

# GENERAL RULES OF ADMISSION IN VARIOUS COURSES CONDUCTED BY UNIVERSITY

## 1. 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. 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 *Nishaktijan* 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. But in such cases, no candidate (whatever category he/she belongs to) who has secured below 45% will be admitted.
- 1.1.3 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 4.1.4.7 and 4.2.3.4.
- 1.1.4 Candidates who have passed their qualifying examination from universities other than Jiwaji University are required to submit '**Eligibility Certificate**'.
- 1.1.5 Fresh admission will be given only in first semester / first year of the course.

### 1.2 Age Limit

As per the government rules the upper age limit for admission to undergraduate courses is 22 years whereas for postgraduate degree and diploma courses it is 27 years as on **July 01, 2009**. 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 **Nishaktjan** 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 institution 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 Yoga / L.L.M. courses also. 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 The applicants appearing in supplementary examination of the qualifying examination .

- 1.3.3 An applicant already holding a Master's degree from a faculty shall not be eligible for the admission to a programme 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 a case is pending in the court of law 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 cannot take admission in courses run during working hours. However, they can take admission in courses run after regular working hours. For the same they will have to produce a No Objection Certificate (NOC) form their employer.

#### 1.4 Weightage in Admission Index

- 1.4.1 **A weightage of 5% (of the index)** in index shall be given to the candidate, in both categories of the courses (entrance & non-entrance based), 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 eligibility. It will only be used to assign merit. In order to claim weightage requisite certificates should be enclosed alongwith the form. Any certificate produced after submission of forms will not be take into consideration.

- 1.4.2 Physically handicapped candidates will be given a weightage of 10% in marks obtained in qualifying examination/score of entrance exam, 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 specialisations/special paper, in a subject, the following criteria will be adopted to allot the specialisation/special paper :

- 1.5.1 Number of seats in each specialisation shall be equal. Depending upon the availability of students in III-semester, their exact number will be decided.

1.5.2 Allotment of a specialisation/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 preceeding semesters.

1.5.3 The University reserves the right to run or not to run a specialisation.

## 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. He/She is not required to appear in written exam.

1.6.2 For **admission to sponsored** seats the candidate should have the minimum eligibility as laid down for respective courses. However, he/she 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 counselling.

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 on the application form attached with this prospectus and will have to pay the fee as prescribed for payment seat alongwith a sponsership fee of Rs 25000/- at time of admission. He/she will be required to take leave for the duration of the course.

## 1.7 Others

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

## 2. Reservation Policy and Conversion of Seats

2.1 Reservation of seats in courses offered by the Univeristy will be in accordance with the policy of Madhya Pradesh Government. The benefit of reservation will only be applicable only to the **domiciles of Madhya Pradesh**.

2.2 Of the total seats, 16 percent and 20 percent seats in 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 3percent of the total seats in all categories will be for sons, grandsons, daughters and grand daughters of freedom fighters, for sons and daughters of defence personnel died or disabled in war and physically handicapped. A combined merit will be prepared after giving a weightage of 10 percent to candidates belonging to physical handicap category.

2.5 A horizontal reservation of 3 percent of the total seats will be given in all categories to applicants from *Nikshaktjan* category.

- 2.6 A horizontal reservation of 30 percent of the total seats will be for women applicants.
- 2.7 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:
- 2.7.1 One seat for wards of regular teachers and officers of the University and
- 2.7.2 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 his respect a certificate from the Registrar, Jiwaji University, Gwalior/Competent authority shall be required)**
- 2.8 If any reserved category candidate gets placed in general/open list on 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.
- 2.9 If less than half seat falls under reservation then the seat will not be available, but in case the proportion of seat is between half and one it will be treated as one.
- 2.10 If reserved seats remain vacant till the last date of admission, the seat will be converted to open competition on the basis of merit.
- 2.11 To avail benefit of reservation a certificate from a Competent Authority should be produced .
- 2.12 The candidate (applicants) must indicate explicitly the category for which he / she wants avail the advantage of reservation for admission . This option will, in no case , be allowed to be changed.
- 2.13 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.
- 2.14 Conversion of vacant seats among reserved categories (SC / ST / OBC) will be done as per M.P. Government directives. A seat remaining unfilled, after the completion of conversion process, shall be treated as unreserved and will be filled from candidates belonging to unreserved category. 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/OBC seats will take place as mentioned in point no. 4.1.4.

