

Ordinance on Eligibility and Enrolment of Students

*(Approved by Executive Council vide Agenda No. 5 in its
meeting held on 19-11-2008)*

ORDINANCE ON ELIGIBILITY AND ENROLMENT OF STUDENTS

1. No student shall be admitted to the University or any other examination of the University unless he/ she is eligible as per the eligibility conditions as laid down in the Ordinance(s) for the relevant course. Their admissions to the courses will be purely provisional subject to verification of their eligibility by the College/ University as per rules in force. In case, a candidate is found ineligible at a later stage the provisional admission granted to him/ her by the college shall be cancelled and he/ she shall have no right for admission to the course or refund of the fees paid by him/ her.
2. No student shall be admitted to the University or any other examination of the University unless he/ she has been enrolled/ registered as a student of the University.
3. The Registrar shall maintain a register in the prescribed form of all students (undergraduates and post-graduates) studying for University examinations in the University Teaching Departments, maintained and affiliated colleges and institutions or carrying on research work in the University.
4. The register shall contain, in respect of each student, the name in full, the name of father & mother, date of birth, permanent address, institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University examination with roll number, and any University scholarship, medal or prize won, every degree taken and serious penalty awarded to him/ her by the college/ institution or the University.
5. Every student shall attend his/ her classes on all working days unless he/ she is granted leave of absence by the Head of the University Department/ Director/ Principal of the College concerned. If a student remains absent from his/ her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off the rolls, irrespective of the fact that he/she has paid his/her dues.

However, the student may be re-admitted with the permission of the Head of the Department/ Director/ Principal of the College concerned on payment of Rs.100/- in addition to arrears of fees, if any, provided that the Head of the Department/ Director/ Principal of the College is satisfied that if re-admitted, the student will not fall short of requisite percentage of lectures etc.

6. A student from any other University or from a Board of Education (other than the Board of School of Education, Haryana), shall be eligible for admission to the University only on the production of a Migration Certificate showing that the University or the Board has no objection to his/ her joining this University, and on payment of a Migration fee of Rs.100/-.

Provided that the condition of production of Migration Certificate shall not apply in case of students passing the equivalent examination from a foreign University recognized by the Medical Council of India.

Provided further that in case of real hardship, a student may be admitted provisionally, on his/ her own risk and responsibility, subject to the condition that he/ she shall submit his/ her Migration Certificate to the University Office upto 31st December with a late fee of Rs.100/-.

7. If a candidate fails to submit the Migration Certificate even upto 31st December, he/ she will not be allowed to appear in Annual Examination. However, in a hard case, Vice-Chancellor may allow a candidate to appear in the examination provisionally on payment of late fee of Rs.500/- and on submission of an affidavit signed by the Magistrate First Class, to the effect that he/ she is not appearing from any other University/Board simultaneously. If such a candidate fails to submit his/ her Migration Certificate before the declaration of result, his/ her candidature shall be cancelled. The Vice-Chancellor may in a hard/ exceptional case, allow to revive the result if the Migration Certificate is submitted with late fee of Rs.1000/- within one year and with late fee of Rs.1500/- during next two years of the declaration of result.
8. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the department/ college which he/ she joins, University enrolment-cum-eligibility fee of Rs.1000/- and a continuation fee of Rs.500/- p.a. In case of re-admission of a student whose name is struck off the rolls of the department/ college, he/ she shall pay Rs.100/- for making necessary entries in the University register. No further fee for registration shall be charged.
9. [6] The Heads of the University Teaching Departments and Director/ Principals of the affiliated/ maintained colleges shall forward to the Registrar, **within one and a half month of the last date of admission (In Pharmacy Course in case of fresh admission only)** the Registration Return for fresh students duly filled up in duplicate in Capital Letters alphabetically in the prescribed proforma together with the following fee in the shape of separate bank drafts in favour of the Accounts Officer of the University in respect of all the students in each class at the rates prescribed by the University from time to time. Separate proforma be used for each class/ course.

Note: - Pharmacy Course may be read as B. Pharmacy Course only.

[2] For MBBS/BDS courses only

		Amount payable (1st Year per student)	Amount to be remitted to the University (1st Year per student)	Amount payable (2nd to 5th year per student)	Amount to be remitted to the University (2nd to 5th year per student)
(i)	Registration Fee	Rs.1500/-	Rs.1500/-	---	---
(ii)	Continuation Fee	---	---	Rs.1000/-	Rs.1000/-
(iii)	Dr.Radha Krishanan Fund	Rs.100/-	Rs.50/-	Rs.100/-	Rs.50/-
(iv)	Development Fund	Rs.1500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-
(v)	Youth Welfare Fee	Rs.500/-	Rs.250/-	Rs.500/-	Rs.250/-
(vi)	Sports Fee	Rs.150/-	Rs.90/-	Rs.150/-	Rs.90/-
(vii)	NSS Fee	Rs.10/-	Rs.5/-	Rs.10/-	Rs.5/-

