



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY
BHILAI**

ORDINANCE NO. 02

**Admission of Students to College, University Teaching Department or School of Study,
Transfer of Students and Maintenance of Discipline.**

[Refer clauses i, viii & xvii of Section 38]

1. In this Ordinance, unless the context otherwise requires:
 - (a) “qualifying examination” means an examination the passing of which makes a student eligible for admission to a particular year in course of study leading to a Bachelor’s or Post-graduate degree or diploma conferrable by this University.
 - (b) “equivalent examination” means an examination which has been conducted by-
 - i) any recognized Board of Higher Secondary Education, or
 - ii) any Indian University other than this University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination or the final examination held under the Chhattisgarh Madhyamik Shiksha Adhiniyam 1965 as the case may be.
2. A student seeking admission to a college, University Teaching Department or School of Study (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned, submit his application on the prescribed form to be obtained from such Institution on payment of the prescribed fee.
3. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Chhattisgarh or a University other than this University, he shall submit in addition to the School or College Leaving Certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University, as the case may be together with immigration fee decided by University.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify.

Provided also that no immigration fee shall be payable by a student migrating from any statutory University in Chhattisgarh or a statutory Board of Secondary Education or Intermediate Education in Chhattisgarh.
4. (1) Students shall not be eligible for admission to course of study for a degree or diploma unless they have passed higher secondary examination or 10th examination respectively held under the Chhattisgarh Shiksha Adhiniyam, 1965

(no. 23 of 1965), or an examination recognized in accordance with the provisions of this section as an equivalent thereto and possesses such further qualifications as may be prescribed by the University.

(2) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he has passed the examination qualifying him to appear for the examination for which he will be preparing.

Provided that a student who is eligible to appear at a Supplementary or Second examination may be provisionally admitted to a subsequent higher class but he shall revert to the lower class, if he is not declared successful at such examination.

(3) No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.

(4) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Executive Council wherever by any general or special direction, such permission is necessary.

(5) An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.

5. (1) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Kulpati in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.

(2) No person who is under sentence of rustication from another University or a teaching Institution connected with that University shall be admitted to any course of study in any Institution maintained by or affiliated to this University.

6. (1) A student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.

(2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he migrates from another institution in the University and has paid his fees in the former institution upto the preceding month.

7. No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate and no transfer from one such institution to another shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.

8. (1) Subject to the provision contained in para 7 a student, who during an academic session desires to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons there for and further stating the

name of the institution, if any, which he wishes to join. If the change is to another Institution in the same city, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass orders accordingly.

(2) On such orders being passed, the student in question shall

- i) make payment of all fees due to the Institution upto the month of the application for the transfer certificate; and
- ii) refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

(3) when the student has made all the aforesaid payments, the Head of the Institution shall issue a transfer certificate.

9. A student migrating from one Institution to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees as he has already paid in the Institution from which he is migrating.
10. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
11. (1) When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying, may according to the nature and gravity of the offence
 - (a) suspend such a student from attending classes for not more than a week at a time, or
 - (b) expel such a student from his institution,
 - (c) disqualify such a student from appearing at the next ensuing examination, or
 - (d) rusticate such a student
- (2) Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing,
- (3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- (4) The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (5) A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- (6) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

12. ***In general, admissions to any programmes affiliated to the University shall be governed by the rules framed by the Directorate of Technical Education and submitted to the University for its Concurrence. Similarly, transfer of students from one institute to another institute under any circumstances shall be governed and affected by the rules of the Directorate of Technical Education and no deviation from the same shall be permissible, save with the concurrence of the University.**

*(highlighted portion added as new clause and approval accorded by Hon'ble Governor on 17.06.2014)

New Clause
added
Dt. 17.06.2014
