



कोटा विश्वविद्यालय University of Kota

State University recognized by UGC under sections 2(f) & 12(B) of the UGC Act, 1956

Maharao Bhim Singh Marg, Kota (Rajasthan)-324 005

Admission Policy 2019-2020

(Applicable on the Admissions for the Academic Session 2019-2020)

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1. Introduction New Courses:

New Courses introduced from the Academic Session 2019-20

- Bachelor of Pharmacy (Approved by the PCI)
- M.Sc. Biotechnology
- M.Sc. Microbiology
- M.A. Public Administration
- M.A. Economics
- M.A. History
- M.B.A. Hospital Administration
- Postgraduate Diploma in Yoga and Naturopathic Science

2. Admission Notification for Academic Session 2019-20:



University of Kota, Kota

State University recognized by UGC under sections 2(f) & 12(B) of the UGC Act, 1956
Maharao Bhim Singh Marg, Kota (Rajasthan)-324 005, INDIA

www.uok.ac.in

Online Admission Notification 2019-2020

Faculty of Science	Intake	Duration	Contact Persons for Course Inquiry	
• Bachelor of Pharmacy (Approved by the PCI)	60	8 Sem.	Dr. Bhawani Singh	94144-24434
• B.Sc. (Pass Course) Bio. Group	60	6 Sem.	Dr. Shweta Vyas	94604-27477
• B.Sc. (Pass Course) Maths. Group	60	6 Sem.	Dr. Ghanshyam Sharma	94147-87629
• B.Sc. (Hons. Course) Physics	40	6 Sem.	Dr. Saurabh Dalela	94142-51559
• M.Sc. Chemistry (Specializations in Inorganic, Organic, Physical, Analytical & Industrial Chemistry)	60	4 Sem.	Dr. Sushil Kumar Sharma	94135-61491
• M.Sc. Physics	30	4 Sem.	Dr. N.L. Heda	93521-32940
• M.A./M.Sc. Mathematics	30	4 Sem.	Dr. Sulakshana Bajaj	97846-02999
• M.Sc. Zoology	20	4 Sem.	Dr. Prahalad Dube	94142-57341
• M.Sc. Botany	20	4 Sem.	Dr. Vandana Sharma	98294-31223
• M.Sc. Biotechnology	20	4 Sem.	Dr. Pallavi Sharma	94605-68700
• M.Sc. Microbiology	20	4 Sem.	Dr. Pallavi Sharma	94605-68700
• M.Sc. Wildlife Sciences	20	4 Sem.	Dr. Surabhi Shrivastava	98290-07731
• M.Tech. Solar Energy	20	4 Sem.	Dr. Namrata Sengar	94130-07690
• Master of Computer Applications (MCA)	60 (30 Govt.+30 SFS)	6 Sem.	Dr. P.C. Gupta	96493-55857
Faculty of Social Sciences				
• Master of Social Works (MSW)	40	4 Sem.	Dr. Vikrant Kumar Sharma	79763-33587
• M.A./M.Sc. Geography	40	4 Sem.	Dr. J.P. Sharma	94608-22677
• M.A. Public Administration	40	4 Sem.	Dr. Vikrant Kumar Sharma	79763-33587
• M.A. Economics	40	4 Sem.	Sh. K.R. Chaudhary	87644-44474
• M.A. History	40	4 Sem.	Sh. A.A. Hanfi	94602-35961
• M.A. Development Studies	40	4 Sem.	Sh. K.R. Chaudhary	87644-44474
• M.A. Heritage, Tourism, Museology & Archaeology	20	4 Sem.	Sh. M.L. Sahu	93522-41115
• Diploma in Culture and History of Rajasthan	30	2 Sem.	Sh. M.L. Sahu	93522-41115
• Certificate in Tourist Guide	25	1 Sem.	Sh. M.L. Sahu	93522-41115
Faculty of Commerce & Management				
• Master of Commerce (M.Com.)-Accounting & Finance	40	4 Sem.	Dr. Meenu Maheshwari	94610-73979
• Master of Business Administration (MBA)	60 (30 Govt.+30 SFS)	4 Sem.	Dr. Pragya Dheer	93094-01691
• MBA International Business	30	4 Sem.	Sh. Ashish Asopa	94610-37386
• MBA Hospital Administration	20	4 Sem.	Sh. Ashish Asopa	91080-18001
Faculty of Education				
• Master of Physical Education (M.P.Ed.)	40	4 Sem.	Dr. Vijay Singh	94142-86963
• Postgraduate Diploma in Yoga and Naturopathic Science	40	2 Sem.	Dr. Vijay Singh	94142-86963
Faculty of Law				
• Master of Laws (LL.M.)	40	4 Sem.	Mrs. Vinita Hada	63777-85803

How to Apply

Apply on "**Online Admission Portal**" available at University website: "**www.uok.ac.in**"

Important Dates

• Starting date of Online Admissions	: Saturday	08 / 06 / 2019
• Last date of Filling Application Form for Online Admissions	: Sunday	23 / 06 / 2019
• Display of First Merit Lists of Courses on website for provisional admission	: Wednesday	26 / 06 / 2019
• Fee deposition of Candidates of First Merit Lists for all courses for provisional admission	: Saturday	29 / 06 / 2019
• Commencement of classes	: Monday	01 / 07 / 2019

Important Instructions

- Read all the instructions carefully given on the University website before filling the online admission form.

