



# GUIDELINES & NORMS/RULES FOR ADMISSION

1. The applicants should read carefully the contents of the Information Brochure and familiarize themselves with the relevant rules governing the Admission/Entrance Test/GD/ Interview of Rabindranath TAGORE UNIVERSITY. They should also check all the eligibility criteria for a particular programme.
2. Rabindranath TAGORE UNIVERSITY will not be responsible if a candidate is denied admission for not fulfilling the eligibility criteria even if he/she has cleared the Entrance Test/GD /Interview and has been issued an **Offer Letter** for admission to a particular programme of study.
3. Bachelor's degree signifies that the degree has been obtained under 10+2+3 system of education or its equivalent. Application Form of candidate whose qualifying examination is not recognized by this University shall not be considered for admission.
4. All admissions shall be provisional. If any omission/error in the processing/verification of certificates/documents of a candidate or not fulfilling eligibility criteria, etc., is detected at the time of admissions or thereafter, the University shall have the right to cancel such admission at any time.
5. The University takes no responsibility for any delay in postal transit or non-receipt of Admit Card/ Interview Letter/ Intimation Letter, etc., or any other communication related to admission as per regulations.
6. If it is discovered at any stage that a candidate has made a false representation or used fraudulent means for admission or that he/she does not fulfill the eligibility requirements, he/she will not be allowed to complete admission formalities. If admission has been granted to such candidate, the same shall be liable to be cancelled at any stage. The University reserves the right to ask the candidate to reappear in the Entrance Test to assess his candidature if considered necessary.
7. Candidates getting Supplementary/Compartment/Essential Repeat in the qualifying examination are not entitled to get admission. Final result must be submitted by 31<sup>st</sup> August in any case, after which admission will automatically get cancelled.
8. No candidate is allowed to pursue two regular courses simultaneously in one academic year.
9. The list of selected candidates will be displayed on the University Notice Board and University website **www.rnut.ac.in**. It is the responsibility of the candidate to keep himself/herself informed about such notices. The University shall not be responsible if a candidate fails to get information regarding his/her selection for admission.
10. A candidate not reporting for admission on the date and time as stipulated, shall forfeit his/her claim for admission and no further correspondence in this regard will be entertained.
11. Candidates not selected for admission shall not be informed. In the event of non-selection, his/her Application Form/Fees/ Photo copies of the attached Certificates/Documents shall not be returned.
12. A candidate already enrolled in any programme of Rabindranath TAGORE UNIVERSITY will be required to get his/her admission cancelled from the programme he/she is pursuing in this University to be eligible for admission to another programme.
13. The applicant is required to fill in the Application Form by himself/herself with correct information.
14. In case of withdrawal of admission, the candidate will not be eligible to get any refund from the University.

19. Academic Qualification

Qualification	Name of the Board/University	Year of Passing	Subject	% Marks
10 <sup>th</sup> Standard				
12 <sup>th</sup> Standard / Diploma				
Graduation				
Post Graduation				

20. Family Information (if applicable attach Experience Certificate)

	Age	Qualification	Profession	Organisation	Designation
Father					
Mother					
E-mail Address of Parents					
Mother					
Father					

21. Details of Payments

By Cash  Cash Receipt No. \_\_\_\_\_

By Demand Draft with DD No. \_\_\_\_\_

Online Payment  \_\_\_\_\_ Date: \_\_\_\_\_

Online Transaction No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

22. Signature

I hereby certify that the information given in the Application (all relevant Forms) is complete and accurate. I understand and agree that misrepresentations or omission of facts will justify the denial of admission, the cancellation of admission or expulsion.

I have read and do hereby consent to the Terms & Conditions for Admission as mentioned in the Information Brochure.

Signature: ..... Date: .....

**Declaration**

I hereby declare that the information submitted is complete and correct to the best of my knowledge. I fully agree to abide by the rules and regulations of the University as they are now and may be constituted in the future and will not claim for any refund of fees.

Signature of Father/Guardian

Date :

Signature of Applicant

*Note : Enclose attested mark sheets.*

14. Candidates are required to produce the original mark sheets/certificate of qualifying examination and other necessary documents at the time of reporting for admission, while completing the admission formalities. The candidates who have applied as 'result awaited' should verify original copy and submit attested copies of their mark sheets within ten days of the declaration of results but not after the date of closure of admission of **Rabindranath TAGORE UNIVERSITY**. Form No. and Roll No. allotted by **Rabindranath TAGORE UNIVERSITY** should be written clearly on the back of the mark sheet, failing which the offer of admission shall be cancelled and no further correspondence in the matter shall be entertained. Original documents are required for Admission .
15. Application Form shall be liable to be rejected in case:
  - Application Forms received after the last date
  - Those received without requisite fee
  - Paying of the requisite fee through Demand Draft with lesser amount
  - Demand Draft of requisite fee not drawn in favour of **Rabindranath TAGORE UNIVERSITY**, payable at Bhopal.
  - Incomplete information
  - Mutilated form

***(No further correspondence shall be entertained in this regard. Applicant is advised to ensure that his/her Online Application Form is correctly filled.)***
16. The confidential marks, received directly on or before the last date for receiving the mark sheet under sealed cover in the name of the Controller of Examinations & Admissions, **Rabindranath TAGORE UNIVERSITY** from the Universities/Boards where the result of qualifying examination could not be declared formally may be accepted, after obtaining the approval by the Competent Authority of **Rabindranath TAGORE UNIVERSITY**. Such a candidate must submit an under taking duly Notarized by a public Notary to the effect that the Original Mark Sheet/Grade Sheet of the qualifying examination shall be submitted within the stipulated time limit.
17. If any discrepancy is found in the examination result of the aforesaid candidate or the original Mark Sheet/Grade Sheet is not produced within the stipulated time, the provisional admission so granted shall be cancelled.
18. No candidate shall be allowed to take admission to the same Course/Class which he/she has already passed.
19. The application form can be filled online. However, in such cases a Print out of the form with photograph along with the fees (through DD) should be sent to the Registrar of the Admission Section, **Rabindranath TAGORE UNIVERSITY**, Bhopal. Printout of the Application Form can be sent by Registered Post/Speed Post or through Courier so as to reach on or before the last date. Printout of the Forms received late, incomplete, without requisite fee, or not supported with the required certificates/ documents shall be rejected and no further correspondence shall be entertained in this regard.
20. The candidates once admitted shall be governed by the rules and bye-laws of **Rabindranath TAGORE UNIVERSITY**.
21. Ragging is strictly prohibited. Offenders will be dealt with prescribed laws.
22. All matters of dispute shall be subject to Bhopal jurisdiction only.

Signature

Date: .....

Name of Student .....

## Undertaking by student

1. I have understood all the guideline & norms for admission given above and will abide by them.
2. I will attend all the classes in every semester from the opening day of the college as per timetable and secure attendance not less than 75 % in each class. I know that I may be debarred from appearing in exam for short attendance or non payment of fees on time.
3. I will compulsory follow the dress code and uniform prescribed by the university and conduct my self in a highly disciplined and decent manner both inside the classroom and in the campus, failing which suitable action may be taken against me as per the rules and regulation of the university.
4. I will not bring Mobile Phone to the Campus and also, I will not indulge in any form of ragging inside or outside the campus. I am fully aware that ragging in a grave offence and punishable as per university rule/law.
5. I will pay tuition fees, examination fee and any other dues within the stipulated time as required by the institute authorities, failing which I will not be permitted to attend the classes and exam without payment of late fees as per rule .
6. I shall check notice board and university website regularly for information about examination, events, fees payment, dates, etc., and the university is not responsible to inform me individually.
7. I will not claim any refund of fees if I withdraw my admission.

## Student Fee Record- 2019-2020

Name: .....

Course: ..... Contact No.: .....

Year	Tuition	Bus	Hostel	Other	Remark
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
4 <sup>th</sup>					
5 <sup>th</sup>					

.....  
Admission Co-ordinator

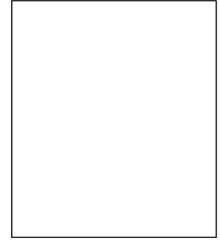
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Approved By

## Student Record Check List

	Original	Photo Copy		Original	Photo Copy
● 10 <sup>th</sup> Marksheet	<input type="checkbox"/>	<input type="checkbox"/>	● 12 <sup>th</sup> Mark sheet	<input type="checkbox"/>	<input type="checkbox"/>
● Graduation Marksheet	<input type="checkbox"/>	<input type="checkbox"/>	● Income Certificate (Latest)	<input type="checkbox"/>	<input type="checkbox"/>
● Caste Certificate	<input type="checkbox"/>	<input type="checkbox"/>	● Domicile Certificate	<input type="checkbox"/>	<input type="checkbox"/>
● TC	<input type="checkbox"/>	<input type="checkbox"/>	● Aadhar Card	<input type="checkbox"/>	<input type="checkbox"/>
● Migration	<input type="checkbox"/>	<input type="checkbox"/>	● Graduation Marksheet	<input type="checkbox"/>	<input type="checkbox"/>
● Poly. Diploma Marksheet	<input type="checkbox"/>	<input type="checkbox"/>	● Bank Account No.	<input type="checkbox"/>	<input type="checkbox"/>
● Blood Group (Please mention - Compulsory)	<input type="checkbox"/>	<input type="checkbox"/>	● Samgra Id No.	<input type="checkbox"/>	<input type="checkbox"/>

## ENROLLMENT & ELIGIBILITY FORM

To,  
The Registrar,  
Rabindranath TAGORE UNIVERSITY,  
Bhopal,



Sir,  
I request you to please accept my enrollment in Rabindranath TAGORE UNIVERSITY, Bhopal and provide me the Enrollment number. Please note that I have attached all the relevant documents, read and accepted the rules/regulations/ordinances of the university and promise to abide by them. I also promise to obey all the rules and regulations enforced by the University/Govt. in the future.

### Part – I

(Write in CAPITAL LETTERS)

1. (a) Name Mr./Mrs./Ms.  
(as per 10+2 mark sheet/ passing certificate)


(b) Name of Student in Hindi : .....

2. Date of Admission:

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3. Name of the Board/ University & Last Qualify Exam:

#### Detail is given below:

Name of last Pass out Exam	University/Board Name	% Marks	Percentage/ Passing Year

4. Name of the course for admission:

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Branch:

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5. Migration from other University: Yes  No  (Attach original migration certificate if yes)

### Part – II

#### Certificate by HOD

Certified that the above student has been admitted to this department through procedure as laid down by the Rabindranath TAGORE UNIVERSITY / Govt. of Madhya Pradesh and the entries above have been checked and verified by me from the records. I, therefore recommend that he/ she may be Eligible/ Enrolled in the University.

Signature of the AR Admission .....

Signature of the HOD .....

Name .....

Name .....

Department of .....

Department of .....

### Part – III

#### Enrollment by Rabindranath TAGORE UNIVERSITY

Allotted Enrollment No.:

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Data Operator: .....

Checked by: .....

**Registrar**