

Guidelines

Basic guidelines for admission for Foreign National Candidates (2015-16) in the University, Departments of various Karnataka Universities, INDIA

Eligibility Criteria to Enroll for Postgraduate Degree Programmes M.E./M.Tech./M.Arch./M.Plan. Degree (Two Year Programmes)

1. ADMISSION REQUIREMENTS

Application Form

The application form will be released in the various websites by the first week of May 2015.

1.1.a. Eligibility and Academic Qualifications for M.E./M.Tech./M.Arch./M.Plan. Degree Programmes (Two Year): For the courses of study and eligibility qualifications for admission to M.E./M.Tech./M.Arch./M.Plan. degree programmes, refer to the individuals universities websites. Admission shall be offered only to the candidates who possess the qualification prescribed against each course. Any other relevant qualifications which are not prescribed against each programmes, the candidates should obtain equivalency certificate from the Director (Academic Courses), Of Various Universities as listed out,* The candidate should have passed in all the subjects in the qualifying examination. The candidate should have a minimum aggregate of 50 % in the qualifying examination.

** If the candidates produce grade certificates, they have to produce either the actual marks or equivalent marks for the respective grades. The candidate should provide equivalent mark or mark range for grades and must be obtained from the respective University only. The candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of the individual Universities will be final in case of any ambiguity in the eligibility criteria.

1.3. Registration Fee

A Bank Draft for US \$ 200 drawn in favour of the Director, Centre for International Affairs, Of the Concerned University., India payable at New York drawn from any Nationalised Banks or other International Banks with branches in India should be submitted along with the application. The Demand Draft must have routing number, seal and signature of the authorised official.

1.4. Last date for Receipt of Application

The last date will be given in application. The admission is subject to the eligibility criteria prescribed by the Centre for Academic Courses, Karnataka , India.

1.5. Photocopies of the following documents have to be enclosed along with the application:

1. Passport of the candidate.
2. Proof for the Citizenship of the candidate (Birth certificate/Citizenship card).
3. Valid student visa/ PIO / OCI card (In case of Citizen of Indian Origin).
4. Proof of Financial support like parents bank statement for the last six months or scholarship offer letter from the Government/other agencies.
5. Certificate showing that the candidate has proficiency in English language.

6. Transfer Certificate or Migration Certificate or both. If these certificates are not issued in your country, an equivalent transfer certificate from the Principal/Dean/Registrar has to be specially obtained.

7. For 10+2 type of Indian Boards OR Foreign Boards:

- a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.
- b. Higher Secondary Certificate (XII Standard) or equivalent (Two Copies). OR
- c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards (Two Copies).
- d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards (Two Copies).

8. Mark Sheets of qualifying degree for all the semesters/Consolidated Mark Sheet.

9. Qualifying Degree Certificate/Provisional Certificate.

10. Mode of study certificate from the Registrar of respective University has to be specially obtained as per Specimen-I, .

Note:

1. Photocopies of the documents listed above (1 to 10) must be enclosed along with the application form without fail. Otherwise, the application will be rejected.

2. Predicted scores will not be accepted.

3. Photocopies of printed mark sheets issued by the respective boards will only be accepted.

4. Photocopies of hand written mark sheets will not be accepted.

5. Internet copies of mark sheets will not be accepted.

6. Equivalence of marks for grades should be provided by the examination authorities. Certificates from principals regarding equivalence of marks for grades will not be accepted.

7. Do not send the application without the copy of the printed marksheet of the qualifying examination.

8. The application along with all required documents should be submitted only by post.

9. Information for applicants regarding admission will be uploaded in the websites of various Universities in Karnataka. Do not expect individual email communication. If at all emails are sent, it is for the benefit of the applicants. Please check inbox/spam folders if necessary.

10. Enclose the photocopy of the high school Diploma Certificate if the student completes studies from international boards which provide three/four year high school diploma. Such students should also enclose the photocopy of the mark sheet of 8th standard or 9th standard or equivalent level (Pre Diploma level).

11. Please note that all Universities reserves the right to ask for additional documents if necessary.

1.5. Counselling Procedure After the last date of application submission, a merit list will be prepared based on the UG CGPA/Aggregate mark. The candidates will be called for counselling and the seats will be allotted based on the rank. The candidates can choose the branch of their choice during counselling. The counseling date will be intimated later.

At the time of counselling, the following documents are to be produced:

1. Passport of the candidate.
2. Proof for the Citizenship of the candidate (Birth certificate/Citizenship card).
3. Valid student visa/ PIO / OCI card (In case of Citizen of Indian Origin).
4. Proof of Financial support like parents bank statement for the last six months or scholarship offer letter from the Government/other agencies.
5. Certificate showing that the candidate has proficiency in English language.