3. Course Details, Eligibility and Fee Structure

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
A. Faculty of Science					
1.	B.Pharm. (Approved by the PCI)	60	8 Sem. (4 Years) or 6 Sem. (3 Years) for Later Entry	<p>Qualifying Examination:</p> <p>(A) Fresh Admission (in I Sem.) Candidate shall have passed 10+2 examination conducted by the respective state / central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (PCM) and/or Biology (PCB / PCMB) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.</p> <p>(B) Lateral Entry (to III Sem.): A candidate passed in D. Pharm. course from an institution approved by the PCI under section 12 of the Pharmacy Act may take admission in B.Pharm. III sem.</p> <p>Min. Marks required in Qualifying Examination to take Admission in B.Pharm. I Sem.:</p> <p>(i) Qualifying examination passed from Rajasthan State or Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • General Category = 55%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from other state than Rajasthan or not a Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	35000/-
2.	B.Sc. (Pass Course) Bio. Group	60	6 Sem. (3 Years)	<p>Qualifying Examination: Passed 10+2 or equivalent examination with Physics, Chemistry and Biology or Physics, Chemistry and Mathematics with Biology as an additional subject from any recognized board.</p>	15000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				<p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from Rajasthan State or Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from other state than Rajasthan or not a Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	
3.	B.Sc. (Pass Course) Maths. Group	60	6 Sem. (3 Years)	<p>Qualifying Examination: Passed 10+2 or equivalent exam with Physics, Chemistry and Maths or Physics, Chemistry and Biology with Mathematics as an additional subject from any recognized board.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from Rajasthan State or Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from other state than Rajasthan or not a Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	15000/-
4.	B.Sc. (Hons. Course) Physics	40	6 Sem. (3 Years)	<p>Qualifying Examination: Passed 10+2 or equivalent examination with Physics, Chemistry and Maths from any recognized board.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from Rajasthan State or bonafide resident of Rajasthan:</p> <ul style="list-style-type: none"> • General Category = 55%. • SC/ST/OBC/MBC=Min. Pass Marks <p>(ii) Qualifying examination passed from other state than Rajasthan or not a Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	15000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
5.	M.Sc. Chemistry <i>Note:</i> University is offering M.Sc. Chemistry with specializations in following branches of chemistry: (i) <i>Inorganic Chemistry</i> (ii) <i>Organic Chemistry</i> (iii) <i>Physical Chemistry</i> (iv) <i>Analytical Chemistry</i> (v) <i>Industrial Chemistry</i>	60	4 Sem. (2 Years)	<p>Qualifying Examination:</p> <ul style="list-style-type: none"> • B. Sc. degree under 10+2+3 pattern with chemistry as a main subject of study, or • B. Sc. degree with specialization in any branch of chemistry such as Industrial Chemistry, Polymer Chemistry, Applied Chemistry, Pharmaceutical Chemistry, Medicinal Chemistry, <i>etc.</i> or • Three / Four year B. Sc. (Hons) degree in chemistry or specialization in any branch of Chemistry such as Industrial Chemistry, Polymer Chemistry, Applied Chemistry, Pharmaceutical Chemistry, Medicinal Chemistry, <i>etc.</i> or • Four year Bachelor of Science and Technology (B. Sc.-Tech.) or Science and Teacher Education (B. Sc.-B. Ed.) degree with Chemistry as a paper. <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 55%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	15000/-
6.	M.Sc. Physics	30	4 Sem. (2 Years)	<p>Qualifying Examination: B.Sc. (Mathematics).</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 55%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from</p>	15000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	
7.	M.A/M.Sc. Mathematics	30	4 Sem. (2 Years)	<p>Qualifying Examination: B.A. / B.Sc. with Mathematics.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category <ul style="list-style-type: none"> (i) For M.A. Mathematics = 48% overall and 48% in Mathematics. (ii) For M.Sc. Mathematics = 55% overall and 55% in Mathematics. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	10000/-
8.	M.Sc. Botany	20	4 Sem. (2 Years)	<p>Qualifying Examination:</p> <ul style="list-style-type: none"> • B.Sc. degree under 10+2+3 pattern with Botany as a main subject of study, or • Three / Four year B. Sc. (Hons) degree in Botany or • Four year Bachelor of Science and Technology (B. Sc.-Tech.) or Science and Teacher Education (B. Sc.-B. Ed.) degree with Botany as a paper. <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 55%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan</p>	15000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				State: <ul style="list-style-type: none"> All Categories = 60%. 	
9.	M.Sc. Zoology	20	4 Sem. (2 Years)	<p>Qualifying Examination:</p> <ul style="list-style-type: none"> B. Sc. degree under 10+2+3 pattern with Zoology as a main subject of study, or Three / Four year B. Sc. (Hons) degree in Zoology or Four year Bachelor of Science and Technology (B. Sc.-Tech.) or Science and Teacher Education (B. Sc.-B. Ed.) degree with Zoology as a paper. <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> General Category = 55%. SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> All Categories = 60%. 	15000/-
10.	M.Sc. Biotechnology	20	4 Sem. (2 Years)	<p>Qualifying Examination:</p> <ul style="list-style-type: none"> B.Sc. (Pass/Hons) course under biological science stream with any of the following course / subject: Biotechnology, microbiology, biochemistry, genetics, bioinformatics, environmental science, pharmaceutical science, biology, chemistry, botany, zoology, <i>etc.</i> or Bachelor of Science and Education (B.Sc.-B.Ed.) with any of the following course / subject biology, chemistry, botany, zoology, <i>etc.</i> or B.Tech. Biotechnology. <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> General Category = 55%. 	15000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				<ul style="list-style-type: none"> • SC / ST / OBC / MBC = Min. Pass Marks (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	
11.	M.Sc. Microbiology	20	4 Sem. (2 Years)	<p>Qualifying Examination:</p> <ul style="list-style-type: none"> • B.Sc. (Pass/Hons) course under biological science stream with any of the following course / subject: Microbiology, applied microbiology, food microbiology, biotechnology, biochemistry, biology, genetics, chemistry, botany, zoology, environmental science, pharmaceutical science, <i>etc.</i> or • Bachelor of Science and Education (B.Sc.-B.Ed.) with any of the following course / subject biology, chemistry, botany, zoology, <i>etc.</i> <p>Min. Marks required in Qualifying Examination:</p> (i) Qualifying examination passed from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • General Category = 55%. • SC / ST / OBC / MBC = Min. Pass Marks (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	15000/-
12.	M.Sc. Wildlife Science	20	4 Sem. (2 Years)	<p>Qualifying Examination:</p> Bachelor degree in Science / Medical Science / Engineering / Veterinary Science / Agriculture / Forestry / Pharmacy / Computer Science / Computer Applications or degree recognized as equivalent thereof (should have studied in the Science stream at Higher Secondary Education Board or other equivalent board). <p>Min. Marks required in Qualifying Examination:</p> (i) Qualifying examination passed	22000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • General Category = 55%. • SC / ST / OBC / MBC = Min. Pass Marks (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	
13.	M.Tech. Solar Energy	20	4 Sem. (2 Years)	Qualifying Examination: B. Tech./ B.E./M.Sc. (Physics) / M.Sc. (Math) / M. Sc. (Chemistry) with Physics and Maths at B.Sc. Min. Marks required in Qualifying Examination: (i) Qualifying examination passed from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • General Category = 55%. • SC/ST/OBC/MBC = 50% (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	45000/-
14.	Master of Computer Applications (MCA)	60 (30 Govt. + 30 SFS)	6 Sem. (3 Years)	As prescribed by RMCAAT	As prescribed by RMCAAT
B. Faculty of Social Sciences					
15.	Master of Social Works (MSW)	40	4 Sem. (2 Years)	Qualifying Examination: Graduation in any discipline. Min. Marks required in Qualifying Examination: (i) Qualifying exam. passed from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	12000/-
16.	M.A./M.Sc. Geography	40	4 Sem. (2 Years)	Qualifying Examination: B.A. / B.Sc. with Geography.	6000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				<p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category <ul style="list-style-type: none"> (i) For B.A. with Geography = 48%. (ii) For B.Sc. with Geography = 55%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	
17.	M.A. Public Administration	40	4 Sem. (2 Years)	<p>Qualifying Examination: Graduation in any discipline.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	6000/-
18.	M.A. Economics	40	4 Sem. (2 Years)	<p>Qualifying Examination: Graduation in any discipline.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying exam. passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	6000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
19.	M.A. History	40	4 Sem. (2 Years)	<p>Qualifying Examination: Graduation in any discipline.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	6000/-
20.	M.A. Development Studies	40	4 Sem. (2 Years)	<p>Qualifying Examination: Graduation in any discipline.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	6000/-
21.	M.A. Heritage, Tourism, Museology & Archaeology	20	4 Sem. (2 Years)	<p>Qualifying Examination: Graduation in any discipline.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	6000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
22.	Diploma in Culture and History of Rajasthan	30	2 Sem. (1 Year)	<p>Qualifying Examination: Graduation in any discipline from any recognized University.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying Exam. passed from Rajasthan State or Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories : Min. Pass Marks <p>(ii) Qualifying Exam. passed from other state than Rajasthan or not a Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories : 50%. 	3000/-
23.	Certificate in Tourist Guide	25	1 Sem. (1/2 Year)	<p>Qualifying Examination: 10+2 or equivalent examination in any discipline from any recognized board.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying Exam. passed from Rajasthan State or Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories : Min. Pass Marks <p>(ii) Qualifying Exam. passed from other state than Rajasthan or not a Bonafide Resident of Rajasthan:</p> <ul style="list-style-type: none"> • All Categories : 50%. 	1500/-
C. Faculty of Commerce & Management					
24.	Master of Commerce (M.Com.) - Accounting & Finance	40	4 Sem. (2 Years)	<p>Qualifying Examination: Commerce Graduate.</p> <p>Min. Marks required in Qualifying Examination:</p> <p>(i) Qualifying examination passed from any recognized University which is situated in Rajasthan State:</p> <ul style="list-style-type: none"> • Gen Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks <p>(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State:</p> <ul style="list-style-type: none"> • All Categories = 60%. 	8000/-
25.	Master of Business Administration (MBA)-International	30	4 Sem. (2 Years)	<p>Qualifying Examination: Graduation in any discipline</p> <p>Min. Marks required in Qualifying</p>	15000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
	Business			Examination: (i) Qualifying examination passed from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	
26.	MBA Hospital Administration	20	4 Sem. (2 Years)	Qualifying Examination: Graduation in any discipline. Min. Marks required in Qualifying Examination: (i) Qualifying examination passed from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • General Category = 48%. • SC / ST / OBC / MBC = Min. Pass Marks (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: <ul style="list-style-type: none"> • All Categories = 60%. 	15000/-
27.	Master of Business Administration (MBA)	60 (30 Govt. + 30 SFS)	4 Sem. (2 Years)	As prescribed by CMAT	As prescribed by CMAT
D. Faculty of Education					
28.	Master of Physical Education (M.P.Ed.)	40	4 Sem. (2 Years)	Qualifying Examination: As prescribed by M.P.Ed. Centralized Admission Committee, Govt. of Rajasthan	As prescribed by State Nodal Agency
29.	Postgraduate Diploma in Yoga and Naturopathic Science	40	2 Sem. (1 Year)	Qualifying Examination: Graduation in any discipline. Min. Marks required in Qualifying Examination: (i) Qualifying examination passed from any recognized University which is situated in Rajasthan State: <ul style="list-style-type: none"> • Gen Category = 48%. • SC/ST/OBC/MBC = Min. Pass Marks 	12000/-