### 3. How to Apply?

- 3.1 Firstly a student should obtain a Prospectus. The cost of the Prospectus is Rs. 400/- (by post it costs Rs. 450/-) and application form is appended to it. Prospectus can be obtained by making a cash payment of Rs. 400/- at the cash counter of the University or by sending a bank draft of Rs. 450/- drawn in

favour of Registrar, Jiwaji University and payable at Gwalior along with a request to the following address:

**Registrar, Jiwaji University, Gwalior (M.P.) - 474 011.**

- 3.2** The following application forms are provided alongwith this Prospectus.
- i. Five forms (all carrying same number)** for admission to **test based courses and non-test based courses**. (A student can apply for admission in upto five courses)
  - ii. One form** for Physical education courses.
  - iii. A computer DATA SHEET** (*to be filled by the candidate carefully*).
- 3.3** The candidate is advised to make a careful note of the serial number on the application form which should be the same as that on the prospectus and on the admit card. The serial number of prospectus and admit card will be roll number for entrance based courses. Candidates should ensure that serial number mentioned on all the three documents viz., Application Form, Prospectus and Admit Card, is same. In case of any discrepancy kindly intimate the University.
- 3.4** This serial number must be quoted in all future correspondence with the university. The candidate should detach this card and preserve it for appearing in the entrance examination. **No separate Roll number or duplicate admit card will be issued.**
- 3.5** **Do affix self-**attested photographs at desgnated places in application form.
- 3.6** A candidate can procure Departmental Profile from the concerned department after collecting admission brochure.
- 3.7 Filling up Application Form and Computer Data Sheet**
- 3.7.1** Enter all the information sought in the appended computer sheet in prospectus. While applying, write the names of all courses in which admission is sought in the computer sheet, in order of preference, along with their respective code numbers.
  - 3.7.2** Write boldly at the top of the application form the name of the subject in which admission is to be sought.
  - 3.7.3** If a candidate fails to enter a preferred course in computer data sheet then he/she will lose the opportunity of admission in that course.
  - 3.7.4** A candidate will himself/herself be liable for entering incorrect details regarding his/her caste.

- 3.8 Last date for receipt of completed application forms in the University office is **June 24, 2009**. Late submission will require deposition of **Rs. 200/-** in addition to the cost of the prospectus till **June 27, 2009**.
- 3.9 For every course, Rs. 100/- as Registration fee should be deposited via cash or bank draft (For ex. – If candidate applies for three courses he needs to deposit Rs. 300/-).
- 3.10 Applications for admission shall not be accepted after the last date as notified by the University.
- 3.11 Application forms provided with this prospectus are nontransferable and can be used by only one candidate. *Use of these forms by more than one applicant will result in their disqualification from candidature.*
- 3.12 Complete the computer sheet **very carefully** by filling all the relevant information as required.

#### **4. Particulars of Admission Process to Various Courses**

All the courses being run by the University could be classified into two categories from the viewpoint of admission test-

**Category - I Entrance Test Based Courses**

**Category - II Non-Entrance Test Based Courses**

Details concerning admission to each category of courses is given on next page :

##### **4.1 Category - I Admission to Entrance Test Based Courses**

The details of entrance test conducted by the University for admission to courses in these courses are as under:

| Course   | Format of Entrance Test<br>(Admission Index will be based on the total marks obtained in tests mentioned in front of a course)   | Date & Time of Entrance Test and Declaration of Results                                     | Date of Counselling<br>Time - At 09.30 Morning<br>Place - Galav Sabhagar   |
|--|--|---|--|
| <b>Graduate</b><br>B.B.A./ L.L.B (Hons)/ B.C.A.  | a. General Knowledge 25 Marks<br>b. General English 25 Marks<br>c. Numerical Ability 25 Marks<br>d. Reasoning 25 Marks<br><br>(25 questions in every section, total 100 questions)<br><b>Level - 10+2</b> Total Time – 90 minutes  | Test - At 09.30 AM on July 01, 2009<br><b>Result Declaration - Evening</b><br>July 01, 2009 | <b>Counselling</b><br><b>For all categories -</b><br>July 02<br><b>For all categories</b><br><b>(Vacant seats) –</b><br>July 03, 2009  |
| <b>Post Graduate - (Maths Group)</b><br>M.Sc. in Instrumentation & Commercial Methods of Analysis (MICA)/ Industrial Chemistry   | <b>Paper - I General (Compulsory)</b><br>a. Proficiency in English 25 Marks<br>b. General Reasoning and General Intelligence 25 Marks<br>c. General Awareness and General Science 25 Marks<br>d. Numerical Ability 25 Marks<br><br>(25 questions in every section, total 100 questions)<br><b>Level -</b> The level of (a), (b) and (c) above will be mainly as per the foundation course of undergraduate level of M.P. Universities and for section (d) will be related to elementary mathematics. Total Time – 90 Minutes | Test - At 09.30 AM on July 05, 2009   | <b>Counselling</b><br><b>for all categories -</b><br>July 07, 2009<br><b>For Reserved Category</b><br><b>who could not get admission</b><br><b>on first day of</b><br><b>counseling –</b> July 08, 2009<br><b>For all categories</b><br><b>(Vacant seats) –</b><br>July 09, 2009 |
| <b>Paper - II Elective (Mathematics Group) - Required to attempt any two papers</b><br>a. Physics 150 Marks<br>b. Chemistry 150 Marks<br>c. Mathematics 150 Marks<br>d. Electronics 150 Marks<br>e. Computer Science 150 Marks<br><br>(Total 75 questions)<br><b>Level – Graduate</b> Total Time - 150 Minutes | Test –At 11.15 AM on July 05, 2009<br><br><b>Result Declaration - Evening</b><br>July 06, 2009   |   |  |
| <b>(Life Sciences Group)</b><br>M.Sc. in Biomedical Technology/ Microbiology/ Neuroscience/ Food Technology/ Biotechnology/ Industrial Chemistry/ Instrumentation & Commercial Methods of Analysis (MICA)  | <b>Paper - I General (Compulsory)</b><br>a. Proficiency in English 25 Marks<br>b. General Reasoning and General Intelligence 25 Marks<br>c. General Awareness and General Science 25 Marks<br>d. Numerical Ability 25 Marks<br><br>(25 questions in every section, total 100 questions)<br><b>Level -</b> The level of (a), (b) and (c) above will be mainly as per the foundation course of undergraduate level of M.P. Universities and for section (d) will be based on elementary mathematics. Total Time – 90 Minutes   | Test - At 09.30 AM on July 05, 2009   | <b>Counselling</b><br><b>for all categories -</b> July 07, 2009<br><b>For Reserved Category</b><br><b>who could not get admission</b><br><b>on first day of</b><br><b>counseling –</b> July 08, 2009<br><b>For all categories</b><br><b>(Vacant seats) –</b> July 09, 2009       |
| <b>Paper - II Elective (Biology Group) - Required to attempt any two papers</b><br>a. Chemistry 150 Marks<br>b. Zoology 150 Marks<br>c. Botany 150 Marks<br>d. Microbiology 150 Marks<br>e. Biotechnology 150 Marks<br><b>Level – Graduate</b> (Total 75 questions)<br>Total Time - 150 Minutes                | Test –At 11.15 AM on July 05, 2009<br><br><b>Result Declaration - Evening</b><br>July 06, 2009   |   |  |

