



UNIVERSITY OF HYDERABAD

ADMISSIONS 2016-17

INSTRUCTIONS TO THE CANDIDATES CALLED FOR COUNSELLING/ADMISSION TO VARIOUS COURSES DURING THE ACADEMIC YEAR 2016-17

1. The candidates should report **IN PERSON** to the Joint Registrar (Academic & Exams) on the date, time and the place specified in the Notification. **No Proxy** will be permitted to attend the counselling and complete the admission formalities if granted.
 2. On verification of the certificates and other related documents, if the admission is offered, the candidates should complete the admission formalities on the same day. Normally, 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 online application form and in the undertaking and keep them ready for submission at the time of admission.
 3. At the time of admission, the candidates should submit the following documents in original along with a set of self-attested copies for verification. Except the Transfer Certificate, all other original certificates shall be returned to the candidate after verification. Candidates who do not submit the qualifying degree certificate shall be **granted conditional admission only**.
 - a. CAT/GATE/IIT-JEE Mains and Advanced 2016 score card (Wherever applicable).
 - b. Mark sheets from Matriculation onwards.
 - c. Pass Certificate of the qualifying examination.
 - d. Transfer Certificate / Migration Certificate.
 - e. Latest Caste Certificate issued by the competent authority (in case of OBC) certificate issued on or after 1.4.2015 by the Competent Authority in Govt. of India (GOI) format.
 - 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).
 - h. Certificate of Competent Authority in case of candidates selected under Migrants of Jammu & Kashmir quota.
 - i. The candidates who have been conditionally called for admission on the basis of their claim of JRF qualification / information on the appearance in the NET for JRF must produce at the time of admission, **AWARD LETTER** of their UGC/CSIR NET for JRF, NBHM/ICMR/DBT JRF/ DST INSPIRE FELLOWSHIP/RGNF/MANF without which they will not be permitted to complete the admission. Therefore, the candidates those who could not produce the **AWARD LETTER** will not be granted admission though their names are figured in the admission notification.
- Note:** The original T.C./M.C. shall be retained by the University permanently which shall not be returned to the candidates.
4. The candidates have to fill the following forms (enclosed) and submit the same at the time of admission:
 - a) Check list (**Annexure – I**)
 - b) Anti-Ragging Form (**Annexure – II**)
 - c) **Medical Declaration Form. (Annexure – III)**
 - d) Undertaking by the candidate with counter signature of his/her parent/guardian in the prescribed form. (**Annexure – IV**)
 - e) Two photographs: One photograph should be pasted on online application form and the other on Medical Declaration Form.
 - f) Application form for Admission Withdrawal (**Annexure – V**) – **If required.**
 5. 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 proceed for admission (as given in the admission notification) Demand Draft in favour of Finance Officer, University of Hyderabad, payable at Hyderabad/Online payment through SBI I-Collect.
 6. OBC (non-creamy layer) Candidates should submit the certificate in the prescribed format (obtained on or after 1.4.2015) in support of their claim issued by a Competent Authority without which they will not be permitted to complete the admissions and the provisional selection for admission under OBC category stands automatically cancelled.

7. (a) Candidates should submit the result of the qualifying examination and other earlier examinations positively at the time of admission. **In exceptional cases, extension of time is given upto 30.7.2016. Such candidates will be given conditional admission upto 30.7.2016.** If they fail to submit their result by **30.7.2016** 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 would be cancelled forthwith. However, this extension in exceptional cases till **30.7.2016** is not allowed in the case of candidates taking regular or supplementary or improvement examinations of the qualifying degree after **30.7.2016** 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 30.7.2016 to submit the same failing which such admissions will also be cancelled without any notice.
 - c) Candidates seeking admission for Ph.D. Programme on the basis of M.Phil degree must provide a certificate from Department/School/University concerned, **that they have submitted the M.Phil Dissertation by 30-6-2016, failing which they will not be granted admission.**
 - d) The candidates who have been conditionally called for admission on the basis of their claim of JRF qualification / information on the appearance in the NET for JRF must produce at the time of admission, **AWARD LETTER** of their UGC/CSIR NET for JRF, NBHM/ICMR/DBT JRF/ DST INSPIRE FELLOWSHIP/RGNF/MANF without which they will not be permitted to complete the admission. Therefore, the candidates those who could not produce the **AWARD LETTER** will not be granted admission though their names are figured in the admission notification.
8. 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.
9. **Further, candidates of SC/ST categories who leave the course prior to the sanction of the Scholarship by the Social Welfare Department, Govt. of Andhra Pradesh/Telangana should pay the full fees and clear all their dues, failing which they will not be given Transfer cum Migration Certificate.**

