

CHAPTER-I

ORDINANCE NO: 1

GENERAL RULES FOR ADMISSION

(Under Section 35 of the Himachal Pradesh Technical University Act 2014)
(Approved by the Board of Governors and the Academic Council in their meetings held on 25/7/2015 and 21/7/2015 respectively)

1. General Rules for the admission of the students to any course of the Technical University;

- i. The Himachal Pradesh Technical University (HimTU) shall be open to all persons irrespective of religion, race, sex, caste, creed, class or place of birth.

Provided that the Technical University may maintain any College exclusively for women either for education or residence or, reserve for women or members of classes and communities which are educationally backward for purposes of admission as students in any College.

- ii. It shall not be lawful for the Technical University to impose on any person, any test whatsoever relating to religious belief or profession in order to entitle him to be admitted as a student in the Technical University or to graduate thereat or to enjoy or exercise any privilege thereof.
- iii. The Technical University shall maintain an all-India character and high standards of teaching and research and shall admit students strictly on merit of academic performance level standards and as determined through a common national/state level entrance examination conducted by the Technical University either individually or jointly with other universities located in state of Himachal Pradesh or any other recognized national level entrance examination conducted by the such as by; CBSE, IITs, NITs IIMs etc, whichever is applicable as adopted by the Technical University from time to time. However, admission to courses other than Engineering University shall hold a Common Entrance Test.
- iv. The common national level entrance examination shall be aimed at assessing subject knowledge, general knowledge, comprehension and aptitude of the student to pursue higher studies and merit of the candidates shall be determined by a composite score based on the marks scored in written test, past academic performance, viva, group discussion and personal interview which is applicable to course of study.
- v. The academic calendar and commencement of classes for all Programmes of Studies shall be in accordance with the guidelines/regulations issued by the AICTE and/or other national level regulatory bodies as issued and amended from time to time.
- vi. No candidate, pursuing a full-time programme of study in the Technical University or in the affiliating Institutions shall be allowed to take up a job without prior and explicit permission of the HimTU.
 - a. Provided that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted

him/her leave for the whole duration of the programme of study for pursuing the programme of study in the technical university.

- b. Provided further that the above shall not prohibit, exclude or exempt a student from undergoing obligatory or optional work placement, if completion of the programme of studies in which he/she has taken admission, so requires.

- vii. No student pursuing full time Programme of Study in the Technical University shall be permitted to take any other regular examination leading to another degree of this University or any other education institutions/universities. However a student would be eligible to take courses under Career Oriented Proficiency/Certificate/Diploma Programmes of maximum duration of one to two years simultaneously either from HimTU or any other university/ educational institution/board etc.

- viii. If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the HimTU.

- ix. A student admitted to a Programme of Study if detained due to the shortage of attendance in the first Semester, will no longer remain the student of the University. Such students will have to seek fresh admission and will be required to go through the entire admission process.

2.1 Application for Admission

- i. All admissions shall be based on the applications received in response to the admission notification and issue of Prospectus. The University shall, publish its Prospectus, as approved by the Broad of Governors on the recommendation of Academic Council.

- ii. Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft/ Pay Order (payable to the Himachal Pradesh Technical University at Hamirpur, H.P.) or receipt of remittance of cash transfer to the University through designated channels or Cash Receipt obtained from the designated Banks.

- iii. University will have a single common application form for admission to all programmes of studies at a particular level i.e. a single common form for all programmes of studies at the Bachelor Degree Level, a single common form for all programmes of studies at the Master Degree level and a single common form for admission in Research Degree level.

- iv. Applicants for admission shall be required to indicate their choices of Programme of Studies in order of their preference in their application form and that the admission shall be made strictly on the merit of based on the composite score of the selection criteria in accordance with the preference of the applicants.

