

ORDINANCE NO. 11**ORDINANCE FOR ADMISSION OF INTERNATIONAL STUDENTS****1) INTERNATIONAL AFFAIRS**

Gyanveer University in compliance with the approval of the competent authority agreed in principle to open admissions to International Students. The intake of International Students shall start from the coming Academic Session 2023-2024. The University has created a separate entity to look after the matters related to admissions of International Students in terms of procedure, process, admission, and related administration. This new entity of the University is INTERNATIONAL AFFAIRS headed by a Director. The University has planned to provide accommodation to all the International Students.

- 1.1) Applicants seeking admission to such programmes are advised to send their applications on the prescribed form along with duplicate Photostat copies of the transcripts to The Director, International Affairs, administrative Building, Gyanveer University.
- 1.2) The admission of International Students to Medical/Biotechnology and Engineering programmes is a privilege of the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the International Students of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Embassy for the necessary information.

2) INTERNATIONAL STUDENTS

Under UGC Guidelines, 'International Students' will include the following:

- 2.1) Foreign students: Students holding passports issued by any foreign country including people of Indian origin who have acquired the nationality of foreign countries.
- 2.2) Non Resident Indians (NRI): Only those Non Resident Indian students who have studied and passed the qualifying examinations at schools or colleges in foreign countries will be included as International students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated

Registrar
Gyanveer University, Sagor (M.P.)

with the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) which are affiliated to the Boards of Secondary Education or Universities of the foreign countries. The students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRIs studying in India will not be included as International Students. The entry level status of International Students on entry to the country will be maintained.

3) DOCUMENTS REQUIRED FOR ADMISSION OF INTERNATIONAL STUDENTS:

3.1) Visa: All International Students will require a student Visa endorsed by this University for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a Research Visa endorsed by this University. The Visa should be valid for the prescribed duration of the course. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.

3.2) No Objection Certificate: Students are no longer required a No Objection Certificate (NOC) for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-UA dated 20th August 2004.) All International Students wishing to undertake any research work or join a Ph.D. or M. Phil. programme will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India and this must be on the Research Visa endorsed to this University

4) ADMISSION OF INTERNATIONAL STUDENTS :

4.1) Admission of all the International Students will be done through the University's Office of the International Affairs. The students will generally be admitted at the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an understanding for accepting the students as transfer cases.


Registrar
Gyanesh University, Sagar (M.P.)

- 4.2) The admission of international Students is done in two stages. First, a student wishing to join the University gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the University. The application for provisional admission is then submitted to the International Student's Cell along with prescribed fees. The Cell will then check eligibility and issue the provisional admission letter. This is required to get the visa and to complete other formalities.
- 4.3) After getting provisional admission, the student should get the Student Visa and complete all other formalities. The student should then report for final admission to the University where he wants to join the course. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Students are required to pass the English proficiency test if applicable. Once this is done, the final admission is given.
- 4.4) The International Students will have to pay the fees in US dollars. In special cases, permission will be given for payment of fees in Indian currency.
- 5) **EQUIVALENCE COMMITTEE :**
- 5.1) On the basis of the recommendations of the Board of Management, Gyanveer University has constituted an Equivalence Committee for the verification of Certificate/Degrees of the International Students which shall be comprised of Dean Academics/Chairman Admissions as Chairman, and the Director, International Affairs, Concerned Deans of the Schools and Admission Coordinator as the members of the above mentioned committee. Some special members may also be invited if need arises.
- 6) **APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS :**
- 6.1) Applicants seeking admission to programmes of this University and have passed a recognized examination are advised to send their application form on the prescribed format along with duplicate Photostat copies of the transcripts to The Director, International Affairs, Gyanveer University. International Students are exempted from entrance tests for admission. However, they should pass the equivalent Qualifying Examination from an Indian or any International University / Institution.


Registrar
Gyanveer University, Jagat (M.P.)

6.2) International students have to follow the following steps for applying for admission in different programmes of Gyanveer University:

6.2.1 For those International Students who are already studying in India or have an Indian degree (for all programmes)

- Channelize their admission application form routed through their Embassy / High Commission / Consulate in India (for the purpose of verification of their educational qualifications viz. mark sheet, degree, etc.)
- Application form should be routed to University through Embassy / High Commission / Consulate addressed to The Director, International Affairs, Gyanveer University.
- The Office of the International Affairs, Gyanveer University will send the application to Department/School that applicant wants to join (Application must have a three options for their choice of programmes for each candidate.
- The Director, International Affairs, Gyanveer University will issue provisional admission letter for applicant when receiving an approval letter from concern Department/School.
- This letter will be sent to the Embassy addressed to the First Secretary (in charge of Science, Technology & Education) which is a provisional admission letter.
- Then the First Secretary will inform the applicant to take admission in Gyanveer University in their choice of program.
- The applicant will come back to their country of domicile for getting visa formalities (Student Visa for Diploma /Graduate/Post-Graduate courses; Research Visa for Ph.D. course).
- After getting the Student/Research VISA, they can get confirmed admission in their program of choice after paying the University Fee.
- Admission of International Students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.


Registrar
Gyanveer University, Sagar (M.P.)

