

## GENERAL RULES OF ADMISSION IN VARIOUS COURSES

Session 2016-17

### Eligibility for Admissions and Other Related Rules

#### 1.1 Minimum Percentage for Admissions and Eligibility for Appearing in Entrance Test -

- 1.1.1 Minimum percentage and admission criteria for admission to courses being offered by the University are mentioned in the respective departmental profiles of this admission brochure. Almost in all the courses the minimum eligibility criteria is **50% marks in aggregate** in qualifying examination. A relaxation of 5% in the eligibility criteria shall be admissible to the bonafide SC/ST/OBC applicants of Madhya Pradesh only. A relaxation of 5% in eligibility will also be applicable to Physically Challenged (*Nishaktjan*) as defined by M.P. Government.
- 1.1.2 If some seats remain vacant in **non-entrance test based courses**, candidates who have secured a minimum of 45% aggregate marks in the qualifying examination can be given admission, provided the ordinance of such courses permits such relaxation in minimum eligibility. But in such cases, no candidate (whatever category he/she belongs to) who has secured below 45%, will not be admitted.
- 1.1.3 However, for admission in **Jyotirvigyan** course, in addition to the above relaxation an **extra relaxation** of 5% in minimum eligibility shall be given to senior citizens and female candidates of all categories.
- 1.1.4 The **candidates awaiting their results of qualifying examination** can also apply for admission but their final admission to the course shall be directed by point nos 6.3 and 6.4.
- 1.1.5 Candidates who have passed their qualifying examination from universities other than Jiwaji University are required to submit '**Eligibility Certificate**' issued by the Jiwaji University, Gwalior, **prior to the admission in any desired course.**
- 1.1.6 Fresh admission will be given only in first semester / first year of the course.
- 1.1.7 Students whose parents have come on transfer from outside can be considered for admission in other semesters on prior permission from the Vice-Chancellor.

#### 1.2 Age Limit

As per the government rules the upper age limit for admission to undergraduate courses is 23 years whereas for postgraduate degree and diploma courses it is 28 years as on **July 01, 2016**. A relaxation of three years in upper age limit for SC / ST / OBC and physically handicapped candidate shall be provided for the applicants of Madhya Pradesh only. For candidate belonging to physically challenged category upper age limit for admission to Graduate and Post Graduate classes will be 30 and 35 years, respectively. Upper age limit will not be applicable for the candidates sponsored by foreign / Indian / state government and the institutions directly or indirectly under their control or if the fees is paid in foreign currency for the payment seat. There is no upper age limit for female candidates and for admission to Yoga / LL.M. / Jyotirvigyan / M.B.A. Hospital Administration courses. Age limit will also not be there for part-time courses, and courses offered via distance mode.

#### 1.3 Non-Eligibility for Admission

- 1.3.1 If the age is more than the requisite age.
- 1.3.2 Applicants appearing in supplementary / ATKT (**First - Fifth semester**) examination of the qualifying examination.

- 1.3.3 Applicants who are already holding a Master's degree from a faculty shall not be eligible for the admission to a program at same level in the same faculty as a regular candidate. Furthermore, a candidate, who has taken admission earlier in any course but left the course in between, due to whatever reason/s, will not be given regular admission in the same course.
- 1.3.4 *An applicant convicted by the court of law in India or outside or one against whom cases are being tried in the court/s or challan has been presented or have verifiable allegations against them concerning misbehavior / beating of students /officers /employees or a person against whom disciplinary action has been taken by Jiwaji University or any other University shall not be eligible for admission.*
- 1.3.5 A full time government employee / non-government employee are not permitted to take admission in courses running during working hours. However, they can take admission in courses run after regular working hours provided they produce a No Objection Certificate (NOC) form their employer.