2.2. Prospectus:

- i. The prospectus shall be published on the website of the University, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements in the prominent national dailies. Printed copies of the prospectus may also be available along with the application forms for admission at a nominal price. Price of Prospectus and application fee shall be prescribed by Broad of Governors on the recommendation of the Academic Council
- ii. Content of the Prospectus, shall be such as approved by the Broad of Governors on the recommendation of the Academic Council, and will broadly contain, at least, the following:
 - a. the number of approved intake/seats and the commencement and last date of the receipt of application for each programme of study for the academic year for which applications for admission are invited.
 - b. procedure for the issue and receipt and submission of application forms for admission including the dates and timings of the issue and receipt of Admission forms
- iii. the conditions of eligibility including the minimum prescribed educational qualification and minimum and maximum age limit of persons for admission as a student in a particular programme of study, where so specified by the institution.
- iv. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test.
- v. each component of the fee, deposits and other charges payable by the students admitted to the Technical University and affiliating Institution for pursuing a course or programme of study, and the other terms and conditions of such payment.
- vi. The charges refundable to a student admitted in the Technical University or in affiliating Institutions in case a student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student.
- vii. details of the teaching faculty, including the educational qualifications and teaching experience of every member of its teaching faculty and the teaching faculty of the affiliating Institutions and also indicating therein whether such members are on regular basis or as visiting member.
- viii. information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution.
- ix. broad outline of the syllabi specified for every programme of study, including the teaching hours, practical sessions and other assignments.
- x. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution including provisions relating to the prohibition of ragging of any student or students

2.3. Reservation of Seats in Admission:

- i. The Technical University shall follow reservation in admission as mandated under the H.P. State Educational Institutions (Reservation of Seats) as amended from time to time and other. Besides, the University shall also follow reservation in admission in all programmes of studies in accordance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Accordingly, the Technical University shall reserve in all programmes of studies seats for admission and publish in the prospectus programme wise as per recommendation of national/state regulatory body of the programmes of study.
- ii. Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed conditions of admission requirement of the Course. Application Form of a candidate in the reserved category must be submitted along with relevant certificate(s) issued by the competent authority. Application Form received without the required certificates is liable to be rejected.
- iii. If a candidate in the reserved category qualifies for admission in the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for scheduled tribes, these may be filled up by suitable candidates from scheduled castes and vice-versa.

2.4. Relaxation in Minimum Qualifying Marks

- i. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

2.5 Supernumerary Seats for Admission;

- i. For single girl child one seat
- ii. For Foreign Nationals/NRIs/PIOs
 - a. In all the courses 10% seats may be filled as Supernumerary Seats meant for Foreign Nationals (FN), Non-Resident Indians (NRI) and Persons of Indian Origin (PIO) category candidates. Out of the above 10% Supernumerary Seats, one-third shall be earmarked for the children of Indian workers in the Gulf.
 - b. Candidates belonging to the FN/NRI/PIO category shall not be required to appear for the single common entrance examination of the University will have to fulfil minimum eligibility conditions for admission. Additionally, they may be required to qualify internationally accepted aptitude tests like SAT/GMAT/GRE/TOEFL as prescribed for admission in different programme of studies as specified in the Prospectus of the Technical University.
 - c. Admission to these category of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission in higher education or a combination thereof with due regards to need for providing opportunities to the nationals belonging to different countries.
 - d. Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their application on a prescribed form, along with the certified copies of all the necessary documents, as per the procedure specified in the Prospectus, to the office

of the Registrar/Foreign Students Advisor (FSA), Technical University in advance throughout the year but not later than 30th April.

- e. Application for admission should be submitted to the Principals of affiliating Institutions, Dean of the School/Head of the Department concerned along with the attested / certified copies of all the necessary documents.
 - f. Candidates seeking admission under FN/NRI/PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the ordinances relating to fee structure and as notified in the Prospectus.
 - g. Candidates admitted under the FN/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
 - h. Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same in the Office of the Registrar/Foreign Students Advisor, failing which their admission shall stand cancelled.
- iii. Under Tuition Fee waiver scheme for students belonging to economical backward, women and Persons With Disabilities, 10% of the sanction intake of AICTE.
 - iv. Lateral Entry Scheme; 20% to the sanction intake of AICTE.

2.6 Completion of Admission Formalities;

- i. A candidate shall be considered as admitted to a Programme of Study and be eligible to avail the privileges of a student of the Technical University only after he/she has completed all admission formalities including payment of the prescribed fee, as per the Prospectus. If a candidate fails to complete the admission formalities by the prescribed date and time, he/she will automatically forfeit his/her right of admission.
- ii. List of selected candidates shall be displayed on the university website (www.himtu.ac.in) and on the Notice Boards during the counselling. No intimation to the selected candidates will be sent by post.
- iii. The candidates shall be required to get their admission completed by the date and time given in the schedule.
- iv. The selected candidates shall be required to produce, for verification at the time of counselling/interview/ last date for completion of the admission formalities, the following documents in original.
 - a. Certificates, Diplomas, Degrees, Mark-Sheets of all educational qualifications
 - b. In case of the working students, a No Objection Certificate (NOC) from the employer clearly mentioning the permission of the employer has no objection in the candidate pursuing higher education at the Technical University or its affiliating institutions.

- c. In case of gap between the qualifying examination and the year of seeking admission in the university, the candidate shall be required to submit an affidavit for engagement during the intervening period.
- v. Admission will be granted to only those students whose results of the qualifying examinations are complete in all respects.
- vi. Admission of candidates to a Programme of study shall be subject to the clearance from the Registrar of the Technical University
- vii. Admission of such candidates who are seeking admission after a gap of three or more academic years of their taking Certificate/ Diploma/ Degree/ Post-Graduate Degree from this University or any other University/Educational Institution/Board, shall be subject to the clearance by the Admission Review Committee constituted by the Vice Chancellor.
- viii. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice Chancellor and other authorities of the Technical University.
- ix. All the students admitted to a Programme of Study shall be required to submit Transfer Certificate/Migration Certificate in original within 45 days from the date of admission, failing which their admission in the university may be cancelled.
- x. No candidate shall be entitled to claim admission as a matter of right and that the University reserves the right to refuse admission in any individual case without assigning any reason.

2.7 Conduct and Administration of Admission;

- i. The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of list of candidates called for interview/counselling on the basis of the merit of the relevant entrance examination, as applicable, shall be the responsibility of the Registrar or of any person specifically appointed by the Vice Chancellor for the purpose. Accordingly, it shall be the responsibility of the Registrar to:
 - a. Ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to.
 - b. Coordinate the task of preparation of the Technical University Prospectus.
 - c. Issue notification for admission including the date of commencement of the issue and the last date for the receipt of application form.
 - d. Receive, verify and process application forms received for admission including allotment of roll numbers and issue the admit cards.
 - e. Take care of the logistics and conduct of relevant entrance examinations including.
 - f. obtain the approval of the Vice Chancellor for appointment of paper setter(s), evaluator(s), coder(s) and decoder(s) and get the answer scripts coded, evaluated and decoded by the panel of experts as approved by the Vice Chancellor.

- g. Verify and tabulate the scores obtained in all the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission in various programmes of studies in accordance with the merit of the composite score.
- h. Notify the list of the selected candidates and to issue admission & fee slips to the selected candidates for completing the admission formalities.
 - i. allot registration/enrolment numbers to the candidates finally admitted and Forward the names of the candidates admitted to different programmes of studies to the Principals of the affiliating Institution concerned.
 - ii. Question Papers for each of the relevant entrance examination shall be separately set by the Expert(s) appointed by the Vice Chancellor in accordance with the syllabi, coverage and weightage of different components as approved by the Academic Council and notified in the Prospectus.
 - iii. There shall be an Admission Committee/Admission Interview Committee at the level of each affiliating Institutions/University Institute of studies comprising the Principal/Dean of the Institute/College concerned, as Chairman, Heads of each Department in the Institute/College, and two nominees of the Vice Chancellor.
 - iv. Admission Committee shall conduct the counselling or GD/PI of the short-listed candidates, verify their marks in the qualifying and other previous examinations and Dean/Principal as Chairman of the Admission Committee shall forward the list of candidates mentioning the marks/rank scored by each students in composite merit of admission to the Registrar Technical University.
 - v. Final selection of candidates for admission shall be done by the Registrar, who shall verify from record and tabulate the marks/rank obtained by each candidate in different components of the Selection Criteria and will prepare and notify the list of candidates selected for admission in different programmes of studies.