

## **Regulations Relating to Registration of students:**

### **Introduction:**

The University was facing various problems for some time past in dealing with the process of Registration due to non-existence of specific guidelines of Registration of students in this University and therefore these Regulations are framed as per provision 52(f) of Vidyasagar University Act, 1981.

### **Title and Commencement:**

These Regulations may be called Registration Regulations to provide the rules for conducting the registration Process in a scientific and flawless manner.

These Regulations shall come into effect from the session 2014-2015 and will be applicable to all the students of affiliated Colleges, University academic departments, students of the University affiliated courses in other Institutes.

"Students" shall mean who has been admitted in any of the affiliated Colleges of Vidyasagar University: University Department or University affiliated Courses in any other institute.

### **Eligibility criteria for admission in U.G. Courses:**

Candidates passing Higher Secondary Examination conducted by West Bengal Council of Higher Secondary Education or any other equivalent board/council are eligible for admission in both Honours and General courses including vocational course within 3 (*Three*) consecutive academic sessions from the date of passing the qualifying examination, provided that the candidate must have passed in 5 (*Five*) recognized subjects including at least one language subject in the qualifying examination.

**The List of Other equivalent Boards/Councils are given below:**

- i. Assam Higher Secondary Education Council, G.N.B. Board, Ambari, Guwahati-781014.
- ii. Bihar School Examination Board, Patna-800005.
- iii. Board of High School & Intermediate Education, Uttar Pradesh, Allahabad- 211001.
- iv. Board of Higher Secondary Education Tamilnadu, Department of Govt. Exams, College Road, Chennai- 600006.
- v. Board of intermediate Education, Andhra Pradesh, Vidya Bhawan, Nampally, Hyderabad-500001.
- vi. Board of Intermediate Examination : AP Vijayawada
- vii. Board of Pre-University Education, Karnataka, Palace Road, Bangalore-550001.
- viii. Board of School Education, Bhiwani, Haryana.
- ix. Board of Secondary Education, Manipur, Imphal-795001.

- x. Central Board of Secondary Education in India (CBSE), 23, Ashiana Apartments, Pitampur, Delhi- 110034.
- xi. Council for the India School Certificate Examination. Pragati House, 3rd Floor, 47-48 Nehru Place, I.C.S.E., New Delhi- 110019
- xii. Council of Higher Secondary Education, Orissa, Kedar Gouri Road, Bhubaneswar- 751002.
- xiii. Goa Board of Secondary and Higher Secondary Education, Alto Betim, Bardez, Goa- 403521.
- xiv. Gujarat Secondary Education Board, Sector- 10-6, Near Old Sachivalaya, Gandhinagar- 382010.
- xv. Himachal Pradesh Board of School Education, Dharmasala- 176216.
- xvi. Jharkhand Academic Council, Ranchi
- xvii. Madhyamik Shiksha Mandal, Madhya Pradesh, Bhopal.
- xviii. Maharashtra State Board of Secondary and Higher Secondary Education, Shivaji Nagar, Pune-411010.
- xix. National Open School, 39, Community Centre, W.I.A. Ashok Vihar Road, Delhi-11 0052.
- xx. Northwest Accreditation Commission, USA
- xxi. Punjab School Education Board, S.A.S. Nagar (Ropar).
- xxii. Rabindra Mukto Vidyalaya, West Bengal.
- xxiii. Rajasthan Madhyamik Shiksha Board, Ajmer-305001.
- xxiv. The Jammu & Kashmir State Board of School Education, Lal Mandi, Srinagar-190005 (Summer), Behari Colony, Jammu- 180005 (Winter).
- xxv. Tripura Board of Secondary Education, P.O. - Abhyanagar, Agartala- 799005.
- xxvi. West Bengal Board of Madrasah Examination.
- xxvii. West Bengal State Council of Vocational Education & Training, Kolkata

#### Regulations of Registration:

1. The Registration will be allowed to the students who get admitted themselves in the affiliated colleges, Institutes or Academic Departments of this University or in any University affiliated course of study in any Institutes in Undergraduate, Postgraduate, Ph.D. or in M. Phil.
2. In case of UG students of the affiliated colleges, the Registration Forms have to be submitted to the Department of Registrar of the University with proper certification by the Principal/Teacher-in-Charge of the college along with the document of submission of required amount of Registration fees, fixed by the University Authority from time to time.
3. In the case of PG or Ph.D. or M. Phil. students coming from other Universities and admitted to any course of this University must have to submit Migration certificates from their previous University along with their Registration Forms through the Head of respective Departments.