#### 1.4 Weightage in Admission Index

- 1.4.1 **A weightage of 5 per cent of marks obtained in Entrance Test and 5 per cent of the index** shall be given to the candidate, in both categories of the courses (entrance & non-entrance, respectively), holding following certificates:
- i. 240 hours participation in NSS activities at University level or B / C Certificate.
  - ii. NCC "C" Certificate.
  - iii. Cultural activities at Inter-University level / National level.
  - iv. Sports activities at Inter-University level / National level.
  - v. Qualifying exam from Jiwaji University or other Universities of M.P.
- Note: In any case, the total weightage would not exceed 5% of the index. For entrance test based courses the marks obtained in the test will be treated as index for calculation of weightage. Weightage will not be used for deciding the eligibility. It will only be used to assign merit. In order to claim weightage requisite certificates should be enclosed along with the form. Any certificate produced after submission of forms may not be taken into consideration. If an applicant is eligible for weightage in more than one category, the benefit of the same will only be given in one category where highest weightage accrue to him/her.**
- 1.4.2 Physically challenged candidates will be given a weightage of 10% in marks obtained in qualifying examination /score of entrance examination, before calculating their index for admission.
- 1.4.3 Candidates who have done B.Sc. / B.A. / B.Com. Honours will be given a weightage of 10% in marks obtained in qualifying examination before calculating their index for admission.

#### 1.5 Rules regarding allotment of Specialisation -

Wherever there is a provision of a number of specializations in a subject, the following criteria will be adopted to allot the specialization/special paper:

- 1.5.1 Normally the number of seats in each specialization shall be equal. Depending upon the availability of students in III-semester, their exact number will be decided.
- 1.5.2 Allotment of a specialization /special papers shall be done on the basis of his / her choice cum merit. The merit will be decided on the basis of the aggregate marks obtained in the preceding semesters.
- 1.5.3 The University reserves the right to run or not to run a particular specialization due to non availability of experts of that specialization.

## 1.6 Admission to N.R.I and Sponsored seats -

- 1.6.1 For admission to N.R.I. seats candidates should have minimum required percentages in qualifying exams. She / he will not be required to appear in entrance examination.
- 1.6.2 For **admission against sponsored** seats the candidate should have the minimum eligibility as laid down for respective courses. However she / he will not be required to appear in the entrance test. The candidate will be required to produce the sponsorship letter from his / her employer before counseling.
- 1.6.3 Candidates will be considered sponsored only if they secure sponsorship from foreign / Indian / state government and the institution/s directly or indirectly under their control or if the fees is paid in foreign currency for the payment seat.
- 1.6.4 The candidate will have to apply online and will have to pay the fee as prescribed for payment seat along with a sponsorship fee of Rs 25000/- at time of admission. She / he will be required to take leave for the duration of the course from their employer.

## 1.7 Other

- 1.7.1 Additional information regarding rules for admission, if any, is included separately in the Prospectus under the banner of respective courses.

## 2. Reservation Policy and Conversion of Seats

- 2.1 Reservation of seats in courses offered by the University will be in accordance with the policy of Madhya Pradesh Government. The benefit of reservation will be available, **only** to the **domiciles of Madhya Pradesh.**
- 2.2 Of the total seats, 16 percent and 20 percent seats in all the courses will be reserved for applicants belonging to Scheduled Caste (SC) and Scheduled Tribes (ST), respectively. Seats of both these categories are interchangeable.
- 2.3 Of the total seats in a course, 14 percent seats will be reserved for applicants form OBC category (except who are in creamy layer).
- 2.4 Combined horizontal reservation of 3 per cent of the total seats in all categories will be given to sons / grandsons / daughters / granddaughters of freedom fighters, for sons / daughters of permanently disabled defense personnel working and died, and physically challenged applicants from these categories. A combined merit list of all the three categories will be prepared after giving a weightage of 10 percent to physically challenged applicants from these categories but they will be admitted only on seats reserved for them in their respective reservation categories. If an applicant is eligible for weightage in more than one category, the benefit of the same will only be given in a category where highest weightage accrue to her / him.
- 2.5 A horizontal reservation of 30 percent of the total seats will be for female applicants in all categories.
- 2.6 Two extra seats will be created in each course (except in course where admissions are made by an external agency like DTE etc.) for the following:
  - 2.6.1 One seat for wards of regular teachers and officers of the University and
  - 2.6.2 One seat for wards of regular Class III and Class IV employees of the University.

