

CHAPTER-I

ORDINANCE NO: 2

REGISTRATION AND MIGRATION

(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. **Registration of the students with Technical University;**

It is sole responsibility of the concerned principal of an affiliating institution/college to get registered the eligible students of his college/institution on a prescribed proforma along with prescribed fee within a month from the date of admission of the student.

1. Every Student, joining the University as a regular student or as a research scholar or joining as a student of a college or institution affiliated to the University or through correspondence shall be required to get himself registered with the University.

Provided that in case of a student seeking registration/admission on wrong information in respect of age, subject and percentage of marks etc., his/her registration/admission will be liable to be cancelled, at any time. When it comes to the notice of the University and disciplinary action shall be taken against the candidate.

2. Students of the University:- All persons registered with the University shall be called 'Students of the University'.
3. Register of the student's:- The Registrar shall maintain in such form as the Board of Governors may from time to time prescribe, a 'Register of Students'. The Register shall contain the following information:-
 - a. Full Name of the student.
 - b. Name of the father/guardian/husband.
 - c. Examinations passed, qualifying for entry into the University.
 - d. Year of passing.
 - e. Roll No.
 - f. College/Institution joined
 - g. Date of joining.
 - h. Date of migration to another institution affiliated to the University and the name of Institution.
 - i. Date of migration to another University and the name of the University.
 - j. Date of re-joining the University together with the institution joined.
 - k. Name of examination of the University in which appeared.
 - l. Year of examination and session.
 - m. Roll No.

- n. Result of examination i.e. whether passed or Re-appear, and if passed, the division in which placed.
 - o. Prizes, Medals or Scholarships won.
 - p. Any other relevant information.
4. (a) When a student already registered with the University joins or re-joins an institution, the students' registration number shall be communicated to the Controller of Examinations for record of the fact in the Register of Students.
- (b) If the name of the student is struck off the rolls or he migrates to another institution or is rusticated or expelled, such fact shall also be immediately reported to the Controller of Examinations for record in the Register of Students.
5. Registration number:- Every student of the University shall be supplied a Registration Card, showing his registration number, and all correspondence with the University in respect of that student his registration number shall be quoted. This registration number shall be mentioned in application for admissions to examination of the University.
- 6 Lapse of registration:- The registration of a student, who migrates to join another University or is rusticated or expelled from the University shall lapse, and shall not be renewed till the students applies for re-registration within two months of his being allowed to re-join the University.
- 7 Registration, continuation, re-registration fees (a) A student seeking registration shall be required to pay the registration fee as may be prescribed by the Board of Governors from time to time.
- (b) Each student shall pay a continuation fee as may be prescribed by the Board of Governors from time to time.
- (c) The re-registration fee shall be as may be prescribed by the Board of Governors from time to time.
- 8 (a) A student is entitled to get a certified copy of all the entries relating to him in the Register of Students on payment of a fee as may be prescribed by the Board of Governors from time to time.
- (b) A duplicate copy of the registration card may be issued on payment of a fee as may be prescribed by the Board of Governors from time to time.
- 9 Change in entries of the Register of Students:- Except to correct a clerical error no change in the entries relating to the name and the date of birth of a student in the Register of Students shall be made except in accordance with and on payment of the fees as prescribed below:-

- (a) An application for a change in the entry shall be submitted through:-
(i) the head of the institution in which the person is studying; OR
(ii) the head of the institution in which he last studied and if that institution has ceased to exist, the head of an institution affiliated to or maintained by the University, if the person is no longer a student;
OR
(iii) the head of the institution through which he got himself registered or if that institution has ceased to exist, the head of an institution affiliated to or maintained by the University, in the case of a person who was a private candidate.
- (b) An application for the change of name shall be accompanied by copy of Matric/ 10+2 certificate or its equivalent certificate duly attested by the Principal of concerned college.
(i) a fee as may be prescribed by the Board of Governors from time to time.
(ii) No change/correction in the name of the father of a candidate will be allowed in the entries of the register of students maintained by this university unless it is on account of a purely clerical mistake after correction fresh detailed marks card will be issued on a prescribed fee as decided by the University from time to time.
- (c) An application from a correction in the date of birth shall be accompanied by-

