

**GUIDELINES FOR ADMISSION TO P.G. DEGREE 2015-2016**

1. Filing the application for admission is strictly by ON LINE. No other method of filing the application for admission is permitted by the University.
2. Fee for submitting an application per every subject is **Rs.300/-** and the remittance of this fee is by e-payment / online payment / SBM Challan payment offline.
3. The candidate should have appeared for entrance examination in that subject for which he/she now submits the application for admission.

**Note:** The following candidates can submit the applications for admission directly without the entrance examination requirement.

- i. Foreign nationals with foreign degree. (Through The Director, International Centre)
  - ii. Foreign nationals with Indian degrees for MCA, MBA, M.Tech in Computer Cognition Technology, M.Tech in Computer Science Technology.
  - iii. Candidates with GATE/PGCET scores for M.Tech in Material Science and Technology and M.Tech in Urban and Regional Planning.
  - iv. Deputed / In service candidates
4. The last date to file the application ONLINE for admission is **19<sup>th</sup> August 2015 up to 12 Noon.**
  5. The candidate should clearly verify the eligibility conditions before submitting the application for a particular subject from the prospectus available online only.
  6. A) Only one application format need to be filled up by a candidate for all subject.(It is not one application for every subject). However for every subject the candidate opts, he/she should compulsorily enter the names of Department/Centers/Institution/College in the order of his/her preferences for considering him/her for admission to that subject.

B) Candidates Applying for M.Com degree will not give preferences of institutions/colleges because the admission will be made by a single window counseling (As per the Time schedules given).

C) Candidates Applying for M.Ed/M.P.Ed degree should clearly understand that the qualifying degree is BE.d/BPE.d respectively. If a candidate submitting application for M.Ed/M.P.Ed desires to apply for other Master's degree, the candidate should file two Applications.

7. Once the entries are completed by the candidate, the system allows the candidate to edit/to make changes, if required.
8. Once the candidate submits COMPLETION status and opts for PRINT, then the system prepares completed applications, one for every subject the candidate has opted for admission.

That is for example if a candidate has opted for HISTORY, POLITICAL SCIENCE AND ECONOMICS then the system generates three different Completed applications, respectively one for each of the subjects that the candidate has opted.

9. A candidate will be considered for admission in every subject that he/she has opted for and the provisional allotment of Department/Centre/Institution / College will be strictly in the order of preferences (Except for M.Com) that the candidate has entered. Therefore while submitting the application form the candidate should carefully enter the preferences of Department/Centre/Institution/College for admission to PG programmes for every subject. Changes in the preference shall not be allowed once the application is submitted.

**Note:** Candidates are directed to utilize the option to include all institutions coming under the subject with their preferences.

10. Once PRINT application process is done, the candidate should download the application, get the application physically printed, should necessarily enclose all the documents/certificates-Marks cards of all semesters, category claim certificates and other certificates / documents which are necessary to substantiate the claim, affix his/her signature on application and also execute a declaration jointly with his/her parent/guardian (/ husband in case the candidate is a lady and she is married) in the printed application itself.
11. The candidate should HAND OVER the duly signed printed application form (for every subject) together with all enclosures to the Chairman of Selection Committee in that subject in the Department concerned of University of Mysore, Mysore (All most all departments are in Manasagangotri campus).

12. Candidates claiming seats under more than one special category such as NCC, NSS sports etc., for a subject shall submit as many copies of application as the number of claims to each concerned department. In such cases, candidate can make the photo-copies of the printed application of the subject concerned.
13. Handing over the printed application form together with relevant enclosures is a **MUST** to claim admission. Merely filing the application on the System is not sufficient, although it is absolutely necessary. The last date to submit the printed version of the application together with all enclosures is **19th August 2015 Before 5.30 P.M** Application without appropriate/relevant enclosures is liable to be rejected.

## **SELECTION PROCESS**

### **1. PREPARATION OF CONSOLIDATED LISTS AND PREPARATION OF SELECTION / WAITING LISTS**

The overall consolidated list of candidates in the order of their merit and also lists of candidates, category wise for every subject/ course shall be prepared.

Consolidated list of candidates in the order of merit along with preferences shall be as follows

Sl No	Rank No	Name of the Candidate	Category	50% of marks in qualifying examination	50% marks of entrance marks	Total out of 100	Sequence of preferred institutions

## **SEAT ALLOTMENT**

### **For Scheme 'A'**

Allotment of seats shall be made as per the following procedure for every subject / course.