**(Ward here would mean husband, wife, son, daughter and dependent real brother / sister of the employee / teacher / officer. In this respect a certificate from the Registrar, Jiwaji University, Gwalior / Competent authority of the University shall be required)**

**Note:** *These seats are interconvertible, can be converted to other category (Officer/ Teacher to Employee or Vice -Versa) if they remain vacant.*

- 2.7 If any reserved category candidate gets placed in general /open list in merit then the seat in reserved category will be un-effected, but if applicant belongs to the category such as Freedom Fighter (FF) etc., the seat reserved in that category will be treated as filled up.
- 2.8 If on calculation less than half seat falls under reservation then the seat will not be put under reservation, but in case the proportion of seat is between half and one it will be treated as one reserve seat.
- 2.9 If reserved seats remain vacant on the day of counselling, such seats will be treated as open and filled up in open competition on the basis of merit.
- 2.10 To avail benefit of reservation a certificate from a Competent Authority should be produced.
- 2.11 The candidate (applicants) must indicate explicitly the category for which he / she want to avail the advantage of reservation for admission. This option will, in no case be allowed to be changed.
- 2.12 The candidate admitted under NRI category will not be transferred to any other category unless he / she has qualified entrance test and stands in merit.
- 2.13 Conversion of vacant seats among reserved categories (SC / ST) will be done as per M.P. Government directives. The mutual conversion will be applicable within the categories of SC and ST only. The process of conversion of vacant seats reserved for SC/ST seats will take place as mentioned in point no. 4.1.4.

### 3. How to Apply?

- 3.1 Firstly the student should go through the advertisement published in News papers and decide in which course she / he wants to apply. The students can also visit the website of the university viz. [www.jiwaji.edu](http://www.jiwaji.edu). After deciding, the course / courses the students are required to visit the website [www.mponline.gov.in](http://www.mponline.gov.in). To get an access to the site of *mponline*, the student can go to the kiosks of *mponline* and ask the kiosk person for submission of admission form of Jiwaji University Gwalior. The kiosk person will help the student in filling the form. **The student is required to carry with her / his two passport size recent photographs for getting it scanned for the admission form.**
- 3.2 The student will have to fill her / his name, father's name, mother's name, date of birth, category to which she / he belongs, nationality, place of birth, address for correspondence, extracurricular activities, status of the student whether she / he is in service, and all her / his academic details of 10<sup>th</sup>, 12<sup>th</sup>, graduation and post graduation level. Beside this, she / he will also have to fill up the name, occupation and address of her/ his father. At the end they will have to sign a declaration. The student will also have to write the contact phone number on the admission form.
- 3.3 The kiosk person will give the **print outs of Admission Form cum Receipt of payment** and the **Admit card** bearing the **Roll number**. The candidates are required to submit by speed post or by registered post printout of completed application form generated at Kiosk centre, along with the photocopies of his testimonials viz. photocopies of all mark sheets, caste certificate, certificates related to the participation in NCC, NSS, Sport and Co curricular activities to;



