

Dr. SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI

Rules and Regulations for admission in Undergraduate and Postgraduate courses

1. Short title, application and commencement:

- 1.1 These Rules and Regulations shall be called “***Rules and Regulations for admission in Undergraduate and Postgraduate courses***”.
- 1.2 These rules and regulations shall apply to all the departments of Dr. Shyama Prasad Mukherjee University (DSPMU).
- 1.3 These rules and regulations shall come into force in the university from the date the Chancellor gives assent suppressing all earlier ordinances, regulations in the matter of admission.

2. GENERAL INSTRUCTIONS

- 2.1 The application form is available only through online mode. Candidates shall visit website of Dr. Shyama Prasad Mukherjee University (DSPMU) for applying for admission in any relevant course. Website of DSPMU is www.dspmuranchi.ac.in
- 2.2 The cost of the application form shall be posted on the website of DSPMU.
- 2.3. Before applying for admission in any course, candidates shall ensure that they meet the eligibility criteria for admission.
- 2.4 Candidates are expected to fill all columns with complete and correct information after going through admission guidelines prescribed by the DSPMU. Incomplete/false/wrong information might result in rejection of the application.
- 2.5. It is mandatory for the candidates to provide mobile number in the space provided in the application form. If candidate have their own email ID they are expected to provide it at appropriate place in the application form.

- 2.6. If a candidate wishes to apply for more than one course, separate forms should be filled for each course. The cost for subsequent forms shall be as fixed by the DSPMU administration.
- 2.7. The admission to traditional Under Graduate Courses and Post Graduate Courses shall be based on merit list prepared on the basis of marks obtained in concerned Subject at Intermediate and Honours level respectively. In case of candidates securing equal marks in relevant subjects, the merit will be decided by aggregate marks. In case aggregate marks are same, the merit shall be decided on date of birth. Those senior in age shall be placed higher in merit.
- 2.8. Normally admission in Vocational/Self-Finance Courses shall be on the basis of Entrance Test conducted by the concerned departments. No candidate shall be admitted under any circumstance if he or she has not appeared at the Entrance Test. However, in such courses where entrance test is not organized, process approved by the university administration shall be adopted. If there are specific guidelines issued by the Government of Jharkhand regarding any course, it would be followed.
- 2.9.1 (a) 85% seats in Faculty of Social Sciences/ Humanities/Science shall be filled up form amongst the Students belonging to the Jharkhand.
- (b) Selection for the remaining 15% seats shall be made open for all i.e. Jharkhand as well as other States Students on the basis of merit. These seats shall also be filled up by the students belonging to all categories.
- 2.10 Normally application for Admission will not be entertained after the last date of admission. However, under certain exceptional circumstances, university might allow late admission if seats are vacant.
- 2.11. In case of Vocational and Self-finance Courses, the University reserves the right to cancel any advertised course due to insufficient enrolments or for any other reason beyond its control. In such an eventuality, full fee shall be refunded to the student.

- 2.12. The admission shall be considered final only when the student meets the norms of eligibility criteria. The onus of meeting the criteria is sole responsibility of the student. The admission of a student will stand cancelled at any point of time during time of registration with the University, if the student is found not meeting the criteria and where the student has not submitted the relevant documents.
- 2.13 All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified by the University. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s) his/her admission shall be cancelled. The admission will also be cancelled at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.
- 2.14 Students shall not be eligible for admission, if the examinations which they have passed are not recognised as equivalent to an examination the passing of which constitutes the basis of admission.

3. RESERVATION

3.1.1 Admission to the 40% of the sanctioned seats shall be made on the basis of open merit irrespective of sex, caste etc. Even students belonging to SC/ST/EBC/BC may compete under this category because of their merit. Rest 60% of the seats are to be filled up exclusively by the students belonging to the reservation category in following proportion-

a. Schedule Tribe (ST)	-	26%
b. Scheduled Caste (SC)	-	10%
c. Extremely Backward Class (EBC)	-	8%;
d. Backward Class (BC)	-	6%
e. Economically Weaker Section (EWS)	-	10%

The candidate has to provide relevant certificate issued by competent authority of Jharkhand state. Reservation is meant only for those students who have domicile of Jharkhand.

- 3.1. A panel for SC/ST/EBC/BC students, based on merit shall be prepared separately. In case some seats remain unfilled by any of these above three categories (ST/SC/EBC/BC) of students the vacant seats shall be filled up in the following manner –
- a) Against the vacant seats of SC, the ST candidates shall be admitted.
 - b) Against the vacant seats of ST, the SC candidates if available, be admitted
 - c) If further seats are vacant in SC / ST category, the seats shall be filled up by EBC. Thereafter, preference has to be given to BC. Even after this, if there is any vacancy, the vacant seats shall be filled up by open merit.

