

**RAYAT-BAHRA
UNIVERSITY**



Village Sahauran, Tehsil Kharar, Distt. Mohali - 140104

THE FIRST ORDINANCES

OF

**RAYAT-BAHRA
UNIVERSITY, MOHALI**

2014

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Chapter-1

ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT

1. Admissions:

- 1.1 Admissions to Under Graduate programs of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of AICTE / PCI / BCI / NCTE / UGC / Punjab Govt / other statutory councils modified as necessary from time to time.
- 1.2 Admissions to the Under Graduate programs are made once a year in July based on the merit in the entrance examination/ marks obtained in the qualifying exam.
- 1.3 The detailed procedure and other requirements for admission are specified in the Admission Brochure brought out every year.
- 1.4 The Central Admission Cell of the University will complete the process of admission of students to various programs as per the University norms and intake capacity of seats.
- 1.5 Admission to the Ph. D programmes is made on the basis of written test, interview/ discussion on research area as per UGC (Minimum Standards and Procedures for Award of M.Phil/ Ph. D. degree), Regulation 2009 and the selected candidates are required to deposit the requisite fees for the Ph. D Programme.

2. Eligibility:

- 2.1 The minimum Academic qualification for admission is a pass in the Final Examination of 10+2 or its equivalent as per statutory bodies. The detailed procedure and other requirements for admission are specified in the Admission Brochure brought out every year.
- 2.2 Admission to Under Graduate program requires that the applicant:
 - 2.2.1 be eligible,
 - 2.2.2 go through the laid down admission procedure, and
 - 2.2.3 pay the prescribed fees.

- 2.3 The minimum Academic qualifications for admission to Post Graduate courses of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of AICTE/PCI/BCI/NCTE/UGC/Punjab Govt. modified as necessary from time to time.

3 **Reservation Policy:**

Admission to the programmes of study at the Rayat-Bahra University shall be open for all candidates from India, abroad and Punjab domicile. However 15% seats shall be exclusively reserved for the candidates of Punjab domicile subject to reservation policy of the State Government for the time being in force. Further 10% seats shall be exclusively reserved for the candidates of other States under reservation.

4 **Enrolment/First Registration:**

- 4.1 The list of admitted students received from the various schools is processed in the Examination Section for allocation of Registration numbers.
- 4.2 The list of Registration numbers along with details is forwarded to the concerned Schools.
- 4.3 The Examination Section shall also issue printed Registration / Identity cards to all the admitted students of the University with Registrar as the signatory.
- 4.4 All admission to the Under Graduate programs should be formally approved by the Dean Academic Affairs (DAA) or Admission committee formed for the purpose
- 4.5 A list of all the registered students will be forwarded to the Vice-Chancellor, Registrar, Dean Academic affairs Chief Finance and Accounts Officer and Dean of the concerned school for information.
- 4.6 With the completion of the process of admission by the closing date, the admission cell shall forward list of students along with details like Name of Student, Father's Name, Mother's Name etc, to the Examination Cell through the Dean of the respective Schools, for the purpose of allocation of Registration numbers.
- 4.7 The examination section shall maintain the records of all the registered students in respective personal files.

4.8 The Registration Branch shall maintain year-wise registers and personal files of all the students studying in the schools of the university or enrolled as scholars for research work in the university.

4.9 The register shall contain, in respect of each student: For example University Registration No RBU/MGT/MBA/2014/001 along with the following details:

i) Name ii) Father's Name iii) Mother's Name iv) Date of Birth v) Full Address (permanent and communication) vi) Contact No vii) Name of the School joined viii) Class in which admitted ix) Date of Admission x) Result of every Examination appeared / passed along with roll number in each case and name of the board/university xi) Any achievements made xii) Character Certificate xiii) Medical fitness Certificate and xiiii) Two passport size photographs

4.10 Register shall also contain, in respect of each student:

4.10.1 Result of every examination appeared, passed/ failed/ Re-appear, Roll Number, along with one month and year

4.10.2 Distinctions achieved/ awards, if any, penalties of serious nature etc.

4.11 All the persons admitted in any school of the university and registered after the / confirmation of eligibility will be called 'Students of the University.'

