हैदराबाद विश्वविद्यालय || UNIVERSITY OF HYDERABAD

प्रतिष्ठित संस्थान
INSTITUTION OF EMINENCE

ADMISSIONS 2024-25

INSTRUCTIONS TO THE CANDIDATES CALLED FOR COUNSELLING/ ADMISSION TO
All Int. PG, PG, M.Tech., & Ph.D. COURSE

General Instruction

1. The candidates should report **IN PERSON** to the Deputy Registrar (Academics & Exams) on the date, time and the place specified in the Notification. Proxy will not be permitted under any circumstance.

2. On verification of the certificates and other related documents, if the admission is offered, the candidates should complete the admission formalities on the same day. Extension of time will not be permitted for any reason/s. The Candidate and the parent has to submit anti ragging declaration online at www.antiragging.in & www.amanmovement.org and bring the hard copy duly signed at the time of admission.

3. The candidates have to download and fill the following forms and submit the same at the time of admission.

   a) Check list *(Annexure – I)*
   b) Copy of (Anti-Ragging) by students (Annexure – II)
   c) Copy of (Anti-Ragging) by Parent
   d) Affidavit (General Discipline) (Annexure – III)
   Medical Declaration Form. *(Annexure – IV)* ***A recent photograph should be pasted on the Medical Declaration form***

   e) Undertaking by the Candidates Awaiting Results of Qualifying Exams. *(Annexure – V)*

4. The following documents in original along with a set of self-attested copies should be submitted to the admission desk for verification. All original certificates except the Transfer Certificate will be returned after verification.
   a. Mark sheets from Matriculation onwards.
   b. Pass Certificate of the qualifying examination.
   c. Transfer Certificate / Migration Certificate.
   d. **GATE/NIMCET/CUET PG/CUET UG/GAT B/CAT** score card (Wherever applicable).
   e. Latest Caste Certificate issued by the competent authority (in case of OBC) certificate issued on or after **1-04-2023** by the Competent Authority in Govt. of India (GOI) format.
   f. Latest Caste Certificate issued by the competent authority (in case of EWS) certificate issued on or after **1-04-2023** by the Competent Authority in Govt. of India (GOI) format.
   g. Medical Certificate issued by a Civil Surgeon of a Govt. Hospital (in case of candidates with Disabilities only). Certificate from a Competent Authority of the Defense Department in case of Wards/dependents of Defense personnel (DP).
   h. Certificate of Competent Authority in case of candidates selected under Migrants of Jammu & Kashmir quota. The Supernumerary seats under J&K quota are not available in M.Tech. and Ph.D. Programs.

   Note: ***The original TC/MC will be retained by the University permanently which will not be returned to the candidates. The Candidates are advised to keep Xerox copy of the same.***

5. Candidates are required to pay the Prescribed Fees online through the payment gateway at SAMARTH portal on allotment of the seat after admission counselling.

6. At any point during the admission process or later, if any of the documents submitted by the candidate is found to be false, the admission will be cancelled.

7. Candidates found medically unfit shall not be admitted.

8. Candidates should submit the result of the qualifying examination and other earlier examinations positively at the time of admission.

a) In the case of candidates admitted into Ph.D. Programmers under the result awaited category those who have completed all the formalities including the viva voce of their M.Tech. Courses before the date of their admission or 31-12-2024, whichever is earlier and are awaiting their results may be allowed tosubmit their M.Tech results and certificates within a maximum period of one year from the date of their admission. During this period, they will not be paid any scholarship or fellowship. Once they submit the certificates, proving their eligibility for admission into the Ph.D., their scholarship/fellowship will be paid with retrospective effect from the date of their admission. If they fail to submit the results and the certificates within one year, their admission shall stand cancelled forthwith.

b) In the case of non-submission of other certificates like TC/MC etc. other than the qualifying exam certificates, candidates may be allowed time up to 31.10.2023 to submit the same failing which such admissions will also be cancelled without any notice.

c) Candidates seeking admission for Ph.D. Programme and are pursuing M.Phil. Degree must provide a certificate from Department/School/University concerned, that they have submitted the M.Phil Dissertation by 15-01-2023, failing which their M.Phil. Degree will not be considered.

9. Candidates admitted in a course are not allowed to pursue any other course or take up any job during the period of their study. Those employed, if selected have to obtain necessary leave, for the duration of the course and furnish a copy of the leave order, relieving order, conduct certificate and 'NO OBJECTION CERTIFICATE' from their employers at the time of admission.

Instructions for OBC, SC, ST and PH Candidates

1. OBC (non-creamy layer) Candidates should submit the certificate in the prescribed format (obtained on or after **1-4-2023**) in support of their claim issued by a Competent Authority without which they will not be permitted to complete the admissions and the provisional selection for admission under OBC category stands automatically cancelled. Candidates are required to submit the OBC certificate in the prescribed Govt. of India Format. (**Download OBC Format**)
2. As per the UGC regulations 2016 a maximum of 5% relaxation is granted to SC/ST/OBC and Physically Challenged candidates for admission into PhD programmes.

3. Candidates selected under PH category have to submit the Disability Certificate at the time of admission failing which candidature under PH category will not be considered.

Instructions for Economically Weaker Section (EWS)

The candidates who are seeking admission under EWS quota are required to submit a certificate issued by component authority.

1. EWS Candidates should submit the certificate in the prescribed format (obtained on or after **1-4-2023**) in support of their claim issued by a Competent Authority without which they will not be permitted to complete the admissions and the provisional selection for admission under EWS category stands automatically cancelled.
2. District Magistrate / Additional district Magistrate / Collector / Deputy Commissioner / Additional Deputy commissioner / 1st class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant commissioner.
3. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
4. Revenue Officer not below the rank of Tehsildar and
5. Sub-Divisional Officer or the area where the candidate and / or his family normally resides.
   The format of the certificate is http://acad.uohyd.ac.in/downloads/EWS.pdf

Post Completion of Admission Formalities

1. After completing the admission formalities, the students should collect their Admit Slip at the Admission Office and submit the same in respective School/Department/Centre. The ID Cum Semester cards can be collected from the respective Schools/Departments later.

2. No student can claim the Hostel seat as a matter of right. The Hostel accommodation is limited and is not assured. The hostel accommodation is provided subject to availability based on the distance from their present place of residence with sufficient proof on first come first serve basis. Students belonging to SC/ST/OBC categories should produce their Caste Certificate at the time of Hostel admission. The accommodation is provided for the duration of the course. No hostel accommodation shall be provided to the students from the places within the limits of Greater Hyderabad Municipal Corporation (GHMC). **All students given hostel admission will be governed by the rules and regulations of the Hostels and periodic instructions of the Hostel Authorities. (Visit Hostel Webpage)**

3. Students should register in the beginning of every semester following the information in the semester registration notification issued every semester.

Instructions for Wait-listed Students

1. The exact vacancy position shall be displayed at the venue in each session on the day of operating Waiting List

2. Wait-listed candidates who desire to be considered for admission against the vacant seats, if any, should report in person at the prescribed time and date at the place specified in the Notification.
3. In case called for admission the Wait-listed candidates have to report at the venue on the time mentioned in the notification and sign in the attendance sheet, failing which their candidature will not be considered and opportunity will be given to the candidate next in line in the waiting-list.

4. Attendance of the wait-listed candidates reporting on the date of admission will be considered for the vacancies arising in future due to withdrawal till last date of admission.

5. notified candidates reporting for admission will have to submit all the documents as given in General Instructions and Specific Instructions for OBC/SC/ST/EWS/PH if applicable, failing which candidature will not be considered.

Cancellation/Withdrawal of Admission

1. In case of cancellation/Withdrawal of admission, students have to apply withdrawal/cancellation of admission in SAMARTH portal along with the prescribed format as in Annexure VI

2. Refund policy of the University of Hyderabad and instructions of UGC from time to time will be strictly followed for the refund as applicable. Refund policy of University of Hyderabad is available at Annexure VII

3. Refunds, if any arising due to cancellation of admission by the candidate, will be processed only after the closure of the admissions in all courses tentatively in September/October, 2023.

Commencement of classes

Classes for all programmes will commence as notified. Please check http://acad.uohyd.ac.in/downloads/admissions23.pdf

Note: In all case of disputes and unforeseen/contingency circumstances, the decision of the University will be final. Any form of canvassing / malpractice will lead to disqualification / cancellation of candidature.

Deputy Registrar
(Academics & Exams)

Reaching University of Hyderabad

By Bus:
From Koti, Nampally and Mehdipatnam: 216, 216U and 217.
From Secunderabad Station: 218, 219& 226 up to Lingampally and from Lingampally: 216 & 217.

By Local Train:

MMTS Trains are available towards Lingampally from all major stations located in twin cities. The University Campus is located approximately 4 kms away from Lingampally Railway Station.

One can reach the campus from Lingampally Station by boarding on any 216 and 217 Bus Numbers, Metro rail is also available upto Raidurgam/Hiteccity, or by Shared Auto.

ANNEXURE – I

UNIVERSITY OF HYDERABAD
CHECK LIST

To Date:

The Deputy Registrar
(Academics & Exams)
University of Hyderabad

Sir,

I am submitting herewith the following certificates with a request to grant me admission in the University of Hyderabad during the Academic Year 202_-2_

NAME: _____

COURSE & SUBJECT: _____

A. ORIGINAL CERTIFICATES (PLEASE TICK)

1	Transfer Certificate	
2	Migration Certificate	

B. FORMS AND ANNEXURES

1	Annexure I	
2	Annexure II	
3	Annexure III	
4	Annexure IV	
5	Annexure V	

C. PROOF OF ADRESS

AADHAR No _____

Copy of Proof Submitted: **1. AADHAR** (Preferred) **2. Passport** **3. Voters ID** **4. Other**_____

D. DETAILS OF FEE PAYMENT

Payment Made via: **1. DD 2. Challan 3. SBI I-Collect** (Tick appropriate one) Amount**:** _____

DD/Reference No:_____Bank Name_____Branch_____Date _____

E. PHOTO COPIES OF THE CERTIFICATES COLLECTED (PLEASE TICK)

1	**SSC/Class X** Marks Memo	
2	**SSC/Class X** Certificate	
3	**Inter/HSC/12th Class** Marks Memo	
4	**Inter/HSC/12th Class** Certificate	
5	**Degree** Marks Memo	
6	**Degree** Provisional/Degree Certificate	
7	**P.G.** Marks Memo	
8	**P.G.** Provisional/Degree Certificate	
9	**M.Phil/M.Tech** Marks Memo	
10	**M.Phil/M.Tech** Provisional/Degree Certificate	
11	Dissertation Submission Certificate in case of M.Phil. Results Awaited Category Please see 8 (C) in Instructions	
12	Recent Caste Certificate	
13	Recent Income Certificate	
14	PH/VH/HI Certificate from a Civil Surgeon	
15	Any Other Certificates (Specify):	

CURRENT MAILING ADDRESS	**PERMANENT ADDRESS**
EMAIL:	***EMAIL:***
MOBILE NO.	***MOBILE NO.***

NOTE: Do not provide Hostel address in the Permanent Address Box

Signature of the Candidate

FOR OFFICE USE

(Tick/Strike out as applicable)

1. The above documents submitted by the candidate have been verified and found to be in order.
2. Xerox copies of the certificates as ticked above have been verified with reference to the originals.
3. The eligibility requirements as prescribed in the prospectus have been checked and the candidate fulfils the same.
4. The qualifying degree results are not yet announced.
5. The candidate may be granted Provisional admission / Conditional Admission.
6. **Certificates Due**:

a)

b)

c)

d)

e)

Dealing Assistant **Section Officer (Academics)** **Deputy Registrar (Academics & Exams)**

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ANNEXURE – II

Affidavit

Undertaking to be filled in and signed by all the students of
University of Hyderabad in respect of ANTI-RAGGING

I,_____ (Name)

enrolled for_____(Programme & Subject) in

academic year 202_-2_, Son/Daughter of _____

_____(Permanent Address)_____(Mobile Number) hereby undertake that I have read and understood the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") from the **University Website (Click to View/Download).**

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3) I hereby solemnly aver and undertake that
   i. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   ii. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found quality of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
6) I undertake that, being a responsible student and a responsible citizen of the country, I will take conscious efforts to be vigilant of my environment and will report to the University Authorities/Anti Ragging Squad regarding any occurrence of ragging noticed by me.

(Name and Signature of the Student)

Countersigned by Parent/Guardian:
(I am aware that my ward is liable for punishment as per law if He/She indulge in ragging in any form)

Name of Parent Guardian:
Address and Mobile No:

Date of Declaration:

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ANNEXURE – III

UNDERTAKING

Name of the student					
Programme	Integrated Master's	Master's	M.Tech.	Ph.D.	**Subject:**
Parents' Name					
Address (including phone and email contact)					

University of Hyderabad is a top-ranked Central University in the country that is dedicated to the promotion of excellence in teaching and research in an environment that is peaceful and recognizes the rights and privileges of all residents of the campus. The University's constant striving for greater quality and academic achievements depends on all sections of the University working together to create and sustain a conductive atmosphere.

As a Student admitted to the University of Hyderabad, I undertake to uphold the above objectives and values of the University. More specifically:

- *I will consciously keep myself away from all actions that will bring disrepute to the Institution.*
- *I will uphold the dignity of academic and administrative units and will not abet/coerce/incite others in the obstruction /disruption of teaching, research, administration, or other University activities, including public service functions.*
- *I will always behave in a manner that is respectful of all sections of the University community on all platforms – students, teachers, non-teaching staff, and residents – irrespective of their religion, caste, region, gender, and other identities.*
- *I will make myself aware of the various grievance mechanisms available at different levels in the University and will seek redress through due processes.*
- *I understand my privileges and rights and, when necessary, participate in peaceful protests/demonstrations only in designated spaces without obstructing the normal functioning of the University and its various entities.*
- *I will protect the property of the University, including official and residential spaces, and not cause damage to public property under any circumstances.*
- *I will refrain from consumption and promotion of banned substances anywhere on the campus.*
- *I will abide by the rules and laws pertaining to sexual harassment at workplace and the procedures framed by the University to enforce them.*
- *I will uphold the University's code of conduct and rules as may be framed from time to time to uphold the larger objectives and values of the University.*

I understand that failure on my part to uphold any of the above will attract disciplinary proceedings in the appropriate body of the University.

Signature of the Student with date	
Signature of the Parent/ Guardian with date	
Mobile No. of Parent/ Guardian	
Date of Declaration	

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ANNEXURE – IV

Admissions 202_-2_
Medical Declaration Form

Name :
Father's Name :
Mother's Name :
Subject & Course :

Affix latest Passport size Photograph here and sign across the photograph

Date, Month and Year of Admission:

A. Please mark each response individually
Are you suffering or have you in the past suffered from any of the following:

1. Epilepsy (Fits) : YES / NO

2. Psychiatric (Mental) Disturbances: YES/NO

3. HIV : YES/NO

4. Hepatitis 'B': YES/NO

B. Are you under treatment or have you in the past taken treatment for any disease or disorder for a period of three months or longer?

If "YES", please give details:
Disease :_____
Medicines taken : _____

C. Blood Group : _____
D. Did you suffer from any physical disability? YES/NO
If "YES"' please give details _____

_____

I hereby declare that the information provided above is correct to the best of my knowledge.

I am aware that willful suppression or misrepresentation of information will lead to cancellation of my admission at any stage of my stay in the University.

Place:
Date: Signature of the student

(For Official Use only)

Medical Remarks of the
Health Centre of the University of Hyderabad:

ANNEXURE – V

Date:

To
The Controller of Examinations,
University of Hyderabad,
Hyderabad – 500 046

Sir,

Sub: Submission of undertaking by the candidates granted provisional admission under result-awaited category – Reg.

1. I, …… S/o / D/o ……..... …….. Have been granted provisional admission to …… Course/Programme under result-awaited category during the academic year 202_-2_.

2. I am given provisional admission on a condition that I should complete all the requirements viz., writing of theory exam, practical's, viva-voce, etc., of the qualifying degree before 30th September, 202_ and I must submit the certificates of the qualifying degree before 31st October, 202_.

3. I am fully aware that in the absence of failing to comply with the above conditions and submission of the certificates before the above said date, my admission stands automatically cancelled and the University will not entertain any correspondence in this regard.

4. I will submit the qualifying degree certificates without the University reminding me.

5. I am aware that no notice will be served to me before cancelling the admission.

Yours faithfully,

Signature of the Student

Countersigned by
Parent/Guardian

ANNEXURE – VI

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APPLICATION FORM FOR ADMISSION WITHDRAWAL

1	Name of the Student							
2	Father Name							
	Course & Subject of Study							
4	Category	GE	SC	ST	OBC	EWS	PH	DP
5	Date of Joining							
6	Enrolment No							
7	Date of Leaving							
8	Reason/s for leaving (Please fill /tick appropriate reason)	Joining another University: Course:						
		Taking up employment		Financial Problem				
		Non-availability of hostel		Personal Problem				
		Any other reason, Please specify:						
9	Particulars of the fees paid	Tuition and other fees paid on Dt:_____Rs._____						
10	Bank A/c details of the student (IN BLOCK LETTERS)	Bank Name						
		Bank Account No.						
		Branch and IFSC Code						

Date: **Signature of the Student**

The student may be permitted to withdraw his/her admission.

Date: **Dean of the School / Head of the Department / Centre**

Based on the recommendations of the HoD/Dean, the admission of the student is cancelled.

Dealing Asst. **SO/A.R (Acad)** **Deputy Registrar (A&E)** **Controller of Examinations**

ANNEXURE – VII

Rules of Refund of Fees on account of withdrawal/ cancellation of admission

The rules for refund of fee to students on account of withdrawal / cancellation of admission etc. approved by the University in 84th Academic Council meeting (item No.AC:84:2K19:06(F)), for implementation are given below for compliance by all concerned:

Sl. No.	Percentage of Refund of Fees.	Point of time when notice of withdrawal of admission is received in the HEI.
1	100%	15 days or more **before** the formally-notified last date of admission.
2	90%	Less than 15 days **before** the formally-notified last date of admission.
3	80%	15 days or less **after** the formally-notified last date of admission.
4	50%	15 to 30 days, **after** formally-notified last date of admission.
5	00%	More than 30 days **after** formally-notified last date of admission.

Note:

1. In case of (1) in the table above, the HEI concerned shall deduct an amount not more that 5% of the fees paid by the student, subject to a maximum of Rs.5,000/- as processing charges from the refundable amount.
2. Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

All other conditions regarding grievance redressal mechanism and verification and non-retention of students' academic and personal certificates as notified will be followed. These guidelines will be incorporated in the Prospectus of this Academic Year.