

ADMISSION PROCEDURE

1. **Admission to all candidates is provisional. They** should present themselves on the day(s) specified in the admission notification for verification of certificates and payment of fees. Failure to report on these days will lead to the cancellation of seat which will be offered to the next eligible candidate.
2. Provisional admission will be confirmed only on production of the original certificates mentioned below (point 10) on or before 31 July 2019. Failure to submit these certificates by the mentioned date will lead to cancellation of admission automatically.
3. Admission letters will be issued only after the verification of certificates and the payment of fees. Admission letters will not be emailed or sent to candidates individually. They have to be collected by hand/in person from the office of the Controller of Examinations.
4. In case the admission is cancelled by the University for any reason or if the student chooses not to join after the commencement of the course / programme, the registration fee, library fee, medical facility fee will be refunded provided there are no dues pending.
5. In case the admission is not taken up by the candidate before the commencement of the course/programme, all fees except the registration fee will be refunded, provided there are no dues pending.
6. IF THE CANDIDATE HAS FIGURED IN ANY ENQUIRY OR HAS BEEN THE SUBJECT OF DISCIPLINARY MEASURES OR HAS BEEN GUILTY OF ANY VIOLATION OF RULES AT THE UNIVERSITY OR ELSEWHERE, HIS/HER ADMISSION WILL BE CANCELLED.
7. Names of candidates will figure only once in merit/reserved list.
8. If the names of candidates belonging to OBC/SC/ST/PWD/WDP occur in the unreserved list, they will be given admission only in the unreserved list and cannot claim seats under the reservation quota.
9. **Under any circumstances, candidates will not be allowed to opt for admission to any programme or campus other than the one they have been provisionally selected for.**
10. The following certificates/documents will have to be submitted **in original** at the time of admission for verification:
 - (i) Original Admit Pass of the entrance examination conducted by the EFL University or a provisional admission call letter sent by the University
 - (ii) Date of Birth Certificate (SSC/CBSE/ICCSE/Class X certificate)
 - (iii) Intermediate Certificate, or +2 Certificate
 - (iv) Graduation Certificate and Marks Memoranda (wherever- and as applicable)
 - (v) Postgraduation Certificate and Marks Memoranda (wherever- and as applicable)
 - (vi) Transfer Certificate (TC)

- (vii) Migration Certificate if the candidate is from another university
- (viii) Community Certificate (in the case of SC/ST/OBC candidates) as per the GoI rules announced from time to time
- (ix) Latest (as on March 2019) Income Certificate from the Competent Authority, if they wish to apply for any scholarship or fee concession (in the case of SC/ST/OBC/ EWS candidates)
- (x) Medical Certificate (in the case of VHC/HHI/PHC candidates)
- (xi) Two recent passport-size colour photos
- (xii) Originals of Pension Order, Discharge Certificate and Identity Card in case of WDP candidates
- (xiii) Filled in Annexure I—Letter of Undertaking
- (xiv) Filled in Annexure II—Affidavit by the Student about Anti-Ragging (to be downloaded from the University website)
- (xv) Filled in Annexure III —Affidavit by the Parent/Guardian about Anti Ragging (to be downloaded from the University website).
- (xvi) Filled in Annexure IV—Bond for Provisional Admissions for the candidate who has appeared in the qualifying examination and is awaiting their results (to be downloaded from the University website)
- (xvii) Along with Annexures II and III, candidates are required to submit proof of permanent address from any one of the following
 - a) Passport d) Ration card g) First page of the bank passbook
 - b) Aadhar Card e) Telephone bill
 - c) Voter ID f) Electricity bill
- (xviii) Filled in Annexure V to be submitted in the Proctor's Office.
- (xix) Two sets of photocopies (with self-attestation) of all the certificates
- (xx) Phone number of parent/guardian is mandatory

(xxi) OBC Candidates

According to Central Educational Institutions Act (2007), only those OBCs who do not belong to the "creamy layer" are given the benefit of reservations. For details of castes which fall under Backward Classes please refer to the GoI website. To get admission under the OBC category, **the candidate** will have to produce an OBC certificate from an officer competent to issue such certificates, clearly stating that the annual income of **the** parents does not exceed **Rs. 8** lakhs, as per the latest rules of GoI announced from time to time.

11. **Hostel accommodation** is not available for local candidates. Non-local candidates will be considered for shared accommodation subject to availability. If a hostel seat is offered, the candidates should pay Mess Deposit as per hostel rules.