

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI



ADMISSION REGULATIONS - 2022

राष्ट्रीय संस्कृत विश्वविद्यालय / NATIONAL SANSKRIT UNIVERSITY

(A Central University estd. by an Act of Parliament), Tirupati-517507

Admission Regulations 2022

Regulation No.02/2022

1. These Regulations are applicable from the Academic Year 2022-23 onwards, until their replacement by a new set of Regulations as notified by NSU. The existing students admitted during the AY 2021-22 and before continue to be governed by the respective regulations until completion of their Programme within the permitted time.
2. All the regulations made herewith shall apply to all Prak-Sastri, UG, PG and Part-Time Programmes (except for Ph.D. & D.Litt. programmes, which are governed by a separate set of Regulations) and shall be in consonance with the Act / Statutes / Ordinances of NSU. In the event of any deviation, the provisions under the Act / Statutes / Ordinances shall prevail.
3. The University reserves the right to interpret various provisions of the Regulations.
4. **Determination of Programmes & intake (Core/Disciplinary)**
 - 4.1. The eligibility & intake of each programme shall be part of the Admission Notification & the Prospectus of each year only after the same have been approved by the Academic Council of NSU.
 - 4.2. Intake for each programme shall include the category-wise allocation as per The Central Educational Institutions (CEIs) (Reservation in Admission) Act, 2006 and The Rights of the Persons with Disabilities Act, 2016 as amended from time to time.
 - 4.3. Intake for the non-core courses shall be as decided by the Admission Committee during the admission process, based on its assessment of the physical facilities in the University for a particular Academic Year; such intake shall not have the reservation applicability.
 - 4.4. Any proposal for increase / decrease in intake vis-a-vis the same notified in the NSU Prak Shastri, UG, PG & Part-Time Programme Regulations 2022 shall be initiated by the HOD concerned through proper channel. The same shall come into effect only after the approval of the Academic Council of NSU.
 - 4.5. The University with the approval of the Vice Chancellor shall run or not run any programme during the year depending on the sufficiency of number of applications received or admissions made or availability of the infrastructure for a particular programme, based on the recommendation of the HOD concerned.
5. **Application process**
 - 5.1. All the students seeking admission into various programmes shall submit the application in the prescribed proforma and the mode, along with payment of the application fee within the time limit prescribed by the Admission Notification of each Academic Year.

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- 5.2. The application shall be accompanied by the copies of certificates of essential qualification, identity, community, experience and such other documents required for a particular programme as prescribed by the Admission Notification of each Academic Year.
- 5.3. All the certificates submitted shall be valid as on the last date for submission of applications as prescribed by the Admission Notification of each Academic Year. All such applications not accompanied by valid supporting documents shall be liable for rejection.
- 5.4. In respect of qualifying academic programmes, candidates who await results and in respect of Community Certificate, candidates who produce the proof of application, shall be permitted to apply provisionally. However, their admission is dependent upon the production of such certificates immediately on receipt by the candidate or the date of admission, whichever is earlier. It is the responsibility of the applicant to ensure that all the certificates are produced, else they stand to be disqualified for the programme applied for.
- 6. Fee structure**
- 6.1. Fee for various programmes shall consist of various components as detailed in Academic Ordinance No.05.
- 6.2. The Fee structure shall be part of the Admission Notification & the Prospectus for the respective academic year.
- 6.3. Fee structure shall be liable for revision every Academic Year. The revised fee structure shall be notified in the respective Admission Notification & the Prospectus with the approval of the Statutory Bodies. All changes in the fee structure are prospective in nature i.e. applicable for the new admissions only; the fee remains unchanged at the amount prevailing on the date of admission for the roll over students throughout the minimum duration of each programme. In case a student pays the fee during the extended duration, the same shall be payable at revised rates.
- 7. Payment of various fees**
- 7.1. All the fee payable to NSU shall be through bank transfer. No cash payments are permitted.
- 7.2. After making payment, the students shall submit copies of the remittance to the Academic Section and the Accounts Section either physically or through email for reconciliation.
- 7.3. Fee for the first semester shall be payable as per the dates prescribed by the Admission Notification & the Prospectus.
- 7.4. Fee for the students of second year onwards shall be payable latest by 30th September, with a fine of Rs.200/- on or before 31st October. Those students who fail to remit the fee latest by 31st October shall not be permitted to attend the End of Sem / Year Examinations and / or such other penalty deemed fit by the Dean-Academic Affairs with the recommendation of the HOD & the Dean concerned.

