

DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA

(Formerly Agra University, Agra)

B⁺⁺ Accredited by NAAC

ADMISSIONS 2019–20

Instructions and Guidelines for Admissions

On-line applications shall be invited for admission to Under-Graduate and Post-Graduate courses being run in the Residential Wing, and for M.Sc., B.Sc. (Ag), M.Sc. (Ag), BA.LLB, LLB, LLM, B.P.Ed., M.Ed. of Affiliated Colleges of the University. Eligibility criterion for admission shall be specified in the Brochure as well as on the University Website www.dbrau.org.in (or <http://admissiondbrau.org.in/>). The candidate has to pay online fee, **Rs. 1000=00 for General & OBC Candidates** (including Web Registration) and **Rs. 700=00 for SC/ST candidates** (including Web Registration). Candidates are required to submit separate application-form for each course with the same Registration Number.

1. Information of the admission procedure shall be displayed on the University website www.dbrau.org.in (or <http://admissiondbrau.org.in/>). Candidates are advised to check the University website regularly for updates.
2. Candidates may note that any discrepancy regarding fee or eligibility criteria or any other alike due to printing or any other kind of error shall not provide any right to the candidates for admission to any particular course. The candidate shall be required to pay the actual fee applicable for the course at the time of admission.
3. Candidates, who have passed the qualifying examination before 2017 as the case may be, shall not be eligible for admission to any full time degree P.G. course, except the course where admission is made through admission test conducted by the University.
4. The applicant is required to ensure that he/she has checked the eligibility criteria of the course concerned and correctly filled up the application form. Admission shall be cancelled if the candidate is not found to be eligible even if he/she has appeared in the entrance test and declared successful for admission.
5. In case a candidate who does not meet the eligibility criteria prescribed for the course concerned and appear in the Admission Test, he/she shall be doing so at his/her own risk and cost, and if at any stage, it is found that the candidate does

not fulfill the eligibility requirements the admission, if granted shall be treated to be cancelled.

6. Reservation Rules for the admission shall be applicable as per U.P. Government Rules (A relaxation upto 5% marks shall be given to the candidates belonging to SC/ST and Divyang Categories)
7. The question paper for the test wherever applicable shall be of objective type. The admission to such courses shall be made on the basis of the merit of the entrance test (and/or interview if applicable, and/or followed by the Counseling process) conducted by the University. Counseling fee will be Rs. 500.00/ candidate
8. No candidate is allowed to take admission in any course, if he/she fails to appear in Entrance test (and/or) Counseling conducted by the University.
9. The University reserves the right not to hold an entrance test or cancel the test for any specific course.
10. Candidates found using unfair-means during the test shall lose their candidature and shall be dealt with in accordance with the rules prescribed.
11. The University reserves the right not to conduct any self-financing courses if sufficient number of applications/ students is not available. In such cases the fee of the applicant shall be refunded.
12. After being admitted to any course, if a candidate fails to submit his/her eligibility certificate within the stipulated time his/her admission will be liable to be cancelled and the candidate shall solely be responsible for such cancellation and fee shall not be refunded.
13. If the candidate is admitted to one course and wishes to seek admission to another course of the University, 75% fee deposited by him/her, can be adjusted in the later course in which he/she is finally admitted to.
14. Any fee structure may be changed at any time as per the guidelines or norms of the Hon'ble Court/Government/University without any prior information or notice to the candidate and deposition of the same fee shall be binding upon the candidate.
15. Minority Institution will take admission as per the prevailing rules of the UP Govt./ University (The college will not admit any candidate **without Admission Test/ Counseling** organized by the University)
16. The fee of the candidate once admitted shall not be refunded. However any candidate requiring the refund of fee should apply for cancellation of admission within a period of 10 days from the date of his/her admission which must be certified by the Director/HOD of concern department and in such cases only 75% fee shall be refunded if he/she has not attended a class on a single day.

17. **The candidate who have appeared in the qualifying examination, but the result is awaited, may also apply. However, they shall be required to submit the completion-certificates/documents within the stipulated time.**
18. Changes made, if any, in the admission rules/fee structure of any course shall be applicable to candidate seeking admission even after registration. No separate intimation letters will be sent.
19. Check **University Admission Committee minutes** for **rules and regulations**, weight age marks etc. The Rules for admission as prescribed by the **Admission Committee** of the University for the session 2019-20 shall strictly be followed for weightage marks etc.
20. Admission test normally conducted for the courses M.Phil., M.Sc., MSW, BA.LL.B, LL.B., LL.M., B.Sc.(Ag), M.Sc.(Ag), M.Ed., B.P.Ed. or any other course where number of applicants are more than twice the number of seats.
21. Application forms shall be rejected in case:-
 - (a) Application form is incomplete.
 - (b) It has been received without requisite fee.
 - (c) It has been received after last date; and
 - (d) It has been received with invalid or incomplete documents.

NOTE: - No correspondence shall be entertained in this regard.

1. REQUIREMENTS FOR SUBMISSION OF FORM:

Candidates must keep following information with him before submission:

- A. Valid Email ID
- B. Active Mobile Number
- C. Alternate Mobile Number (Preferably of parent)
- D. Photo in JPEG format (Maximum upload size is 50 KB only)
- E. Aadhar Card/ Passport
- F. Academic Record

2. Guidelines for filling up the form

Step 1 Registration: Applicants have to fill the relevant details in the registration form available on website. Fill it and save it. Thereafter applicants will receive their Registration details in a PDF file. Applicants can preview all the entries made at this point. Take a printout of Registration form. If there is some error, it can be edited or they may start the entire process again.

Step 2: Application form: After getting Registration Number, candidate will apply for the course in respective subject.

Step 3: Pay fees: After filling up the form candidate will pay the requisite fee (**Rs. 1000=00 for General & OBC Candidates** (including Web Registration) and **Rs. 700=00 for SC/ST candidates** (including Web Registration). Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

(If fee is deducted from the Bank Account used by the candidate but **pdf** of his/her Application Form is not generated then he/she is advised to wait for some time, and check through 'Print Duplicate'. If your Application Form is still not generated then pay fee again).

Step 4: Print Application form: Applicants can print their complete application forms with fee details. After successful payment process for Application Form will be available on website.

Step 5 Submission of hard copy. Applicants shall submit (**by speed post only**) the hard copy of application form along with all the relevant documents (Class X, XII, Graduation, Post Graduation, mark sheets, degrees Caste certificate etc.) to:

**Coordinator Admissions 2019,
Dr. Bhimrao Ambedkar University,
Dept. of Mathematics,
IBS, Khandari Campus, Agra 282002.**