S. No.	Name of Faculty & Name of Course	Intake	Duration	Admission Eligibility	Admission Fee per Annum (in Rs.)
				(ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: • All Categories = 60%.	
E.	Faculty of Law				
30.	Master of Laws (LL.M.)	40	4 Sem. (2 Years)	Qualifying Examination / Degree: LL. B. (Professional) three years / five years courses. Min. Marks required in Qualifying Examination with NO AGE LIMIT: (i) Qualifying examination passed from any recognized University which is situated in Rajasthan State: • General Category = 55%. • SC/ST/OBC/MBC = 50% (ii) Qualifying examination passed from any recognized University which is situated at outside the Rajasthan State: • All Categories = 60 %.	20000/-

4. Total Fee with Details of Fee Structure :

4.1. Admission Fee :

S. No.	Name of the Course / Programme	Fee / Annum (in Rs.) for new Admissions from the Academic Session 2019-2020
1.	Bachelor of Pharmacy (B.Pharm.)	35000/-
2.	B.Sc. (Pass Course) Bio. Group	15000/-
3.	B.Sc. (Pass Course) Maths. Group	15000/-
4.	B.Sc. (Hons. Course) Physics	15000/-
5.	M.Sc. Chemistry	15000/-
6.	M.Sc. Physics	15000/-
7.	M.A/M.Sc. Mathematics	10000/-
8.	M.Sc. Botany	15000/-
9.	M.Sc. Zoology	15000/-
10.	M.Sc. Biotechnology	15000/-
11.	M.Sc. Microbiology	15000/-
12.	M.Sc. Wildlife Science	22000/-
13.	M.Tech. Solar Energy	45000/-
14.	Master of Computer Applications (MCA)	As prescribed by RMCAAT
15.	Master of Social Works (MSW)	12000/-
16.	M.A./M.Sc. Geography	6000/-
17.	M.A. Public Administration	6000/-
18.	M.A. Economics	6000/-
19.	M.A. History	6000/-

20.	M.A. Development Studies	6000/-
21.	M.A. Heritage, Tourism, Museology & Archaeology	6000/-
22.	Diploma in Culture and History of Rajasthan	3000/-
23.	Certificate in Tourist Guide	1500/-
24.	Master of Commerce (M.Com.) - Accounting & Finance	8000/-
25.	Master of Business Administration (MBA)-International Business	15000/-
26.	MBA Hospital Administration	15000/-
27.	Master of Business Administration (MBA)	As prescribed by CMAT
28.	Master of Physical Education (MPED)	As prescribed by State Level Nodal Agency
29.	Postgraduate Diploma in Yoga and Naturopathic Science	12000/-
30.	Master of Laws (LL.M.)	20000/-

The admission fee will be deposited by each student according to the course chosen by him / her for admission and it is divided in following head / types of fee:

S. No.	Particulars / Heads	Bifurcation of the Course Fee
1.	Course Fee / Tuition Fee	70 % of Course Fee
2.	Development Fee	10 % of Course Fee
3.	Sports Fee	10 % of Course Fee
4.	Library Fee	10 % of Course Fee

4.2 Local Fund :

The local fund will be same for all the courses and will be deposited by each student every year.

