

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

(ADeemed to be University u/s 3 of the UGC Act, 1956)



ADMISSION POLICY

FACULTY OF ALLIED HEALTH AND BASIC SCIENCES

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SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH ADMISSION POLICY

1.0. INTRODUCTION

The Authority of this policy is the Sri Devaraj Urs Academy of Higher Education and Research [SDUAHER] A Deemed to be University established under section u/s 3 of the UGC Act, 1956. It provides splendid learning experience to students in higher education irrespective of their backgrounds and to make distinguished graduates with an ambition to contribute to society. The objectives of the Academy is to provide higher education leading to excellence and innovations in various branches of knowledge at graduate, post graduate and research degree levels. The Academy is committed to maintain Academic standards by identifying applicants who are eligible and likely to succeed in endeavor are to be considered for admission to programs offered. To achieve this, the Academy has prepared *Academic Admissions Policy*.

The Admission policy governed to ensure admission of students with academic competency, encourage adequate number of economically weaker sections (EWS) of the society and promote students from remote and different regions for engagement in Higher Education.

It also ensures the academic clearness in selection process and admission decisions in the Academy with consideration of equity. This policy has a set of indicators for determining admission for programs of the Academy which are in line with requirements and guidelines of the Principles for the Provision of Education by Indian Universities and University Grant commission (UGC).

1.1 INTENT

This policy applies to domestic / international applicants seeking entry into any graduate, Post Graduate, and Doctoral Programs offered by the Academy. The programs includes Doctoral (Ph.D.), Masters (M.Sc.), Vocational job oriented bachelor (B.Sc.) programs of the study offered under Faculty of Allied Health and Basic Sciences by the Academy.

2.0 DEFINITIONS

In the context of this Policy document,

- **Admission** means the act of admitting an applicant into a Program of the University, following submission and assessment of an application
- **Applicant** means a person applying to the University for Admission into a Program
- **Program** is a degree listed by a UGC and awarded by the University that comprising courses
- **Course** means a subject of the program of study formally approved/accredited
- **Unit** means a single component of a course or a stand-alone unit that has been approved
- **Module** A unit when represents unit of competency.
- **Program offering** means accredited program of study for a specific teaching period, mode and location; nomenclature as prescribed by UGC
- **English language proficiency**: means the ability of students to use the English language in communication in spoken and written contexts while completing their program of study.
- **Direct admission** means admitting a student through direct application to the University rather than obtaining through entrance test occurs by one of the University's authorised consultants provided seats falls vacant.
- **Exclusion** means keeping out from enrolment for a specified period at the University for an Indiscipline as directed by UGC guidelines. After which period the student must appeal with written request for re-enrolment.
- **Domestic student** means an Indian citizen /National student by domicile.
- **Non-award course** means a course of study that does not lead to an award;
- **Postgraduate program** means a course of study that leads to the award of a degree to a Graduate
- **Doctorate** Research comprises systematic experimental and theoretical work, application and/or development that results in an increase in the dimensions of knowledge
- **Quota** means the number of seats available in a Program for students to commence study in a particular study period based on criteria
- **Graduate program** means a course of study that leads to the award of a bachelor degree

3.0 PROGRAMS OFFERED

Graduate Programs

- B.Sc. Medical Laboratory Technology
- B.Sc. Anesthesia & Operation Theatre Technology
- B.Sc. Imaging Technology
- B.Sc. Ophthalmic Technology & Optometry
- B.Sc. Renal Dialysis Technology
- B.Sc. Radio Therapy Technology
- B.Sc. Cardiac Care Technology
- B.Sc. Cardiac Perfusion Technology
- B.Sc. Respiratory Care Technology
- Bachelor of Physiotherapy
- Bachelor of Audiology and Speech Language Pathology
- Bachelor of Emergency Medicine Technology
- B.Sc. - M.Sc. Integrated Course in Clinical Nutrition and Dietetics

Post Graduate Programs

- M.Sc. Medical Laboratory Technology- Clinical Biochemistry
- M.Sc. Medical Laboratory Technology- Clinical Microbiology and Immunology
- M.Sc. Medical Laboratory Technology- Clinical Hematology and Blood Transfusion
- Master of Optometry
- M.Sc. Molecular Biology and Human Genetics
- Master of Science (M.Sc.) in Yoga
- M.Sc. Integrated Course in Clinical Nutrition and Dietetics
- Master of Public Health

Doctor of Philosophy (Ph.D.)

