



SANCHI UNIVERSITY OF BUDDHIST-INDIC STUDIES

Sanchi, District-Raisen
Established under Act 1, 2013 of 2012

ADMISSION RULES AND PROCEDURE

1. Short title and Commencement

These rules shall be called as "Sanchi University of Buddhist-Indic Studies Admission Rules and Procedure 2016" and shall be applicable for admission in Programmes/Courses as may be required from the date of its notification. Repugnant or contrary to these rules shall be considered as null and void for admission in any programme/course offered by the University.

2. Definitions and Interpretations

- 2.1 '*University*' means the Sanchi University of Buddhist-Indic Studies, constituted under the Sanchi University Act, 2012.
- 2.2 '*Application Form*' means the prescribed form under these rules to be filled-up by the candidate online/offline for admission to Sanchi University of Buddhist-Indic Studies.
- 2.3 '*Candidate*' means an applicant who desires to seek admission to any Course/Programme offered by the University.
- 2.4 '*Foreign Nationals*' means citizens of all countries other than India, who are not of Indian origin as defined under PIO.
- 2.5 '*Persons of Indian Origin (PIO)*' A Person having foreign citizenship (except Pakistan and Bangladesh) without "NRI" status, who holds a Foreign Passport at the time of sending application, consideration for admission and during the period of his/her study, and he/she or anyone/both of his/her parents or anyone/both of his/her grandparents is (or was)/are (or were) citizen(s) of India by virtue of the provisions of the Constitution of India or Sec. 2(b) of Citizenship Act, 1955 (Act No. 57 of 1955).
- 2.6 '*NRI*': Non Resident Indian as per the definition given in the section 6 of the Income Tax Act 1961.16. '*NRI Candidate*' means a candidate who is a child/ward of the person who has the '*NRI status*' as defined under section 6 of the Income Tax Act.
- 2.7 '*Central Admission Committee*' means Central Admission Committee of the University made under this rule for admission for various programmes/courses.
- 2.8 '*Departmental Admission Committee*' means Department Admission Committee of the School/Centre/Department made under this rule for constituted for regulating the admission process at the School/Centre/Department level.
- 2.9 '*School*' means an academic school of the University.
- 2.10 '*Centre*' means an academic centre of the University.
- 2.11 '*Department*' means an academic department of the University.
- 2.12 '*Qualifying examination*' means examination on the result of which a candidate becomes eligible for admission.
- 2.13 '*Entrance Examination*' means an examination conducted by the University for Admission in any programme/course as per the ordinance.

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- 2.14 'Viva-voce' means actual face to face examination of the candidate who shall qualify written examination of the University.
- 2.15 'Notification' means release of any written information by the competent authority of the University.
- 2.16 'Registration', means enrolling a candidate whose name is listed in merit list of successful candidates of the University.
- 2.17 'Enrollment', means process of admitting any qualified candidate from merit list or otherwise of admission in any programme/course offered by the University.
- 2.18 'Admission' means seeking entry against any programme/course under various School/Centre/department.
- 2.19 'Recognised University/Institute' means one which offers courses as per the norms of the council/commission constituted or order bodies of Government of India for regulation and good quality education.
- 2.20 'Controller of Examination' means officer of the University who shall be responsible for examinations and related works of the University.
- 2.21 'P.G. Programmes' qualifying examination means 10+2+3/Graduate Course from any recognised University/Institute.
- 2.22 'M. Phil. Programmes' qualifying examinations means P.G. Course from any recognised University/Institute.
- 2.23 'Ph.D. Programmes' qualifying examinations means P.G./M. Phil Course from any recognised University/Institute.
- 2.24 'Website' means official website of the University.