6. Transfer Certificate or Migration Certificate or both. If these certificates are not issued in your country, an equivalent transfer certificate from the Principal/Dean/Registrar has to be specially obtained.

7. For 10+2 type of Indian Boards OR Foreign Boards:

a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.

b. Higher Secondary Certificate (XII Standard) or equivalent.

OR

c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards.

d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards.

8. Mark Sheets of qualifying degree for all the semesters/Consolidated Mark Sheet.

9. Qualifying Degree Certificate/Provisional Certificate.

10. Mode of study certificate from the Registrar of respective University has to be specially obtained as per Specimen-I.

11. Bank draft for US \$ - will be informed by respective Universities. Final allotment of the branch of study will be done after verification of the original certificates. Once the branch of study and the institute are allotted, it can't be changed for any reasons. 41.6. Payment of Tuition Fee On receipt of the allotment order, the candidate has to pay the prescribed fee immediately in the form of a Demand Draft drawn in favour of the Director, Centre for International Affairs, Karnataka payable at New York. The Demand Draft must have routing number, seal and signature of the authorised official.

1.7. Fee Structure:

1.7.1. Tuition Fee: as prescribed per year, for M.E./M.Tech./M.Arch./M.Plan. Programmes. Tuition fee should be paid in the beginning of every academic year before the due date.

1.7.2. One time Fee : Caution deposit, Students' Co-operative Society, Identity card (Smart card) etc. (in Indian rupees). One time fee is paid during admission.

1.7.3. Semester Fee : Library, Insurance, Industrial visit etc. Semester fee should be paid in the beginning of every semester before the due date (in Indian rupees net banking).

1.7.4. Examination Fee : Examination fee should be paid in the beginning of every semester before the due date (in Indian rupees net banking)).

1.7.5. Other Fee : To be announced from time to time (in Indian rupees).

All fees are subject to revision. Once revised, the revised fee has to be paid.

1.8. Tuition fee once paid is not refundable.

2. GENERAL INFORMATION

2.1. Reporting to the University Normally, the academic session begins by August/September every year. Candidates selected for admission are required to report to the respective Deans of the campus concerned on the scheduled date mentioned in the allotment order. If the candidate fails to do so, the offer of admission will automatically stand cancelled.

2.2. Fee Payment Announcements regarding the payment of various fees will be made through circulars only. The circulars will be displayed on the notice boards. Students should pay the fees in

time. In addition, emails may be sent to the students regarding the payment of the fees. However, non-receipt of emails cannot be a reason for not paying fees or delay in the payment of fees.

2.3. Hostel Accommodation Hostel accommodation is not available for Post Graduate students in the University. The students have to arrange on their own for accommodation.

2.4. Requirements for Completion of a Semester

2.4.1. A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester: 5 Ideally every student is expected to attend all the classes and earn 100% attendance. However, in order to allow provision for certain unavoidable circumstances such as hospitalization / accident / specific illness, the student is expected to earn a minimum of 75% attendance. Therefore, he / she shall secure not less than 75% of overall attendance in every semester taking into account the total number of periods in all the courses attended by the candidate as against the total number of periods in all the courses offered during that semester.

2.4.2. However, a candidate who secures an overall attendance between 65% and 74% in any semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in Sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Department.

2.4.3. Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clauses 2.4.1 & 2.4.2 will not be permitted to write the end go to the next semester. They will be required to repeat the semester which -semester examination of that current semester and will not be permitted to has not been completed in the next academic year.

2.4.4. If a candidate fails in the project work on or before the specified dead line, he/she is deemed to have failed in the project work and shall re-enroll for the same in subsequent semester and also pay all the required fees. This applies to both Phase I and Phase II of project work.

2.4.5. A candidate is normally not permitted to temporarily break the period of study. However, if a candidate happens to discontinue the programme temporarily in the middle of duration of study for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester he / she shall apply to the Director, Academic Courses in advance, in any case, not later than the last date for registering for the semester in question, through the Head of the Department stating the reasons.

2.4.6. After the admission of the candidates, the parents are requested to do the following:

- a. Regularly contact the Class advisor and HoD of the student regarding attendance and academic progress. Please contact the Class advisor every month through email.
- b. Update your telephone, email and address details to Class advisor, HoD and Nodal Officer (Centre for International Affairs).
- c. The attendance and three assessment marks can be viewed by the parents through the Internet using the access details given to the students.