- Within two weeks of arrival in India register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

6.2.2 For those International Students who are eager to apply from their own country (for all programmes):

- Channelize their admission application form routed through Indian Embassy/ High Commission/ Consulate in India (for the purpose of verification of their educational qualifications viz. mark sheet, degree, etc.). The rest of the procedures are the same as mentioned above.
- If the candidate meets the eligibility requirements and is found eligible, University will issue provisional admission letter to him.
- A copy of the same letter will be endorsed to the concerned Indian Embassy in the country of domicile of the candidate on the basis of which the concerned Embassy will issue a Research / Student's Visa so that the student can come to India and join the University.
- No International-Student shall be admitted to this University without Research, Student's Visa. Such Student's Visa will be extended by the Ministry of Home Affairs after ascertaining that student pursuing his studies, is receiving remittance through proper banking channels.
- The admission of International Students to Medical and Engineering programmes is done by the Ministry of External Affairs, Government of India, and New Delhi.
- A number of seats in these programmes are reserved for the nationals of various countries. International Students desirous of joining these professional programmes should contact the nearest Indian Embassy for necessary information.

7) **GENERAL ELIGIBILITY CRITERION FOR INTERNATIONAL STUDENTS :**

7.1) The Degrees/ Certificates of the International Students should have been recognized and approved by the Association of Indian Universities (AIU) and the Commonwealth Universities International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/ Certificates.

7.2) They hold a valid passport from their respective countries.


Registrar
Gyanveer University, Sagar (M.P.)

8) ADDITIONAL ELIGIBILITY REQUIREMENTS :

- 8.1) A candidate studying in the final year of or having qualified for a Degree in General Course of Study from Gyanveer University or any other University/ Institution shall be entitled to apply for admission to the next higher course/Degree.
- 8.2) If the applicant has passed the qualifying examination where grades are awarded:
- 8.3) Where the grade sheet doesn't mention the equivalent percentage of marks from grade points, the candidate should submit a certificate of conversion from the concerned institution mentioning either the converted percentage or the formula for the actual conversion of grade point average to percentage of marks and
- 8.4) Where the grade sheet itself mentions the equivalent percentage of marks from the grade points or formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula and enclose it with the Application Form.

Note: Candidates admitted to any course in this University shall not be eligible to pursue simultaneously any other full-time course in this or in another University/ Institution.

9) Eligibility for Admission to Under Graduate Programmes :

- 9.1) Evidence of required academic performance must be in the form of certified English transcripts listing all the programmes with the grades or marks earned.
- 9.2) Transcripts in languages other than English are not acceptable.
- 9.3) Applicants for any of the Under-Graduate Course must have completed the 12 years or 10+2 years of formal schooling.
- 9.4) The applicants who have passed final School Certificate Examination of twelve year duration.
- 9.5) The minimum admission requirement in terms of the percentage of marks that are required by a candidate for being admitted to a course varies in many cases from Course to Course.

10) Eligibility for Admission to Post-Graduate Programmes :

- 10.1) For admission to a post-graduate programme of studies in any discipline, one must have completed 12 years or 10+2 years of formal education at the School level followed by a Bachelor's Degree. However, the admission to post-graduate


Registrar
Gyanveer University, Sagar (M.P.)

programmes is rather restricted and the applicant with excellent academic records stands a fair chance of admission.

11) Eligibility for Admission to M. Phil. and Ph. D. Programmes :

11.1) Gyanveer University also offers M. Phil. and Ph.D. Programmes of concerned Schools (as Per Ordinance No 12) The minimum admission requirement for the Research Degree (Ph.D.) is a post graduate degree of two years duration of any Indian University or any other degree recognized as equivalent to it. The admission for these programmes is very limited and is decided by the respective Schools on the basis of a very sound academic record along with a detailed research proposal.

12) Age Requirements :

12.1) No candidate is qualified for admission to the University in the first year of the degree course unless he is 18 years of age before the first day of October in the year in which he seeks admission. Likewise for post graduate and research programmes the applicant must be 20 years of age before the first day of October in the year in which admission is sought. However, the Admission Committee may give some relaxation to meritorious students.

13) Transfers & Change of Course :

13.1) An International Student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Cell may permit this, based on the availability of the course, eligibility rules and with the permission of the Competent Authority of the University.

14) Government of India Scholars :

14.1) International Students who are awarded scholarships by the Indian Council for Cultural Relation, New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different Foreign Governments for training and studies are also given preference for the same.

15) VISA Requirements :

15.1) The University shall issue a Bonafide Certificate to the International Student covering all the important information about the student like Name of the student,


Registrar
Gyanveer University, Sagar

Gender, Date of Birth, Passport No., VISA No., Name of the programme, etc. for VISA requirements.

16) Health or Medical Requirements :

16.1) All the International Students required producing medical fitness certificate. As per government rules all International Students entering India on Student Visa have to be tested for HIV and will not be given admission if found to be positive. All the resident students (National/International) in the University Campus are covered under Health Insurance. For any medical emergencies, the University will facilitate medical aid to students.

17) Discipline :

17.1) The International Students will abide by all the rules of the University and the code of conduct as applicable to Indian students doing same courses.

18) Examination and Award of Degrees & Diplomas :

18.1) The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be the same as for the Indian students doing same courses.

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the Office of the International Affairs in consultation with the competent authority of the University will be final. The fees are subject to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the Universities authorities will be final.


Registrar
Gyanveer University, Sagar (M.P.)