



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY**  
**BHILAI**  
**ORDINANCE NO. 04**

**Enrolment Of Students And Their Admission To Courses Of Study**

[Refer Clause (3) of Section 42]

1. Any person, who shall have passed the Higher Secondary School Certificate Examination of the Board of Secondary Education, Chhattisgarh or an examination recognized by the University as equivalent to it, may be enrolled as a student of the University.
2. Application for enrolment 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 decided by University. Such application shall be submitted through the Principal of the College to which the student has been admitted.
3. (i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his name is borne on the register of enrolled students.  
(ii) 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 of applications for enrolment of students by colleges shall be as follows, viz
  - i) All application forms from students shall, together with the necessary fees, migration certificate, if necessary, and returns on the prescribed forms reach the University Registrar by 30<sup>th</sup> September of the academic year in which the students are admitted.
  - ii) On payment of a late fee of Rupees 50 the Kulapati 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 Kulapati 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 shall send to the University a general certificate to the effect that he has inspected the certificate issued by the appropriate authorities and satisfied himself that in each case the student concerned has passed the examination which under the rules of the University entitles him to join the course to which he has been admitted in the college.
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. (1) A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fee of Rs. 50/-  
(2) 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.

(3) 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.

(4) 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 a change or correction in the name.

(5) 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.

(6) 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 others shall be countersigned by a First Class Magistrate and shall be supported by an affidavit.

(7) The fee deposited with the application shall not be refunded to the student unless his application is rejected.

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