4.12 The Dean of every university school shall forward to the Registration branch the above details of the students within 15 days of the last admission made. Certifying that the student has paid the requisite registration fee.

4.13 The Dean of every university school shall first confirm whether the candidate is eligible for admission according to the criteria laid down by the university and then verify the genuineness of every certificate and degree before granting admission.

4.14 In case of doubt about the genuineness of the certificates, verification should be got made from the result gazettes of the concerned Board/University. For any negligence or irregularity in this regard the Dean will be held personally responsible.

4.15 The Deans of various schools will send, along with the returns of the admitted students, all the original certificates to the Eligibility Section in the Registration Branch. The branch will then verify at its own level the eligibility of the candidates as well as the genuineness of their documents.

4.16 The Registration branch shall issue Registration Number Cards to all the students who are registered as students of this University.

- 4.17 The applications for admission to University examination shall be scrutinized with reference to the Students Eligibility Register maintained by the registration branch.
- 4.18 A student applying for change of name or seeking any correction in the particulars already supplied by him/her will have to submit an affidavit along with all other relevant documents containing all the details of the change desired, along with Fee as prescribed under regulations from time to time. However, no fee will be charged from a student if any of his or her particulars has been entered wrongly by any university employee at any level.
- 4.19 The university registration number once allotted to a student is permanent and will remain the same for all times to come. If a student leaves this university and rejoins it even after a gap of some years, his/her registration number will remain unchanged.
- 4.20 The Registration Branch will keep record of all the students in soft as well as hard copies. The branch will also ensure that the copies of such record are also separately maintained in the Respective Schools.
- 4.21 In case of foreign students, eligibility conditions and the genuineness of their documents must be ensured according to the eligibility conditions for admission to a particular course. The concerned foreign students must also produce recognition / equivalence of their certificates and degrees from Association of Indian Universities or similar approving/equivalence agencies.
- 4.22 Registration branch as well as Deans of Schools/ Departments must ensure that only sanctioned number of seats for a particular course is filled.
- 4.23 If a student, on leaving the University, requests for a Migration certificate, the same will be issued on completion of required formalities and payment of prescribed fee.
- 4.24 Candidates shall have to register as bonafide students with the University as per University regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester. A student is allowed to attend classes only for those subjects that he/she has registered in a semester. .

5. **Cancellation of Admission:**

- 5.1 All students admitted provisionally or otherwise to any program are required to submit their marks sheets, provisional certificates, etc. of the qualifying examination and other documents at the time of Counseling for admissions.
- 5.2 The Academic Council can cancel the Admission of any student who fails to submit the prescribed documents or to meet the stipulate requirement(s).

- 5.3 The Academic Council may also cancel the admission at any stage during the Course, if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

6. **Guidelines for Change of Branch:**

- 6.1 The students shall normally pursue the respective Under Graduate programs allocated to them at the time of admission.
- 6.2 However, the Academic Committee may permit a limited number of academically meritorious students as assessed by their performance in the Institute at the end of the first year, to change their branch as per approved guidelines
- 6.3 A student may be allowed change of branch on the basis of his/her academic performance at the end of the Second Semester provided that:
- 6.3.1 Any student pursuing B. Tech programme, may be allowed a change of branch after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme.
- 6.3.2 The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA). Only such students who have cleared all examinations of both the Semesters in first attempt.
- 6.3.3 Only such students who have cleared all examinations of both the semesters in first attempt with a minimum CGPA 5.0, in examinations held during academic session of his/her first admission to the course and cleared all the dues of the University will qualify to apply for a change of branch.
- 6.3.4 Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change.
- 6.3.5 The Change of Branch applicable only to all Undergraduate Engineering Courses.
- 6.3.6 The application for change of branch shall be submitted to Dean, Academic Affairs within 15 (Fifteen) days from the date of publication of result along with the prescribed fee.