- Cytogenetics and Molecular Genetics
- Audiology, Speech Language Pathology
- Clinical Nutrition and dietetics
- Yoga
- Nursing (Inter Disciplinary)
- Physiotherapy (Inter Disciplinary)

4.0 NOTIFICATION AND ADVERTISEMENT

Every time, before commencement of Academic year and end of the February month, the admission details such as the Notification, calendar of events, application, entry level eligibility, programwise seat matrix, Fee structure, Program details (scope and prospective), application and prospectus will be uploaded to the Academy website www.sduu.ac.in. The program/degree titles are as listed by the statutory authority under section 22c of the UGC Act 1956 that specify the broad discipline wise latest nomenclatures of the degrees. (The Gazette of India 5th July 2014. Part III section 4)

The SDUAHER admission policy also simultaneously uploaded to website for wider visibility and followed by issue admission announcement or advertisement notification through leading National, state level and local Newspapers for admission to various Allied Health Science Programs as decided by the Academy at appropriate time (60 days before commencement of admission)

5.0 ELIGIBILITY

Candidates having not less than 17 years of age and passed the qualifying examination in science discipline with the required minimum percentage of marks in aggregate are eligible to apply for admission to the graduate programs. Whereas for post graduate and Doctoral degree eligibility as described below.

SL NO	Degree Type	Name e of Qualifying examination	Percentage In qualifying Examination Open/general	Percentage In qualifying Examination Reservation category
01	Graduate	PUC Science in PCMB/10+2 or 3 years Diploma in concerned discipline/ equivalent	50%	45%
02	Post Graduate	Graduate degree in Science/ equivalent	50%	50%
03	Doctoral *	Master degree in science in relevant subject	55%	50%
2016 Ph.D. Regulations*				

Note: Applicants must studied in English medium and has English as one of the Language in Qualifying examination while seeking admission to Graduate program

6.0 ENTRANCE EXAMINATION

The Academy conducts entrance test for eligible students on line/off line as indicated in admission Notification calendar of events. The structure of test is as below

SL NO	Degree Type	Number of Multiple choice questions and mark/question	Marks	Pass criteria %	
01	Graduate	50 x 1mark	50	40	Proposed
01	Graduate	Inter-se merit followed at present			
02	Post Graduate*	60 x 1mark	60	50	
03	Doctoral*	100 x 1mark	100	50	

Note:

- The eligible candidates shall be required to appear on/off line Entrance Test covering the syllabus prescribed for the concerned subject of pre-qualifying examination and the program to which he/she seek admission. The syllabi is available on the official website of the Academy (www.sduu.ac.in)
- No negative marking in the entrance test.
- Entrance Test may not be conducted for admission to a programme where intake capacity is equal to or more than the number of eligible applicants.

7.0 RESERVARION POLICY

- The Academy follows the directions of the UGC guidelines on reservation in admission as in accordance with provisions of the constitution of India and any act of parliament for the time being in force and amended from time to time from GOI.
- Fifty per cent (50%) of seats available in a Programme of study shall be filled up from Open merit category candidates. Remaining 50% of seats available in a Programme shall be filled up from amongst the reserved categories in order of merit as per GOI policy.

Whereas, 5% of the supernumerary quota persons with disability as per the GOI Provisions under section 32 of persons with Disabilities Act 2016 applicable.
Supernumerary seats shall be in addition to intake capacity of a program.

The breakups of seats for various reserved categories are as follows

SL No	Reservation Category	Reservation (%)	Total
01	General	50.0	50.0
02	SC	15.0	50.0
03	ST	7.5	
04	OBC	27.5	
		Total	100

Note: Certificate from competent authority for reservation is essential

The Academy will allow Student with disability to access to all schemes, facilities and services without discrimination. It shall strive towards minimizing barriers and maximizing learning to students with disability as per Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995; UGC D.O.No.F-6-1/2006(CPPII), F.No.6-1/2012 (SCT)

Note: Provision of scribe for Examination of needy student solely as per the Academy scribe policy

However, Academy **shall not** discriminate against students belonging to Scheduled Caste and Scheduled Tribes and racial profiling of students from any region or ethnic group as described by UGC in Promotion of Equity in Higher Educational Institutions Regulations, 2012.

