

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

ORDINANCE NO. 8

ENROLMENT OF THE STUDENTS AND THEIR ADMISSION TO COURSE OF STUDY

(Refer clause (i) of Section 37)

1. (a) Any person, who shall have passed the Higher Secondary school Certificate Examination of the Board of Secondary Education, Madhya Pradesh or an Examination recognized by the University as equivalent to it, may be enrolled as a Student of the University.
(b) A candidate who after passing Higher Secondary School Certificate Examination (10+2) of M.P. Board of Secondary Education, Bhopal or any other equivalent Examination recognized by a university shall be eligible for appearing at the B.A./B.Sc./B.H.Sc B.Com Part I Examination.
2. Application for enrollment as a student of the University shall be made to the Registrar in the prescribed form and it shall be accompanied by an enrolment fee as prescribed by the competent authority of the University. Such application shall be submitted through the Principal of the College/ Head of the UTD where the student has been admitted.
Provided also that a regular candidate shall submit examination form after getting enrolled. However attendance in the course shall be sent by the Principal of the College/Head of UTD as the case may be to the Registrar of the University on or before fifteen days of the commencement of the examination.
3. No student shall be deemed to have been admitted to any course of study as a regular student of the university unless his/her name is borne on the register of enrolled students. Except in a case in which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, the fee for enrolment paid by a student shall not be refunded under any circumstances.
4. The procedure for submission of applications for enrolment of students by colleges shall be as follows:-
 - (i) All application forms from students shall, together with the necessary fees, Migration Certificate, if necessary shall be submitted on the prescribed forms

to University Registrar by 30th September of the academic year in which the students are admitted. "Provided that the last date for receipt of the forms along with fee and migration certificate of the student admitted in Medical, Ayurved and Engineering Colleges after PMT, PAT and PET Examinations shall be 31st November."

- (ii) On payment of late fee as prescribed for the session by the Executive Council, the Kulpati may, for special reasons to be recorded, permit the enrolment of a student whose application form, enrolment fee or the migration certificate have been submitted after the due date and if the Kulpati is satisfied that the delay in submission is not due to any lack of diligence on the part of the student, he may sanction remission of the late fee.
 - (iii) In the case of all students who apply for enrolment, the Principal of the College/ Head of UTD shall send to the University a general certificate to the effect that he/she has inspected the certificate issued by the appropriate authorities and satisfied himself/ herself that in each case the student concerned has passed the examination which under the rules of the University entitles him/her to join the course to which he has been admitted in the college/ UTD.
5. No person who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
6. (i) A student who is enrolled in the University may apply for a change, correction or alteration in own name or surname as per the procedure to the Registrar of the University with a fee as prescribed by the Executive Council from time to time provided a mistake has occurred in writing the name or change is warranted due to marriage etc.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for the change or correction of the name of the student.
- (iii) Any change, addition or modification, shall be recorded in the University register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.

- (iv) Under no circumstances shall any alteration be made in the University certificate, diploma, degree and other document issued in favour of the applicant prior to the order for change or correction in the name.
- (v) In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- (vi) The application for change or correction in the name shall be made either through the Head of the Institution where the student is studying or in case of other shall be countersigned by two members of the Court or a First Class Magistrate and shall be supported by an affidavit.
- (vii) The fee deposited with the application, shall not be refunded to the student unless his application is rejected.