Course	Format of Entrance Test Pariksha Bhavan, Jiwaji University	Date & Time of Entrance Test & Declaration of Results	Date of Counseling Time - 09.30 A.M. Place - Galav Sabhagar Jiwaji University, Gwalior												
<b>Post Graduate (Engineering &amp; Law)</b>  <b>M. Tech.</b> <ul style="list-style-type: none"> <li>• Chemical Engineering</li> <li>• Electronics Engineering</li> </ul> <b>M. Pharma.</b> <ul style="list-style-type: none"> <li>• Pharmaceutics</li> <li>• Industrial Pharmacy</li> </ul> <b>LL.M</b>	There will be separate test for admission to M. Tech. M. Pharma and LL.M. programs. Each paper will have 75 questions. The questions will be of B.E., B. Pharma and LL.B. standard, respectively.  <p style="text-align: center;"><b>Time - 90 Minutes</b></p>	Test: 09.30 – 11:00 AM <b>Tuesday, July 12, 2016</b>  <b>Result Declaration</b> <b>Evening July 13, 2016</b> <b>Document Verification</b> <b>12/13 July, 2016</b>	<b>Counseling for all categories</b> <b>Thursday- July 14, 2016</b>												
<b>Post Graduate (M.Sc.)</b>  a. Molecular Human Genetics b. Microbiology, c. Neuroscience, d. Food Technology, e. Biotechnology,	The candidate is required to attempt <b>any two</b> out of the followings sections:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. Biotechnology</td> <td style="width: 50%;">50 Marks</td> </tr> <tr> <td>b. Botany</td> <td>50 Marks</td> </tr> <tr> <td>c. Chemistry</td> <td>50 Marks</td> </tr> <tr> <td>d. Microbiology</td> <td>50 Marks</td> </tr> <tr> <td>e. Zoology</td> <td>50 Marks</td> </tr> </table> <p style="text-align: center;">(50 questions in each elective, total 100 questions)</p> <p>Level – Graduate                      Time - 90 Minutes</p>	a. Biotechnology	50 Marks	b. Botany	50 Marks	c. Chemistry	50 Marks	d. Microbiology	50 Marks	e. Zoology	50 Marks	Test: 09.30 – 11:00 AM <b>Saturday- July 02, 2016</b>  <b>Result Declaration</b> <b>Evening July 3, 2016</b> <b>Document Verification</b> <b>2/3 July, 2016</b>	<b>Counseling for M.Sc. courses</b> <b>All categories</b> <b>July 04/05, 2016</b>		
a. Biotechnology	50 Marks														
b. Botany	50 Marks														
c. Chemistry	50 Marks														
d. Microbiology	50 Marks														
e. Zoology	50 Marks														
<b>Post Graduate – M.B.A.</b>  MBA (CSMM), MBA (Financial Administration), MBA (Tourism Administration) , MBA (Business Economics) , MBA (HRD), MBA (e-Commerce), MBA (Hospital Admn.)	<b>Paper - I General (Compulsory)</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. Proficiency in English</td> <td style="width: 50%;">25 Marks</td> </tr> <tr> <td>b. General Reasoning and General Intelligence</td> <td>25 Marks</td> </tr> <tr> <td>c. General Awareness and General Science</td> <td>25 Marks</td> </tr> <tr> <td>d. Numerical Ability</td> <td>25 Marks</td> </tr> </table> <p>(Every section -25 questions, Total 100 Marks)</p> <p><b>Level - Undergraduate</b>  <b>Total Time – 90 minutes</b></p> <b>Paper - II</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. Interview</td> <td style="width: 50%;">10 Marks</td> </tr> <tr> <td>b. Group Discussion</td> <td>10 Marks</td> </tr> </table>	a. Proficiency in English	25 Marks	b. General Reasoning and General Intelligence	25 Marks	c. General Awareness and General Science	25 Marks	d. Numerical Ability	25 Marks	a. Interview	10 Marks	b. Group Discussion	10 Marks	<b>Test: 12.00 – 01:30 PM</b> <b>July 02, 2016</b> <b>Document Verification</b> <b>2/3 July, 2016</b>  <b>Sunday- July 03, 2015</b> <b>From 09.00AM -12.30 PM</b>  <b>Result Declaration</b> <b>Evening July 03, 2016</b>	<b>Counseling for MBA courses</b> <b>All categories</b> <b>July 04/05, 2016</b>  <b>Counseling for (Vacant seats)</b> <b>06 July, 2016</b>
a. Proficiency in English	25 Marks														
b. General Reasoning and General Intelligence	25 Marks														
c. General Awareness and General Science	25 Marks														
d. Numerical Ability	25 Marks														
a. Interview	10 Marks														
b. Group Discussion	10 Marks														