8.0 RESULT OF ENTRANCE TEST, MERIT AND SELECTION LIST

The result of the entrance test shall be displayed on the University website on scheduled date. Any queries in writing should reach at director_admissions@sdu.ac.in which will be attended promptly in coordination with a committee constituted for the purpose. No complaints, whatsoever, shall be entertained thereafter and the result of the test/s shall be processed.

By considering merit and reservation criteria as per the above clause 7.0. Selection list will be prepared and announced only in the University website.

However, Institution declares that, individual communication is not established in disseminating the examination and selection information to the candidates.

8.1 PREPARATION OF SELECTION LIST

The following procedure shall be adopted to prepare list:

- Total seats available for a particular program shall be divided among each category as specified in the reservation policy as above described in clause 7.0.
- All seats available under the open merit category except any fractional part shall be allotted to eligible candidates in order of their merit irrespective of their applied categories.
- In case, the number of eligible candidates available under a particular reserved category is not sufficient, the remaining seat(s) including fractional part under that category shall be shifted to open merit category.

8.2 DECLARATION OF SELECTION / MERIT LIST

- The prepared selection /Merit list shall be uploaded on the official website of the University. The Academy does not own any responsibility for a candidate not being informed separately.
- Any queries should reach in writing to the University admission cell. The same shall be attended promptly. But, no complaints whatsoever shall be entertained with respect to individual merit of a candidate after publishing of the selection list.
- The first two selection lists for all programmes shall be issued on the basis of relative merit.
- In case, vacancies are available even after issuance of selection lists, admission against vacant such seats shall be made on interview. This shall reserve for only those candidates who are in waiting list. Therefore, students in their own interest shall remain in touch with the University admission cell. (Tel No/email ID).
- During selection of the candidate to a particular program, when **the tie occurs** between the candidates for admission to a particular program, his/her performance in the entrance test score and aggregate of inter-se merit in the qualifying examination shall be given preference.

9.0 ADMISSION PROCEDURE

The selected candidates shall have to obtain admission along with the Original documents and payment of the Prescribed Fee. The admission of selected candidates to Ph.D. program occurs only after the qualified candidates appeared interview before selection committee. The date & time of interview shall be displayed in the website well in advance for the benefit of applicants (SDUAHER Ph.D. policy 2019).

9.1 Fee Payment

The selected candidates to the programs have to remit tuition fee. Academy won't allow cash fee payments, but encourage monetary transactions by digital mode of payment or DD or banker cheque drawn in favor of the Registrar SDUAHER payable at Kolar.

All receipts and payments related to the functioning of the Institution including student fee, examination fee, hostel fee, etc. will be done by online transfer as per National Digital Payment Mode (NDPM) as per UGC letter . D.O.No.F.1 -112017 (Secy) 28th August,2017.

9.2 Retain of original Documents

The student shall not be asked to produce documents which have not been mentioned in the Annexure of Applications / in Prospectus. While the admission cell of the Academy can ask the student to produce the original documents (such as School Leaving Certificate/birth certificate/passport, Marksheet, Caste certificate) for verification. However, on verification by competent authority, the original documents of any students will be returned. Academy is discouraging retain of original documents of any students on completion of admission process as per the directive of Notification by UGC on 23rd April 2007, F. No. 1-3/2007 (CPP II).

8.3 Closure of Admission

A notice of at least one week shall be given for the closure of admission, to provide sufficient time to all concerned sections to fill up all the available seats. In the event seats remaining vacant, the concerned officials shall submit in writing to University Admission cell the reason for the same.

10.0 REFUND OF ADMISSION FEE

If a student chooses to withdraw from the program of study in which he/she is enrolled, the following FIVE -tier system for the refund of fees remitted by the student shall be followed as per UGC guidelines for fee refund in case of withdrawal of admission from undergraduate, postgraduate, and research programs offered in the (Section 2 (f) of UGC Act), from a Deemed to be University (their affiliating domain and institutions) declared under Section 3 of the UGC Act.