| Course  | Format of Entrance Test<br>(Admission Index will be based on the total marks obtained in tests mentioned in front of a course)  | Date & Time of Entrance Test and Declaration of Results  | Date of Counselling Time - At 09.30 Morning Place - Galav Sabhagar   |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|---|---|--|--|-----------------|-----------------|-----------------|--------------------|-----|-----|-------------------------|-----|-----|------------------|----|----|--------------------------------|----|----|------------------------------|--|--|-----------------------|-----|-----|
| <b>Post Graduate – M.B.A.</b><br>MBA CSMM, MBA<br>Financial Administration,<br>MBA Tourism<br>Administration , MBA<br>Business Economics ,<br>MBA HRD, MBA E-<br>Commerce | <b>Paper - I General (Compulsory)</b><br>a. Proficiency in English 25 Marks<br>b. General Reasoning and General Intelligence 25 Marks<br>c. General Awareness and General Science 25 Marks<br>d. Numerical Ability 25 Marks<br>(25 questions in every section, total 100 questions)<br><b>Level</b> - The level of (a), (b) and (c) above will be mainly as per the foundation course of undergraduate level of M.P. Universities and for section (d) will be related to elementary mathematics. <b>Total Time – 90 minutes</b> | Test - At 09.30 AM on July 05, 2009  | <b>Counselling for all categories - July 07, 2009</b><br><b>For Reserved Category who could not get admission on first day of counseling – July 08, 2009</b><br><b>For all categories (Vacant seats) – July 09, 2009</b> |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | <b>Paper - II</b><br>a. Interview and Group Discussion 10 Marks each  | From 08.0 AM- 12.30 PM on July 06, 2009<br><b>Result Declaration - Evening July 06, 2009</b>   |  |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
| <b>Courses in Physical Education and Aerobics</b><br><br>B.P.Ed., M.P.Ed. and CAF   | <b>Paper - I</b><br>Written Test B.P.Ed. 100 Marks M.P.Ed. 100 Marks<br>Time 01 Hour 02 Hours<br><b>Level :</b> B.P.Ed. - General Knowledge in Sports, Physical Education and Aerobics M.P.Ed. - B.P.Ed. Level<br>(For detailed information kindly refer to particulars of SoS in Physical Education)   | Test - At 09.30 AM on July 12, 2009  | <b>Counselling For all categories - July 16, 2009</b>  |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | <b>Paper - II</b>   | 06.00 AM from July 13-15, 2009 at University Sports Ground<br><br><b>Result Declaration - Evening July 15, 2009</b>  |  |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   |   | <table border="1"> <thead> <tr> <th></th> <th>B.P.Ed. (Marks)</th> <th>M.P.Ed. (Marks)</th> </tr> </thead> <tbody> <tr> <td>Motor Fitness Test</td> <td>100</td> <td>100</td> </tr> <tr> <td>Sports Performance Test</td> <td>100</td> <td>100</td> </tr> <tr> <td>Group Discussion</td> <td>10</td> <td>10</td> </tr> <tr> <td>Personality Test and Interview</td> <td>10</td> <td>10</td> </tr> <tr> <td>Personal Sports Achievements</td> <td colspan="2">( Depending on the level of events - 03 to 30 marks)</td> </tr> <tr> <td>Medical Fitness Test*</td> <td>Fit</td> <td>Fit</td> </tr> </tbody> </table> |  |                 | B.P.Ed. (Marks) | M.P.Ed. (Marks) | Motor Fitness Test | 100 | 100 | Sports Performance Test | 100 | 100 | Group Discussion | 10 | 10 | Personality Test and Interview | 10 | 10 | Personal Sports Achievements | ( Depending on the level of events - 03 to 30 marks) |  | Medical Fitness Test* | Fit | Fit |
|   |   | B.P.Ed. (Marks)  |  | M.P.Ed. (Marks) |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | Motor Fitness Test  | 100  |  | 100             |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | Sports Performance Test   | 100  |  | 100             |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | Group Discussion  | 10   |  | 10              |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | Personality Test and Interview  | 10   |  | 10              |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | Personal Sports Achievements  | ( Depending on the level of events - 03 to 30 marks)   |  |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | Medical Fitness Test*   | Fit  |  | Fit             |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |
|   | (For detailed information kindly refer to particulars of SoS in Physical Education)<br>* For only those students who secure place in final admission list.  |  |  |                 |                 |                 |                    |     |     |                         |     |     |                  |    |    |                                |    |    |                              |  |  |                       |     |     |

- 4.1.1 The candidates are required to answer on Optical Response Sheet (OMR) with HB Pencil, which will be evaluated by OMR machine. They are, therefore, advised to bring HB PENCIL & ERASING RUBBER 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 find 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.

- i. Candidate having passed the qualifying examination from Jiwaji University.
- ii. Candidate having passed the qualifying examination from other university of M.P.
- iii. Candidate having passed the qualifying examination from outside M.P.
- iv. Candidate having passed the qualifying examination in 2008.

#### 4.1.4 Counselling

- 4.1.4.1. Counselling for the admissions will be held on scheduled time at Galav Sabhagar. The admission will be finalised then and there at the time of counselling. *Therefore, the candidates qualifying for counselling must report to the counselling team in the Galav Sabhagar alongwith the Draft of the required fees in the name of the Registrar, Jiwaji University, Gwalior.* Applicants who fail to appear for counselling will forfeit their claim for admission.
- 4.1.4.2. The candidate is required to be **present personally** before the counselling team. He/she should bring all the documents i.e., marksheets / degree pertaining to eligibility in original as well as proof (in original) of having passed the qualifying examination.
- 4.1.4.3. On July 02, 2009 and July 07, 2009 counselling shall be held for all graduate courses and post-graduate courses (except physical education), respectively on merit for the unreserved seats from the common merit list. Candidates from the reserved category who qualify for these seats 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 reported on the day of counselling 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 July 02, 2009 for graduate courses, the counselling for reserved category seats will commence on the same day on the basis of the respective merit lists. The candidates from reserved category who could not get admission earlier will participate in it. After the counseling, when the list of successful SC/ST/OBC candidates from these categories gets exhausted and seats still remain vacant on July 02, 2009, evening, the vacant seats will be converted to unreserved category. An announcement in this regard will be made by the Registrar, Jiwaji University, Gwalior or any other Officer authorised to do so, at 05.30 PM on the same day. On July 03, 2009 counselling for vacant seats will be done from the waiting list prepared earlier.