Course	Format of Entrance Test Pariksha Bhavan, Jiwaji University	Date & Time of Entrance Test & Declaration of Results	Date of Counseling Time - 09.30 A.M. Place - Galav Sabhagar Jiwaji University, Gwalior
M.Phil. (All Subjects)	Objective type questions for (all subjects)  Total 100Marks Total Questions 100 <b>Total Time – 90 minutes</b>  Level - Post Graduate standard.  (Merit will be prepared on the basis of marks secured in the paper)  <b>Total Time – 90 minutes</b>	Test: 09.30AM– 11:00 AM Wednesday - August 10, 2016   <b>Result Declaration</b> Evening, August 11, 2016	<b>Counseling dates will be announced later</b>
Ph.D. (All Subject)			

- In order to qualify for under graduate, M.B.A. and M.Sc. Course, a candidate must secure in test at least 30% (25% for SC / ST / OBC) marks in the test.
- To qualify for M.Phil. and Ph.D. Courses, a candidate must secure at least 50% (45% for SC / ST ) marks in the paper.

- 4.1.1 The candidates are required to answer on Optical Response Sheet (OMR) with blue or Black dot pen which will be evaluated by OMR machine. Students are, therefore, advised to bring dot pen on the day of examination.
- 4.1.2 The list of successful candidates will be prepared in accordance of their merit in entrance test. The list will be prepared for General and Reserved category, separately. **However, if a candidate of reserved category finds his / her merit in both the lists, he / she will have choice to opt any of these.**
- 4.1.3 In the event of more than one candidate standing at the same index, following order of preference will be observed.
- Candidate having passed the qualifying examination from Jiwaji University.
  - Candidate having passed the qualifying examination from other university of M.P.
  - Candidate having passed the qualifying examination from outside M.P.

***In all these, Candidate having passed the qualifying examination in 2016 will be preferred***

#### 4.1.4 Counseling

- 4.1.4.1. Counseling for the admissions will be held on scheduled time at Galav Sabhagar. The admission will be finalized then and there at the time of counseling. ***Therefore, the candidates qualify for counseling must report to the counseling team in Galav Sabhagar along with the Draft of the required fees in the name of the Registrar, Jiwaji University, Gwalior.*** Applicants who fail to appear for counseling will forfeit their claim for admission.
- 4.1.4.2. The candidate is required to **reach personally** before the counseling team. He / she should bring all the documents i.e., mark sheets / degree pertaining to eligibility in original as well as proof (in original) of having passed the qualifying examination.

- 4.1.4.3. **On June 30, 2016 and July 04-06, 2016** counseling shall be held for **all graduate and post-graduate courses**, respectively as per merit from the common merit list. Candidates from the reserved category, who qualify with general category candidates shall be admitted on unreserved seats, provided they give option for the same. A waiting list shall be prepared for each course. In this list names of only those students will be included who report on the day of counseling but could not get admission in the course for which they applied. These waiting lists shall be used for admission to vacant seats subsequently.
- 4.1.4.4. After completion of counseling process for unreserved seats on **June 30, 2016 for graduate courses**, the counseling for reserved category seats will commence on the same day on the basis of the respective merit lists. During the process of counseling on **June 30, 2016**, when the list of successful SC/ST/OBC category candidates gets exhausted and the seats remain vacant; these will be converted in to unreserved category on the same day. An announcement in this regard will be made by the Registrar, Jiwaji University, Gwalior or any other Officer authorized to do so. These converted seats will be filled up from the candidates of general category. **If needed, counseling for vacant seats may be continued on July 01, 2016.**
- 4.1.4.5. Similarly, after completion of counseling process for unreserved seats on July **04, 2016** for **M.Sc.** courses and **MBA** courses, the counseling for reserved category seats will commence on the same days. During the process of counseling on **July 04, 2016**, when the list of successful SC/ST/OBC category candidates gets exhausted and the seats remain vacant, they will be converted to unreserved category on the same day, respectively. An announcement in this regard will be made by the Registrar, Jiwaji University, Gwalior or any other Officer authorized to do so. **If needed, counseling for vacant seats may be continued on July 06 2016.**
- 4.1.4.6. After the counseling even if the seats remain vacant or they become vacant due to some or the other reasons, they will be filled up by the respective heads or coordinators as per the candidates merit in the admission test.
- 4.1.4.7. To find the place in waiting list, candidates are advised to enter their names in **Reporting Register**, which will be available at the counseling venue. Candidates fail to enter their names in the Reporting Register, will not find place in waiting list, In such case no claims of the students will be entertained.
- 4.1.4.8. However, **candidates who have appeared** in the qualifying examination and their final result is awaited, can be given provisional admission provided they are in the merit list and their aggregate percentages in the semesters / years before the pending examination result are more than the minimum required for the concerned course. They are required to give an undertaking to the effect that their admission may be deemed cancelled in case they fail to produce their result of qualifying examination, with required eligibility percentages, by **July 30, 2016** . In such cases there will be no refund of fees deposited and the given admission will stand cancelled.
- 4.1.4.9. After the counseling, if the course counselors are convinced with the claim of the candidate, he / she shall be issued an admission slip upon production of which he / she shall be entitled to deposit the requisite fees at the Bank counter of the Central Bank of India, University branch immediately. After depositing fee the candidate has to submit one copy of the Receipt Challan with the course counselors of respective department.



