

# University of Hyderabad

## Admissions 2014-15

### Instructions to the candidates for admission to all PG, Adv. PG Diploma and 5-Year Integrated Master's Degree Courses during the Academic Year 2014-15

1. The candidates who are offered admission to the above courses should report IN PERSON to the Dy. Registrar (Acad & Exams) at the Admission office on the date and time specified in the respective Notification giving the names of the selected candidates for admission to different courses. **No proxy** will be permitted to complete the admission formalities.
2. At the time of admission, the candidates should submit the following documents **IN ORIGINAL** along with a set of attested copies. The original certificates shall be retained by the University upto 31.8.2014. **Candidates are therefore advised to keep sufficient number of attested/Xerox copies of certificates for their personal use before submitting their original certificates to the University.** The original certificates will be returned to the respective students only on submission of No Dues Certificate to the University on withdrawal of the course **or** after 31.8.2014.
  - a. Mark sheets from Matriculation onwards.
  - b. Pass Certificate of the qualifying examination.
  - c. Transfer Certificate / Migration Certificate.
  - d. Latest Caste Certificate issued by the competent authority (in case of SC, ST and OBC candidates only).
  - e. Physical fitness certificate obtained from a qualified Registered Medical Practitioner.
  - f. Medical Certificate issued by a Medical Board / Civil Surgeon of a Govt. Hospital (in case of PH candidates only).
  - g. Certificate from a competent Authority of the Defence Department in case of Wards/dependents of Defence personnel (DP).

**Note:** The original T.C, M.C., and Income Certificates shall be retained by the University permanently which shall not be returned to the candidates. The Integrated Caste Certificate in the case of SCs/STs from the State of Andhra Pradesh may be returned after verification by the Social Welfare Department.

3. (a) Candidates should submit the result/certificates of the qualifying examination and other earlier examinations positively at the time of admission. Candidates who have completed and will be completing all the formalities viz., written the theory examinations, completed practical examinations, submitted project reports, completed Viva-voce exams etc. before 31.7.2014 and waiting for the results before 31.7.2014 will be given extension of time upto 31.8.2014 to submit the certificates. Such candidates will be given conditional admission upto 31.8.2014. If they fail to submit their result/certificate by 31.8.2014 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 shall be cancelled forthwith. However, this extension till 31.8.2014 is not allowed in the case of candidates taking regular or supplementary or improvement examinations of the qualifying degree after 31.7.2014 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 30<sup>th</sup> September, 2014 to submit the same failing which such admissions should also be cancelled in the first week of October, 2014 without any notice.
4. 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.
5. Candidates medically unfit will not be admitted to any course.
6. After verification of the certificates, if the candidates are found eligible for admission, only such candidates should pay the prescribed fee in the Bank which was given in the admission notification.
7. Candidates admitted to the above courses/programmes are not allowed to pursue any other course or take up any job during their studies in the University. Those employed, if selected for admission, have to obtain necessary leave, for the entire 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.
8. The candidates have to fill the following forms and submit the same at the time of admission:
  - a. Enrolment Form.
  - b. Medical Declaration by the candidate.
  - 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.

9. The SC/ST candidates from the State of Andhra Pradesh whose parental annual income is less than Rs.2.00 lakh and who are eligible for GOI Post-matric Scholarship will be permitted to complete the admission on payment of the admission fee and refundable deposits as was given in the notification.

The tuition and other fees in such cases shall be adjusted after receiving their scholarship amount from the Social Welfare Department, Govt. of A.P. Such candidates who want to avail this facility should submit the latest income certificate issued by a competent authority for the year 2013-14 (1.4.2013 to 31.3.2014) 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.

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 should pay the fees and clear all their dues, failing which they will not be given T.C. and other original certificates.

10. a) OBC (non-creamy layer) candidates shall be required to submit latest OBC certificate (obtained on or after 1.4.2013) in the Govt. of India prescribed format in support of their claim issued by a competent authority, without which their claim shall not be considered for admission under OBC category and the provisional selection for admission under OBC category stands automatically cancelled.

b) Candidates under OBC category are required to note that OBC certificate format prescribed by the Govt. of India is different from the BC certificate issued by the respective State Government/s. Therefore, candidates belonging to non-creamy layer OBC category should submit only the OBC certificate but not the BC certificate.

11. After completing the admission formalities, the students should collect their Admit Card at the Admission Office and submit the same in the Office of the School/Department/Centre concerned. Classes for the 1<sup>st</sup> Semester of all courses/programmes will commence from **15.7.2014**.

12. The students admitted to different P.G., Adv. PG Diploma and 5-year Integrated Master's Degree courses are required to attend at least 75% of the classes held in each course (subject) and participate to the satisfaction of the School/Department/Centre, in seminars, sessionals and practicals as prescribed, failing which they will not be allowed to appear in the semester end examinations. Absence from classes continuously for 10 days and more will make the student's name liable to be removed from the rolls of the University.

13. At present, the hostel accommodation is limited and is not guaranteed. First preference will be given to those who are residents of areas beyond the boundaries of Greater Hyderabad Municipal Corporation. Students are required to submit 'Proof of Residence' at the time of hostel admission. They should submit a copy of their Residence Certificate in which their name figures, issued by the competent authority of their respective native place as proof of residence. The photocopy should be attested by a Gazetted Officer. Students belonging to SC/ST/OBC categories are required to produce their caste certificates at the time of hostel admission. The accommodation is limited to the course duration only.

Due to paucity of Hostel accommodation, the University cannot guarantee to provide Hostel accommodation to all the students admitted into various courses. No student admitted to the University can claim the Hostel seat as a matter of right. The hostel seats will be allotted to the students based on the distance from their present place of residence with sufficient proof. No hostel accommodation will be provided to the students admitted from the places within the limits of Greater Hyderabad Municipal Corporation (GHMC).

14. Students may have to bear other expenses related to visits/educational tours etc., if arranged and considered essential for the programme.
15. The provisional selection for admission will stand automatically cancelled, if the admission is not completed on the date specified in the notification. No extension of time will be permitted for any reasons whatsoever and the seats remaining vacant will be filled from among the wait-listed candidates thereafter.
16. 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 and sign the attendance. The candidates those who sign the attendance will only be considered for admission against the vacant seats if any on the spot and also against the resultant vacancies that might arise due to withdrawal of admissions before closure of admissions i.e., before 15.7.2014. 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. **No proxy will be entertained.**

17. The students have to seek continuation of their semester registration in the beginning of each semester from the 2<sup>nd</sup> semester onwards, by applying for the same in the prescribed form which will be available in the Office of the School/Department/Centre concerned.

**18. 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 of classes i.e., **15.7.2014**. The students started staying in the Hostels before commencement of classes, 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. **15.7.2014**.
- c) The SC/ST students belonging to state of A.P. 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 A.P.

**Controller of Examinations**

**Note:** RTC bus routes to reach the campus:

From Koti, Nampally and Mehdipatnam: 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 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.