Section – A
Admission Rules for P.G., M. Phil. and Ph.D. Programmes

1. These rules are applicable for all Indian and foreign national for admission in P.G., M.Phil. and Ph.D. Programmes of the University. Additional conditions for admission applicable for foreign nation(s) are dealt with separately. *अन्य: समाह्वनः*
2. **Eligibility Criteria:**
- 2.1 Minimum 55% marks (50% marks in case of SC/ST/OBC candidates) or equivalent grade are essential in qualifying examination for admission in P.G., M.Phil. and Ph.D. Programmes from a recognised University/Institute.
- 2.2 Minimum 60% marks shall be essential in the entrance examination overall (Written and Viva-voce), while minimum 50% marks shall be essential in the written and viva-voce separately for General/OBC candidates. However, 50% marks shall be essential in the entrance examination overall (Written and Viva-voce), while minimum 40% marks shall be essential in the written and viva-voce separately for SC/ST candidates.
3. **Prohibition of Admission to the candidates:**
- 3.1 If a candidate convicted by the court of law in India or outside or
- 3.2 If a charge sheet has been presented against the candidate or
- 3.3 If verifiable allegations against the candidate, concerning misbehaviour /beating of students/officers/ employers or

- 3.4 If a candidate against whom disciplinary action has been taken or
- 3.5 If the candidate has been debarred or found in unfair means by the university or any other university shall not be eligible for admission.
- 3.6 If any candidate has been admitted to any course in the University he/she shall not be eligible to pursue any other full time course simultaneously in this or in any other University/Institution.
4. The notification for admission in the programme/courses shall be released online/offline by the Central Admission Committee.

5. Central Admission Committee

5.1 The composition of the "Central Admission Committee" shall be as follows:

- | | | |
|---|---|------------------|
| 1. | Vice-Chancellor | Chairman |
| 2. | Pro- Vice chancellor | Member |
| 3. | Deans of all Schools | Member |
| 4. | One SC/ST member nominated by the Registrar | Member |
| (Not below the rank of any officer/ Assistant Professor). | | |
| 5. | Deputy Registrar / Officer Incharge (Academics) | Member Secretary |

5.1.1 In the absence of Vice-chancellor, Pro-vice chancellor shall be the chairman of the Central Admission Committee.

5.1.2 In the absence of Pro-vice chancellor, senior most Dean shall be the Member of the Central Admission Committee.

5.1.3 In the absence of Dean, Professor/Associate/Assistant Professor shall be nominated by the Vice-Chancellor.

5.2 The Quorum of Central Admission Committee shall be minimum 50% of the total.

5.3 The tenure for the Central Admission Committee shall be for one academic year.

5.4 Functions

5.4.1 The Central Admission Committee shall overview and control the entire admission process of all Programmes/Courses of the University.

5.4.2 The Central Admission Committee shall advertise and offer application forms online/offline for each Programmes/Courses of Schools/Centres/Departments.

5.4.3 The Central Admission Committee shall also receive the filled application forms and get these processed.

5.4.4 The Central Admission Committee shall initiate the process of enrollment.

5.4.5 The Central Admission Committee shall constitute the Departmental Admission Committee.

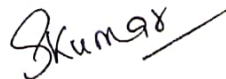
6. Departmental Admission Committee:

6.1 The composition of "Departmental Admission committee" shall be following-

- | | | |
|---|---------------------------------|--|
| 1 | HOD/Centre in-charge | Chairman |
| 2 | One Professor nominated by V.C. | (From other School) Member |
| 3 | One Professor nominated by Dean | (From other School / Centre / Department) Member |



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- 4 One SC/ST Nominee nominated by concerned Dean. Member
(Not below the rank of Assistant Professor)
- 5 Assistant Registrar / Officer Incharge (Admissions) Member Secretary
- 6.1.1 In the absence of Professor, Vice-Chancellor shall nominate Associate/Assistant Professor.
- 6.2 The Quorum of Central Admission Committee shall be 50% of the total members.
- 6.3 The tenure of Departmental Admission Committee shall be of one academic year.
- 6.4 **Functions:**
 - 6.4.1 The Departmental Admission Committee shall scrutinize the received application forms from Central Admission Committee for each Programmes/Courses as per eligibility requirements of the University.
 - 6.4.2 The Departmental Admission Committee shall make a list of eligible candidates for respective Programmes/Courses and forward it to controller of examinations for the entrance and viva-voce examination.