- 4.1.4.10. In case any of these conditions is not fulfilled by the candidate her / his candidature will be cancelled automatically.
- 4.1.4.11. In case a candidate fails to deposit **full fee** on the day / time of counseling then he/she will lose his/her candidature for admission and his/her seat will be allotted to the next candidate in the list. Further, after depositing the fees, if a candidate does not report back to the departmental counselors along with the fee Challan receipt, his/her case will be treated as non-acceptance of the offered admission and the offer of admission will stand as withdrawn.
- 4.1.4.12. If an open seat (non-payment category) becomes vacant at later stage, such seat will be given to the candidate admitted first in payment category seat.
- 4.1.4.13. Efforts will be made to complete the counseling on the notified day . However, it may continue on the next day. The candidates are advised to come prepared accordingly. All the candidates are required to remain present during all the counseling days / hours at the venue. **Failing to report at the time of call, the candidate will forfeit his / her claim for admission.**

## 4.2 Category - II Admission to Non-Entrance Test Based Courses

### 4.2.1 List of Courses

S.no	Level	Course		
1.	Graduate	B. Lib. I. Sc.		
2.	Post Graduate	M. Lib. I. Sc.		
		M.A. English	M.Sc. Physics	
		M.A. French	M.Sc. Electronics	
		M.A. Hindi	M.Sc. Mathematics	
		M.A. Education	M.Sc. Geology	
		M.A. Sanskrit	M.Sc. Chemistry	
		M.A. History	M.Sc. Remote Sensing & GIS	
		M.A. Extension Education & Social Work	M.Sc. Environmental Science	
		M.A. Political Science	M.Sc. Botany	
		M.A. Public Administration	M.Sc. Zoology	
		M.A. Economics	M.Sc. Industrial Chemistry	
		M.A. Jyotirvigyan	M.Sc. Biochemistry	
		M.A. Ancient Indian History, Culture & Archaeology	M.Sc. Computer Science	
		M.Sc. Medicinal Plant and Herbal Resource Management		
3.	P.G. Diploma	Retail Management	Yoga Therapy	
		Financial Administration	Computer Applications (PGDCA)	
		Forensic Science	English	
4.	Diploma	Food Production	Printing Technology	Spirituality & Personality management
5.	Certificate	French	English	
6.	Courses conducted by Institute of Distance Education	B.A., B.Sc., B.Com., B.B.A. (RTM), B.Lib.I.Sc., BJMC, MJMC, M.A. (Drawing & Painting, English, Economics, Geography, Hindi, History, Sanskrit, Sociology, M.S.W., B.Sc. (IT), M.Sc. (IT)) MBA (C.S.M.M., RTM) (each of TWO years duration), MBA(General), P.G. Diploma in : Psychological Counseling, Computer Applications		

#### 4.2.2 Admission Process

The rules and regulations for admission in above listed courses are as below:

- 4.2.2.1. Admission to these courses shall be made on the basis of merit in qualifying exam. The merit for admission shall be decided on the basis of **Index prepared on the basis of marks obtained in qualifying examination and the marks obtained in subject theory papers in which the student is seeking admission.**

#### 4.2.2.2. Rules to Derive Index -

- i. For admission to the courses of Sciences and Life Sciences listed above, index forms the basis of admission to a particular program. This index is calculated in the following way; the sum of

aggregate marks obtained in B.Sc. and aggregate marks obtained in theory papers of the respective subject in all the six semesters taken together forms the Index Number. Finally, the Index number is represented out of 100.

