



University of Hyderabad

Admissions 2012-13

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.

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

Hall Ticket No	Registration No. (to be given by the office)

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

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. | |
| 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. 1.4.2011 to 31.3.2012)

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 is is 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: 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 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 2012-13.

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 Assistant

Asst. Registrar (Acad)

Admitted / Rejected

Deputy Registrar (A&E)

University of Hyderabad
Admissions 2012-13
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 :



University of Hyderabad

O/o the Controller of Examinations
Academic Section

Admission 2012-13

Instructions to the candidates called for admission during the academic year 2012-13

1. The candidates should report IN PERSON to the Deputy Registrar (Academic & Exams) on the date, time and the place specified in the Notification. No proxy will be permitted to complete the admission formalities if the admission is granted.
2. At the time of admission, the candidates should submit the following documents in original along with a set of attested copies. Candidates are therefore, advised to keep sufficient number of attested/photo copies of certificates for their personal use before submitting their original certificates to the University.
 - 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 certificate issued by the Competent Authority in Govt India (GOI) format
 - e) Physical Fitness certificate obtained from a qualified Medical Practitioner
 - 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) (Wards of Defence Personnel means Wards of serving or retired personnel of Army, Navy and Air Force only)

The original certificates (except Transfer Certificate/Migration Certificate and income certificate) shall be returned to the respective students only after the final verification of the Certificates by different agencies or on submission of No Dues Certificate to the University on withdrawal from the course. The University shall retain the Transfer Certificate/Migration Certificate and income Certificate.

The candidates have to fill the following forms (attached) and submit the same at the time of admission:

a) Enrolment Form

b) Medical Declaration Form

One passport size photograph, should be pasted in the Enrolment Form and the other in the Medical Declaration Form at the space provided

3. 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 pay the prescribed fee (as given in the admission notification) in the Bank.
4. 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 only the admission fee and refundable deposit as given in the notification.

The tuition and other fees 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 2011-12 (1.4.2011 to 31.3.2012) 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.

5. OBC Candidates should submit the certificate in the prescribed format (attached) in support of their claim issued by a Competent Authority without which they shall not be considered for admission under OBC category.
6. 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.

7. Candidates medically unfit shall not be admitted.
8. After completion of admission formalities, the students should collect the “Admit Card” from the Automated Admission Office located in the Office of the Controller of Examinations and the same should be submitted in the Head of the Department/Centre/Dean of the School concerned.
9. Classes will commence from 23-07-2012.
10. 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 will be removed from the rolls of the University if they abstain from classes continuously for 10 days.**
11. **Refund of deposits and fees:**
 - a) If, after having paid the fees, a candidate desires his/her admission to be cancelled, he/she shall be refunded all fees and deposits except Tuition fee for one month and Admission Fee provided his/her application for withdrawal in the prescribed format is received by the **Controller of Examinations** through proper channel along with the **NO DUES CERTIFICATE (NDC)** before the prescribed date for commencement of classes of the programme/course for the academic session concerned.

Note: There is no need to obtain NDC if they withdraw their admission before the commencement of classes of the programme/course for the academic session concerned. However, in the case of students started staying in the Hostels before commencement of classes such students should submit the “No Dues Certificate” from the Chief Warden.
 - b) If the application for withdrawal is received after the prescribed date of commencement of classes of the programme/course for the academic session concerned, a student would be entitled for the refund of the amount of the **refundable deposits only**.
 - c) In case of SC/ST candidates from the state of Andhra Pradesh, the certificates held at the time of admission will be released only after they pay the **balance fees as prescribed for other candidates**.
12. 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).
13. The students should bear the expenses related to visits/educational tours etc., if arranged and considered essential for the programme.
14. 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).
15. 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 with them for submission at the time of admission.

Dated: 10-06-2012

DEPUTY REGISTRAR
(Acad & Exams)

Note: RTC bus routes to reach the campus:

From Koti, Nampally and Mehdiapatnam: 216, 216U and 217
From Secunderabad Station: 226 up to Lingampally and
from Lingampally: 216 & 217

MMTS train facility is available to reach Lingampally Railway Station.