



Vill- Hadauri, Post- Tindola, Lucknow – Deva Road,
Distt- Barabanki – 225003 (Uttar Pradesh)

Students' Admission-cum-Enrollment Rules (2019-20)

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. – 03 Date of Issue: Jan 28, 2019	Prepared By: - <i>@Barkun</i> Deputy Registrar (Academics)	Checked By: - <i>[Signature]</i> Registrar	Approved By: - <i>[Signature]</i> Vice Chancellor
--	---	--	---



SHRI RAMSWAROOP
MEMORIAL UNIVERSITY

Students' Admission-cum-Enrollment Rules

1. Introduction

This shall be called as Admission-cum-Enrollment Rules. The said rules have been framed in accordance with the University Ordinances to regularise admission to various courses of studies offered at the University.

2. Admission cum Enrollment

All the applicants who fulfil the basic eligibility criteria of admission and submitted the registration fee are eligible for Admission-cum-Enrollment. Verification of Documents is mandatory for completing the process of Admission-cum-Enrollment.

Candidates admitted to any Course/Programme in SRMU, shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution.

3. Process of Admission cum Enrollment

All the applicants shall be desired to report in Registrar Office for completing the Admission-cum-Enrollment Process. Admission-cum-Enrollment Form, Declaration Form, and Undertakings for Attendance, Residence & Hostel will be filled by the applicants (on the prescribed formats available in Registrar Office). Besides this, all the applicants are desired to submit all the original documents/original certificates & photocopies (as mentioned below) at the time of verification of documents.

3.1 Checklist of Documents

a) For UG, PG, IG & Diploma Courses: All the applicants of Undergraduate, Post Graduate, Integrated, & Diploma Courses shall be required to submit the documents as mentioned below. **Submission of basic eligibility related document is mandatory at the time of verification.**

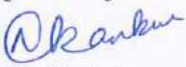
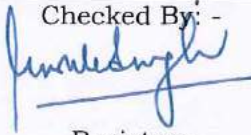

- [i] **Original High School Certificate** with **02** attested photocopy.
- [ii] **02** Attested photocopies of High School **Mark-sheet**.
- [iii] **Original Intermediate Mark-sheet** with **02** attested photocopies.
- [iv] **Original Diploma/UG/PG Mark-sheet** with **02** attested photocopies. (as applicable)
- [v] **Original Transfer/Migration/Centre Certificate** (for private candidates) with **02** attested photocopy. (as applicable)
- [vi] **Original Character Certificate** of the Institute last attended or issued by Gazetted Officer.
- [vii] **01** Photocopy of **AADHAR CARD** as **Student ID Proof**
- [viii] **01** Photocopy of **AADHAR CARD** of Parents/Guardian.

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. – 03 Date of Issue: Jan 28, 2019	Prepared By: - Deputy Registrar (Academics)	Checked By: - Registrar	Approved By: - Vice Chancellor
--	---	--------------------------------	---------------------------------------



