

**आंध्र प्रदेश केंद्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF ANDHRA PRADESH**

ADMISSIONS 2019-20

**INSTRUCTIONS TO THE CANDIDATES CALLED FOR COUNSELLING/  
ADMISSION TO VARIOUS COURSES DURING THE ACADEMIC YEAR 2019-19**

**A. 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 given 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. Latest Caste/Category Certificate issued by the competent authority.
    - i. OBC candidates should bring the OBC certificate in Govt. of India (GOI) format issued on or after 1.4.2016. State BC certificate **WILL NOT** be accepted.
    - ii. EWS candidates have to submit the certificate in the format prescribed by the Govt. of India.
  - e. 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).

*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 at the time of admission and secure their seat. No extra time will be given for the payment of fee.
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 31.08.2019. Such candidates will be given conditional admission up to 31.08.2019. If they fail to submit their result by 31.08.2019 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 30.7.2019 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 31.08.2019 to submit the same failing which such admissions will also be cancelled without any notice.
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.

#### **B. 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 1.4.2016) 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. 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.

#### **C. 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 31-08-2019.
2. 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.**

#### **D. Instructions for Wait-listed Students**

In case vacancies that arise subsequently, the next eligible candidate from the list who have signed the attendance on 04-07-2019, will be called for admission.

#### **E. Cancellation/Withdrawal of Admission**

In case of cancellation/Withdrawal of admission, students have to apply in the prescribed format as in Annexure VI.

#### **F. Commencement of classes**

For all PG Courses, classes will commence from **15<sup>th</sup> July, 2019 (Monday) IT Incubation Centre Building, Near JNTU Anantapur Campus, Anantapur – 515 002, Andhra Pradesh.**

#### **Closure of admissions:**

The admissions for the academic year 2019-20 for all courses will be closed on 10<sup>th</sup> Aug, 2019 (Wednesday).

***Note: Central University of Andhra Pradesh 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)**

**CENTRAL UNIVERSITY OF ANDHRA PRADESH  
CHECK LIST**

To  
The Deputy Registrar  
(Academics & Exams)  
Central University of Andhra Pradesh

Date:

Sir,

I am submitting herewith the following certificates with a request to grant me admission in the Central University of Andhra Pradesh during the Academic Year 2019-20

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**

Aadhar No \_\_\_\_\_

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

**D. DETAILS OF ONLINE FEE PAYMENT**

Transaction No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

1	SSC/Class X Marks Memo	
2	SSC/Class X Certificate	
3	Inter/HSC/12 <sup>th</sup> Class Marks Memo	
4	Inter/HSC/12 <sup>th</sup> 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**

<b>Email:</b>
<b>Mobile No.:</b>

**PERMANENT ADDRESS**

<b>Email:</b>
<b>Mobile No.:</b>

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

**Signature of the Candidate**

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**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  
(Academics)**

**Deputy Registrar  
(Academics & Exams)**

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**ANNEXURE – II**

**Affidavit**

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

I, \_\_\_\_\_ (Name)  
enrolled for \_\_\_\_\_ (Programme & Subject) in academic year 2019-  
/2020, 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**

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

**As a Student admitted to the Central University of Andhra Pradesh, 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.

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

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**ANNEXURE – IV**

Admissions 2019-20  
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

\_\_\_\_\_

Date:

To  
The Controller of Examinations,  
Central University of Andhra Pradesh,  
Anantapur – 515 002

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 2019-19.
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 31<sup>st</sup>  
July, 2019 and I must submit the certificates of the qualifying degree before 31<sup>st</sup> July, 2019.
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	<b>GE</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>PH</b>	<b>DP</b>
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 ( <b>IN BLOCK LETTERS</b> )	Bank Name					
		Bank Account No.					
		Branch and IFSC Code					

Date:

Signature of the Student

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

Date:

Professor Incharge /  
Nodal Officer / Coordinator CUAP

Based on the recommendations of the Professor Incharge/Nodal Officer/Coordinator CUAP, the admission of the student is cancelled.

Dealing Asst.

SO/A.R (Acad)

Deputy Registrar (A&amp;E)

Controller of Examinations