- ii. For admission to the courses of Social Sciences and Commerce, total percentage of marks obtained in B.Sc. / B.A. / B. Com. (All the Three years/ all the six semester combined) forms the index number.
- iii. Admission to B. Lib. I. Sc. course shall be based upon percentage secured in qualifying examination. For the purpose of admission, higher marks secured at graduate level or post graduate level forms the Index number for admission.
- iv. For admission in M. Lib. I. Sc. course, marks secured in B. Lib. I. Sc. course or in any course recognized equivalent to B. Lib. I. Sc. forms the Index number.
- v. For various Under Graduate, Diploma and Certificate courses the merit list will be prepared on the basis of aggregate marks of Higher Secondary Examination (10+2).

4.2.2.3 In the event of more than one candidate standing at the same index, following order of preference will be observed.

- Candidate having passed the qualifying examination from Jiwaji University.
- Candidate having passed the qualifying examination from other university in M.P.
- Candidate having passed the qualifying examination from outside M.P.

***In all these, Candidate having passed the qualifying examination in 2016 will be preferred.***

#### 4.2.3 **Counselling**

4.2.3.1. The list of the candidates eligible for admission in order of merit in the ***Non-Entrance-Test-Based Courses*** (Category II) will be displayed on the Notice Boards of the respective Schools of Studies on **July 05, 2016** by the evening and such candidates shall be eligible for counseling. *The candidate whose forms are incomplete, they can contact the Head of the department and can complete the deficiency before the start of counseling.*

4.2.3.2. All the eligible candidates whose names appears in the above mentioned lists shall report for counseling in the respective School of Studies on **July 06, 2016 at 12:00 Noon**. He/she is required to bring following original documents along with a photocopy of each:

- a. Mark sheets of all years/semesters of qualifying exams;
- b. Transfer Certificate;
- c. Original copy of Eligibility Certificate (Only those candidates who have passed qualifying exam from some other University);
- d. Original copy of Migration Certificate (Only those candidates who have passed qualifying exam from some other University)
- e. SC / ST/ OBC / FF / Physically Handicapped and Income certificate issued by competent authorities.

4.2.3.3. Admission of the candidates will be decided at the time of counseling and they will be required to **deposit fees immediately** after the issue of the admission slip. Therefore, the candidates reporting for counseling must bring the **Demand Draft of the required fees** in the name of the **Registrar, Jiwaji University, Gwalior** which must be deposited to the University immediately. After depositing the fees at the fee counter located in the bank, he/she should report back to the counseling team along with the fee challan receipt.

- 4.2.3.4. In courses **where the admissions are given on the basis of merit obtained** in qualifying examination, **provisional admission** can only be given if the seats are vacant and no candidate is available with required eligibility. But in such cases their aggregate percentages in the semesters / years before the pending examination results should be more than the minimum required for the concerned course. They are required to fetch an undertaking to the effect that their admission may be cancelled in case they fail to produce their result of qualifying examination with required eligibility percentages by **July 30, 2016**. If they fail to do so their admission will stand cancelled and they will not be given any refund of fee deposited by them while seeking admission.
- 4.2.3.5. In case a candidate fails to deposit fees on the day/time of counseling then he/she will lose his/her candidature for admission and his/her seat will be allotted to the next candidate in merit list. Further, after depositing the fees, if a candidate does not report back to the counseling team along with the fee receipt then his/her case will be treated as non-acceptance of the offered admission and such offer stands withdrawn.
- 4.2.3.6. If a candidate is absent on the day of the counseling, he/she will be marked absent and will lose his/her candidature for admission.