Resolution of the Department of Personnel, Administrative Reforms and Official Languages vide Memo No-आ०नी०-04-02/2019 का०-1434 dated 15/02/2019 has to followed in letter and spirit in regard to reservation policy in admission to various courses.

- 3.2. Horizontal Reservation of 5% shall be given for differently abled persons(Persons With Physical Disability), which will be distributed as bellow:
- i. 1% person with vision impairment,
 - ii. 1% for the persons with hearing impairment
 - iii. 1% person with locomotor disability
 - iv. 1% person with Autism/Mental Disability.
 - v. 1% person with multiple disabilities.

The Candidate must furnish medical certificate issued by competent authority. Resolution of the Department of Personnel, Administrative Reforms and Official Languages vide Memo No-आ०नी०-04-05/2016 का०-2249 dated 03/04/2018 has to followed in letter and spirit in this regard.

4. WEIGHTAGE

- 4.1. A weightage of 10% marks shall be given to the employees/wards of employees of the university (Ward would mean – son/ daughter/ husband/ wife/ dependent own brothers and sisters) subject to be the condition that total admission should not exceed 10 percent of the total available seats.
- 4.2. NCC cadets holding “B” & “C” Certificate shall given weightage of 5% marks. A weightage of 3% marks shall be given to NCC Cadets on production of “A” Certificate.
- 4.3. The Scouts & Guides, who are recipient of Rastrapati Award shall be given a weightage of 5% marks.
- 4.4. Passed out students of Dr. Shyama Prasad Mukherjee University, Ranchi shall be given a weightage of 10% marks in Post Graduate Admission.
- 4.5. No candidate shall get the advantage of more than any one Weightage and reservation facilities in any case.
- 4.6. Such NSS Volunteer who have participated in Republic Day Celebration at National Level shall be given a weightage of 5% marks.

5. ADMISSION OVER AND ABOVE SANCTIONED SEATS

- 5.1. Maximum of 4% of seats shall be allotted to the students who have outshined in sports and cultural activities at International/National/State level.
- 5.2. Maximum of 3% of seats shall be allotted for widows/wards of armed forces personnel/para military forces. The reservation policy shall be as stipulated in the Ministry of Defence Letter No 3547/AS(R) /94 dated 3/06/1994.
- 5.3. Maximum of 5% of seats shall be allotted for the wards of martyrs of armed force personnel/para military forces/state forces whatsoever. Wards of martyrs shall be imparted education free of cost irrespective of course in which they seek admission.

- 5.4. 5% seats shall be allotted for Below Poverty Line (BPL) candidates on the basis of merit. These students shall pay Admission Fee, Registration Fee, Migration Fee and Examination Fee.

6. SPECIFICATIONS FOR ADMISSION IN UNDERGRADUATE COURSES

- 6.1. For selection of students for Honours Course candidates should have obtained at least 45 percent marks in the subject concerned at Intermediate/Equivalent Examination. Merit list shall be prepared on the basis of marks obtained in the subject concerned.
- 6.2. In case, if the Subject of Honours has not been opted at Intermediate / Equivalent Examination, merit list of those candidates has to be prepared on the basis of aggregate marks.
- 6.3. Students passing Intermediate Science/Commerce Examination securing 45% or more marks at qualifying examination shall be considered for admission in various subjects of the Faculty of Social Science and Faculty of Humanities. However, in this case, merit list has to be prepared on basis of aggregate marks.
- 6.4. Notwithstanding to any provisions mentioned herein, if any Department has got approved any other criterion of admission by the Academic Council and other statutory bodies, that would prevail above all specifications.

7. SPECIFICATIONS FOR ADMISSION IN POST GRADUATE COURSES

- 7.1. The admission to traditional Post Graduate Courses shall be based on merit list prepared on the basis of marks obtained in concerned Subject at Honours level.
- 7.2. Such students who have passed M.A./M.Sc. examination in any subject may be considered for admission in Post Graduate Course in another subject, subject to availability of seats in the concerned subjects. Head of the concerned Department shall forward the matter to the Vice-Chancellor, who shall take final decision in such matters.

- 7.3. Notwithstanding to any provisions mentioned herein, if any Department has got approved any other criterion of admission by the Academic Council and other statutory bodies, that would prevail above all specifications.

8. REGISTRATION

All students are required to register at the beginning of each semester for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. The sole responsibility for registration rests with the student concerned. The registration procedure involves:

- a) Filling of the registration form, mentioning the courses to be credited in the semester
- b) Payment of fees and clearance of outstanding dues (mess, library and others if any), and
- c) Signing of the registration roll in the office concerned.

By Order of the Vice-Chancellor,

Sd/-
(Narendra Deo Goswami)
Registrar