1. Allocate the seats in the rank order as per the merit cum roster.
2. Seat shall be allocated to a candidate in an institution in the order of his / her preferences subject to the availability of seat in the respective institution.

## 1.1 DIFFERENT ROUNDS OF ADMISSION

1. First round of admission is based on selection list  
A candidate may report for admission, join the Master's degree, and still could opt for '**Continue to try under waiting list for other courses and /or for other institutions**'
2. Second round of admission is based on the respective waiting list.

**Note:** If a candidate who has already been selected and has reported to a Department /college /institution /center in the previous round of admission and has opted for 'Continue to try under waiting list' should remit a transfer fee of **Rs.1505/-** ( Rupees One Thousand five hundred five only) to that institution / department / college center to transfer his/her records and cancel his/her earlier admission by reverting the fee collected earlier.

If a wait listed candidate, gets selected during second round of admission he / she could join the Master's degree and still could opt for '**Continue to try under casual round for other courses and / or for other institution**'.

3. Third round of admission is first casual round.

First casual round of admission is based on waiting list. The candidates who could not report for first two rounds of admission can also report, in addition to candidates who have opted to try for casual round. Admission will be based on roster cum merit order amongst the candidates who have reported.

4. Fourth round of admission is second casual round.

Second casual round of admission is a true casual round purely for all those candidates who have still not got a seat in that subject in any institution. Any candidate in the overall candidate list, who has not even preferred this institution, could also be considered. Admission will be based on roster cum merit order amongst the candidates who have reported.

The unfilled seats after the second casual round of admission shall be reverted to the respective institution other than university departments and PG centres. Such institutions can fill up such seats based on merit as per the university norm from amongst the candidates who report to that institution. This process should be completed within 10 days once after the last date of regular admission process is completed.

### **Eligibility Conditions:**

**Entrance Exam is compulsory for admission to all postgraduate Degree courses.**

Generally the eligibility for admission is 45% of marks (after deduction of 3% for each extra year at normal duration of the course, if any), 40% for SC / ST and Category-I candidates (after deduction of 3% for each extra year of the normal duration of the course if any), except in cases where eligibility for admission is specifically mentioned in the prospectus and in such cases the SC/ST and Category-I candidates are eligible for relaxation of 5% of marks for all courses.

**Note: However, there could be exceptions for eligibility condition for different courses. Candidates should get the eligibility details for the prospects available at [www.uni-mysore.ac.in](http://www.uni-mysore.ac.in) Manasagangotri, Mysore.**

### **1.2 Scrutiny of Applications:**

As and when the applications are received in the Department they shall be scrutinized and grouped as follows:

- a) Applicants possessing qualifying degree from University of Mysore (excluding Foreign Nationals) who have appeared in the Entrance Exam.
- b) Applicants from other Universities,
  - b1) Applicants from other university within Karnataka who have appeared in the Entrance Exam
  - b2) Applicants from other university outside Karnataka who have appeared in the Entrance Exam
- c) Foreign Nationals possessing qualifying degree from Indian Universities (including degree from the University of Mysore), who have appeared in the Entrance Exam.
- d) Foreign Nationals with Foreign Educational Qualification.
- e) List of applicants of Kashmiri migrants
- f) All other application if any not falling under a, b, c, d & e.

Admission is based on 50% of qualifying degree examination marks and entrance test marks (Note that the entrance is conducted for 50 marks only, and hence 50% weightage is given to both qualifying exam and entrance exam):

- (i) The Selection Committee shall scrutinize the applications and workout the aggregate percentage of marks of all optional subjects (unless otherwise specified) obtained by each candidate during all three / four years of the duration of degree course.

- (ii) Separate the applications of those candidates who have not obtained minimum percentage of marks prescribed for admission to the course and list them separately for rejection.
- (iii) In case of candidate who has taken more than the normal duration prescribed to pass the degree examination, deduct 3% of marks in the aggregate percentage for each extra year that the candidate has taken to pass the degree examination (see illustration-"A" given below).
- (iv) Reduce the final percentage of aggregate marks of optional subjects obtained by each candidate in the qualifying examination to 50%.
- (v) Workout the percentage of marks obtained by each candidate in the qualifying examination and reduce the total marks of each candidate to 50%.
- (vi) Prepare consolidated merit list of all candidates (irrespective of their claim for reservations under different category) indicating 50% of marks obtained in the qualifying examination and marks obtained in entrance test and total of both, category and such other details as provided in the proforma at Annexure- I (see illustration 'A' given below).