7. Reservations:

- 7.1 Reservation of seats in programme/courses offered by the University shall be in accordance with the policy of Madhya Pradesh Government. The benefit of reservation shall be available only for the candidates with the domicile of Madhya Pradesh.
- 7.2 Of the total seats, 16% and 20% seats in programme/course shall be reserved for applicants belonging to Schedule Caste (SC) and Schedule Tribes (ST) respectively.
- 7.3 Of the total seats in programme/course, 14% seats shall be reserved for applicants from OBC category (except who are in creamy layer).
- 7.4 Physically Handicapped Seat: One seat on over and above basis in each programme/course will be reserved for the physically handicapped candidate with disability percentage of 40 or above. Candidate's claiming admission against these seats shall be required to produce Disability Certificate from the Medical Board of the concerned District.

8. Special provisions for admission to Ph.D. programme

- 8.1 Admission to Ph.D. programme of the University will be done twice a year i.e. July and January based on the results of the Entrance Test and Viva-voce which shall be conducted by the University only once a year.
- 8.2 12.5% seats are reserved for the candidates who are employed as Assistant Professor/Research Officer in the recognized University/Institute. Such candidates are exempted from the entrance examinations; however minimum 60% marks are mandatory in the Viva-voce examination.
- 8.3 Candidates who are employed shall be required to produce Leave Sanction Order issued by the competent authority of their respective University/ Institute for a period of two years at the time of registration.


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Section- B

ADMISSION PROCEDURE

Admission procedure shall have following components-

1. The controller of examinations shall forward the final merit list (category wise) to the Central Admission Committee for each Programme/Courses in which entrance examination has been conducted.
2. **Pre-admission Procedure:**
 - 2.1 The Central Admission Committee shall forward the final merit list (category wise) to respective Departmental Admission Committee of concerned Programmes/Courses of the University to carry out the admission process.
 - 2.2 The Departmental Admission Committee shall release first list of eligible candidates (category wise) for each Programme/Course. The list shall also be forwarded to the concerned unit of the University for uploading the same on the website of the University.
 - 2.3 The number of candidates in the released list as mentioned in clause 2.2 of section-B shall not be more than the intake capacity of the concerned Programme/Course.
 - 2.4 It is mandatory for the candidates in the merit list (category wise) either to register online for admission or to confirm admission by e-mail within 7 days from the date of release of merit list by Departmental Admission Committee.
 - 2.5 Registration process shall be completed when registration fee shall be deposited by the candidate within 7 days from the release of final merit list by the Departmental Admission Committee.
 - 2.6 Registration fee shall not be more than 50% of the total Programme/Course fee of the programme/course as fixed by ordinance of the University.
 - 2.7 The Departmental Admission Committee shall release the second list (category wise) and the third list, if required.
 - 2.8 The number of candidates in the second/third released list (category wise) shall not be more than the vacant seats of the first list.
 - 2.9 The candidates of the second /third list (category wise) shall also abide by clause 2.4 and 2.5 of Section-B.
 - 2.10 The candidates who shall register online or have confirmed their admission by e-mail and deposited the registration fee within 7 days from the release of list shall only eligible for admission in the Programme/Course.
 - 2.11 If any candidate fail to register online/offline within 7 days or fail to deposit registration fee within 7 days from the release of final merit list, his/her candidature shall be treated as cancelled.
3. **Admission Process:**
 - 3.1 The Departmental Admission Committee shall release the list of all registered candidates (category wise) for each programme/course to join the admission process in the academic campus within 7 days from the release of the list. The list of registered candidates shall also be forwarded to the concerned unit of the University for uploading on the University website.
 - 3.2 The departmental admission committee shall call the qualified candidates in order of their merit and category for reporting and document verifications as per clause 7 of section-B.