(viii)	Youth Red Cross	Rs.80/- ^[5]	Rs.40/- ^[5]	Rs.80/- ^[5]	Rs.40/- ^[5]
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For all other courses except MBBS/BDS

		Amount payable (per student)	Amount to be remitted to the University(per student)
(i)	Registration Fee	Rs.1000/-	Rs.1000/-
(ii)	Continuation Fee	Rs.500/-	Rs.500/-
	(where registration fee is not payable)		
(iii)	Dr.Radha Krishanan Fund	Rs.100/-	Rs.50/-
(iv)	Development Fee	Rs.1000/-	Rs.1000/-
(v)	Holiday Home Fee	Rs.10/-	Rs.10/-
(vi)	Youth Welfare Fee	Rs.500/-	Rs.250/-
(vii)	Sports Regn. Fee	Rs.50/-	Rs.30/-
(viii)	NSS Fund	Rs.10/-	Rs.5/-
(xi)	[11] Youth Red Cross	Rs.80/- ^[5]	Rs.40/- ^[5]

In case a department/ college fail to do so, a penalty of Rs.5/- per student per day shall be charged in respect of each kind of fee separately. Further, the students of the college shall not be registered till all the above fee are received in one go and the college shall be responsible for the same.

[3] In case of such students who are already registered with the University, the Registration Number shall be indicated and the Departments/Colleges shall forward the continuation fee as prescribed by the University within one month of the declaration of the Result. In case, Departments/Colleges fail to do so, a penalty of Rs. Five per student per day shall be charged in respected of each kind of fee separately.

[4] In case of semester system, the College will have to deposit continuation fee of B. Pharmacy 3rd & 4th Semesters within one month of declaration of result of 1st Semester of B. Pharmacy and continuation fee of 5th & 6th Semester within one month of the declaration of result of 3rd semester and continuation fee of 7th & 8th Semester within one month of declaration of result of 5th semester subject to fulfillment of promotional criteria. The Continuation fee of M. Pharmacy 3rd and 4th semesters will be deposited by the college within one month of declaration of result of 1st semester of M. Pharmacy.

10. If a student's name is struck off the rolls of a college or he/ she migrates to another college or is rusticated or expelled such a fact shall immediately be reported to the Registrar (Registration Branch) for record in the Register of students and for such other action as may be necessary.
11. The Director/ Principal of the college shall not make admission over and above the sanctioned strength. Such admissions shall not be regularized by the University.
12. Students registered under this Ordinance shall be called 'students of the University'. A student who is not registered shall not be admitted to any University Examination.
13. On registration, the student shall be provided with a registration card through his/her Head of the Department/ Director/Principal in the cases of regular students, indicating the number under which his/ her name has been entered in the register and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination. A duplicate copy of the registration card may be granted on payment of Rs.100/-.
14. Applications for corrections in the particulars of a candidate shall be entertained by the Registrar upto one month of the issue of the registration card without any

fee. Applications for corrections after the expiry of one month shall be entertained only with a late fee of Rs.100/-.

15. Applications for admission to University examination shall be scrutinized with reference to the University register. The Registrar/ Controller of Examination may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and requires him/ her to forward a complete statement of the particulars together with an additional fee of Rs.100/-. Such particulars shall, in the case of a student on the rolls of a department/ college be forwarded through the Head of Department/ Director/ Principal concerned.
16. A registered student is entitled to get a certified copy of the entries under his/ her name on payment of Rs.100/-.
17. A person applying for change of his/ her name in the register shall submit his/ her application:-
 - (a) In the case of a regular student, through the Head of the Department/ Director/ Principal of the college last attended by him/ her;
 - (b) In the case of Ex-student, through Head of a University Teaching Department or the Director/ Principal of an affiliated college, or an officer of the University not below the rank of an Assistant Registrar or a Government Gazetted Officer or in the case of a Government employee, through the Head of the Department in which he/ she is employed. The application shall be accompanied by:-
 - (i) a fee of Rs.100/-
OR
a fee of Rs.100/- in the case of a woman who changes her name after marriage:
 - (ii) an affidavit relating to his present and proposed names, duly sworn in the presence of a Magistrate or an Oath Commissioner by his parents or guardian in case he is minor, or by himself in case he is major, and, in the case of woman changing her name after marriage, a certificate to this effect be submitted from a Gazetted Officer or a Director/ Principal of any college affiliated to Pt. B.D. Sharma University of Health Sciences.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

- 1.Added by EC in 14th meeting held on 21.03.2012 vide Agenda Item No.32
- 2.Amended by EC in 17th meeting held on 14.9.2013 vide Agenda No.12
- 3.Amended by EC in 24th meeting held on 10.10.2016 vide Agenda No. 7
- 4.Amended by EC in 34 meeting held on 9.9.2019 vide agenda item No. 23.
- 5.Amended by EC in 34 meeting held on 9.9.2019 vide agenda item No. 40. 6.Amended by EC in 49th meeting held on 24.05.2023 vide agenda item No. 49.25.