**NOTE:** For M.Ed. and M.P.Ed. the marks obtained by candidates in B.Ed. and B.P.Ed shall be considered for calculation of percentage in qualifying examination and not marks of basic degree of 3 / 4 years duration. However, in cases of ties, in selection of candidates, degree marks as detailed under 7.4 (a) I to VI be considered on preferential basis.

### **Illustrations for deduction of 3% marks :**

#### **Illustration "A"**

Candidate "X" has secured 50% of marks in the qualifying examination (say in B.A.) and 40 marks in the Entrance Examination.

This candidate has taken 5 years for passing the qualifying examination (say, B.A.). Thus candidate "X" has taken 2 years longer than the duration prescribed for the course. Hence, 6% of the marks in the qualifying examination has to be deducted (i.e.,  $50\% - 6\% = 44\%$ ). Candidate "X" is not eligible for admission, unless he belongs to SC/ST/ Category-I.

If the above candidate has taken 4 years for passing the qualifying examination (i.e., 1 year in excess), then 3% of the marks in the qualifying examination has to be deducted i.e.,  $50\% - 3\% = 47\%$  is his qualifying marks. Therefore, the candidate is eligible for admission. Half the percentage of marks in the qualifying examination is 23.5%.

If the marks secured by the candidate "X" in the Entrance Examination is 40 then the final score of marks by the candidate "X" is  $23.5 + 40 = 63.5$ .

While calculating the duration taken by the candidate for passing the course, it may be noted that the beginning of the Academic Year and the end of the Academic year only be taken into consideration. If a candidate has passed the course in the prescribed duration, supplementary examination if any, taken by the candidate in between this duration shall not be considered for deduction of marks. However, if the candidate has taken a supplementary examination after completion of the prescribed duration, then 3% is cut for each excess year in the percentage of marks obtained.

Candidate "X" who has completed 3 years Degree course during 1997-2000, fails in the supplementary examination in Sept./Oct.2000, and passed in March 2001 i.e., "X" has taken only 4 years to complete the course. Hence, 3% is cut from the percentage of marks obtained.

### **1.3 Preparation of Consolidated List :**

Four separate consolidated merit lists of candidates as detailed here under shall be prepared in the descending order of merit (after reducing 3% for each excess year) irrespective of the category as per proforma enclosed.

- a) Candidates possessing the qualifying degree from the University of Mysore (ANNEXURE-I).
- b).
  - 1) Candidates from other Universities (both within Karnataka and outside Karnataka) (ANNEXURE – II)
  - 2) Candidates from other universities within Karnataka (ANNEXURE-III)
- c) Foreign Nationals with Indian qualification (ANNEXURE – IV)
- d) Foreign Nationals with Foreign Degree (ANNEXURE – V)

**1.4** The Consolidated lists in (a) and (b) shall contain all particulars of the candidates as per the proforma enclosed herewith. **Two lists of applications of Foreign Nationals 1. With Indian qualifying degree, and 2. With foreign qualifying degree along with their merit list and the recommendations of the Selection Committee be forwarded to the Deputy Registrar, Academic Section, University of Mysore with relevant details for selection and approval by the Vice-Chancellor.**

**1.5** The Chairpersons of the Selection Committee are requested to send the original applications ( and its enclosures) of **Kashmiri migrants,** if any to the Registrar, University of Mysore, Mysore.

Please note that wherever there is tie in the total marks of Entrance Examination and marks secured in qualifying examination it shall be resolved by giving weightage to the candidates in order of preference as under:

- i) Percentage of marks obtained in cognate subjects

- ii) Percentage of marks obtained in non cognate subjects
- iii) Percentage of aggregate marks (including the marks secured in languages) in the qualifying examination.
- iv) Percentage of marks secured in cognate subjects in the final year of the qualifying examination.
- v) Percentage of marks secured in non cognate subjects in the final year of the qualifying examination, or
- vi) Percentage of marks (including the marks secured in languages) in the final year of the qualifying examination.

In calculating the percentage of marks at Item No. (i), (ii) and (iii) above, the marks secured by the candidate in all the three years of qualifying examination be considered.