The SC/ST students belonging to state of Andhra Pradesh/Telangana 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 Andhra Pradesh/Telangana.

10. The tuition and other fees shall be adjusted after receiving their scholarship amount from the Social Welfare Department, Govt. of Andhra Pradesh/Telangana Such candidates who want to avail this facility, should submit the latest income certificate issued by a competent authority for the year 2015-16 (1.4.2015 to 31.3.2016) 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.
11. Candidates admitted in a 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.
12. Candidates medically unfit shall not be admitted.
13. 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 shall be removed from the rolls of the University if they abstain from classes continuously for more than 10 days.**
14. 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).
15. The students should bear the expenses related to visits/educational tours etc., if arranged and considered essential for the programme.
16. 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).

17. Refund of deposits and fees:

The rules for refund of fee to students on account of withdrawal/cancellation of admission etc. approved by the University in **75th Academic Council meeting (item No.AC:75:2K15:24 and 167th EC)**, for implementation w.e.f. the academic session 2015-2016, are given below for compliance by all concerned:

	Reasons for seeking refund	Quantum of fee to be refunded
a)	When a student applies for withdrawal of admission before last date of admission. upto 12th August 2016	Full fee after deduction of Rs.1,000/-.
b)	When a student applies for withdrawal of admission after the last date of admission (i.e., 12th August 2016) consequently the seat is falling vacant and remain unfilled.	After deduction of Rs.1,000, to return the fee collected with proportionate deductions of monthly fee (divided by 6 months)
c)	When admission is made inadvertently due to error/omission/commission on the part of the University	Full Fee will be refunded
d)	When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificate(s), providing misleading information by the student or for any error/mistake on the part of the student.	No fee will be refunded.

18. 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. 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 undertaking form (**Annexure-IV**) and keep ready with them for submission at the time of admission, if granted. The vacancy position in respect of the courses shall be displayed on the date of operation of the waiting list for that course.

19. After completing the admission formalities, the students should collect their Admit Slip at the Admission Office and submit the same in respective School/Department/Centre.

JOINT REGISTRAR
(Acad & Exams)

Date: 27-6-2016

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 away 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.

**UNIVERSITY OF HYDERABAD
CHECK LIST**

To
The Joint Registrar (A&E),
University of Hyderabad, Hyderabad.

Date:

Sir,

I am submitting herewith the following certificates with a request to grant me admission in your university during the Academic Year 2016-17

NAME OF THE CANDIDATE:

COURSE & SUBJECT:

Sl. No.	Nature of Certificate	
1	ORIGINAL CERTIFICATES (PLEASE TICK)	
	a) Transfer Certificate	
	b) Migration Certificate	
2	XEROX COPIES OF THE CERTIFICATES COLLECTED (PLEASE TICK)	
	a) SSC/Class X Marks Memo	
	b) SSC/Class X Certificate	
	c) Inter/HSC/12 th Class Marks Memo	
	d) Inter/HSC/12 th Class Certificate	
	e) Degree Marks Memo	
	f) Degree Provisional/Degree Certificate	
	g) P.G. Marks Memo	
	h) P.G. Provisional/Degree Certificate	
	i) M.Phil/M.Tech.	
	j) Recent Caste Certificate	
	k) Recent Income Certificate	
	l) Dissertation Submission Certificate in case of M.Phil. R.A. Category Please see 7(C) in Instructions	
	m) PH/VH/HI Certificate from a Civil Surgeon	
	n) UGC JRF/CSIR JRF/ICMR JRF/DBT JRF/D-SRF/NBHM/INSPIRE/RGNF/MANF	
	o) Any Other Certificates	