S. No.	Heads of Local Fund	Local Fund / Annum (in Rs.) for the New Admissions from the Academic Session 2019-2020
1.	Admission Processing Fee	500.00
2.	Students' Union Fee	200.00
3.	Student's Association Fee	100.00
4.	Student's I Card Fee	100.00
5.	Student's Assistance Fund Fee	100.00
6.	Student's Medical Assistance Fee	100.00
7.	Career Counseling & Placement Fee	100.00
8.	Internet & Technical Assistance Fee	100.00
9.	Parking Fee	100.00
10.	Other Heads	100.00
Total Amount of Local Fund (in Rs.)		1500.00

4.3 Caution Money:

The caution money will also be same for all the courses and will be deposited by each student only one time for an admission.

S. No.	Particulars	Caution Money (in Rs.) for the New Admissions from the Academic Session 2019-2020
1.	Caution Money (<i>One Time Deposition</i>)	500.00

5. General Guidelines for Admission:

- 5.1 Admission of a student to a course shall be subject to the condition prescribed by the University ordinances / rules as applicable to the course in which admission is sought.
- 5.2 Admission to various certificate / diploma / undergraduate / postgraduate programmes shall be offered to those students who have passed the qualifying examinations from the Central or State Boards / UGC recognized Universities.
- 5.3 Admission in M.Phil. and Ph.D. programmes shall be made through entrance test only as per the UGC guidelines. Applicants desiring admission to these courses should do the needful as per notification of the entrance examination which shall be notified separately.
- 5.4 A candidate is required to apply separately for each course / programme in time in the prescribed online admission form. If a candidate is not admitted in a course applied for, his/her admission form would not be transferred in any other department / course / programme, even if a vacancy exists in that department / course / programme.
- 5.5 After last date of admission as given in the University Notification, no application will be entertained.
- 5.6 Following documents / information shall be required to fill online admission form:
 - (a) Scanned Copy of Latest Colored Photograph (Size: between 50KB to 100 KB).
 - (b) Scanned Copy of Signature by Black pen on White paper (Size: between 20KB to 50 KB).
 - (c) Scanned Copy of Mark Sheet of 10th Class Examination (Size: between 250KB to 500 KB).
 - (d) Scanned Copy of Mark Sheet of 12th Class Examination Mark Sheet (Size: between 250KB to 500 KB).
 - (e) Scanned Copies of Mark Sheets of all Semesters / Years of Graduation (Size: between 250KB to 500 KB).
 - (f) Scanned Copy of Board Certificate of 10th Class Examination (Size: between 250KB to 500 KB).
 - (g) Scanned Copy of Domicile Certificate (Size: between 250KB to 500 KB).
 - (h) Scanned Copy of Caste Certificate (Size: between 250KB to 500 KB).
(Non-Creamy Layer Caste Certificate of OBC and MBC should not old more than one year alongwith Declaration Form).
 - (i) Scanned Copy of Physically Handicapped (PH) Certificate, if required (Size: between 250KB to 500 KB).
 - (j) Scanned Copy(ies) of documentary proof(s) for claiming Bonus Marks (Size: between 250KB to 500 KB).
 - (k) Annual Income of Father / Family.
 - (l) Details of Blood Group.
 - (m) You and your parents/guardian's mobile numbers so that SMS Alerts can be sent to the candidate / parents / Guardians regarding admission.
 - (n) E-mail ID, Aadhar Number, Voter ID, Bhamashah Card, BPL Card (if available).
 - (o) Bank Details: Account Number, Name, Branch & IFS Code of the Bank.
- 5.7 For admission in undergraduate programmes, candidates who have passed the qualifying examination with Mathematics / Biology as additional subject shall be eligible to fill the admission form for both B.Sc. Maths / Bio groups. Candidates who have qualified 10+2 examination in Agriculture and Vocational Courses shall not be eligible to take admission in B.Sc. (Pass Course) Bio / Maths and B.Sc. (Hons. Course) Physics.
- 5.8 **NTS Applicants:** National Talent Scholars (selected by the NCERT) may be admitted outright (in courses which are not involving in the entrance test) if they fulfill the minimum

eligibility conditions after production of certificate from the competent authority. Only such NTS candidates shall get admission who are eligible to draw the scholarships.

- 5.9 **Non-Rajasthan Applicants (NRA):** NRA should have secured a first division (60%) and otherwise eligible. However, the condition of obtaining a First Division may be relaxed in the case of:
- (a) Female candidates migrating to Rajasthan on account of their marriage to a resident of Rajasthan,
 - (b) Male candidates, who after passing the qualifying examination from any other University, have passed a three-year course from this University, and
 - (c) Son / Daughter / Wife of a serving employee of the Central Government or a Public Sector Organization posted in Rajasthan. They will be considered for admission on the basis of merit at par with candidates from Rajasthan.
 - (d) Non-Rajasthan Students securing up to 55% marks from other states may also be considered subject to the availability of seats after all the eligible students from Rajasthan and first division holders from other States have been accommodated. The rule of minimum percentage, wherever applicable, shall be followed.
- 5.10 **Admission of in-service Candidates:** In-service candidates may be allowed admission to the various courses on production of a '*No Objection-Cum-Character Certificate*' from their employers, without which their applications shall not be considered. This certificate must be produced within the stipulated time period. 'In-service candidates' refers to employees of Central or State Government, Statutory bodies, Govt. controlled undertakings, Banks and employees of Govt. recognized and aided colleges, institutions and registered firms.
- 5.11 **Admission of candidates from other Universities:** A student migrating from any other University shall not be admitted to any stage of the course other than the first year except as otherwise provided for in the University Ordinances.
- 5.12 **Non-eligibility due to FIR / Criminal Offence / Misbehavior:** The following categories of students shall not be eligible for admission:
- (a) Any candidate against whom an F.I.R. has been lodged by the University or any Affiliated College or by any other competent Authority of the University / College shall not be eligible for admission as a regular candidate in any Departments of the University.
 - (b) Any person who has been convicted of criminal offence involving moral turpitude shall not be eligible for admission as a regular student in any Department of the University.
 - (c) Any candidate who has been found guilty in any misbehavior with any teacher or with any authority / official of the University shall be debarred from seeking admission in any Department of the University.
- 5.13 The University has right to refuse the admission to a candidate against whom FIR has been lodged anywhere or criminal case has been registered in the Court and/or punished by the University for Misconduct.
- 5.14 **Gap between the Study:**
- (a) For Admission in UG Programmes
 - Candidate who have more than two years gap after qualifying examination will not be eligible to take admission in any undergraduate programme.
 - This rule is not applicable on the female candidates.
 - (b) For Admission in PG Programmes
 - Candidate who have more than two years gap in PG previous year to final year examination will not be eligible to take admission in any PG final year.

- This rule is not applicable on the female candidates.
- 5.15 A candidate shall not be allowed to take admission again in the same class in which who has been declared as passed.
- 5.16 A candidate shall be allowed to take admission in postgraduate programmes twice (two different postgraduate courses or one postgraduate and one law undergraduate programme) only.
- 5.17 A candidate who declared fail in previous year or semester cannot take re-admission in the same subject as regular student but he / she can take admission in another course on the basis of his / her undergraduate marks one time only.
- 5.18 If original mark sheet(s) is not received by the candidate due to any reason from any Board / College / University, the candidate may fill **Online Admission Form** by uploading self-certified internet mark sheet(s). Original mark sheet(s) will be produced by the candidate at the time of document verification. If any change of marks is observed between online mark sheet(s) and original mark sheet(s), the University may take action against the candidate(s) and his/her/their admission may be cancelled.
- 5.19 Acceptance of admission form does not guarantee of admission. Admissions shall be made on the basis of merit subject to the availability of the number of seats for each course and subject to fulfillment of the conditions laid down by the University for the purpose from time to time
- 5.20 Candidate whose name appears in the merit list shall download and submit the hard copy of the filled "**Online Admission Form**" along with all submitted documents in the concern department. Fee can be deposited only after verification of the submitted documents with original documents and getting the confirmation letter of provisional admission from the head of the department / course coordinator.
- 5.21 Candidates called for admission shall be required to appear at their own expenses before the admission committee of the Department concerned on the dates notified by the University / Department for documents verification
- 5.22 If seats remain vacant in the UG classes after given the admission to the eligible candidates with notified minimum marks, a 3% relaxation may given in the qualifying marks and the seats may be filled on the merit basis. Thus, the students having 3% less marks than the minimum eligibility may also fill the online admission form.
- 5.23 However, if seats remain vacant in PG programmes, 5% relaxation to female candidates of Rajasthan and outside candidates (male and female both) may given in the minimum qualifying. Online Admission Form may be filled by the candidates having 5% less than marks of qualifying examination. Thus, outside candidates having up to 55% marks may fill the online application form.
- 5.24 Related with minimum eligibility criteria for female candidates, the rules of the State Govt. will be adopted as and when even circulated during the admission process.
- 5.25 Reserve category students (except M.Tech. Solar Energy and LL.M.) with minimum marks are eligible to fill the online form.
- 5.26 At the time of admission, the applicant must furnish original documents for verification. If original mark sheet(s) / certificate(s) / required document(s) are not produced by the admitted candidate(s) at the time of document verification, an affidavit on plain paper may be taken by the respective department / B.Sc. Coordinator from such candidate(s) regarding submission of original mark sheet(s) / certificate(s) / required document(s) along with

original T.C and C.C, migration certificate (if applicable), *etc.* will be submitted within 15 days failing which his / her admission shall be cancelled.

- 5.27 In case of the outright admission or any doubt seems in certificates / documents, an affidavit on non-judicial stamp paper will be taken from the candidate
- 5.28 The applicant shall give an undertaking that if any of the certificates submitted by him/her is found fake/illegitimate, the University has right to cancel his/her admission without giving any prior notice or information.
- 5.29 If a candidate who had applied for admission to more than one course and is admitted in one course and subsequently his/her name appears in the merit list of another course, then he/she would have option to choose either course subject to the adjustment of fee within the period of 15 days from the date of admission *i.e* date of submission of fee in the earlier course. It shall be subject to availability of seats in the concerned course.
- 5.30 Any candidate desires for change of subject / programme after seeking admission in a particular subject / programme shall have to apply for change in writing along with receipt of bank challan of **Rs. 200/-** fee within 15 days of deposit of admission fee. Admission in the other subject / course shall be depending on the last cut off of the concerned subject / course. It means percentage of the candidate should be higher than the last cutoff of the concerned course / subject in which he/she is seeking admission. It is mandatory that online admission form has already been filled by such candidate(s) for that subject / programmes in which he/she desires change / transfer in within the date notified by the University.
- 5.31 If any candidates after taking admission requests for taking his/her T.C back for getting admission in any other institute before submitting admission fee, his/her admission may be cancelled and vacant seats may be filled by another candidates on merit basis. If such student(s) further request(s) for re-consideration of admission in the same class and session, his/her candidature will be not considered. Such types of candidate(s) can apply afresh if the seats remain vacant in his/her category and university invites fresh applications for the admission
- 5.32 Number of students shall be restricted to the sanctioned strength prescribed for each subject / course in the University teaching departments. Any change in the number of the seats recommended by the Head of the Department shall be enforced only by the permission of the Vice-Chancellor.
- 5.33 A candidate can opt for admission into certificate / diploma courses simultaneously along with the undergraduate / postgraduate / M.Phil. / Ph.D. programmes.
- 5.34 A course in the Department shall not be started in an academic session, if the number of eligible candidates is less than 10 or 25% (whichever is lesser) seats of total intake in the undergraduate / diploma / certificate or less than number 10 in postgraduate programmes but it may be relaxed subject to the permission from the admission committee followed by the approval of Hon'ble Vice-Chancellor. In any course which is not started in the department due to unavailability of minimum number of students for admission, the fee deposited by the students shall be refunded.
- 5.35 Admission in the next year / final year / odd semester:
- (a) Admission in the next year / final year / odd semester shall be given as per University rules prescribed for "*Minimum Pass Marks and Rules regarding Determination of Results*".
 - (b) For the admission in specialization course of a particular subject / programme, the admission in the next year / final year / odd semester shall be given on the basis of preference filled by the candidate. If preferences filled by students to get admission

for a specialization will more than availability of seats, then merit list shall be prepared to give the admission.

- 5.36 As per the State Govt. Notification No. P.12 (22) Finance / Tax / 10-98 Dated 09-03-2010 and a subsequent letter (No. F.7 (39) / Pub / 10 / 5099-513 Dated 10-04-2010) Registration & Printing Department, Govt. of Rajasthan, stamp duties on affidavits is exempted and shall not be taken from the student to take admission or for scholarships.
- 5.37 As per the State Govt. letter No. F.15(1) AR / Gr-1 / 2014 Dated 24/11/2014, self-attested affidavits and required supporting documents shall be acceptable.
- 5.38 **Jurisdiction of court cases:** All court cases shall be subject to the jurisdiction of Kota only.
- 5.39 Ragging being a social evil and a criminal offence is strictly prohibited in the campus.
- 5.40 75% attendance is compulsory for appearing in the University examination.
- 5.41 For any case which is not covered in the admission guidelines, the decision taken by the University shall be final.

6. Reservation Criteria

- 6.1 Reservation for SC / ST / OBC / PH / Kashmiri migrant candidates shall be as per Government of Rajasthan policy / as per direction of Hon'ble High Court of Rajasthan / Supreme Court of India.
- 6.2. As per the notification of the DOP, Govt. of Rajasthan vide letter No. F.1(7) / DOP(A-II) / 2017 Jaipur, Dated 21-12-2017, reservation for More Backward Classes (MBC) will also be given during the admission in various programmes in the University campus.
- 6.3 OBC / MBC related certificate is issued by the authorized officer one time only but certificate related to non-creamy layer status under OBC is valid for one year only. If the candidate is related non-creamy layer or is not considered under the creamy layer for forthcoming years continuously then a self-attested undertaking shall be given by the candidate. This may be done only for three years (Order No. F 11 () R & P / DSJE / 12 / 7376-409 Dated 24-01-2013)
- 6.4 Reservation criteria for SC / ST / OBC / MBC / PH / SWS candidates shall be as given below:
 - 6.4.1 54% of the total number of seats in each course in the Faculties of Arts, Commerce, Education, Law, Science, Social Sciences, etc. (including honors, certificate / diploma course, if any, in all these Faculties) shall be reserved in each Department / Programme for NATURAL BORN sons / daughters of parents belonging to Scheduled Castes (16%), Scheduled Tribes (12%), Other Backward Classes (OBC) - Non creamy layer (21%) and More Backward Classes(MBC)-5%. MBC is also included in the 21% of the Other Backward Classes (OBC)-Non creamy layer.
 - 6.4.2 Apart from the reservation of SC, ST, OBC, MBC category, 10% reservation shall be given to the economically weak students of EWS of the general category as per the directions and guidelines of the State Govt.
 - 6.4.3 Seat matrix for the total seats (intake) for reserved categories and total remaining seats under un-reserved (UR) category is given below:

S. No.	No. of Seats (Intake)	Seats for Reserved Category					Remaining Seats available for ALL under Un-reserved (UR) Category	EWS** (10% Additional Seats)
		SC (16%)	ST (12%)	OBC (21%)	MBC* (5%)	Total Seats for Reserved Categories		
1.	20	3	2	4	1	10	10	2
2.	25	4	3	5	1	13	12	3
3.	30	5	4	6	2	17	13	3
4.	40	6	5	8	2	21	19	4
5.	60	10	7	13	3	33	27	6

Note:

* As per the office order vide letter No.: P.7(1) DOP / Ka-2 / 2019 Dated 28/02/2019, MBC is also included in the OBC (Non-creamy layer) and 5% reservation shall also be given to MBC separately.

** Additional 10% reservation on total intake will be given to the students of EWS as per the office order of Department of Personnel (Ka-2), Govt. of Rajasthan P.7(1) DOP / Ka-2 / 2019 Dated 22/02/2019 and Department of Education (Gr-4) P.18(2) Edu-4 / 2014 Reservation Dated 07/03/2019.

6.4.4 5% of the total number of seats in each category and each course in the faculties specified above shall be reserved for physically handicapped candidates as defined by the Department of Empowerment of Persons with Disabilities in the Ministry of Social Justice & Empowerment, Govt. of India. 3% additional marks will given to the physically handicapped candidates only for providing eligibility not for giving higher rank in the merit list.

6.4.5 Admission to the transgender candidate shall be given additionally on minimum pass marks.

6.5 Seats and Fee for University Employees / Wards

6.5.1 Seats for University Employee / Wards

Super numeral seats in each course run by the University teaching departments shall be reserved for the University employees (teachers, officers and non-teaching staffs), employee's spouse / son or daughter. These additional seats shall be in addition to the total number of seats allotted in that particular course. The admission under this reserved category shall be made on the basis of merit of applicants under this category. One additional seat shall be reserved for the University wards having 20 seats per course. In case of 40 seats, 2 seats shall be reserved for the University employees/wards. This reservation would also be applicable for admission to those courses where university entrance examination is conducted. However, the reservation would not be applicable for admission to those courses where state level entrance test examination is conducted. In case of equal marks obtained by two or more candidates after calculating the merit, preference shall be given to non-income tax payers.

6.5.2 Fee for University Employee / Wards:

In compliance of the University order vide letter number F-3 () / Estt. / UOK / 2018 / 4539-50 Dated 23/08/2018 regarding exemption in the admission fee for the University's employee and their dependents (husband/wife, unmarried son/daughter, widow/abandoned daughter), it was resolved that the admission fee shall be exempted and only local fund caution money shall be taken from the University's employees / University employees' wards as per above-mentioned University order

6.4 Relaxation to the Son / Daughter of Shaheed in service (Defense service) and Wards of Military personnel will be given as per the University rule.

- 6.5 Albino candidates will be given a concession of 10 marks.
- 6.6 Any change in the reservation policy as notified by the Govt. shall be applicable with immediate effect.

7. Concession, Relaxation & Weightages

- 7.1 In calculating the merit for admissions in various courses running in the University campus for academic session 2019-20, the concession, relaxation, weightage will be applicable as decided by the Commissionrate, College Education, Government of Rajasthan in its Admission Policy 2019-20.
- 7.2 Concessions for the students from the Asam / wards of Kashmiri migrants will be applicable as notified by Department of Higher Education, Ministry of Human Resource Development, Government of India.
- 7.3 For Defense Personnel / CAPF :

S. No.	Achievement	Concession
1.	Son/Daughter of Shaheed in service (Defense Service).	Admission on minimum passing marks.
2.	Wards of military personnel or the wards of Ex-Army men not paying income-tax.	Weightage of 3% the total aggregate of marks prescribed for the qualifying examination while preparing the merit.
3.	3% Seats shall be reserved for Wards of military personnel / CAPF. Admission shall be given on the following preferences: (i) Wards of personnel killed in action (ii) Wards of personnel disabled in action and boarded out from service / died while in service with death attributable to military service / disabled in service and boarded out with disability attributable to military service. (iii) Wards of personnel awarded Gallantry award. (iv) Wards of awarded Ex-serviceman	Reservation of 3% seats according to priority / preference order.

Employees of CRPF, BSF, ITBP, SSB, CISF, RPF, NSG are included in CAPF.

8. Calculation of Merit:

- 8.1 For Postgraduate Programmes:
- 8.1.1(a) The merit of a candidate for admission in postgraduate programmes shall be calculated by adding the marks obtained by him/her at the qualifying examination to the marks obtained by him/her during the three/four years examination in the subject concerned in which he/she seeks admission to his/her post-graduation course in case when candidate has studied the concerned subject at the graduation level.
- (b) The grand total 8.1.1(a) shall be converted into percentage taking into account the grand total of the maximum marks of the qualifying examination and the maximum marks of the three/four years of examinations in the subject concerned.
- 8.1.2 In a case when candidate has not studied the concerned subject at graduate level in which candidate seeks admission to his/her postgraduation course, then the percentage

of total aggregate marks obtained by the candidate at the qualifying examination shall be used for making the merit list.

- 8.1.3 If two or more candidates obtain equal percentage in merit, the preference will be given in the following order:
- (a) Preference will be given to the candidate having marks without bonus marks.
 - (b) If candidates are still having the same percentage of marks then the marks of that subject in which candidate is taking admission shall be taken into account for giving preference.
 - (c) If candidates are still having the same percentage of secondary examination then the date of birth of the candidates will be taken into account and preference will be given to elder candidate.
- 8.2 For Undergraduate Programmes:
In compliance of the State Govt. orders vide letter No. F.1(6) Edu-3 / 2014 / Part Dated 10-06-2014 and F.1(6) Edu-3 / 2014 / Part Dated 19-06-2014, the merit for undergraduate programmes will be prepared on the basis of percentile marks of the qualifying examination. If percentile data band is not available for a particular board then percentage of that year of the particular board may be converted to percentile by using percentile data band of nearest year of CBSE. Whenever two or more candidates obtain equal percentile of marks in merit, the preference will be given in the following order:
- 8.2.1 Preference will be given to the candidate having marks without bonus marks.
 - 8.2.2 If candidates are still having the same percentile of marks then the marks of senior secondary examination shall be taken into account for giving preference.
 - 8.2.3 If candidates are still having the same percentage of senior secondary examination then marks of secondary examination shall be taken into account for giving preference.
 - 8.2.4 If candidates are still having the same percentage of secondary examination then the date of birth of the candidates will be taken into account and preference will be given to elder candidate.
- 8.3 For Diploma / Certificate Programmes:
For diploma / certificate programmes, the preparation of merit list shall be done as per the norms of the concerned Department as approved by the University.
- 8.4 For subjects where admission is by an entrance test, the merit list shall be prepared in accordance with the rules approved for that test.
- 8.5 If the candidate has marks sheet with grades only, the conversion to marks shall be done as per the information provided in the mark-sheet or by the university / institution.
- 8.6 5% weightage shall be given to the students with honors degree of B.A. / B.Sc. / B.Com. course seeking admission to the postgraduate course in their subject. This weightage shall not be admissible to the students passing integrated B.Sc.-B.Ed. (Hons.) examination.
- 8.7 The merit list shall take into account the concessions or relaxations, if any, as applicable for games & sports, NCC, NSS, mountaineering & climbing, scouts/guides, co-curricular activity, wards of defense personnel, *etc.*
- 8.8 After preparation of an **unreserved merit list** in which candidates from all the reserve categories included, separate merit lists shall be prepared for reserved categories including SC, ST, OBC, MBC, PH and Kashmiri migrant candidates who have been passed in the qualifying examination for admission to the University course. Candidates from reserved category who have secured marks above the level up to which the unreserved category candidates are admitted, the candidates from reserved category should not be counted

towards reserved quota at all and should be included in the unreserved merit list of admissions.

- 8.9 Excluding those admitted candidates on merit along with unreserved candidates as mentioned in point number 8.8, other SC, ST, OBC, MBC, PH and Kashmiri migrant candidates must be admitted in the order of merit going down up to the point necessary to secure adequate number of candidates of reserved category to fulfill the reservation seats completely.
- 8.10 It is clarified that in order to fill the reservation quota for SC, ST, OBC, MBC, candidates, there should be no hesitation to go down, if necessary, to the pass percentage of the qualifying examination
 - 8.10.1 Candidates belonging to SC / ST / OBC / MBC / PH and Kashmiri migrant category shall be required to produce a certificate to the effect from a District Magistrate / Sub-Divisional Magistrate / Tehsildar, without which their cases shall not be considered as per directions of the State Government.
 - 8.10.2 Physically handicapped candidates claiming concession shall be required to furnish a certificate in original from the competent authority
- 8.11 On the date notified in the online admission notification, a merit list of the eligible candidates in all the categories along with 100% waiting list for the course concerned shall be uploaded on the on the online admission portal and also displayed on the Notice Board of the respective department.
- 8.12 All candidates whose names appear in the merit list and subsequently verifies their documents shall have to deposit the fee through a online payment gateway / bank challan as per the fee schedule for each course. All the Particulars / Heads of the Admission Fee and Local Fund should be mentioned and filled in Challan properly by the students and checked by the admission In-charge / Course Coordinator / Head of the concern Course / Department, if required. Candidate, in person, has to ensure his/her presence between official time with original documents supporting qualification, reservation and concession, if any. Fee in any other form shall not be accepted. On the failure to deposit the fee and original transfer certificate by the notified date, the claim of the candidate for admission shall be forfeited.
- 8.13 All candidates whose names appear in the **waiting merit list** may also submit their prescribed fee through online payment gateway / bank challan as per the fee schedule for each course.
- 8.14 The student having supplementary in the requisite (eligible) class / subject may be provisionally admitted and merit shall be decided on the basis of prescribed qualifying marks in the paper concerned provided that he/she passes the same failing which the admission shall automatically cancelled.
- 8.15 If the candidates from reserved categories (SC, ST, OBC, etc) are not available after exhausting complete list of candidates of these categories and the seats are vacant then advertisement for vacant seats of these reserved categories shall be given in the newspapers so that candidates (who were unable to deposit their admission fee) now may also apply again along with fresh candidate of these reserved categories.
- 8.16 If no application form or less application from are filled from the candidates of the reserved categories then vacant reserved seats for SC category shall be filled from the candidates of the ST category and vice versa. If seats of reserved categories are still vacant then these vacant seats shall be filled from the wait listed candidates of the general category.

9. Guidelines for Foreign and NRI Students

- 9.1 At least 60% marks in qualifying examination is the minimum requirement for admission of international and NRI students to various courses in the University.
- 9.2 All other Rules for Indian students shall also apply to the international students.
- 9.3 Admission to international students shall be given as per the policies of the Government of India (Ministry of External Affairs, Home and Human Resource Development) declared from time to time.
- 9.4 The admission of self-supporting students shall be confirmed only after having sought clearance from the Ministry of Human Resource Development (Department of Education), Government of India, New Delhi or High Commission/Embassy concerned.
- 9.5 No direct application/documents of the foreign students who wish to seek admission to postgraduate / Ph.D. course shall be entertained by the Head of the Teaching Departments/Supervisors for Ph.D. course. They are required to submit the same to the office of the Vice-Chancellor of the University to ascertain the eligibility.
- 9.6 The foreign students are required to submit a medical certificate including report of HIV test form the specified authority at the time of their admission.
- 9.7 The foreign students are required to maintain good conduct during the course of studies in the University. Fees and other dues must be cleared on time.
- 9.8 Every international student shall report to Foreign Registration Officer, for extension of his/her visa three months in advance. They shall keep close liaison with foreign Registration Office regarding visa formalities, etc.
- 9.9 15% supernumerary seats in all courses shall be reserved for international students including Persons of Indian Origin. Out of total number of supernumerary seats, 1/3 i.e. 5% seats would be preferably filled by children of NRIs on payment of five times the fee payable by a regular student of the course.
- 9.10 Familiarization session would be organized for freshly enrolled international students for at least three weeks prior to the commencement of the academic session. This session would provided interaction with authorities and would also include inputs on specific and relevant information about the region, city and suburbs, local customs, culture, language, civil facilities, etc.
- 9.11 Incomplete application form shall not be entertained in any condition.
- 9.12 All admissions shall be provisional till all formalities are completed.

10. Fee Refund Policy and Fee Refund Request Form

The Fee Refund Rules of the University of Kota are as under:

- 10.1 A student once admitted can get the fee refund only if he / she applies to the University in the prescribed Refund Request Form within the prescribed time limits as follows:

S. No.	Time duration for submission of application for fee refund	Amount of the Fee to be Refunded
(a)	If application is submitted within 15 days after taking admission of the candidate or before the closing date of admission, whichever, is earlier.	70% of the tuition fee along with caution money shall be refunded of the admitted candidate subject to the condition that the seat so vacated is filled up by the another candidate.
(b)	If application is submitted any time	Only caution money shall be refunded.

	in the session not covered within point 1(a).
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- 10.2 The admission application form fee and/or admission processing fee is non-refundable.
- 10.3 In case of transfer of student from one course of higher fee to another course of lesser fee within the campus, the difference fee may be refunded after the admission or its vice-versa.
- 10.4 If any course is not run by the University department due to unavoidable reasons, the fee deposited by the students shall be refunded 100%.
- 10.5 If a wait listed candidate deposits fee for taking admission but he/she fails to take admission due to not inclusion of his / her name in the provisionally admitted list of the candidate, the fee deposited by the candidate will be refunded after deduction of Rs. 500/- of admission processing fee. Such types of matter will be entertained after closing of admission process.
- 10.6 Once the refund application is received, the application for refund the fee will be processed only after completion of the admission process in the course.
- 10.7 In case of Foreign/NRI candidates, the refund will be made in accordance with foreign exchange rules and regulations.
- 10.8 The admission of a student is liable to be cancelled at any time, on being found, ineligible or used fraudulent means for securing admission or if any of the statements made by him / her is found false. The University has the right to take disciplinary and legal action or penalty against such a student as per the Statutes and the Rules of the University. In such case, the fee including caution money deposited by the student shall be forfeited and he/she shall also be liable to pay the dues, if any.
- 10.9 The caution money will be refunded to the students on his/her leaving the University after the completion of the course and the declaration of the final examination results, after deduction of all dues, fines and other claims, if any, against him/her, as per the rules of the University. No interest will be payable by the University on such amount.
- 10.10 Any extra amount deposited by the candidate by mistake or due to interruptions of online transfer will be refunded after providing justified evidence(s) and proofs by the students along with refund application and after the confirmation of University bank.
- 10.11 If any student who has applied for Govt. schemes for fellowship/financial aid through the University and applies for fee refund for the same will be processed only after the cancellation of his/her application from the Govt. scheme.
- 10.12 The candidate should submit the original fee receipt, identity card, identity proof and the dues clearance certificate with the refund request form.
- 10.13 The application for the refund shall be submitted to the Registrar, University of Kota, Kota forwarded through Head / Coordinator with all relevant documents within the prescribed time limit.
- 10.14 No e-mail request shall be entertained for the fee refund.

Note: Fee Refund Request Form is attached herewith. Students are instructed to furnish the information in this Fee Refund Request Form required for refund of fee.



कोटा विश्वविद्यालय University of Kota

State University recognized by UGC under sections 2(f) & 12(B) of the UGC Act, 1956

Maharao Bhim Singh Marg, Kota (Rajasthan)-324 005

Fee Refund Request Form

SECTION-1: STUDENT'S DETAILS

Name of Student	:	
Father's Name and Mobile Number	:	
Online Application Form Number	:	
Name of Class / Programme	:	
Date of Admission	:	
Online Transition Number / Challan Number	:	
Reason for Fee Refund	:	
Contact E-mail and Mobile Number	:	
Bank Account Number	:	
Bank Name & Address	:	
IFS Code	:	
MICR Code	:	

SECTION-2: DECLARATION

I understand that failure to complete this request form or not providing all required documents may result in my refund being delayed.

Signature of Candidate

Date:

Signature of Parent

Date:

For Office Use only

Recommendations of the Head / Coordinator

Course Coordinator / Head