### **1.6 Preparation of Selection List :**

While selecting the candidates as per reservation to various categories it may be noted that all applicants will have a right to stake claim under General Merit in addition to their claim under various reservation categories. Hence, while allotting seats under General Merit, candidates from Sl.No.1 in the Consolidated Merit List be considered irrespective of any claim of reservation category the candidate belongs to. The names of candidate so selected be arranged in descending order of Merit and selection list be prepared accordingly.

The seats shall be allotted in the following manner (as per the seat matrix which has already been sent).

**Step – 1:** Seats available under General Merit shall be allotted first. In doing so, candidates in the consolidated merit list be considered irrespective of the category / claim of reservation.

**Step – 2:** Seats reserved for the following categories shall then be allotted in the following order after excluding the candidates selected under

Step - I.

- 1) Scheduled Caste
- 2) Scheduled Tribe
- 3) Category – I
- 4) Category – II (a)
- 5) Category – II (b)
- 6) Category – III (a)
- 7) Category – III (b)
- 8) Other University (inclusive of both within Karnataka and outside Karnataka)

**Step – 3:** One seat in each course for Defence Personnel (Army, Navy and Air Force) at All India Level shall be allotted in the following order of preference.

- (i) Widows/Wards of Defence personnel killed in action.
- (ii) Wards of serving personnel and ex-servicemen disabled in action.
- (iii) Widows/Wards of Defence personnel who died in peace time with death attributable to military service.
- (iv) Wards of Defence personnel disabled in peace time with disability attributable to military service.
- (v) Wards of ex-servicemen personnel and serving personnel who are in receipt of Gallantry awards.



- (vi) Wards of ex-servicemen.
- (vii) Wards of serving personnel.

However, this shall not apply to children of civilian employees of Defence establishment.

**Note:** Dependent means spouse, unmarried brothers and sisters.

**Step – 4 :** 3% of Seats in Scheme 'A' in each course subject to a minimum of one seat in each course for Physically challenged candidate shall be allotted. While calculating the percentage fraction below **0.5 %** shall be ignored and fraction **0.5 %** and above shall be rounded off to next nearest figure. Those seeking admission shall have Physical disability of not less than **50%** as certified by a person of a Rank of Professor in Orthopedics in the Government Medical College Hospital. This being the eligibility for admission, the seats shall be allotted from among the Physically challenged qualified candidates who have applied for admissions on the basis of merit in qualifying and entrance examinations. Those seeking admission under this category shall be the graduates of Mysore University.

**Blind candidates are not eligible for courses involving experimental work.**

**Step – 5:** For the candidates who have studied 1<sup>st</sup> to 10<sup>th</sup> standard in Kannada medium, One seat may be allotted in each course based on merit, where the intake is 20 or less. However, in course where the intake is 21 or more, the number of seats shall be Two. Those seeking admission under this category shall be the graduates of Mysore University.

In case, candidates are not available under the quotas – Children of Defence personnel, Physically challenged and candidates who have studied from 1<sup>st</sup> to 10<sup>th</sup> standard in Kannada Medium, such seats cannot be converted to General Merit or other categories.

**Step – 6:** 8% of the Scheme-A intake seats shall be given to those candidates who have studied from 1<sup>st</sup> Standard up to the completion of qualifying degree in Hyderabad-Karnataka area as supernumerary.

**Step – 7:** 15% of Scheme-A intake as supernumerary seats for the candidates from the other Universities within Karnataka (This supernumerary is applicable to Scheme-B also)

**Step - 8:** Seats under NSS, NCC, Sports, Literary and Cultural Activities, Children of Mysore University Teaching staff/Children of Mysore University Non-Teaching Staff will be finalized by the **Central Committee on 27-08-2015** at the Senate Hall, Manasagangotri, Mysore. Hence the Chairpersons of the Selection Committee are requested to follow the instructions given here under:

- a) The Part – II of the candidates application shall be detached along with the copies of the supporting documents and forwarded to the Registrar with a covering letter listing the item no.8 filled Part –II applications sent under each category such as Sports, NCC, NSS etc., the number of Part–II applications sent. However, for later reference, the special category

(i.e.) under which the seat is claimed in Part – II may be noted on the right hand top corner of Part – I.

- b) If a candidate does not have the minimum qualifying marks and /or not eligible due to any other reason (e.g. other University candidate etc), his / her applications Part – II need not be sent to the Registrar.
- c ) While receiving the applications from the candidates, the Department Office may ensure that the number of pages of supporting document copies attached to the Part – II tallies with the numbers entered in item 5 in Part – II.

