

ORDINANCE NO – 2

ADMISSION OF STUDENTS INTO COLLEGES.

1. A student when applying for admission to a college shall bring with him a school leaving certificate or a college leaving Certificate signed by the head of the institution in which he last studied:
Provided that a student who passed his last examination as a private candidate shall, instead of such certificate, furnish to the principal of the college in which he desires to prosecute his studies evidence of good conduct:
Provided further, that a student who studied last at an institution connected with another University or Board shall produce a Migration Certificate from the Registrar or Secretary of that University or Board in addition to the leaving certificate from the head of such institution and pay an immigration fee in case of a University other than the University of Sagar, University of Jabalpur or Vikram University.
Provided further that student or class of students exempted by the Karyakarint Samiti from producing the Certificates or paying the immigration fee mentioned in the second provision.
Provided further that no admission to Colleges shall be permitted under any circumstances after a prescribed date upto which the principal of the College may be permitted by the Vishwavidyalaya to admit a student to join the College.
The Principals of the Colleges shall, within a week of the said date, send to the Vishwavidyalaya a complete list of all students admitted to the Colleges for the session.
 2. During the first term of an academic year the principal of the College may permit a student to change his optional subjects for the course or with the approval of the Kulapati, to change the Madhyama Course in one Vidyanganikaya for the Madhyama Course in another Vidyanganikaya.
 3. A student shall be enrolled as a member of a college as soon as he has been accepted by the principal and has paid the prescribed college fee.
 4. (1) No student shall be allowed to migrate from one college to another without a leaving or transfer certificate in the form prescribed.
(2) **Simple atird. No student migrating -**
 - (i) from one college in the Vishwavidyalaya to another in the Vishwavidyalaya
and
 - (ii) from one college in the Vishwavidyalaya to a teaching department in the Vishwavidyalaya or vice versa. shall be required to pay tuition fees for a month for which he has already paid tuition fees in the college or department from which he has migrated.
- If during an academic year a student desires to leave the college of which he has become a member and to join another college, he shall -
- (i) give notice of his intention to leave,
 - (ii) make payment of all college fees due upto date, and
 - (iii) refund whatever scholarship or bursary has been paid to him from college funds, if required by the college to do so.

6. When a student has made all payments required by paragraph 5 of this ordinance, the principal shall grant a transfer certificate in the form prescribed.
7. Except with the permission of the principal of the college which the student is leaving, a student shall be refused admission into a college situated in the same city or district as the college from which his transfer certificate was issued.
8. A student who, owing to his failure at a college examination, has not been promoted into higher class, shall not be admitted into such higher class in another college.
9. (1) When a student has been guilty of grave misconduct or of persistent idleness, the principal of the college at which such student is studying may, after informing his guardian and according to the nature and gravity of the offence
 - (a) expel,
 - (b) rusticate. Or
 - (c) disqualify such student from being a candidate at the next ensuing Vishwavidyalaya examination.
- (2) No student who has been so expelled shall be admitted to another college without the permission of the principal of the college from which the student was expelled, and no student who has been so rusticated shall be admitted into another college within the period of his rustication.

(Approved by Governor Office letter no.:3051/4016/2012/रास/कू-4 dated 19.06.2012)
10. If a foreign student fails in any of the university examinations he or she will be allowed to seek regular admission in the immediate academic session in the course only once.