

UNIVERSITY OF HYDERABAD
Admission Requisition Form

To
The Joint Registrar (A&E),
University of Hyderabad,
Hyderabad.

Sir,
I am submitting herewith the following certificates with a request to grant me admission in your university during the Academic Year 2015-16.

Sl. No.	Nature of Certificate	
1	ORIGINAL CERTIFICATES (PLEASE TICK)	
	a) Transfer Certificate	
	b) Migration Certificate	
2	XEROX COPIES OF THE CERTIFICATES COLLECTED (PLEASE TICK)	
	a) SSC/Class X Marks Memo	
	b) SSC/Class X Certificate	
	c) Inter/HSC/12th Class Marks Memo	
	d) Inter/HSC/12th Class Certificate	
	e) Degree Marks Memo	
	f) Degree Provisional/Degree Certificate	
	g) P.G. Marks Memo	
	h) P.G. Provisional/Degree Certificate	
	i) M.Phil/M.Tech.	
	j) Recent Caste Certificate	
	k) Recent Income Certificate	
	l) Dissertation Submission Certificate in case of M.Phil. R.A. Category Please see 7(C) in Instructions	
	m) PH/VH/HI Certificate from a Civil Surgeon	
	n) UGC JRF/CSIR JRF/ICMR JRF/DBT JRF/D-SRF/NBHM/INSPIRE/RGNF/MANF	
	o) Any Other Certificates	

NAME OF THE CANDIDATE :
COURSE & SUBJECT :

Signature of the Candidate

FOR OFFICE USE

- 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 fulfills 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

Assistant Registrar (Acad)

Joint Registrar (A&E)

UNIVERSITY OF HYDERABAD
Admissions 2015-16

Instructions to the candidates called for counseling admission to various courses during the Academic
Year 2015-16

1. The candidates should report **IN PERSON** to the Joint Registrar (Academic & Exams) on the date, time and the place specified in the Notification. **No Proxy** will be permitted to attend the counseling and complete the admission formalities if granted.
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. No extension of time will be permitted for any reason/s. Therefore, the candidates are advised to obtain the signature of their parent/guardian in the enrollment form and in the undertaking and keep them ready for submission at the time of admission.
3. At the time of admission, the candidates should submit the following documents in original along with a set of attested copies for verification. Except the Transfer Certificate, all other original certificates shall be returned to the candidate after verification. Candidates who do not submit the qualifying degree certificate shall be **granted conditional admission only**.
 - a. CAT/GATE/IIT-JEE Mains 2015 score card (Wherever applicable).
 - b. Mark sheets from Matriculation onwards.
 - c. Pass Certificate of the qualifying examination.
 - d. Transfer Certificate / Migration Certificate.
 - 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).
 - g. Certificate from a competent Authority of the Defence Department in case of Wards/dependents of Defence personnel (DP).
 - h. Certificate of Competent authority in case of candidates selected under Migrants of Jammu & Kashmir quota.

Note: The original T.C./M.C. shall be retained by the University permanently which shall not be returned to the candidates.

4. The candidates have to fill the following forms (enclosed) and submit the same at the time of admission:
 - a) Enrolment Form.
 - b) **Medical Declaration Form**.
 - c) Undertaking by the candidate with counter signature of his/her parent/guardian in the prescribed form.
 - d) Two photographs: One photograph should be pasted on Enrolment Form and the other on **Medical Declaration Form**.
5.
 - a) After verification of all the certificates and if the candidates are found eligible for admission in all respects, then only they will be permitted to complete the admission formalities.
 - b) The proof of fee paid by the candidate (as given in the admission notification) by way of Online payment (SBI I-collect) or Demand Draft in favour of Finance Officer, University of Hyderabad, shall be deposited along with all prescribed documents.
6. 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.
7. (a) Candidates should submit the result of the qualifying examination and other earlier examinations positively at the time of admission. **In exceptional cases, extension of time is given upto 10.7.2015. Such candidates will be given conditional admission upto 10.7.2015.** If they fail to submit their result by **10.7.2015** and fail to pass the qualifying Degree examination with the prescribed percentage of Marks etc., they would not be allowed to attend the classes any further and their conditional admission would be cancelled forthwith. However, this extension in exceptional cases till **10.7.2015** is not allowed in the case of candidates taking regular or supplementary or improvement examinations of the qualifying degree after **10.7.2015** 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 upto 10.7.2015 to submit the same failing which such admissions should also be cancelled without any notice.