### **1.7 Preparation of Waiting List :**

The norms observed in preparing selected list shall be followed. The number of candidates to be placed in the waiting list shall not be less than thrice the number of seats available under each category. The waiting list shall be similar to the list of selected candidates.

Any vacancy that arises due to non-reporting of the selected candidates or due to any other reason shall be filled only from the candidates in the waiting list, that is to say, candidates not included in the waiting list shall not be considered for admission under any circumstances.

- 1.7.1 Soon after the list of Selected candidates for admission is ready, the same may be notified (Consolidated list/Selected list/Waiting list/Rejected list, with reasons for rejection) on the Notice Board. A soft copy of the same be sent to The Deputy Coordinator, Information Communication Division to arrange for hosting the same on the University website on **24-08.2015** so as to enable candidates under Scheme–A to get admitted themselves **on 25.08.2015 and 26-08-2015 between 11.00 A.M. and 5-00 P.M**
- 1.7.2 The vacancies available in each category be displayed on the Notice Board soon after the last date for admission of candidates in the Selected list is over.
- 1.7.3 Students who desire to be considered under waiting list must register their names in the office of the concerned Chairpersons at **the respective departments** on **26-08-2015 before 5 PM**. The selected list of candidates from out of registered students under waiting list shall be announced **before 1.00 P.M. on 27.08.2015** and the admission process of waiting list candidates under scheme 'A' is on **28.08.2015**.
- 1.7.4 After considering all the candidates in the Waiting list in respective categories, seats in Category- I, IIA, IIB, IIIA and IIIB in case are still vacant, such seats shall be shifted to General Merit Category. But vacant seats in Category SC/ST are interchangeable from each other

and cannot be transferred to other categories including General Merit as per Section 9.4 of the Regulation governing the conduct of Entrance Examination and admission to P.G. Degree/Diploma Courses approved by Government vide letter **No.ED.25/GMS/2000, Dated- 4.9.2000.**

1.7.5 After considering all the candidates of the University, in case the seats are left vacant, such seats shall be shifted to Other University category and admission be made purely on the basis of merit. Vacant seats under SC/ST categories cannot be transferred.

1.7.6 In case there are no eligible applicants available in "Other University categories" such seats shall **be transferred to GM Category of this University.** This shifting is not applicable for Supernumerary quota.

**1.7.7 Casual Round I (for Scheme "A") on 29-08-2015.**

First casual round of admission is based on waiting list. The candidates who could not report for first two rounds of admission can also report, in addition to candidates who have opted to try for casual round. Admission will be based on roster cum merit order amongst the candidates who have reported.

Such candidates shall report to the Chairpersons of the respective departments between 10 AM and 1 PM. The admission process shall take place from 2 PM to 5 PM on the same day.

**Casual Round II ( for all candidates under Scheme "A") on 31-08-2015.**

Candidates who have not been admitted in any of the Category in MGM/PG Centres/Institution and whose name is in the consolidated list can be admitted based on merit if the seats are available.

Such candidates shall report to the Chairpersons of the respective departments between 10 AM and 1 PM. The admission process shall take place from 2 PM to 5 PM on the same day.

1.7.8 15% of the Scheme-A intake shall be given as additional supernumerary seats for Foreign Nationals/N.R.I Category, out of which 5% shall be allotted to Children of Indian workers in the Gulf Countries.

1.7.9 The admission process (Announcement of Selected list, Waiting list, last date for admission of candidates in selected list, Waiting list etc.,) shall be followed as per the calendar given below.

**A) Calendar of Events for all PG Programmes other than M.Com.**

Sl.No.	Events	Date
1	Filling of application for admission to PG courses online	11.08.2015 to 19.08.2015; 12 Noon