4. In case of drop out candidates or the candidates who have been admitted after lapse of one or two years after passing the qualifying examination (XII) class shall be guided by Examination Regulation 2005-2006 (as amended in 2009-2010) regarding availability of chances for fresh admission of this University. In case of drop out candidates special permission from the University Authority has to be taken before admission otherwise Registration will not be allowed.
5. In case of the candidates who have unsuccessfully exhausted 2 (Two) chances (as specified in UG Examination Regulation 2005-2006) (as amended in 2009-2010) for passing Part-I Examination but Part - I is not cleared then he may get admitted in 1<sup>st</sup> Year class as fresh candidate after surrendering the previous Registration and taking special permission of the University Authority . Then New Registration will be allowed.
6. The students who want to get Migration Certificate must have to surrender the Original Registration Certificate and it will be retained by the University.
7. Migration Certificate, if taken, must be returned by the student to the University within a period of 6(Six) months from the date of issue, if not used for the purpose of admission in other University, then only Re-Registration will be allowed. .
8. The students who have taken Migration Certificate but did not return it within a period of 6 (Six) months from the date of issue, in such case the Re-Registration may be allowed if the Candidate gets admitted to any other course of the University within a period of 6 (Six) months.
9. The Universities/Institutes who do not issue Migration Certificates the students of those Universities/Institutes have to produce Transfer Certificates in order to get registered as a student of this University, if they get admitted into any course of this University.
10. The Universities/Institutes who do not issue, either Migration Certificates, or Transfer Certificates, the students from them, if admitted to this University, have to produce "No Objection Certificate" from their previous Universities/Institutes.
11. The Students who were enrolled in the Courses run by the DDE of this University will not be issued any Migration Certificate as they were not provided with any Registration Certificate/Registration Number. But 'No Objection Certificate' may be issued to the students passed out of DDE of this University.
12. The students of Vidyasagar University who have taken Migration Certificates for study in any Other University/Institute, if get admitted in this University after 6(Six) months in any course, they will be Registered newly with new Registration Number.
13. No registered undergraduate or postgraduate student of this University shall pursue any other full time regular course of study leading to a degree simultaneously in this University or any other University or join/continue in a job except permitted by the Concerned Authority of his Employment.
14. If a candidate takes admission in the year of passing the qualifying examination and takes admission in U.G. College but becomes unsuccessful to clear the Part-I Examination during consecutive two years he may opt for fresh admission after surrendering his Registration and Mark sheets and taking special permission of the University Authority and fresh Registration may be allowed to him.

15. If a candidate takes admission in a college in the year of passing the qualifying examination get registered and continues his studies then decides to cancel his. Registration for getting fresh admission in another college in another course of study within the permitted chances of eligibility as specified earlier. He may do so by taking special permission of the University Authority and he may be allowed new Registration.
16. Inter College Transfer is not permissible.
17. A student may be admitted in first year in any college within 3 consecutive years after passing H. S. Examination. If any candidate gets admitted in a college, get Registered and continues his/her studies but afterwards he/ she decides to cancel his/ her Registration for getting fresh admission in another college/ same college in another course of study within the permitted chances of eligibility as specified earlier he may do so by taking special permission from University Authority and he may be allowed new Registration provided he/she submits undertaking in the specified Form to his new college and the colleges authority has forwarded it to the University in triplicate.
18. After exhaustion of all the chances in any Part (Part- I, II or III) if a candidate still desires to obtain a degree shall have to take fresh admission in first year class subject to the permission of the UG Secretary.
19. Normally Duplicate Migration Certificate would not be issued. However in genuine cases of theft/loss of it Duplicate Migration Certificate may be issued after necessary verification/ authentication or if he/she produces authentic documents of admission to a new University/Institution
20. The Registration Regulation is available in the University website ([www.vidyasagar.ac.in](http://www.vidyasagar.ac.in)). Those who are interested to purchase the hard copy may get it from the University Sales Counter at a price of Rs. 30/- per copy.