/Programme under result-awaited category during the
academic year 2017-18.
2. I am given provisional admission on a condition that I should complete all the requirements viz., writing of theory exam, practicals, viva-voce, etc., of the qualifying degree before 31st July, 2017 and I must submit the certificates of the qualifying degree before 31st July, 2017.
3. I am fully aware that in the absence of failing to comply with the above conditions and submission of the certificates before the above said date, my admission stands automatically cancelled and the University will not entertain any correspondence in this regard.
4. I will submit the qualifying degree certificates without the University reminding me.
5. I am aware that no notice will be served to me before cancelling the admission.

Yours faithfully,

Signature of the Student

Countersigned by
Parent/Guardian

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APPLICATION FORM FOR ADMISSION WITHDRAWAL

1.	Name of the Student						
2.	Father's Name						
3.	Course & Subject of Study						
4.	Category	GE	SC	ST	OBC	PH	DP
5.	Date of Joining						
6.	Enrolment No.						
7.	Date of Leaving						
8.	Reason/s for leaving (Please fill/tick appropriate reason)	Joining another University:			Course:		
		Taking up employment		Financial Problems			
		Non-availability of hostel		Personal problems			
		Any other reason, please specify:					
9.	Particulars of the fees paid	Tuition and other fees paid on Dt. _____ Rs. _____					
10.	Bank A/c details of the student (IN BLOCK LETTERS)	Bank Name					
		Bank Account No.					
		Branch and Code	IFSC				

Date:

Signature of the Student

The student may be permitted to withdraw his/her admission.

Date:

Dean of the School /
Head of the Department / Centre

Based on the recommendations of the HoD/Dean, the admission of the student is cancelled.

Dealing Asst.

SO/A.R (Acad)

Deputy Registrar (A&E)

Controller of Examinations

Rules of Refund of Fees on account of withdrawal/ cancellation of admission

The rules for refund of fee to students on account of withdrawal/cancellation of admission etc. approved by the University in **78th Academic Council meeting (item No.AC:78:2K17:14)**, for implementation are given below for compliance by all concerned:

	Reasons for seeking refund	Percentage of Refund of Aggregate fees *
a)	When a student applies for withdrawal of admission 15 days before the last date of admission. i.e., 10TH August 2017	100% Less : 10% Processing Fee
b)	When a student applies for withdrawal of admission after 15 days of last date of admission. i.e., 10th August 2017	80%
c)	More than 15 days but less than 30 days after formally notified the last date of admission i.e., 10th August 2017	50%
d)	More than 30 days after formally notified the last date of admission i.e., 10th August 2017	Only Caution/Security Deposit

NOTE:

1. *Aggregate fee includes tuition and other fee but excludes Caution/Security Deposit
2. For all withdrawals under category (a) above, 10% processing fee in the Aggregate fee shall be charged.