2	Last date for submission of downloaded printed application along with supporting documents	19.08.2015 5.30 PM
3	Completion of verification of application forms by the selection committee.	19.08.2015 to 21.08.2015
4	Corrections to be completed by the Chair person of the respective Selection Committee	22.08.2015
<b>SCHEME "A"</b>		
5	Announcement of Scheme "A" selected and waiting list	24.08.2015
6	Admission to Scheme "A" selected list	25.08.2015 and 26.08.2015
7	<b>Registration of Wait-listed candidates for consideration under waiting list</b>	<b>26.08.2015; before 5 PM</b>
8	Announcement of selected list of reported candidates for scheme A waiting list admission	27-08-2015 Before 5 PM
9	<b>SPECIAL CATEGORY ADMISSION (NCC/NSS/SPORTS/CULTURAL etc..)</b>	27.08.2015
10	Admission of Scheme 'A" waiting list	28-08-2015
11	First Casual Round	29.08.2015
	a) Reporting	10 AM – 1 PM
	b) Admission	2 PM – 5 PM
12	Final casual round	31.08.2015
	a) Reporting	10 AM – 1 PM
	b) Admission	2 PM – 5 PM
<b>SCHEME "B" (Only for University of Mysore)</b>		
13	Selected list and waiting list announcement	01.09.2015
14	Admission to Scheme "B" Selected list admission	02.09.2015
15	Admission to Scheme "B" waiting list admission	03.09.2015
16	Commencement of PG Classes from	04.09.2015

**B)Calendar of Events for M.Com only.**

Sl. No.	Events	Date
1	Filling of application for admission to PG courses online	11.08.2015 to 19.08.2015; 12 Noon

2	Last date for submission of downloaded printed application along with supporting documents	19.08.2015 5.30 PM
3	Completion of verification of application forms by the selection committee.	19.08.2015 to 22.08.2015
4	Correction to be completed by the Chair person of the respective Selection Committee	22.08.2015
5	Announcement of consolidated Rank List.	24.08.2015
6	Counseling for Admission	26.08.2015 to 1.09.2015 * (except 27.08.2015)
7	<b>SPECIAL CATEGORY ADMISSION (NCC/NSS/SPORTS/CULTURAL etc..)</b> Counseling is suspended on 27-8-2015 to accommodate special category admission	27.08.2015
8	Reporting for Casual round	02.09.2015 10 AM to 1 PM
9	Counseling	02.09.2015 2 PM to 5 PM and 03.09.2015
10	Commencement of PG Classes from	04.09.2015

**\* Time Table for Counseling Rank-day slot shall be notified. The candidates who do not report during the allotted slot will forfeit his/her seat. However, he/she may report for casual round.**

- 7.11** At the time of admission, the Selection Committee, particularly Chairperson should verify all the original documents and ensure that the documents/ certificates are in order and the reservation claims, if any, are supported by necessary certificates.
- 7.12** After the scrutiny of the original documents, the candidates have to be informed that the fee should be paid including the eligibility fee, special fee if any as mentioned in the prospectus at the Special Bank Counters (SBM), particularly opened for this purpose, in the campus. The candidates should be advised to hand over the fee paid receipt / challan immediately after the payment is made, to the Chairpersons of the concerned Departments on the same, otherwise he/she forfeits the seat .
- 7.13** The name and other relevant details about the candidate shall be entered in the Admission Register only after the candidate shows the fee paid receipt. All particulars including fee paid Receipt No. Amount and Date have to be

entered in the Admission Register. A stamp size photo of the candidate has to be pasted in the space provided and the signature of the candidate be obtained on the Photo.

The Register shall contain the following:

- i) Name of the candidate
- ii) Postal Address
- iii) Name of the Father/Mother/Guardian
- iv) Date of Birth
- v) Nationality
- vi) Caste/Category
- vii) Educational Qualification
- viii) Percentage of Marks obtained in the qualifying examination
- ix) Signature of the Candidate
- x) Remarks

**7.14** Originals of the Marks cards of qualifying examination and the Xerox copies of Income/Category certificates shall be retained in the Department and all other originals shall be handed over to the candidate. However, the Photo copies of such documents shall be maintained in the Department, Facing sheet proforma shall be prepared for each candidate. The facing sheet proforma, Original marks cards and certificates, Photo copies of other documents shall be maintained in the Department along with the application of the candidate. Four Stamp size photos should be collected, of which one is used in the Admission Register.

In case of all foreign nationals, students VISA, and other academic records must be obtained in original at the time of admission.

**7.15** The admission ledger is an important document, which should be maintained properly with entire details. The applications of the selected candidates including the original documents of the candidates be maintained properly till the student completes the course, he/she is pursuing. It may also be noted further that, before collecting original certificates from the students being admitted to the course, they shall be advised to have enough Xerox copies of the certificates for future purpose.

**7.16** After the Admission process is complete, the details in Annexure– VI, and VII shall be sent to the Registrar, University of Mysore, Mysore.

**REGISTRAR**