

ORDINANCE No. 7
(As amended up to 16-10-1985)

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

(Refer Clauses i, viii & xvii of Section 37)

1. In this Ordinance, unless there is anything repugnant in the subject or context:
 - (a) “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 C.G. Madhyamik Shiksha Adhiniyam, 1965 as the case may be.
 - (b) “qualifying examination” means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor’s or post-graduate degree or diploma conferrable by this University.
2. Admission to all-courses except Engineering, Medicine and Ayurved shall be governed by the principles:
 - (i) Admission shall not be matter of right.
 - (ii) Eligibility shall not imply admission.
 - (iii) Admissions in all Institutions affiliated to the University shall be governed as per Regulations made in this behalf.
3. A students seeking admission to a College, University Teaching Department or School of Studies (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.
4. 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 Students, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case 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, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School or College Leaving Certificate, and eligibility or a Migration Certificate from the Registrar of such Board or University, as the case may be together with immigration fee of rupees thirty.

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 received 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

5. (1) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first Degree under any Faculty unless he has passed the final examination held under the Chhattisgarh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965), or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
- (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 student who is eligible to appear at a Supplementary or Second Examination may be provisionally admitted to a subsequent higher class but if he is not declared successful at such examination, his admission to the college/institution will be cancelled.

- (3) No student migrating from any other University shall be admitted to any class 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.

6. (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 Kulapati 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.
7. (i) Admission of students to all institutions except those for Ayurveda, Engineering and Medicine in each academic year shall be completed by the first day of the academic concerned.

* Provided that the Head of an institution may, in his discretion, admit a student to the institution in 31st July and for special reasons with the permission of the Kulapati upto 45 days from the date of commencement of the academic session.

Provided where 31st July or 14th August is a holiday, the next working day will be the last date in such case. In institution for Ayurveda, Engineering and Medicine, corresponding last date of admission shall be 21st August and 31st August.

Provided that a student who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission to the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled.

‘Provided further that the Kulapati shall have powers to grant admission in cases of candidates (i) who qualify for admission as a result of revaluation and who seek admission within 21 days from the date of declaration of the result, (ii) Candidates coming on transfer from other admission as given above on the clear understanding that the attendance of all such students admitted under the provision shall be counted from the date of commencement of the session.’

- (ii) A complete list of all student admitted to the Institution up to 31st July shall be forwarded by the Head of the Institution to the Registrar of the University by the 7th August with a certificate that all admissions have been made as per University rules and that no exception has been made. College of Engineering, Ayurved and Medicine shall forward such lists by the second Monday in September.

8. (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 require 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 up to the proceeding month.
9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Kulapati, to change the Faculty till 31st August. No change thereafter shall be permitted.
10. 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.
11. (1) Subject to the provision contained in para 10 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 therefore 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 up to 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.
12. A student migrating from one Institution to another under the jurisdiction of the University shall not be required to pay such installment of tuition fees as he has already paid in the Institution from which he is migrating.
13. An appeal can be preferred before the state Government against the order of the Head of the Institution and decision of the state Government there upon shall be final.
14. (1) When a student has been guilty of breach of discipline, within or outside the premises 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, Kulapati/Registrar/Dean Student Welfare 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 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 unalleged offence.
- (4) The period, during which a student remains suspended for completion of any Inquiry 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.
15. There shall be a Proctorial Board whose constitution/ powers/ duties shall be such as may be prescribed by Regulations.
16. There shall be a Code of Conduct for students as may be prescribed by Regulations. It shall be compulsory for all students to comply with its provisions. In the event of non-observance of the Code, by a student, it shall be the duty of the Principal of the College/ Head of U.T.D./ Registrar of the University to take disciplinary action against him under paragraph 14 above.