



ADMISSION, ENROLLMENT AND MIGRATION

ADMISSION PROCEDURE:

- The admission shall be on merit of test conducted by the University. In any eventuality, if entrance test is not conducted for some reasons, the admissions shall be made on the basis of the performance of the candidates in their qualifying examination. Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test.
- Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
- Reservations and admissions to NRI/Foreign Students/Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries and Management/Institute Preference Quota shall as per the policy laid down by Central government/State government of MP.
- The reservations for SC/ST/PH/OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
- The application for admission shall, among others, be accompanied by
 - a) The School/College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student. The School/College Leaving Certificate/ Transfer Certificate is not mandatory for all one year Diploma/Certificate/PG Diploma Course.
 - b) True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
 - c) If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
 - d) Any other document as required by Concerned Institution.



सरदार पटेल विश्वविद्यालय बालाघाट Sardar Patel University Balaghat

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Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

- No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.
- No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.
- Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled.

LATE ADMISSIONS:

- A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change there after shall be permitted.



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TRANSFER OF STUDENT:

- No student shall be allowed to migrate from one institution to another. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- Subject to the provision contained above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
 - i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
 - ii. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

DISCIPLINE:

- Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.
- When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice- Chancellor may, according to the nature and gravity of the offence:
 - i. Suspend such a student from attending classes for not more than a week at a time; or
 - ii. Expel such a student from the institution; or
 - iii. Disqualify such a student from appearing at the next ensuing examination, or
 - iv. Rusticate such a student.
- Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.



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- The Head of the Institution concerned shall have power to suspend, for such time as may necessary, a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

ENROLLMENT OF STUDENTS:

- A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College/University to which the student has been admitted.
 - i. No student shall be deemed to have been admitted to any Course of study as a regular student of the University unless his/her name is written in the Register of Enrolled Students.
 - ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- The procedure for submission of application for Enrolment of students shall be as follows;
 - i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
 - ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.



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- No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).
- Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name.
- In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

MIGRATION:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds. However, the migration in professional courses will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC, NCTE, BCI etc.

CONSIDERATION FOR SPECIAL CATEGORIES:

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt, or applicable extant instructions applicable from time to time.