Students' Admission-cum-Enrollment Rules_2019-20

- [ix] **04 Photographs** of the Candidate - Passports Size (Coloured).
 - [x] **15 (UG, IG & Diploma)/10 (PG) Self-Addressed Envelopes** (each carrying postal stamp worth Rs. 5/-).
 - [xi] **02** attested photocopy of **Caste Certificate**. (**Applicable for SC/ST/OBC only**).
 - [xii] **01** attested photocopy of **Income Certificate of Parents/Guardian** (applicable for GEN/OBC/SC/ST, whose parents income is less than Rs. 2 Lac).
 - [xiii] Medical Certificate issued by CMO/Govt. Doctor. (**for the hostel inmates only**).
 - [xiv] A **Notarized Gap Affidavit** on Rs.10/- Non-judicial stamp paper explaining discontinuity, if any, in educational carrier after passing 10th/10+2/UG/PG Examination (as applicable) with 01 attested photocopy. (**Attached as Appendix A**)
 - [xv] A Notarized Affidavit on Rs.10/- Non-judicial stamp paper submitted by **Student** regarding **Anti-Ragging**. (**Attached as Appendix B**)
 - [xvi] A Notarized Affidavit on Rs.10/- Non-judicial stamp paper submitted by **Parents/Guardian** regarding **Anti-Ragging**. (**Attached as Appendix C**)
 - [xvii] In case of awaited result, submission of **Admit Card** as a proof of **having appeared** in qualifying Examination alongwith **Undertaking of Provisional Admission**. (**Attached as Appendix D**)
 - [xviii] **Rank Letter/Score Card** of any entrance examination (eg. AIEEE, UPSEE, NATA etc.)
 - [xix] **For LL.M. students:** A Notarized Affidavit of Rs.10/- Non-judicial stamp paper submitted by the student regarding **75% attendance**. (**Attached as Appendix E**)
 - [xx] **For M. Tech. (Part Time) Students:** Experience Certificate of Min. 2 years.
- b) Ph.D. Course:** Ph.D. applicants shall be required to submit the below mentioned documents. **Submission of basic eligibility related document is mandatory at the time of verification.**
- [i] **Original High School Mark-sheet & Certificate** with attested photocopies.
 - [ii] **Original Intermediate Mark-sheet** with attested photocopy.
 - [iii] **Original UG/PG Mark-sheet** with attested Photocopies & Certificates.
 - [iv] **Original Migration** with attested photocopy
 - [v] **01** Photocopy of UGC-NET/JRF, CSIR NET Certificate or any other competitive examination
 - [vi] **01** Photocopy of AADHAR CARD as Student ID Proof
 - [vii] **04 Photographs** of the Candidate - Passports Size (Coloured).
 - [viii] Curriculum Vitae of External Guide (if any)
 - [ix] Consent Letter from the External Guide (if any)

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
Date of Issue: Jan 28, 2019			

3.2 Clarification regarding Documents

1. **Credentials for UG, IG & Diploma students:** Original Marksheet & Certificate of 10th & 12th will be submitted. In absence of 10th certificate, original marksheet of 10th will be submitted. It is mandatory for the candidate to submit the original T.C./Migration/Centre Certificate (for private candidates).

Note:

a) If student fails in any subject or subjects in 10+2 examination, then passing certificate of same board is desired. For example: If any student fails in Maths & English from CBSE Board, then he/she will have to provide the documents of having passed all subjects through CBSE Board Examination or through NIOS Board.

b) In case of awaited result, the candidate will have to provide the Admit Card of qualifying exam alongwith 'Undertaking of Provisional Admission'.

2. **Credentials for PG students:** Original Certificate of 10th, Marksheet of 12th and UG Marksheet of last year/semester will be submitted. It is mandatory for the candidate to submit the original T.C./Migration.

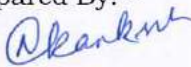
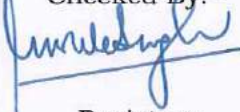

Note: In case of awaited result, he/she will have to provide the Admit Card of qualifying exam alongwith 'Undertaking of Provisional Admission'.

3. **Gap Affidavit:** Gap in Lateral Entry admission will not be permitted. Only one year gap will be permitted for Polytechnic Diploma qualified candidates. For such cases, a Gap Affidavit on the Non Judicial Stamp paper (of Rs. 10/-) is mandatory.

4. **Character Certificate:** In case of UG/PG/IG/Diploma admission, Character Certificate from last attended Institute is desired. In case of Distance Learning, candidates will provide the Certificate signed by any Gazetted Officer.

5. **Medical Certificate & Undertaking for Hostlers:** In case of Hostel Accommodation, Medical Certificate issued by Chief Medical Officer/Govt. Doctor will be submitted by the student and undertaking will be filled.

6. **Documents required for Government Scholarships:** In case of General, OBC & SC/ST candidates, whose parent's annual income is less than two (2) lakhs and would like to avail the benefit of Government Scholarships will be required to submit the **Caste Certificate, Income Certificate and Domicile Certificate**. Certificates must be issued by the **Tehsildar** and duly uploaded on the website <http://bor.up.nic.in/> or <http://edistrict.up.nic.in/>. Those candidates, who have qualified their examination outside the Uttar Pradesh, they will also be required to

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
---	--	--	--

Date of Issue: Jan 28, 2019

submit the domicile certificate of their Parents/Guardians (in case of demise of Parents) of concerned state. Domicile certificate should be uploaded on the website of concerned state.