- 4.1.4.5. Similarly, after completion of counselling process for unreserved seats on July 07, 2009 for post-graduate courses (except Physical Education Courses), the counselling for reserved category seats will commence on July 08, 2009 on the basis of the respective merit lists. The candidates from reserved category who could not get admission on the first day of counseling will participate in it. After the counseling, when the list of successful SC/ST/OBC candidates from these categories gets exhausted and seats still remain vacant on July 08, 2009, evening, the vacant seats will be converted to unreserved category. An announcement in this regard will be made by the Registrar, Jiwaji University, Gwalior or any other Officer authorised to do so, at 05.30 PM on July 08, 2009. Afterward on July 09, 2009, counselling for vacant seats will be done from the waiting list prepared earlier.
- 4.1.4.6. For the counseling for vacant seats for graduate courses on July 03, 2009 and for post-graduate courses (except physical education) on July 09, 2009 only those candidates will be allowed to participate who have reported on earlier days and their name is included in the waiting list. To find a place in waiting list, candidates are advised to enter their names in Reporting Register which will be available at the counselling venue. Candidates who due to any reason whatsoever fail to enter their names in the Reporting Register will not find place in waiting list. If a candidate fails to do the requisite, no claims will be entertained in this regard.
- 4.1.4.7. 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 results are more than the minimum required in 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 27, 2009**. In such cases there will be no refund of fee deposited and the given admission will stand cancelled.
- 4.1.4.8. After the counselling, if Counsellors are convinced, he/she shall be issued an admission slip upon production of which he / she shall be entitled to deposit the requisite fee at the University fee counter immediately. After depositing fee the candidate has to submit one copy of the receipt with the concerning Department.
- 4.1.4.9. In case any of these conditions is not fulfilled the candidature will be cancelled automatically.
- 4.1.4.10. In case a candidate fails to deposit **full fee** on the day/time of counselling 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 Department along with the fee receipt then his/her case will be treated as nonacceptance of the offered admission and the offer will stand withdrawn.
- 4.1.4.11. In case where any open seat (non-payment category) falls vacant in any course first right to fill that open seat will rest with the candidate who is first in merit in payment category.

- 4.1.4.12. Efforts will be made to complete the counselling by the same 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 counselling 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**

University conducts following courses in this category

#### 4.2.2 Admission Process

The rules and regulations for admission in above listed courses are

|    | Level  | Course   |                                |   |
|----|--|--|--------------------------------|---|
| 1. | Graduate   | B.Lib.I.Sc.  |                                |   |
| 2. | Post Graduate  | M.Lib.I.Sc.  | M.Sc. in Physics               | M.Com.  |
|    |  | M.A. in English  | M.Sc. in Chemistry             | M.A. in History                                       |
|    |  | M.A. in French   | M.Sc. in Mathematics           | M.A. in Political Science                             |
|    |  | M.A. in Hindi  | M.Sc. in Zoology               | M.A. in Public Adm.                                   |
|    |  | M.A. in Sanskrit   | M.Sc. in Botany                | M.A. in Economics                                     |
|    |  | Music-Vocal / Dance  | M.Sc. in Earth Science         | L.L.M.  |
|    |  | M.A. in Extension Education & Social Work  | M.Sc. in Environmental Science | M.A. in Ancient Indian History, Culture & Archaeology |
|    |  | Master of Journalism & Mass Comm. (MJMC)   | M.Sc. in Computer Science      | M.Sc. in Electronics                                  |
|    |  | M.Sc. Tech. (Industrial Maths with Computer Application)   | M.Sc. in Biochemistry          | M.Sc. Remote Sensing and GIS                          |
| 3. | P.G. Diploma   | Marketing Management, Advertising and Sales Administration   | Museology                      | Personnel Management                                  |
|    |  |  | Computer Applications          | Yoga Therapy  |
| 4. | Diploma  | Music / Dance  | English                        | Sanskrit  |
|    |  | French   | Human Rights                   |   |
| 5. | Certificate  | French   | English                        | Yoga  |
|    |  | Sanskrit   |                                |   |
| 6. | Courses conducted by Institute of Distance Education | B.A., B.Sc., B.Com., B.B.A. (RTM), B.Lib.I.Sc., BJMC, M.A. (Drawing & Painting, English, Economics, Geography, Hindi, History, Sanskrit, Sociology, M.S.W., B.Sc. (IT), M.Sc. (IT)<br>MBA (C.S.M.M., RTM) (each of TWO years duration), MBA(General), P.G. Diploma in : Psychological Counselling, Computer Applications |                                |   |

as below :

4.2.2.1. Admission to these courses shall be on the basis of merit through counselling. The merit for admission shall be decided on the basis of Merit **Index** prepared on the basis of marks obtained in qualifying examination.