(c) Candidates seeking admission for Ph.D. Programme on the basis of M.Phil degree must provide a certificate from Department/School/University concerned, that they have submitted the M.Phil Dissertation by 30-6-2015, failing which they will not be granted admission.
8. No relaxation in the minimum percentage of marks prescribed for admission will be made under any

circumstances except in the case of candidates belonging to SC/ST and physically challenged.

9. **Further, candidates of these categories who leave the course prior to the sanction of the Scholarship by the Social Welfare Department, Govt. of Andhra Pradesh/Telangana should pay the full fees and clear all their dues, failing which they will not be given Transfer cum Migration Certificate.**
10. 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 2014-15 (1.4.2014 to 31.3.2015) 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.
11. Candidates admitted to the above 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.
12. Candidates medically unfit shall not be admitted.
13. 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 abstain from classes continuously for 10 days.**
14. 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).
15. The students should bear the expenses related to visits/educational tours etc., if arranged and considered essential for the programme.
16. The students should register in the beginning of each semester, by applying for the same in the prescribed form (available in the Office of the School/Dept./Centre).
17. **Refund of deposits and fees:**
 - a) If, after having paid the fees, a candidate desires that his/her admission be cancelled, he/she will be refunded all fees and deposits except Tuition fee for one month, Medical Insurance Fee and Admission Fee provided his/her application for withdrawal in the prescribed format is received by the **Controller of Examinations** before the prescribed date for commencement i.e., 15-07-2015. The students started staying in the Hostels before commencement of classes, such students should submit the "No Dues Certificate" from the Chief Warden.
 - b) Refundable deposits will only be refunded if application for withdrawal is received after the prescribed date of commencement of classes of the programme/course i.e. **15.7.2015**.
 - c) 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 withdrawing the admission before the scholarship is sanctioned by the Social Welfare Dept. of Govt. of Andhra Pradesh/Telangana.
18. Such of the 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 respective Notification giving the names of wait-listed candidates. In case the admission is granted, the candidates have to complete the admission formalities on the same day. No extension of time will be permitted for any reason/s. Therefore, such candidates are advised to obtain the signature of their parent/guardian on the enrollment form and on the undertaking and keep ready with them for submission at the time of admission, if granted.
19. After completing the admission formalities, the students should collect their Admit Card at the Admission Office and submit the same in respective School/Department/Centre.

JOINT REGISTRAR
(Acad & Exams)

Note: RTC bus routes to reach the campus:

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 Sharing Auto.

UNIVERSITY OF HYDERABAD

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

I, _____ (Name of the Student)
studying _____ (Course & Subject)
S/o / D/o _____ residing at

(Permanent home address with phone number), undertake that I am aware of the system of punishment in case of ragging other students and that in case I become involved in any manner in any ragging case, I am liable for any punishment, including:

- 1. Cancellation of admission.
- 2. Suspension from attending classes.
- 3. Withholding / withdrawing scholarship/fellowship and other benefits.
- 4. Debarring from appearing for any test/examination or other valuation process.
- 5. Withholding results.
- 6. Debarring from representing the institution in any National/International meet, tournament, youth festival, etc.
- 7. Suspension and expulsion from the hostel.
- 8. Rustication from the institution for periods varying from 1 to 2 academic years.
- 9. Expulsion from the institution and consequent debarring from admission to any other institution.
- 10. Fine up to Rs. 50,000/-.
- 11. Rigorous imprisonment up to three years (by Court of Law), etc.

Date: _____

Signature of the Student

Mobile No:

Room No:

Hostel:

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 2015-16.
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 10th July, 2015 and I must submit the certificates of the qualifying degree before 10th July, 2015.
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. No notice will be served to me before cancelling the admission.

Yours faithfully,

()

Countersigned by
Parent/Guardian



University of Hyderabad
Admissions 2015-16

ENROLMENT FORM

Note: All entries in this form should be legibly written by the student in his/her own handwriting in pen . No column should be left blank.

Hall Ticket No

Registration No. (to be given by the office)

Affix latest colour
Passport size
Photograph here and
sign in the space
provided below

1. Name of the student (in CAPITAL letters same as in the SSC/Matriculation)

In English:

In Hindi

Signature of the student

2. Date of Birth : Sex : Male/Female Blood Group :

3. Category : GE / SC / ST / OBC Whether : VH/HI/OH Wards of the D.P.

Migrant of J&K 4.

Marital Status : Married / Unmarried : Nationality : Indian /Foreign National

State of Domicile:

5. Admitted in –Course: Subject :

6. Date of Admission: Admission Type (in case of Ph.D. only) Regular/Part-Time/External

7. Annual Income of the Parents/ Guardian: Rs

(For the financial year preceding the year of admission i.e. 1.4.2014 to 31.3.2015

Father's Name:

Occupation:

Annual Income Rs.