SL No	Percentage of Fee Refund	In case of withdrawal of admission, the rules will be applicable for refund of fee
01	100	In case a student decides to withdraw 15 days or more before the formally notified last date of admission. Not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000, will be deducted as processing charges
02	90	in case a student decides to withdraw less than 15 days before the formally notified last date of admission
03	80	in case a student decides to withdraw within 15 days or less after the formally notified last date of admission
04	50	in case a student decides to withdraw between 16 days and 30 days after the formally notified last date of admission.
05	NIL	in case a student decides to withdraw after 30 days of the formally notified last date of admission.

Note: The Guideline of Refund of tuition fee also cover retention of original certificates at the time of admission. SDUAHER shall not ask students to submit original certificates at the time of admission. However, it shall physically verify the original certificates at the time of admission and return the same immediately. The self-attested certificates of students will be held valid and authentic. In case of any doubt on authenticity of the certificates SDUAHER can approach the concerned University or Board which issued the certificate but original certificate cannot be retained under any circumstance.

11.0 Guidelines to benefit the children's of the Employees / Economically weaker section

Students

SDUAHER has an institutional social responsibility, encourage and supports the Education of employee children's without negotiating the qualifying eligibility criteria for the program he/she seeks admission under Programs offered under Faculty of Allied Health and Basic Sciences.

Annually 5% of such students will be offered tuition fee concession and flexible payment option.

Note: 1% of any ambitious genuinely economically affected, weaker Section student will be supported by the Academy by **R.L. Jalappa Educational promotional Scholarship** tune to the tuition fee requirement of program tenure. But he/she has to submit the completion certificate to the Academy to avail the continuation of the monetary benefit. Fail to do so, benefit will be ceased. [Proforma to be devised for declaration]

12.0 DISCIPLINARY MEASURES

Every student has to register and submit anti ragging affidavit as indicated by UGC- in curbing the Menace of Ragging- Regulation, 2009, substance abuse, code of conduct in campus, Prohibition of vehicle usage, dress code and other disciplinary action implemented from time to time. Student grievance redress cell. Gender Sensitization Committees against Sexual Harassment as per Guidelines and norms laid down by the Hon'ble Supreme Court are also available as students support. (Vishaka and Others Vs. State of Rajasthan and others (JT 1997 (7) SC 384)]

13.0 DIRECT ADMISSION PROCESS

Academy has provision to obtain direct admission through University authorized consultant provided the number of seats falls vacant after completion of the admission procedure and last date for admission.

14.0 CONSTITUTION OF FEE FIXATION COMMITTEE

The University Grants Commission (UGC) has decided to regulate tuition fee of the professional / Allied programs offered by the deemed-to-be universities. It has come up with a draft regulations in respect of fee structure in professional education imparted by private aided and unaided institutions, deemed to be Universities (F.No1-6/2003 (CPP-II) dated August 2019) It is proposing to set up “one or more” committees to fix the tuition fee of the professional programs offered by the deemed to be universities.

At present, there is no such mechanism in place to regulate fees charged by the private aided and un-aided deemed-to-be-Universities. Accordingly SDUAHER will follow the system based on the Gazette Notification and upload the fixed fee details for the allied programs on the website before 60 days of admission.

15.0 SUPPORT TO OBTAIN STUDY LOAN

The students after one month of enrolment to the programs, on student request, loan papers will be given by the Department Head to support students Education Loan. Whereas, loan paper supplied by the Academy can be utilized by the students for sanction of Loan along with students and parents credentials. However, Academy is not liable to the any kind of loan availed by the student during study period. It is the duty of the Bank, to verify the students progression based on the college/academy study certificate before renewal of Loan and recovery then after.

16.0 ADMISSION OF INTERNATIONAL STUDENTS (FOREIGN/NRI STUDENTS)

SDUAHER will take prior permission from the UGC & MHRD before planning any activities related to International students (Foreign and NRI) admission. Academy will set up of ‘**International Students Cell**’ to deal with admission and guidance of international students. This Cell will control the admission of the international students and provide necessary guidance for students securing admission. All letters relating to international students will be addressed to ‘**Academic Executive**’. Admission process will follow as per the SDUAHER International students’ admission policy.

17.0 REMOVAL OF DIFFICULTY

Honorable vice chancellor of the Academy reserves the right to remove any difficulties in the course of Admission process in Allied Health Science Programs based on the report of the committee constituted for the purpose.

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