#### 4.2.2.2. Rule to Derive Index

- i. For the subjects in Schools of Studies of Sciences and Life Sciences, listed above, a sum of total percentage of aggregate marks in B.Sc. and total percentage of aggregate marks in theory of the respective subject in Parts I, II, III (all combined) shall form the Index Number. Finally, the Index Number is to be represented out of 100.
- ii. For the subjects under Social Sciences and Commerce, a sum of total percentage of marks in theory of B.Sc./B.A./B. Com. (All the Three years' combined) shall form the index number.
- iii. Admission to B.Lib.I.Sc. shall be based upon percentage secured in qualifying examination. For the purpose of admission, higher marks secured at graduate level or post graduate level shall be included in the Index for admission.
- iv. For admission in M.Lib.I.Sc., marks secured in B.Lib.I.Sc. course or any degree recognized by B.Lib.I.Sc. shall be included in the Index.
- v. For various Under Graduate Degree, 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.

- i. Candidate having passed the qualifying examination from Jiwaji University.
- ii. Candidate having passed the qualifying examination from other university in M.P.
- iii. Candidate having passed the qualifying examination from outside M.P.
- iv. Candidate having passed the qualifying examination in 2009.

#### 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 07, 2009** by the evening and such candidates shall be eligible for counselling.

4.2.3.2. All the eligible candidates whose names appear in the above mentioned lists shall report for counselling in the respective School of Studies on **July 10, 2009** at **09:30 A.M.** He/she is required to bring following original documents alongwith a photocopy of each:

- a. Mark sheets of all years/semester of qualifying exams;
- b. Transfer Certificate;
- c. Original copy of Eligibility Certificate (Only those candidates who have passed qualifying exam from other University);

4.2.3.3. Admission of such candidates will be decided then and there at the time of counseling and they will be required to **deposit the fees immediately** after the issue of the admission slip. Therefore, the candidates reporting for counselling 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 he/she should report back to the counselling team along with the fee receipt.

4.2.3.4. In courses **where the admissions are given on the basis of merit obtained** in qualifying examination, **provisional admission** can be given only 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 in the concerned course. They are required to fetch 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 27, 2009**. In such cases there will be no refund of fee deposited and the admission will stand cancelled.

4.2.3.5. In case any of these conditions is not met, the candidature will be cancelled automatically.

4.2.3.6. In case a candidate fails to deposit fees on the day/time of counselling 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 counselling team along with the fee receipt then his/her case will be treated as nonacceptance of the offered admission and the offer will stand withdrawn.

4.2.3.7. If a candidate is absent on the day of counselling, he/she will be marked absent and will lose his/her candidature for admission.

## 5. Location of Entrance Test

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

## 6. Refund of Fee

- 6.1 If any candidate leaves the course before the **last counselling day** the fee will be returned to him/her after deducting 10% of the fees deposited by him/her, but in case he leaves any course after the said date only caution money will be refunded.
- 6.2 If the candidate seeks admission to another course till **last counselling 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 fee extra. No change in the subject /course will be permitted after **last counselling day**. Appicante will be permitted to change his course only once.
- 6.3 In cases where canidates have fetched 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 27, 2009** there will be no refund of deposited fee.

## 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 Acts, 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 exam 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 | M.P.- P.E.T. conducted by Madhya Pradesh Professional Examination Board, Bhopal.                |
| 2-   | M.C.A. and M.B.A.              | Pre-M.C.A. and M.P.-M.E.T.- conducted by Madhya Pradesh Professional Examination Board, Bhopal. |

|    |          |   |
|----|----------|---|
| 3- | B.Pharma | MP- Pharma-JET, conducted by Madhya Pradesh Professional Examination Board, Bhopal. |
|----|----------|---|

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

- 7.5** Ragging, teasing, torturing or making nuisance in any way in or outside the campus have been declared as a serious offence and strict action shall be taken against those who would 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.