CURRENT MAILING ADDRESS

Email:
Mobile No.:

PERMANENT ADDRESS

Email:
Mobile No.:

NOTE: Do not provide Hostel address in the Permanent Address Box

Signature of the Candidate

FOR OFFICE USE

1. The above documents submitted by the candidate have been verified and found to be in order.
2. Xerox copies of the certificates as ticked above have been verified with reference to the originals.
3. The eligibility requirements as prescribed in the prospectus have been checked and the candidate fulfills the same.
4. The qualifying degree results are not yet announced.
5. The candidate may be granted Provisional admission / Conditional Admission.
6. **Certificates Due:**
 - a)
 - b)
 - c)
 - d)
 - e)

Dealing Assistant

Assistant Registrar (Acad)

Joint Registrar (A&E)

UNIVERSITY OF HYDERABAD

Undertaking to be filled in and signed by all the students of
University of Hyderabad in respect of ANTI-RAGGING

I, _____ (Name of the Student)
studying _____ (Course & Subject)
S/o / D/o _____ residing at

(Permanent home address with phone number), undertake that I am aware of the system of punishment in case of ragging other students and that in case I become involved in any manner in any ragging case, I am liable for any punishment, including:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding / withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing for any test/examination or other valuation process.
5. Withholding results.
6. Debarring from representing the institution in any National/International meet, tournament, youth festival, etc.
7. Suspension and expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 2 academic years.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 50,000/-.
11. Rigorous imprisonment up to three years (by Court of Law), etc.

Date: _____

Signature of the Student

Mobile No:

Room No:

Hostel:

University of Hyderabad
Admissions 2016-17
Medical Declaration Form

Name :
Father's Name :
Mother's Name :
Course :
Subject :



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 wilful 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:

Date:

To
The Controller of Examinations,
University of Hyderabad,
Hyderabad – 500 046

Sir,

Sub: Submission of undertaking by the candidates granted provisional admission under result-awarded category – Reg.

1. I, S/o / D/o
..... Have been granted provisional admission to
..... Course/Programme under result-awarded category during
the academic year 2016-17.
2. I am given provisional admission on a condition that I should complete all the requirements viz., writing of theory exam, practicals, viva-voce, etc., of the qualifying degree before 31st July, 2016 and I must submit the certificates of the qualifying degree before 31st July, 2016.
3. I am fully aware that in the absence of failing to comply with the above conditions and submission of the certificates before the above said date, my admission stands automatically cancelled and the University will not entertain any correspondence in this regard.
4. I will submit the qualifying degree certificates without the University reminding me.
5. No notice will be served to me before cancelling the admission.

Yours faithfully,

()

Countersigned by
Parent/Guardian



UNIVERSITY OF HYDERABAD
P.O. Central University, Hyderabad – 500046

APPLICATION FORM FOR ADMISSION WITHDRAWAL

1.	Name of the Student						
2.	Father's Name						
3.	Course & Subject of Study						
4.	Category	GE	SC	ST	OBC	PH	DP
5.	Date of Joining						
6.	Enrolment No.						
7.	Date of Leaving						
8.	Reason/s for leaving (Please fill/tick appropriate reason)	Joining another University:			Course:		
		Taking up employment		Financial Problems			
		Non-availability of hostel		Personal problems			
		Any other reason, please specify:					
9.	Particulars of the fees paid	Tuition and other fees paid on Dt. _____ Rs. _____					
10.	Bank A/c details of the student (IN BLOCK LETTERS)	Bank Name					
		Bank Account No.					
		Branch and IFSC Code					

Date:

Signature of the Student

.....

The student may be permitted to withdraw his/her admission.

Date:

 Dean of the School /
 Head of the Department / Centre

.....

Based on the recommendations of the HoD/Dean, the admission of the student is cancelled.

Dealing Asst.

A.R. Acad.

Joint Registrar (A&E)

Controller of Examinations

Rules of Refund of Fees on account of withdrawal/cancellation of admission

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d)	When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificate(s), providing misleading information by the student or for any error/mistake on the part of the student.	No fee will be refunded.