Mother's Name:

Occupation:

Annual Income Rs.

If both the parents are not alive :

Guardian's Name:

Occupation:

Annual Income Rs.

Guardian's Relationship with the Student

8. Native place:

District: State:

Distance from Hyderabad

k.m.

Nearest Railway Station:

9. Do you belong to LBC : Yes / No

If yes, state the Group :

10. Do you belong to any minority community? Yes / No If yes, state the following:

Community: _____

Religion: _____

Note: This information as at item 9 and 10 is for statistical purpose only.

11. Are you interested to enroll in NSS: Yes / No

12. Do you require hostel accommodation: Yes / No

13. Were you in receipt of any scholarship / any other financial support during your previous study,

If so, give the details:

.....

14. Past Academic Record from Matriculation onwards

Examination Passed	Name of the Univ / Board	Subjects Studied and Passed	Month & Year of Passing	RESULT				
				Max. Marks	Min. Marks for pass	Marks obtained	% of Marks	Div. / Class
Matric / SSC / equivalent								
Inter / HSC (10+2)								
Bachelor's Degree BA/B.Sc/ B.Com.								
Master's Degree MA/Msc/ M.Com.								
M.Phil / M.Tech.								
Any other Degree / Diploma/BE/ B.Tech./ MCA etc.								

**Note: Self attested copies of all the certificates are to be furnished at the time of admission along with the original certificates.*

15. Details of present or previous employment, if any

Organization and Address	Position Held	From - To	Nature of Duties

If in service, enclose leave order, relieving order, conduct and No Objection Certificates from the employer for pursuing studies in the University of Hyderabad.

16. (a) Was any disciplinary action taken against you during your academic career so far ?
If so, give details.....

(b) Were you ever convicted by a Court of law on a criminal or any other charge? If so, give details
.....

17. Any other relevant information:
Permanent Address **Present Mailing Address**

Pin code:

Telephone No:

E-mail ID:

Pin code:

Telephone No:

E-mail ID:

Contact person in case of emergency – Name:
Relationship Phone Number:

18. DECLARATION BY THE STUDENT

I hereby declare that all the information furnished by me in this enrollment form and in the documents enclosed are true, complete and correct. In case any information is found to be false or incorrect at any time (during or after completion of the course), this shall entail automatic cancellation of my admission if granted, cancellation of the degree if awarded, besides rendering me liable to such action as the University may deem fit. In the event of any medical or other emergency, my parent/s guardian may be contacted at the address given in this form.

I hereby accept the conditions stated above in the instructions to the candidates for admission and in the Prospectus 2015-16.

I will abide by the rules and regulations with regard to semester-wise registration and credit systems adopted by the University.

I hereby submit myself to the disciplinary jurisdiction of the Vice-Chancellor and the other authorities of the University of Hyderabad. I shall neither indulge myself or instigate any other student in ragging or create nuisance to the academic atmosphere of the University. In case of any act of misconduct on my part or any disciplinary proceedings against me, the University has freedom to inform my parents/guardian.

Place:
Date :

Signature of the Student

19. DECLARATION BY THE FATHER/MOTHER/GUARDIAN:

*My son/daughter/wife/ward
Sri/Smt/Kumari..... is provisionally
admitted to the University. I hereby undertake that I shall be responsible for payment of all his/her fees and other charges including any emergency, medical or other expenses incurred by the University. In case any information in this form and the documents enclosed are found to be false or incorrect at any time (during or after completion of the course), this shall entail automatic cancellation of my son's/daughter's/ward's admission if granted, cancellation of the degree if awarded, besides rendering him/her liable to such action as the University may deem fit. I will also be responsible for his/her good conduct and behaviour during the period of his/her stay in the University. Further, I may be contacted in the event of any emergency as determined by the University and I hereby promise that I will make it possible myself to present before the University authority at my own cost whenever the University authority require my presence.*

Place:Signature:

Full Name:

Date:Relationship with the student:

Telephone No:

Note: The signature of the parent in the application form and this enrolment form will be considered as basis for all verification purposes in the University.

FOR OFFICE

All the certificates and documents have been verified. The candidate may be provisionally admitted to the course.

Dealing AssistantAsst. Registrar (Acad)

Admitted / Rejected

Joint Registrar (A&E)

University of Hyderabad
Admissions 2015-16
Medical Declaration
Form

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

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/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 willful 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: