



Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

Policy

for

**University Admission and
Guidelines**

This regulation for admission in C. S. J. M. University and affiliated and constituent colleges aims at integration of new Curricular and Pedagogical Structure proposed by National Education Policy-2020 and is in conjunction with the directions and suggestions from UGC, Ministry of Education, Government of India and Higher Education Department, Government of Uttar Pradesh. C. S. J. M. University is committed to enforce NEP-2020 at C. S. J. M. U. and affiliated colleges for courses at UG and PG levels.

1. A student applying for admission to an affiliated college shall bring with him/her a certificate as to his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his joining the college.

Provided that the student, who has passed the qualifying examination as a private student shall furnish evidence of good conduct duly signed by the Principal of the college last attended/gazetted officer.

2. No candidate, who wishes to enter in a course of study prescribed for a degree of the University, shall be admitted to an affiliated college unless he has:
 - (i) Passed the Intermediate Examination of the board of High school and Intermediate Education, Uttar Pradesh or of an Indian University incorporated by any law in force at the time of admission.

OR

- (ii) Passed any other examination recognized by the University as equivalent thereto. (List of approved Boards enclosed at Schedule I)

Any graduate (Three year Degree Course) of the University/ of an Indian University recognized for the purpose by the Executive Council may be admitted to an affiliated college in the classes for postgraduate degree in the University in the subject offered at the University as per the pre requisite in the subject in which admission is sought.

- 3.(A) A student shall be recognized as a member of the college only when his/her application form for admission has been accepted by the Principal, when he/she has paid the prescribed fee and has submitted all the necessary documents such as transfer certificate, migration certificate, etc. as desired by the Principal of the college. If for certain reasons, a student is unable to submit certain certificates at the time of admission, the Principal may admit him/her provisionally subject to the condition that his/ her admission will

be confirmed only when he/she has submitted all the necessary certificates and documents within the dates prescribed by the Principal.

Provided that the payment by a student of an amount shall not establish a claim to admission or re-admission to a class of a college.

Provided further that it will be at the discretion of the principals of colleges to refuse admission or re-admission of any student within the permissible University rules.

3.(B) The maximum time period to complete any course will be (double +1) the duration of the respective course.

Professional courses under regulatory bodies and Research degree will be covered by the norms of respective regulatory Bodies and relevant Ordinances.

The expression "a regular course of study" wherever it is used in these Ordinances, means attendance at least 75% of the lectures and other teaching in an affiliated college in the subject for the examination at which a candidate intends to appear and at such other practical work (such as work in a laboratory) as is required by any Statute, Ordinance or Regulation in force for the time being in the University.

Provided that in the case of a N.C.C. cadet, only 70% attendance will be required if the officer commanding of the unit certifies that he has attended not less than 70 % of the parades during the session.

A shortage up to 5% of the total number of lectures delivered or practical work done in each subject may be condoned by the Principal of the college/ Head of the Department (in case of University Campus) concerned for sufficient reasons.

A further shortage up to 10% may be condoned by the Vice- Chancellor on the specific recommendation of the Principal of the college/Head of the Department concerned (in case of University Campus).

No student shall be allowed transfer from self-finance college to aided college. Provided that a post-graduate student of one college seeking admission to another college in the same locality (district) for a second post- graduate course will not be required to submit a transfer certificate but only a letter of recommendation from the Principal of his college.

Provided further that a student may be allowed to migrate from one affiliated college to another after his application for admission to the ensuing examination has been forwarded to the University except, as per decision of Admission Committee meeting dated 07.08.2015:

1. Normally a student shall not be allowed to change college.
2. Subject to fulfillment of conditions of Ordinance, or transfer of Parents or Guardians and change in place due to Marriage/ any other relevant and genuine reason, Registrar may permit change in college in view of NOC/agreement between Principals of the concerned two colleges.
3. Admission of students due to transfer from other University shall be considered after ascertaining equivalence of concerned course by Dean/Subject Convener.

Upon fulfilling the above, the Vice-Chancellor may accord permission for transfer.

A candidate seeking admission to a college after the commencement of the session shall be required to pay tutorial dues from July of the year unless he/she migrates from some other recognized institution and has paid his/her fees in that institution up to the month preceding.

1. When a student has made all payment, the Principal shall grant a transfer or leaving certificate in the form prescribed.
2. Except with the permission of the Principal of the college of which the student is a member, a student shall be refused admission to a college from which his/her transfer certificate was issued.

Other rules:

1. A student, who has been punished in a criminal case or a criminal case is registered against him/her shall not be admitted to any course. Each college shall place a column in the admission form to enter criminal information if any by the applicant. Strict adherence to the above will be the sole responsibility of the Principal of the college concerned.
2. The date of admission shall follow the University academic calendar.
3. For admission to graduate courses (B.A., B.Sc., B. Com.) the applicants must have passed the Intermediate examination by any Intermediate Board recognized by the University with minimum 40 percent aggregate marks.
4. For admission in P.G. courses, the minimum percentage in respective U.G. Courses are listed below:

M.A. 40%

M.Com. 40%

M.Sc. 40%

Candidates securing percentage less than above limits shall not be permitted for admission.

5. Admission of applicants for UG courses having more than 5 gap years between eligibility degree and date of admission shall be permitted to take admission in the light of NEP 2020.

The Admission Committee in its meeting held on 02-05-2019 had resolved that compulsion of 5 years gap is dispensed off for the courses which have undergraduate as minimum eligibility for admission.

6. (a) Each college shall inform the number of students admitted in each class to the University within a week of the expiry of the last date fixed by the University.
- (b) The colleges will not admit any student beyond the number of seats approved by the university.

Note- The provisions relating to attendance of students shall be strictly followed in the class.

7. Reservation of seats to SC, ST, OBC, Differently Abled candidates, EWS and dependents of Army personnels shall be governed by prevailing Uttar Pradesh State Government orders/as per rules laid down by C.S.J.M. University.
8. Student who has failed, shall not be admitted in next year/class of the course.
9. For faculty change at P.G. level, candidates must fulfill the prerequisites of different courses in which admission is sought.
10. All certificates must be thoroughly verified by the college before admission.
11. Allotment of enrolment number to students shall be done by the University.
12. The dates of admission/teaching/examination shall be implemented as per the University Academic Calendar.
13. Candidates who have appeared at the qualifying examinations are also eligible to apply but admission shall be provisional and shall be considered regular only on their being declared successful in the qualifying examinations for which the candidate has to submit the proof of their being successful in the form of marksheet of certificate duly authenticated.

Semester-based Implementation model for University and affiliated colleges:

CSJM University has adopted the semester system in Undergraduate courses as well as Postgraduate courses as per directives of Higher Education Department, Uttar Pradesh Government to accelerate the teaching-learning process and enable vertical and horizontal mobility in learning. The credit-based semester system will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The common minimum syllabus approved by the government has been implemented at undergraduate level and Post graduate programmes shall also run on semester- based CBCS curriculum as per directives from UP Govt. from the session 2022-23. The new system will have the following features:

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or skill-based courses). Under the CBCS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
3. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning

objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.

4. **Credit Point:** It is the product of grade point and number of credits for a course.
5. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
6. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
7. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
8. **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
9. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
10. **Semester:** Each semester will consist of 15 weeks of academic work equivalent to actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
11. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade \secured) along with SGPA of that semester and CGPA earned till that semester.

Selection of courses and admission process

- The candidates will register on the admission portal available on the University website for admission to any programme running in the University campus or affiliated college.
- The list of applicants will be provided on college login after the last date of submission of applications.
- Departments/ colleges will complete the admission process after verification of documents.
- The student will select the faculty where admission is sought (Science/Arts/ Commerce/ Management etc.).
- University/ College will admit students as per availability of seats and as per eligibility.
- At the UG level, the student will then select three major subjects out of which two major subjects will be compulsorily from the chosen faculty and the third major subject can be from the chosen faculty or any other faculty. The college may lay down options for the third major subject to be opted from any other faculty keeping in view subjects offered in the college and sanctioned seats.
- One minor subject then will have to be chosen from a different faculty in the first four semesters. University/ College will allocate minor subject as per availability of seats.
- Each student will opt for a vocational course in the first four semesters as decided by the Principal of the college/Vice Chancellor.

Entry, exit and re-entry process in Undergraduate programme

- Student on completion of first year (2 semesters) of Undergraduate programme may exit from the programme with a certificate and after completion of two years (4 semesters) may exit with a Diploma.
- Student will be awarded Degree after completion of three years (6 semesters).
- Student will be allowed reentry at the next level after exit.
- Student will be allowed conditional subject change in the second/ third year on the basis of prescribed prerequisites and availability of seats

Entry, exit and re-entry process in Postgraduate programme

- Student on completion of first year (2 semesters) of Postgraduate programme may exit from the programme with a Bachelor (Research) degree in Faculty.
- Student will be awarded Masters Degree after completion of both years of postgraduate program.
- Student will be allowed reentry at the next level after exit.




REGISTRAR
Chhatrapati Shahu Ji Maharaj University,
Kanpur