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- 3.3 After reporting, document verification and eligibility satisfaction, the Departmental Admission Committee shall issue a provisional letter of admission to the selected candidate.
- 3.4 The candidate shall deposit the remaining fees on production of provisional admission letter at the fee counter of the University or through online on or before the deadline which will be decided and declared by the Departmental Admission Committee of the University.
- 3.5 In case of non production of relevant document(s)/mark sheet(s) the Departmental Admission Committee of the University can consider such case and allow the provisional admission by receiving an undertaking from such candidate that he/she must submit the required document on or before 15 days.
- 3.6 In case of non production of required documents as per clause 7 and 3.5 of section-B, his/her provisional admission shall be treated as cancelled and except fees pertaining to caution money, no other fees shall be refunded by the University.
- 3.7 If the candidate could not be able to report on or before the stipulated date and time of admission in any programme/course of the University, his/her candidature shall not be considered for the next list.
- 3.8 In case of natural calamity and extreme medical emergency directly related to the candidates, the Departmental Admission Committee can consider the reason to be given in writing (on production of Medical Certificate from Chief Medical Officer of the concerned District) in such a case and allow him/her to report for admission within 15 days from the last date of registration.

4. **Post-Admission Process:**


- 4.1 If the seats remain vacant in a programme/course, the Departmental Admission Committee with the permission of Central Admission Committee can release the fourth list for admission to the concerned programme/course. The candidates in fourth list shall also abide by clause 2.4 and 2.5 of section-B.
- 4.2 In case, another list is being released by the Departmental Admission Committee, the candidates shall be abiding by clause 3.4 and 3.5 of section-B.
- 4.3 Once all the seats of any Programme/Course of the University shall be filled, then the admission process for that particular Programme/Course shall be over.
- 4.4 After the admission of the candidate an enrollment number shall be issued by Central Admission Committee the University.
- 4.5 Enrollment number shall be unique to every candidate of all the programme/course offered by the University.
5. All the decisions taken in relation to Admission to any programme/course by the Central Admission Committee of the University shall be final and binding on all concerned.
6. Applications/ inquiries received for admission received by the candidate/ third party shall not be entertained and shall be categorically rejected.

7. **DOCUMENTS IN ORIGINAL REQUIRED AT THE TIME OF ADMISSION**

- a. Transfer Certificate.
- b. Migration Certificate, if passed from a university other than Sanchi University of Buddhist-Indic Studies.

(To be submitted not later than 30 days for Indian Nationals from the date of admission)

- c. Character Certificate.


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- d. High School Certificate and Mark sheet/equivalent Certificate.
- e. Date of Birth Certificate in case of birth after 1990.
- f. Intermediate (10+2) Certificate and Mark Sheet/equivalent Certificate.
- g. Final Mark sheet and Provisional Certificate/Degree of the Qualifying Examination.
- h. Entrance Admit Card issued from the office of the Controller of Examinations, Sanchi University of Buddhist-Indic Studies.
- i. SC/ST/OBC Certificate of M.P. on the basis of which reserved quota seat is claimed.
- j. Domicile Certificate of M.P. Government in case of reserved category.
- k. Physically disabled candidates are required to submit a certificate from authorized Medical Doctors/Hospitals indicating the extent of physical disability as per admission rule clause 7.4, of Section-A.
- l. Mark sheets of qualifying examinations downloaded from the Website of the concerned examining body, confidential mark sheets or provisional results issued by the Registrar/ Controller of Examinations of the concerned University can be considered by the admission committee of the University.
- m. Affidavit related to the academic gaps between year of passing and the next admission.
- n. Candidates shall have to undergo a medical fitness test including HIV test and other contagious diseases within 7th day of final admission.
- o. Anti ragging Certificate.

Section-C:

1. Admission Rules for Foreign/NRI Students (P.G./M. Phil and Ph. D. Programmes)

The University shall admit Foreign/NRI students to the P.G., M. Phil and Ph. D. Programmes/Courses of the University on full time basis. Candidates interested to join the University in various programmes/courses shall get the information regarding availability of programmes/courses, application form, eligibility requirements, and admission procedure from the website/prospectus of the University.

2. Provision for Foreign/NRI Candidates:

Foreign/NRI students can take admission in following categories as:

- 2.1 Sponsored by the Govt. of India (through ICCR) on cultural exchange programme.
- 2.2 Sponsored by the home country of the concerned Foreign/NRI students and/or funding agencies.
- 2.3 Self-financing direct entry (with the clearance of Govt. of India)
- 2.4 Under the scheme of Government of India or MoU of Sanchi University of Buddhist-Indic Studies with any country or University of the world.