8. Admission process

- 8.1. The applications along with the attachments would be segregated programme wise by the Academic Section and shall be supplied to the respective Admission Committee for scrutiny & suggesting corrections in the data submitted by the students.
- 8.2. The Admission Committee shall ensure that the details submitted by the applicant are as per the documentary evidence produced by him and shall take all such steps for capturing the data accurately into the database as prescribed by the University.
- 8.3. The Admission Committee shall draw the merit list & wait list equivalent to the number of vacancies notified category-wise and publish the same under the signature of the Dean-Academic Affairs.
- 8.4. The ERP Cell and the ICTRC shall assist the Admission Committee and the Academic Section for the whole Admission Cycle and further processes as per the directions of the Dean-Academic Affairs.

9. Deposit & Verification of certificates

- 9.1. All the select list candidates who wish to get the admission shall produce all the original certificates for verification by the Admission Committee. In the event of non production of original certificates, the candidate shall not be eligible for admission.
- 9.2. The candidates must submit the following documents, within a period not later than one month from the date of provisional admission, failing which the application / admission is liable for cancellation or such other measure permitted by the Dean Academic Affairs in each case.
 - 9.2.1. Copy of Provisional/pass certificate of the last qualifying examination.
 - 9.2.2. Copy of Marks List obtained in each examination right from Matriculation / SSC / OSLC to the last qualifying examination.
 - 9.2.3. Original Transfer certificate
 - 9.2.4. Original Study certificate
 - 9.2.5. Original Migration Certificate
 - 9.2.6. Original Conduct certificate
 - 9.2.7. Original Medical Certificate wherever applicable
 - 9.2.8. Copy of Date of birth certificate
 - 9.2.9. Copy of Aadhar Card
 - 9.2.10. Copy of ABC (Academic Bank of Credits) ID
 - 9.2.11. Copy of Caste & Income certificates for SC,ST and OBC Students
 - 9.2.12. Copy of EWS Certificate wherever applicable, valid for the year of admission
 - 9.2.13. Passport size photos - 5 Nos.
 - 9.2.14. Such other documents required by the Academic Section.
- 9.3. Such other provisions of UGC Notification on Refund of Fees and Non-Retention of Original Certificates dt.October-2018 are applicable.

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10. Change of Programmes

- 10.1. The application of the candidate is considered against the programme for which the application has been made. A student can submit the application for multiple programmes for consideration; however, the student can only take admission into only one regular programme.
- 10.2. Subject to satisfaction of the eligibility criteria, the candidate can be permitted to change to other programmes till the finalisation of the admission process.
- 10.3. Also, After the admission into a prescribed programme, the candidate, subject to satisfaction of the eligibility criteria, can be permitted to change into another programme, within fifteen days from the date of admission. Any such requests after the expiry of fifteen days shall not be entertained under any circumstances. The fee paid (excluding all fees under Administrative Process Fee as defined in NSU Academic Ordinance No.05) shall be carried forward to the new programme and balance, if any, shall be payable by the candidate.

11. Change of courses (Non-Core/Discipline courses)

- 11.1.** A student is permitted Change of Course after application & before Admission based on the counselling & guidance given by the University staff.
- 11.2.** Change of Course during 1-30 days after the Admission shall be permitted by the Dean-Academic Affairs.
- 11.3.** Change of Course 30 days after the Admission shall not be permitted under any circumstances.

12. Issue of Identity Card

- 12.1.** Multi Purpose ID Card shall be issued to each admitted student in due course duly ensuring payment of applicable Programme Fee and submission of all requisite documents.
- 12.2.** The student shall wear the ID card always within the campus and it shall be the responsibility of the student to keep the ID card safe & prevent its unauthorised usage.
- 12.3.** On loss of the original ID card, duplicate ID card shall be issued on payment of a penalty of Rs.100/- and submission of a requisition letter.

13. Refund of fee

- 13.1.** Refund of no part of the Application fee, Tuition fee or any other kind of fee shall be permitted.
- 13.2.** In the case of duplication in payments by any student, the same shall be refunded on verification of proof of payments and reconciliation
- 13.3.** If the students choose to withdraw from the program of study in which he or she is enrolled, the following five tier system for the refund of fees (excluding all fees under Administrative Process Fee as defined in NSU Academic Ordinance No.05) is applicable as per UGC Notification on Refund of Fees and Non-Retention of Original Certificates dt.October-2018:

