

**Government of Chhattisgarh**  
**Department Of Higher Education**

**Directive Principles for the Admission in UG and PG Classes**  
**Session 2020-2021**

1.

1.1. These directive Principles will be applicable to Govt./Private colleges of Chhattisgarh under the provision of the Notification No. 6 & 7 of Act - 1973 and All Principals will ensure the compliance of these directives.

1.2. Govt & Private colleges will strictly adhere to the admission rules. The term admission refers to UG first year or Semester class and to the PG First semester class.

**2. Date of Admission-**

**2.1. Submission of Application form-**

This year, the form will be submitted "online" at the university level. All the forms submitted for a college will be sent to them. The Principal will give admission on the basis of application received online as per the admission rules stated in the directive.

- a. In case of offline form submission due to unavoidable circumstances, the applicant will submit the form in the college with all the required certificates as per the Principal's decision.
- b. In case of the non-availability of mark sheet by the Board/University, the application without mark sheet can be submitted if it is certified by The Principal concerned of of earlier institution.

**2.2. Fixation of the last date of admission-**

Apart from transfer cases, the Principal is the competent authority to give admission from 1<sup>st</sup> August to 31<sup>st</sup> August and till 15<sup>th</sup> September with the permission of Vice Chancellor. For admission procedure, the directives issued by the government time to time will be followed (within 15days from the date of declaration of result for other classes and from 1<sup>st</sup> August for the admission in UG First year) . In case of delay in declaration of result then last date of admission will be within 15 days after the declaration of result by the Board or University or 10 days till the receiving of result in the college, whichever is earlier, will be applicable. As per the clause (a) of 5.1 in case of the availability of vacant seats to the children of employees who are transferred admission can be given during the session. provided the applicant has already taken admission in some other college before the last date of admission and the employee has to provide the certificate of taking over handing over of the charge of his duties.



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If the applicant has taken admission in some other place (a) as per the rules. After that, the parent has been transferred to place (b) and if he wants to take admission in this place(b), He or she should be given admission only in case of the availability of seat. If the applicant (b) has not taken admission in any of the institution in the place where his/her parent was working but as after being transferred, wants to take admission, he will not be eligible for admission after the last date is over.

### **2.3 Last Date of admission for the students passed after Retotaling/Revaluation**

Other than the faculty of law the student passed in the revaluation or retotaling are eligible to take admission as per the merit list within 15 days of the declaration of result in the concerned university with the permission of Vice Chancellor but in the faculty law despite having the eligibility to take admission as per the merit list, the admission will be given only if the seats are vacant. In case of revaluation/retotaling in class 12<sup>th</sup>, the student will be eligible for regular admission only if the seats are vacant.

### **3. Allocation of Number of Seats-**

3.1. Students will be eligible for admission in various classes on the basis of number of seats permitted as per the availability of infrastructural facility i.e. seating facility in classrooms, equipments in laboratories and availability of staff. If the Principal wants to have an increase in the number of seats, the proposal should be sent to the Department of Higher Education by 30<sup>th</sup> of April and the admission process on these increased seats will be made only after such permission granted by the Department of Higher Education /Directorate of Higher Education.

3.2. The concerned University/Autonomous College has a fixed subject/subject group for teaching in each class. The Principal will give admission to the applicants in each class on the basis of the number of seats fixed in each subject/subject group.

### **4. Admission List-**

4.1. The Principal will notify the last date of admission, admission list of the candidates selected as per the merit list prepared on the basis of marks of qualifying exam, percentage and due weightage along with the total marks obtained on the notice board.

4.2. The permission to submit the admission fees will be given only after the verification of original copies of all the enclosed certificates and after the submission of original copy of transfer certificate. Once the admission is given the transfer certificate should immediately with a seal of "cancelled".

4.3. The admission will stand valid only after the fees is paid. The original copy of transfer certificate should be compulsorily cancelled with a seal.

4.4. Even after the last date of admission in declared merit list, admission can be given with a late fees of rupees 100 from the Non Govt. Fund, if the seats remain vacant, although in such cases admission should not be given after 15<sup>th</sup> of September.



4.5. Admission should not be given on the basis of the duplicate copy of transfer certificate. An FIR should be lodged in the nearby police station, if the transfer certificate is lost. Admission should be given only on the basis of the police station and authorized report of the institution where the admission was taken earlier mentioning the date and serial number of transfer certificate. An affidavit should be taken from the student in this regard.

4.6. Along with the transfer certificate the Principal will issue a confidential report mentioning whether the concerned student was involved in ragging /indisciplinary /antisocial activities or not. The Principal will send this report in a sealed envelope to the Principal of college where the student has applied for admission.

4.7. The State Govt. has exempted the teaching fees of a girl student studying in UG/ PG classes of Govt. colleges. Hence, the directives should be followed.

## 5. Eligibility for admission-

### 5.1. Bonafied and qualifying Exam-

(a) Admission in Govt. college will be given only to the sons/daughters and the dependents of Bonafied residents of CG/residents/owner of permanent property in CG/State/Central/Semi Govt. and employees of Private Organization, Nationalized banks and Professional organizations of the Govt. of India & migrants of Jammu and Kashmir and their dependents.

If the seats remain vacant after admission of the above, then the admission can be given to the applicants passed qualifying exam from the approved Board of other states on basis of merit as per the rules.

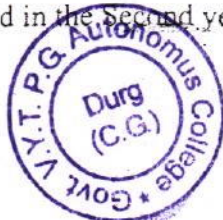
(b) Students who have passed the qualifying exam from the concerned university or the University/Board/approved by the concerned university only will be eligible for admission.

(c) The applicant should be given admission only after taking eligibility certificate from the concerned university.

### 5.2. Regular Admission Graduation Level-

(a) 10+2 passed students will be eligible for regular admission on graduation First year but the applicant from Commerce and Arts faculty will not be given admission in Science faculty. Student passed from any faculty are eligible for admission in B.Sc (Home Science). Student passed 12<sup>th</sup> from professional course will be eligible only for admission in Arts faculty. But if the student has studied Commerce in such courses, he/she will be eligible for admission in Commerce faculty. Similarly, applicants passed 10+2 with Agriculture faculty will not be given admission in Science faculty of B.Sc. Bio+Maths group.

(b) Applicant who have passed graduation First / Second year will be eligible for regular admission with same subjects in Second / Third year respectively. Subject change is not eligible/allowed in the Second year Graduation level.



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### 5.3. Regular Admission in PG Level-

(a) The applicants passed B.com/B.Sc. (Home Science)/ BA will be eligible for M.Com/M.Sc home science/MA First semester respectively and B.Sc. passed applicants will be eligible for regular admission in M.Sc /M.Sc First semester. The applicants studied geography in graduation level only will be eligible for admission in MA First semester/Previous Geography. Besides these, the provision given in notification related to the additional qualification for a faculty will be applicable.

(b) PG First year pass applicants only will be eligible for admission in PG Second year. In semester system the earlier exam passed applicants will be eligible for admission in next semester.

(c) Rules for Allowed to keep terms in Post Graduate classes –

1. It is mandatory for the Applicants eligible for provisional admission in PG First semester to take admission prior to the last date of admission.

2. As per the Allowed to keep terms rules for PG Third semester ATKT applicants will be eligible to take provisional admission in the next semester.

### 6. Equivalent Examination-

6.1. Central Board of Secondary Education (CBSE), Indian Council of Secondary Education (ICSE) and 10+2 examination of school of other State/Intermediate board are equivalent to 10+2 examination of Board of Secondary Education. Principal can avail the list of valid Boards from affiliated University.

6.2. Generally all the examinations of the Universities situated in India are valid/ equivalent to the examinations of the Universities of Chhattisgarh, Examinations of Universities which conduct correspondence courses (except IGNOU) but are not recognized by State Government are not approved. According to the direction of University Grant Commission, New Delhi, any University or Educational Institute outside Chhattisgarh is not permitted to open study centre/off campus and give Admission/Degree to students and Degree/Diploma from such Institution is not valid.

6.3. Principal should avail the list of valid Universities and list of fraud or unapproved Universities or Educational Institutes whose degree is invalid from the affiliated Universities.

6.4. Applicants passed under National Vocational Educational Qualification Framework should be given equal importance for admission in colleges and Universities. According to semi government letter of UGC number: 1-52/2013/CC/NSQF/April.

As you know that in National Vocational Educational Qualification Framework (NSQAF) notified by Economic Affairs Department Finance Ministry. Human Resource Development Ministry has regularized all important facts serialised in National, Vocational Eligibility Qualification Framework (NVEQF). As notified in NSQAF this makes certificates available from 1 to 10 levels in which certificates from level 5 to 10 with higher education and of level 1 to 4 are associated with School Education. In pursuance of NVEQF, State School Boards introduced syllabi and



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equivalent /same level certificates are being given to students under NVEQF. Such students will complete level 4 NSQAF with 10+2 education till year 2014. Human Resource Development Ministry has apprehended that student interested in admission in any course at pregraduate level and student with vocational subject at 10+2 level will not be benefited. So I request you that at time when students are trying for admission in colleges and Universities in any pre graduate courses such subjects to be given more weightage then general subject. So that such student should get opportunities for horizontal mobility.

## 7. Admission of External Applicants-

7.1. At the undergraduate level BA/B.com/B.Sc/B.HSc have unified syllabus, so pass applicants of First/Second year are eligible for admission to Second/Third year respectively but it has to be checked that applicant has given last examination in the subject taught in affiliated Universities/Autonomous College and then is to be given regular admission. If necessary eligibility certificate from University is to be taken.

7.2. In case of Graduate level First/Second year examination pass applicants from Autonomous college/University outside Chhattisgarh and Post Graduate previous year or First/Second and Third semester examination and Law First/Second year examination pass applicants to be given regular admission in their subjects/ groups/ only after submitting eligibility certificate from their affiliated Universities. Students from other states will submit an affidavit that in case of any false/untrue information their admission will be cancelled and they will not be eligible for admission in any University of the State. It's compulsory to attest the certificate of applicants from other state by related Board/University.

7.3. In case of science and other practical subjects/private students if vacant seats and ex-students till 30<sup>th</sup> November can be permitted for practical work by the Principal.

## 8. Student eligible for provisional admission are to take admission compulsorily before last date of admission.

8.1. Graduate level regular students of First/Second year with supplementary result will be eligible for admission in next class in case of vacant seats.

8.2. Allowed to keep terms students of Post Graduate level will be eligible for provisional admission in next class.

8.3. First/Second year student of 3 year LLB course with less than required 48% or supplementary applicants will be eligible for provisional admission in next class.

8.4. Applicants under column 7.1 and 7.2 will not be eligible for provisional admission.

8.5. In case of not clearing the Supplementary Examination provisional admission of such candidates will automatically get cancelled. In case of passing the exam provisional admission will be approved as regular admission.

## 9. Necessary Qualification for Admission-

9.1. Students once admitted in any faculty of any College/University will not be eligible for regular admission in same class in next year. If any applicant has not taken



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regular admission in class applied for in last session such applicant will not be disqualified for regular admission will be given admission on the basis of original transfer certificate and affidavit certifying that he has not taken admission before.

9.2. If challan is put in court against applicant or criminal cases are in court. In exam or in previous session are serious allegations of misbehaviour/assault with student/offices/ staff/ these is no evidence of any change in spite of warning Principal is not authorized to give admission to such students.

9.3. Principal has the authority to deny admission to students who have destroyed the college property or have sabotaged/responsible for ragging. Principal should form a committee for the purpose and on the basis of investigation report, admission is to be cancelled.

#### 9.4. Age limit for admission-

(a) Applicants above the age of 22 years for under graduate First year and applicants above the age of 27 years for post graduate First year will not be eligible for admission respectively. Age will be counted as on the 1<sup>st</sup> of July of the year of admission. Age limit for admission in Diploma and Post Graduate Diploma is 27 years.

(b) Age limit will not be applicable on any applicants of State Government/Ministry of Central Government/Sponsored by office and organization under their control or recommended by foreign government and student sent from any foreign country to study or on the students who study on payment through foreign currency.

(c) There is no age limit for admission in Law Faculty.

(d) For admission in Sanskrit college, in Undergraduate First year student older than 25 years and for post graduate First year student older than 27 year will not be eligible for admission. Age relaxation of 3 years for ST/SC/OBC/Female applicants, leaving law faculty Differently Abled applicants age relaxation of 5 years.

9.5. Full time Government/Non-Government servants will not be eligible for admission to colleges with same time as their working hours. In case of applying for admission to college after their working hours, admission will be given if no objection certificate of the employer is submitted.

9.6. Graduates from any faculty will not be eligible for regular admission to undergraduate program of any other faculty.

#### 10. Determination Order of Merit for Admission-

10.1. In case number of applicants are more than available seats, admission will be given according to order of merit.

(a) For admission to Graduate and Post Graduate classes total marks of qualifying exam and if weightage is due then on the basis of percentage of marks, leaving weightage.

(b) If there is provision of Entrance Exam by affiliated University it will be according to set criteria of University.

10.2. Different merit lists to be prepared for reserved and reserved category.



## 11. Preference for admission-

11.1. Basis for preference in undergraduate/post graduate/law classes, merit list will be prepared on the basis of marks of qualifying examination.

11.2. The basis of priorities for admission to next class at graduate/post graduate level will be regular student who has passed the qualifying exam, ex student passing the exam regular student of previous session with supplementary in one subject.

11.3. For admission to next classes in law faculty priority will be given to student passing the qualifying exam but with aggregate of at least 48% over the students with supplementary. Rest of the order of priority will be the same.

11.4. Admission to the first year of a three year course at the graduation level will also be given on merit basis to applicant students from other places tehsils, districts of the state or student passing the qualifying exam.

11.5. Admission to a class at PG level in a subject to a student who has passed the PG level in another subject will be given only on the condition of vacancy in that class of the college.

## 12. Reservation will be in accordance with the reservation policy of the state of Chhattisgarh as follows-

12.1. In any educational institute the reservation of seats for admission in an academic session will be follows.

(a) 32% of the total seats allotted annually to a class shall be reserved for the schedule tribes.

(b) 12% of allotted seats of every section of study or faculty shall be reserved for scheduled caste (SC).

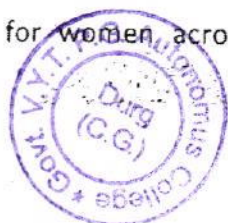
(c) 14% of the allotted seats of every section of study of faculty shall be reserved for other backward classes (OBC). But where the seats reserved for scheduled tribes (ST) remain unfilled; such seats shall be filled on the last date with eligible students from the scheduled caste and eligible students (General) in reverse order. But not withstanding anything mentioned in the aforesaid provisions above, where reserved seats under a, b and c remain vacant on the last date they shall be filled with other eligible students (backlog).

12.2. (1). Reservation for seats under a, b and c of 12% shall be vertically % of horizontal.

(2) Reservation for specially abled persons, women, children of ex-employees/ ex-soldiers/ freedom fighters or peoples from special categories shall be such as notified by government from time to time under the provisions of and it will be status under provisions of vertical reservation u/s 12.1 section a, b and c.

12.3. 3% seats shall be reserved for the sons, daughters, maternal and paternal grandsons, granddaughters of freedom fighters. 5% seats shall be reserved for especially abled persons.

12.4. 30% seats shall be reserved for women across all categories from seats reserved for such categories.



12.5. If a student from a reserved category due to his/her higher marks is placed according to merit in the unreserved category. The seats under reserved category shall remain unchanged but if such students belong to the freedom fighters category then these seats under reserved category will be considered as filled.

12.6. If the percentage of reserved seats is less than ½ then reserved seats shall be considered as unavailable. If % is between ½ and 1 %, the number of reserved seats shall be 1.

12.7. The students who are displaced and dependent of people of Jammu and Kashmir will be admitted by increasing number of seats by 5% and such students will be given a relaxation of 10%.

12.8. Reservation rules as issued by government from time to time should be followed.

12.9. Provision of reservation w/s 12.1 shall be subject to jurisdiction of honourable High court Bilaspur.

12.10. In reference to case no WP(c) 400/2012 national legal services authority vs. Government of India and others in its decision dated 15/4/2014 section no 129(3) the Honourable Supreme court stated that "We direct the centre and the State Government to take steps to treat them as socially & educationally backward classes of citizens and extend all kinds of reservation in cases of admission in educational institutions and for public appointment" should be strictly followed.

### 13. Weightage-

Weightage shall be given only for deciding order of merits not used for deciding eligibility weightage shall be given on the percentage of marks obtained in the qualifying exam. It is compulsory to submit all certificates along with the application for weightage certificates brought/submitted after the submission of application form will not be considered for weightage. In case of more than one weightage only the maximum/highest weightage will be given.

13.1. NCC/NSS/Scout the word scout shall be read to include scouts/ guides/rangers/rovers.

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|--|--|
| (a) NSS/ NCC/ "A" certificates   | -02%.  |
| (b) NSS/ NCC/ "B" certificates   | -03% or 2 <sup>nd</sup> stage passes scouts. |
| (c) "C" certificate or 3 <sup>rd</sup> stage/grade passed scout  | -04%.  |
| (d) Student representing group in state level Directorate NCC competition  | -04%.  |
| (e) The participating student for NCC/N.S.S. contingence of Chhattisgarh at the Republic Day Parade in New Delhi | -05%   |
| (f) Governor Scouts.   | -05%   |
| (g) President Scouts.  | -10%   |
| (h) Best Cadet for NCC of Chhattisgarh.  | -10%   |



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(i) Duke of Edinburgh Award recipient N.C.C. Cadet. - 10 %

(j) Cadets participating in the Youth Exchange Program between India and other nations, N.C.C. / N.S.S. and to the students selected for the International Jamboree : -15 %

13.2 A student who has passed the Honours subject and gets admission in the same subject in the post graduate class. -10 %

**13.3 Sports / Literary / Cultural / Quiz / Design Competitions:**

(1) In the inter-district, divisional level or inter-division/region level competition organized by Kendriya Vidyalaya Sangathan organized by Directorate of Public Instruction or Chhattisgarh Higher Education Department:

(a) To each member of the first, second, third place team. 02 percent

(b) To the person who secured the above position in the individual competition. 04 percent

(2) In the inter-divisional, state level or inter-regional, national competition organized by the Kendriya Vidyalaya Sangathan organized by the Department / Directorate mentioned in Para 13.3 (1) above or in the Association of Indian Universities, AIU. In a competition organized by or in a regional competition organized by the Ministry of Parliamentary Affairs, Government of India:

(a) To each member of the first, second, third place team. 06 percent

(b) To the person who secured the above position in the individual competition. 07 percent

(c) To the contestant representing the division/region. 05 percent

(3) In the national competitions organized by the Association of Indian Universities, organized

by the Ministry of Parliamentary Affairs, Government of India

(a) To the first, second, third place winners in the individual competition. 15 percent

(b) The members of the team that earned first, second or third place. 12 percent

(c) To the contestant representing the region. 10 percent

Under the Youth or Science and Cultural Exchange Program between India and other countries, the members of the selected and participating team in the field of science / cultural / literary / art - 10 percent

13.5 In the national competition organized by the Chhattisgarh/MP Government's recognized

Sports federations -

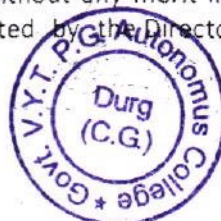
(a) Member of the team representing Chhattisgarh / MP- 10 Percent

(b) Team members of Chhattisgarh who got first, second, third place - 12 percent.

13.6 Displaced persons of Jammu and Kashmir and their dependents - 01 percent.

**13.7 Special Incentives:**

In the interest of Chhattisgarh State and Colleges to encourage sports/ NCC- The best cadets of the national level and the students participating in the Olympiad/ Asiad/ Sports Competition organized at the national and international level by the Sports Authority of India should be given direct admission in the next academic session without any merit in the classes for which they are eligible: 1. Such certificates have been attested by the Director, Sports and Youth Welfare, Government of Chhattisgarh and,



2. This facility will be available to only those candidates who have submitted their representation in the college within the stipulated time period, but to get such facility for the second time, it will be necessary for them to get the achievement again.

**13.8** For admission in the first year, the certificates up to the last four successive sessions of the school level will be considered for surcharge and for admission to the first year of postgraduate or law first year the last three successive sessions will be considered for surcharge. For admission in the second, third year and postgraduate second year, the certificates of the previous session will be valid for surcharge.

**14. Faculty/Subject/Group Change:** For students seeking admission by changing

The Faculty/Subject/Group of the qualifying examination in the first year of graduation/post-graduation, their merit will be determined by deducting 5 percent from their marks, surcharge will be considered on the reduced marks. After taking admission once in the first year of graduation/post-graduation in the college, change of faculty/subject/group is allowed during the current session by the principal of the college till 30 September or from the last date of admission mentioned in clause 2.2, if the main examination result is delayed it can be done within 15 days only. This permission will be given to only those students whose marks are equal to or more than the last admitted student in the basic merit list of the concerned subject / faculty.

**Research Scholars** - In government colleges, PhD research students will be given admission for two years. In case the library/practical work remains incomplete, on the recommendation of the supervisor, the principal will be able to extend this time period to a maximum of 4 years. Students will apply in the prescribed application form while regular admission will be valid only after depositing the prescribed fee after admission. For the research student, the recognized professor posted in the college for PhD guidance by the university will do his/her research work only under the rules set by the supervisor/university. If a teacher is working as a research student by taking study leave, then the salary of the research teacher will be drawn by the Pay Disbursing Officer only after receiving the attendance certificate sent by the competent authority and the work progress report for every three months.

In the event of transfer of the Professor/Supervisor posted in the college, the research students can continue their research work in such institution from where their research application was forwarded, after the completion of the research work, the principal of the same colleges will forward the process and it shall be applicable in conjunction with the Research Ordinance of the University.

**Special:** If any applicant has got admission due to forged certificates, false information, wilfully suppressed adverse facts, administrative or official negligence, then the principal will be fully responsible for cancelling such admission.

**16.2** The Principal shall have the right to cancel the admission of a student who remains absent continuously for one month or more without any proper reason, prior permission or notice after taking admission.

**16.3** During the session after admission, the Principal will have the right to cancel the admission or expel the student who is involved in the cases of indiscipline mentioned in paragraphs 9.2 and 9.3..

**16.4** In the event of the student leaving the college during the session after admission or his/her admission is cancelled or his/her expulsion, no fee other than the Caution money will be refunded to the student.

**16.5** In case of need for clarification of the guidelines of admission or guidance from any matter related to admission, the principal will compulsorily obtain clarification/guidance from the Commissioner, Higher Education, Raipur, Chhattisgarh, giving clear comments on the matter, regarding admission to any matter. It is not to be sent by writing 'forwarded' only.

**16.6** The Commissioner, Higher Education Department is empowered to interpret the provisions mentioned in these guidelines. The Government of Chhattisgarh, Department of Higher Education, and Ministry will have all the right to change/amend/cancel/append these guidelines from time to time.



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