2. MIGRATION OF STUDENTS

In pursuance of the provisions of Section 35 of the Himachal Pradesh Technical University Act 2014 (9 of 2014), the Board of Governors of the Himachal Pradesh Technical University, hereby makes the revised Ordinance 3 relating to Migration of students.

1. Migration from University School of Studies to University maintained institutions or affiliated institutions and vice-versa or from one institution to another institution in the same programme/discipline in the second year/third semester will be allowed only after the completion of the 1st year and is applicable only to students who are eligible to register for 3rd semester. Inter college migration within the same city shall be discouraged.
2. Migration shall be allowed after completion of the second semester but before start of the 3rd semester. The application on the prescribed form should be submitted to the University within one month of start of session along with NOCs from the both the institutions.

3. It must be ensured that there should not be any gap between the 1st year and the 2nd year of a particular programme meaning thereby that the pursuance of the programme remains continuous. However, under no circumstances a student/candidate who has reappear in any paper of the 1st or 2nd semester shall be permitted for migration.
4. The University will authorize migration only against a vacant seat available in the discipline in which migration is sought.
5. The CGPA/merit of marks obtained in the first and second semesters (combined), shall form the basis of migration.
6. The candidates shall not be allowed to change his/ her discipline of study in the process of migration.
7. In case a student complains to the University regarding non-issuance of NOC by the college, University will write a letter to the concerned college for issuance of NOC. In case no reply with valid reason is received within 15 days, the condition of NOC will be waived off.
8. In case of migration of the student from one affiliated institution to another institution, the candidate is required to pay the prescribed fee of the institution where the candidate is migrated. However, in case of migration from affiliated institutions to University Schools of Studies, the candidate is required to pay the fee as prescribed in the University Schools of Studies for the same programme / discipline.
9. Under exceptional circumstances or in order to take care of unforeseen situations, the Academic Council may consider any relaxation in this Ordinance for reasons to be recorded in writing.
10. No Migration shall be allowed from other Universities/Colleges to the University Schools of Studies, University maintained campuses/colleges or affiliated institutions i.e. no inter-university migration shall be allowed in normal circumstances. It can be allowed in special circumstances by the Vice-Chancellor, on the recommendations of a Sub-Committee, comprising of three members of Academic Council, constituted by the Vice-Chancellor.
11. In case of inter University migration, the following conditions shall apply:
 - The candidate should have passed all the courses of the first year of the University from where he/she wants to migrate.

- The courses studied by the candidate in first year must be equivalent to the courses offered in Himachal Pradesh Technical University. Deficiency, if any, should not be of more than three subjects. The candidate would be required to furnish an undertaking that he/she will attend classes and pass the course found deficient.
- The institute and the university where the student is studying and the institute, to which migration is sought, have no objection to the migration.
- There is a vacant seat available in the discipline in the college in which migration is sought. No change of Discipline/course shall be allowed.
- In addition to the above, migration will be governed by the rules of the concerned University to which the migration is sought.

12. "Power of Relaxation: Notwithstanding the existing Migration Rules, the Vice-Chancellor in matters of exigency, to be recorded in writing, shall be authorized to consider migration on compassionate grounds for the cases that are not otherwise covered under Migration Rules.

13. Migration Fee: The migration fees shall be as under:

- (a) Rs. 10,000/- for Intra-University Migration.
- (b) Rs. 20,000/- for Inter-University Migration
 - (i. for those students who seek migration during tenure of the course)
 - (ii. Normal migration fee shall be charged from HimTU passed out students)

The above ordinance has come into force with effect from the date of approval by the Board of Governors.