7. **Documents for Transfer Cases:** In case of transfer from any other Institution/University, candidates will be required to produce a NOC/Migration by the previous Institution.
8. **Mandatory Documents for Result Awaited Case:** In case of awaited result, **submission of Admit Card** as a proof of having appeared in the qualifying exam alongwith '**Undertaking of Provisional Admission**' is **mandatory** at the time of verification.
9. **Rank Letter/Score Card:** It is mandatory to submit the rank/score card of any State/Centre entrance examination (i.e. AIEEE, UPSEE, NATA etc.) at the time of verification for availing the benefit of fee concession.

Note: After Verification of Documents, a receipt will be issued by the Panel Member regarding submission of documents and in case of any pending documents.

3.3 Incomplete Verification

In case of pending documents, verification will be considered as incomplete. It is mandatory to submit the pending documents within stipulated time, failing which the admission will be cancelled.

4. Step-wise procedure of Documents' Verification

Step 1: To visit the University as per schedule communicated by the University.

Step 2: Atleast one parent/guardian should accompany the student for validating the data and completing the verification formalities.

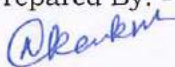
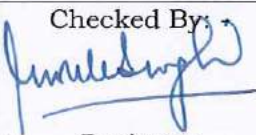

Step 3: Please go through the process of Documents Verification as mentioned above.

Step 4: Prior to verification, ensure the arrangement of all the photocopies/documents in the order as prescribed in the above mentioned checklist clause 3.1.

Step 5: To submit the affidavits/undertaking i.e. Gap Affidavit (if any), Anti-Ragging Affidavit by the students, Anti-Ragging Affidavit by the parents, Undertaking for Provisional Admission for Result Awaited cases and affidavit by LL.M. student for 75% attendance as per the prescribed format only {Attached as **Appendix A, B, C, D & E** (as the case may be)}

Step 6: To retain atleast one set of all the submitted documents/photocopies in view of future requirements like scholarship form submission or any other requirements.

Step 7: To collect the receipt from Documents Verification Panel Member after the verification of submitted documents.

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03 Date of Issue: Jan 28, 2019	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
--	--	--	--

APPENDIX A

Format of Gap Affidavit
(to be submitted on a non-judicial stamp paper of Rs. 10/- in case on any gap)

I, Mr./Ms. _____ S/o/D/o _____ aged ____ years, residing at _____ (residential address), do hereby state and declare on solemn affirmation as under:-

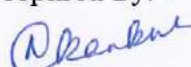
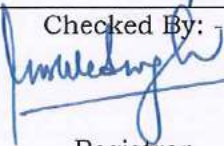

1. That the deponent is willing to take admission in _____ (Course Name) in Shri Ramswaroop Memorial University.
2. That the deponent has passed _____ exam in _____ (month & year of passing) through _____ (name of the Institute/ University).
3. I further say that since _____ (year of passing) till date I did not join any educational Institution/University. During my Gap period, I was _____ (Justification of Gap).
4. This Affidavit is to produce the same before the concerned Institute/University authorities to indicate my Gap period from _____ to _____.
5. Whatever stated hereinabove is true and correct to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. In case the declaration is found to be untrue, I am ready to bear the consequences of the same.

Solemnly affirmed at _____ on this ____ day of _____ (month) 2019.

Identified by me.

DEPONENT.

BEFORE ME
Advocate

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
---	--	--	--

Date of Issue: Jan 28, 2019

APPENDIX B**Format of Anti Ragging Affidavit by the Student
(to be submitted on a non-judicial stamp paper of Rs. 10/-)**

I, _____, s/o / d/o Mr./Mrs./Ms. _____, having been admitted to **Shri Ramswaroop Memorial University, Lucknow-Deva Road, Uttar Pradesh** have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a) *I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations*
 - b) *I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.*
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
6. In addition to the above, I hereby also undertake and confirm that on all matters of Academic, Administration and Discipline, the decision of the college authorities shall be final and binding on me.

Declared this _____ (day of) _____ (month) _____ (year).