3. Reservation of Seats:

- 3.1 For P.G. programmes: Minimum 10% of the total seats for each P.G. Programme shall be made available for Foreign/NRI students.
- 3.2 For M. Phil/ Ph.D. Programme: Minimum 10% of Foreign/NRI students in a year shall be admitted to M. Phil/ Ph.D. programme.



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- 3.3 The central admission committee can allow more foreign nationals for admission in P.G., M. Phil and Ph.D. programme/course in the condition when seats remain vacant and vice-versa.

4 Eligibility and Qualification

- 4.1 Foreign/NRI students shall be exempted from the entrance examination being conducted by the University; however Viva-voce examination shall be mandatory. The qualifying marks in the Viva-voce examination shall be 50%.
- 4.2 The minimum educational qualification for admission of Foreign/NRI candidates in various programmes of the University is same as for Indian candidates.
- 4.3 In case of Ph.D. programme clause 8 of section-A shall be applicable.
- 4.4 Students, who have qualified from Foreign Universities or Boards of Higher Education, recognized as equivalent by the Association of Indian Universities (AIU) are eligible for admission. When required, a reference shall be made to AIU to check the equivalent.
- 4.5 Candidates admitted to any course in this University shall not be eligible to pursue simultaneously any other full time course in this or in any other University/Institution.

Section-C-II

5 Admission Procedure

- 5.1 The admission of Foreign/NRI candidates shall apply the programme/course as per clause 3, 4,5,6,7 of section-A for Indian Nations shall be applicable.
- 5.3 Controller of Examinations shall forward the merit list of Foreign/NRI candidates based on viva-voce examination to the Central Examination Committee.
- 5.4 Clause 2, 3, 4, 5, 6 of section-B shall be applicable for Admission of Foreign/NRI candidates.

6. DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

After obtaining the provisional eligibility letter the following requirements have to be fulfilled:

6.1 Visa:

6.1.1 Full time Programmes


All the Foreign/NRI students shall require a student visa endorsed exclusively to Sanchi University for joining full time programmes/courses. No other endorsement is acceptable. Students willing to join a research programme shall require a research visa endorsed to the University. The visa should be valid for the prescribed duration of the course. Visa is not required for NRI students.

6.1.2 Short Term Programme/Courses

Students enrolled in full time courses, in some other institutions/universities, do not require a separate visa for joining short term programmes/courses provided that their current visa is valid for the entire duration of the course.

6.2 No objection Certificate

Foreign/NRI students willing to join any P.G. / M. Phil. or Ph. D. programme/ course of the University shall have to obtain security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India prior to admission.


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6.3 **Medical test**


All Foreign/NRI students shall have to undergo a medical fitness test including HIV test and other contagious disorders before taking admission.

6.4 **Medical Insurance**

All Foreign/NRI candidates should take a medical insurance policy to meet the expenses of medical treatments (which are not available in the University health centre) for the period of stay at the University. A copy of the insurance policy should be submitted at the time of admission.

7 **DOCUMENTS REQUIRED IN ORIGINAL AT THE TIME OF ADMISSION**

- a. Transfer Certificate.
- b. Migration Certificate, if passed from a university other than Sanchi University of Buddhist-Indic Studies.
(To be submitted not later than 90 days for Foreign/NRI candidates from the date of admission)
- c. Character Certificate
- d. High School Mark sheet and Certificate /equivalent Certificate.
- e. Intermediate (10+2) Mark sheet and Certificate/equivalent Certificate.
- f. Date of Birth Certificate in case of born after 1990.
- g. Mark sheet and Provisional Certificate/Degree of the Qualifying Examination, duly attested by:
 - i. Indian Embassy in foreign country or
 - ii. High Commissioner of students' country in India, or
 - iii. Ministry of Education in foreign country.
- h. Affidavit related to the academic gaps between year of passing and the next admission.
एष धर्मः समात्मः
- i. Anti ragging Certificate.


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