

APPENDIX-B

Admission and Registration Process

A. ADMISSION PROCESS

The University until A.Y. 2022-23 has practised TWO different channels under Admission Cell:

1. University Admission Cell [UAC] in the University building for admission to following courses: Diploma, B.Tech, M. Tech, B.Sc (MLT), B.Sc (Nursing), Paramedical, D.Pharm, B.Pharm., PG (MA, MSC, MCOM), BBA, MBA, BCA, MCA, BLIS, MLIS, MARD, PGDCA.
2. College Admission Cell [CAC] in the Colleges. a) MBBS, BHMS, FYUGP, B.Ed., M.Ed., B.P.Ed., Yoga Co-ordinated by Team at the College level.

Admission Process:

- I. Submission of Application Forms by students (with enclosures as per check list) to the respective UAC Co-ordinator and/or CAC for Students File opening.
- II. Admission File Processing (with Fee receipts) by Admission Officer and Accounts Branch.
- III. Admission File Authentication by University Prof. i/c (Admissions) for UAC and by College Principal for CAC respectively.
- IV. After Authentication of Admission Files (UAC / CAC), these Files should be handed over to respective Admission Cell and kept there either in the Strong Room of the University [for UAC cases] or in the strong Room of College [for CAC cases].

B. REGISTRATION PROCESS:

- A. Following the conclusion of the admission process and/or notification issued by the Registrar's office to the concerned Colleges or Departments requesting them for the submission of the necessary information, duly completed by the students, together with a cover letter signed by the respective Principal / HoD in the prescribed format, Students Registration Process shall begin in stipulated time frame under the Registrar Cell.
- B. The registration procedure begins at the Registrar Cell reviewing/examining photocopies of all documents along with original copies of Migration and CLC. Once the Registration Form and Demand Draft (DD) or NEFT proof as the fee deposition for registration are received, the Excell sheet with all the required information is compiled and forwarded to the concerned College or Department for any corrections prior to get Registration Card printed the within 12 to 15 days.

- C. After receiving approval from the College Principal /HoD / Course Co-ordinator, the final list of students enrolled is prepared and delivered via email to the CoE office along with a 13 digit sequence number for the purpose of issuing Admit Card, TR and Mark Sheet/ Grade Card, Transcript, Certificate, etc.
- D. Once a student is registered following the above procedure, there is no binding on the University to change his/her personal details. Therefore, a student is advised to fill-in the personal details to the Application Form / Registration Form with utmost sincerity and accuracy. Any lapses noticed on the correctness of personal details shall legally fix the responsibility of not only on the student concerned, but also, on the concerned Principal / HoD / Course Co-ordinator.
- E. However, for any corrections to be made on the data sheet of the personal details of a student, a penalty in the form of Correction Fee of the tune of Rs. 500/- shall be levied on the student; and for this he/she has to deposit this in the University Account.
- F. ABC ID under the direction of UGC is a MUST for Students Registration. The concerned Principal / HoDs / Course Co-ordinator MUST create ABC ID properly in case of each student.