## 5. Location of Entrance Test

- 5.1 **Entrance Test will be conducted within the University campus.** Exact location will be notified on the notice boards located at Galav Sabhagar, Enquiry Office of the Jiwaji University Gwalior.
- 5.2 Admission process for Non- Entrance Test Based Courses will be conducted in respective departments.

## 6. Refund of Fee

- 6.1 If any candidate leaves the course or desires to cancel his / her admission before the **last counseling viz. 16 July, 2016** the fee will be returned to him / her after deducting 10% of the fees deposited by him/her. Only caution money will be refunded if a candidate leaves any course after the said date.
- 6.2 If a candidate seeks admission to another course offered by the University till **last counseling day**, the fees may be transferred to that course after deducting 10% of the total fee deposited. Thus, the candidate will be required to pay only 10% of the extra fee for another course. No change in the subject / course will be permitted after **last counseling day**. *An applicant will be permitted to change his/her course only once.*
- 6.3 In case where candidates have fetched an undertaking to the effect that their admission may be cancelled in case they fail to produce their result of qualifying examination with required eligibility percentages by **July 30, 2016**, they will not get any refund of admission fee except the caution money.
- 6.4 If a provisionally admitted student is declared fail, his / her deposited fees will be refunded after deducting 10% of the fees.

## 7. Other Important Points

- 7.1 Any situation, not covered by provisions mentioned in this Prospectus shall be referred to the Admission Committee which will work within the ambit of Act, Statutes and Ordinances of Jiwaji University, Gwalior and its decision shall be final.
- 7.2 The legal disputes, if any, shall be settled in the within the legal jurisdiction of Gwalior.
- 7.3 University reserves the right to start or not to start any of the courses mentioned in this prospectus.
- 7.4 For few courses of the University, entrance examination / admission is conducted by the agency as shown in the table below -

S.No.	Courses	Agencies that conduct Entrance Test
1-	B.E. Chemical B.E. Electronics B.E. Computer Science	AIEEE, New Delhi
2-	M.C.A. M.B.A. (MM,FM,HRDM)	Pre-M.C.A. and M.P.-M.E.T. – conducted by Madhya Pradesh Professional Examination Board, Bhopal.
3-	B. Pharmacy	MP- Pharma-JET, conducted by Madhya Pradesh Professional Examination Board, Bhopal.
4	B.P.Ed. and M.P.Ed.	MP Higher Education, Bhopal through mponline

The students who take admission through entrance test / counseling conducted by any external agency mentioned above will be required to procure and fill admission form of the Jiwaji University at the time of reporting for admission at the University.

- 7.5 Ragging, teasing, torturing or making nuisance in any way inside or outside the campus has been declared as a serious offence and strict action shall be taken against those who will be found involved in such activities.
- 7.6 If any incident of ragging comes to the notice of the University, the concerned student shall be given liberty to explain and if his / her explanation is not found satisfactory, the University would expel him / her from the institution.
- 7.7 If admitted students in a particular self supported course happen to be less than **05 in M.Phil.** and **10 in all other courses**, University *may or may not run* such courses in academic session 2016-17. In such circumstances the students will get refund of full fees.
- 7.8 Fee from SC/ST candidates shall be charged as per the rules of Govt. of M.P. The total fees paid by such candidates shall be decided on the basis of their parent's total annual income.
- 7.9 ***However if such candidate take admission against a payment seat, they are required to pay Full payment fees at the time of admission in addition to the caution money.***
- 7.10 If any applicant secure admission on the basis on forged certificate/s or by furnishing wrong information or by willingly concealing the adverse facts, University can cancel his/her admission at any time and no refund of fees will be done.

- 7.11 If it is noticed that a particular admission is wrongly made due to administrative or official negligence of the Course counselors, it will be cancelled immediately. In such case the candidate will get full refund of the fees deposited.
- 7.12 If a student, after taking regular admission, is continuously absent for 15 days without proper reason or prior permission or information, his/her admission may be cancelled.
- 7.13 The student is required to complete her / his ***undergraduate degree in five years*** and ***post graduate degree in three years*** from the ***date of admission***. If she / he fail to do so, they will have to leave the course. Moreover, they will not get any refund of the deposited fees.