Signature of deponent

VERIFICATION

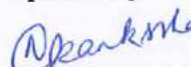
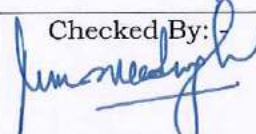

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day of) _____ (month) _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day of) _____ (month) _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03 Date of Issue: Jan 28, 2019	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
--	--	--	--

APPENDIX C**Format of Anti Ragging Affidavit by the Parents/Guardian
(to be submitted on a non-judicial stamp paper of Rs. 10/-)**

I, Mr./Mrs./Ms. _____ father of _____, having been admitted to **Shri Ramswaroop Memorial University, Lucknow-Deva Road, Uttar Pradesh**, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understand the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
6. In addition to the above, I hereby also undertake and confirm that on all matters of Academic, Administration and Discipline in r/o. my ward, the decision of the college authorities shall be final and binding on me.

Declared this _____ (day of) _____ (month) _____ (year).

Signature of Deponent

VERIFICATION

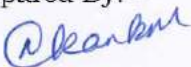
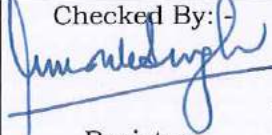


Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day of) _____ (month) _____ (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____ (day of) _____ (month) _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
Date of Issue: Jan 28, 2019			

APPENDIX D**Format of Undertaking for Provisional Admission (Result Awaited)**

I hereby submit that I have appeared in (Course) in (session) from (University's/Institute's/Board Name), but my final result of the above course has not been declared till date.

I (d/o/S/o) am willing to take admission in (Course name) in **Shri Ramswaroop Memorial University, Lucknow-Deva Road, Barabanki, Uttar Pradesh**

I hereby, undertake that my result is awaited and I have submitted the Admit Card of qualifying exam and presently I do not fulfil the eligibility requirement for the above mentioned course; hence my admission is '**Provisional Admission**'.

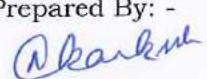
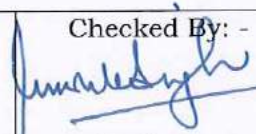

I will be submitting my marksheet of qualifying exam as proof of having completed the eligibility requirement with requisite percentage required for admission before commencement of Odd Semester Examination. In case of non-submission of marksheet or not fulfilling the eligibility criteria, the University shall have every right to cancel my admission without any further notice.

Signature of Candidate

Name of the Candidate:

Signature of Parents/Guardian

Name of the Parents/Guardian:

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03 Date of Issue: Jan 28, 2019	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
--	--	--	--

APPENDIX E

**Format of Affidavit by LL.M Students for 75% attendance
(to be submitted on a non-judicial stamp paper of Rs. 10/-)**

I, Mr./Ms. _____ S/o/D/o _____ aged ____ years, residing at _____ (residential address) joining for the course _____ academic batch 2019-20 in Shri Ramswaroop Memorial University, do hereby state and declare on solemn affirmation as under:-

1. I am well aware of LL.M. rules of having minimum 75% aggregate attendance and 70% in individual subjects to be eligible to appear in the semester exam.
2. I will attend all the classes from the opening day of the Institute and I will be regular and punctual to all the classes i.e. (Theory/Practical) and am aware that if I don't secure attendance more than 75%, I shall be detained and not allowed to appear for the Term End Semester Examination/any examination.
3. I will follow the dress code and uniform prescribed by the Institute.
4. Absenteeism on medical grounds is to be informed to the University authority by the parents/guardians of their ward immediately with a medical and fitness certificate.
5. Any change in address or phone number will be communicated to the University authorities immediately.

Signature of Student

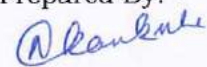
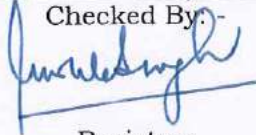

ACKNOWLEDGEMENT

I have gone through carefully the terms of the above undertaking and understand that if he/she fails to comply with the attendance rules he/she will be detained and will not be allowed to sit for the Term End Examination/any examination. I undertake that I/he/she will strictly follow the above terms.

Signature of Parent/Guardian

Date:

Name & Address with Mobile Number

Ref. No: SRMU/RO/Policy/ SAER/2018-19/10 Issue No. - 03 Date of Issue: Jan 28, 2019	Prepared By: -  Deputy Registrar (Academics)	Checked By: -  Registrar	Approved By: -  Vice Chancellor
--	--	--	--