

[illegible]
$$20 \text{ } \underline{\hspace{1cm}} - 20 \text{ } \underline{\hspace{1cm}}$$

Write the Name at the back of Photograph

PROGRAMME APPLIED FOR (Refer information Brochure for programme name)	UG/PG/DIPLOMA	SUBSIDIARY
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[illegible][illegible][illegible][illegible]

<b>5. GENDER</b>  Male <input type="text"/> Female <input type="text"/>		<b>6. CATEGORY</b>  GEN <input type="text"/> ST <input type="text"/> SC <input type="text"/> OBC <input type="text"/>		<b>7. DATE OF BIRTH</b>  Date <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
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8. NATIONALITY	Indian <input type="checkbox"/>	Others <input type="checkbox"/>	If Others (Pls. Specify .....)	Blood Group
9. Place of Residence	Rural <input type="checkbox"/>	Urban <input type="checkbox"/>		
10. Religion	Hindu <input type="checkbox"/>	Sikh <input type="checkbox"/>	Others <input type="checkbox"/> If others	
	Islam <input type="checkbox"/>	Christian <input type="checkbox"/>	(Pls. Specify .....)	

[illegible][illegible]

Exam	Board/University	Year of Passing	Subject	% Marks
10 <sup>th</sup>				
12 <sup>th</sup>				
Graduation				
Post Graduation				
Others				

14. Write your complete Permanent Correspondence address including your name in English in Capital Letters

Name .....

Address.....

.....

.....

City : ..... State .....

PIN

15. Write your complete temporary / Correspondence Address including your name in English in Capital Letters

Name .....

Address.....

.....

.....

City : ..... State .....

PIN

#### 16. FAMILY INFORMATION

	Name	Qualification	Profession	Organisation	Designation	Contact No.
Father						
Mother						

EXTRA CURRICULUM ACTIVITIES (If any awards honored.)

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#### 17. DETAILS OF PAYMENT OF FORM

BY CASH Cash receipt No. .... Date : .....

BY DEMAND DRAFT

DD NO. .... Bank : ..... Date : .....

ONLINE PAYMENT

Online Transaction No. .... Receipt No. .... Date : .....

#### 18. SIGNATURE

I hereby certify that the information given in the Application (all relevant Facts) 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 in the future constituted and I will not claim for any refund of fees.

Signature of Father/Guardian

Date :

Note : *Enclose attested mark sheets*

Signature of Applicant

## STUDENT FEE RECORD

Name : .....

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

Year	Semester	Tuition Fee	Bus Fee	Hostel Fee	Other	Remarks
1 <sup>st</sup>	Sem 1					
	Sem 2					
2 <sup>nd</sup>	Sem 3					
	Sem 4					
3 <sup>rd</sup>	Sem 5					
	Sem 6					
4 <sup>th</sup>	Sem 7					
	Sem 8					

.....  
**Admission Co-ordinator**

.....  
**Approved by**

## STUDENT RECORD CHECK LIST

	Original	Photo copy		Original	Photo copy
• 10th Mark Sheet			• 12th Mark Sheet		
• Graduation Mark Sheet			• Income Certificate (Latest)		
• Caste Certificate			• Domicile Certificate		
• TC/CLC			• Aadhar Card		
• Migration			• Blood Group		

Authority of AISECT University. Such a candidate must submit an undertaking 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 of 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 fees (through DD) should be sent to the **Registrar of the Admission Section, AISECT University, Hazaribag**. Printout of the Application Form can be sent by Registered Post/Speed Post or through Courier so 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 AISECT University, Hazaribag, Jharkhand.
21. Ragging is strictly prohibited. Offenders will be dealt with prescribed laws.
22. All matters of dispute shall be subject to Hazaribag jurisdiction only.
23. Students are directed to submit their original CLC & Migration. In case original CLC & Migration are not submitted by the student after a month of admission. No original documents will be issued.
24. A minimum of 75% attendance is must for students.
25. Misconduct, misbehaviour by students will attract disciplinary action against them.
26. Students are directed to pay their tuition fee before filling up the examination form, otherwise fine will be charged.
27. After admission, for more details regarding academics students have to contact with the concerned faculty.
28. In case of cancellation of admission, no fees will be refunded. Only original documents will be given back, if the student has appeared in semester exam then the university will issue a migration certificate.
29. The university does not commit for scholarship reimbursement, will only provide bonafide.
30. At the time of admission full payment for each semester is must, 2nd semester fees must be paid till march last. Otherwise fine of ₹ 500/- will be charged.
31. Examination form submission for 1st semester will start from October and for 2nd semester will start from April.

#### **UNDERTAKING BY STUDENT**

- 1) I have understood all the guidelines & 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% for each class. I know that I may be debarred from appearing in exam for short attendance or not payment of fees on time.
- 3) I will compulsorily follow the dress code and uniform prescribed by the university and conduct myself 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 is a grave offence and punishable as per university rule/law.
- 5) I will pay tuition fees, examination fee 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.

I fully agree to abide by the rules and regulations of the University as they are now and may be constituted in the future. I will not claim for any refund of fees.

Signature of applicant

Course: \_\_\_\_\_ Contact No. : \_\_\_\_\_

Name & Address : \_\_\_\_\_



To,  
The Registrar,  
AISECT UNIVERSITY  
Hazaribag

## ENROLLMENT & ELIGIBILITY

Sir,

I request you to please accept my enrollment in AISECT UNIVERSITY, Hazaribag and provide me the Enrollment number. Please note that I have attached all the relevant documents, read and accepted the rules/regulations/ordinance 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 :

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2. Date of Admission :

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

Detail is give below :

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

4. Name of the course for  
for admission

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Branch :

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5. Migration from other University: Yes

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No

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(Attach original migration certificate if yes)

### PART - II

#### Certificate by HOD / AR

Certified that the above student has been admitted to this department through procedure as laid down by the AISECT UNIVERSITY / Govt of Jharkhand 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 be AISECT UNIVERSITY

Alloted Enrollment No. :

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Data Operator : .....

Checked by : .....

Registrar

# GUIDELINES/NORMS RULES FOR ADMISSION

1. The applicants are advised to read carefully the contents of the information Brochure and familiarize themselves with the relevant rules governing the Admission /Entrance Test/GD/Interview of AISECT University. They should also check all the eligibility criteria for particular programme.
2. AISECT 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 offer letter for admission to a particular programme of study.
3. Bachelor's degree signifies that the degree has been obtained under NEP 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 admission 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 admission 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 requirement, 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 consideration 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 31st October in any case, after which admission will automatically get cancelled.
8. The list of selected candidate will be displayed on the University Notice Board and University website-www.aisectuniversityjharkhand.ac.in. It is the responsibility of the candidate to keep himself/herself information about such notices. The University shall not be responsible if a candidate fails to get information regarding his/her selection for admission.
9. 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
10. 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.
11. A candidate already enrolled in any programme of study/class of AISECT 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.
12. 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 and before the date of closure-of admission of AISECT University. Form No. and Roll No. allotted by AISECT 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.
13. Applicant is required to fill in the Application Form by himself/herself with correct information.
14. Application Form shall be liable to be rejected in case :
  - Application Form 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 AISECT University, Payable at Hazaribag.
  - 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.**
15. In case of withdrawal of admission, the candidate will not be eligible to get any refund from the university.
16. The confidential marks, received directly on or before the last date for receiving the mark sheet under sealed over in the name of the controller of Examinations & Admissions, AISECT University from the universities/Board where the result of qualifying examination could not be declared formally may be accepted, after obtaining the approval by the Competent