

Admission Policy of ADTU

1.0 INTRODUCTION

- 1.1 ADTU has been incorporated as an university by an ordinance promulgated on 12th July 2011 which was replaced by the ADTU Act 2010 read with section 30 of the Assam Private University Act No.XII. Notification date 8 May'2007.
- 1.2 The basic objectives of the ADTU admission policy is to create opportunity for UG, PG and Diploma education for generating competent workforce in different domain.
- 1.3 Provide for admission to various categories viz. General/OBC/ST/SC, BPL and women to each course.
- 1.4 As a part of admission policy ADTU is committed to provide a committed recruitment and admission service to all the applicants.
- 1.5 A framework of action is designed and in place to share information with Stakeholders about enrolment selection and admission.

2.0 ROLE OF ADMISSION OFFICE

- 2.1 Accurate and detailed information are provided on the nature of courses, their structure and duration, mode of assessment, associated fees or additional expenditure/cost to be incurred and provision of scholarships. Information pertaining to the programme of study, student experience etc. are communicated through multiple channels including university website, prospectus, digital communication etc.

The university act has a mandate as per the university act to establish the following faculties depending upon the requirement of situation and available resources with university authority.

| Sl. No. | Name of Faculties |
|---------|--|
| 1. | Faculty of Language and Literature |
| 2. | Faculty of Engineering & Technology |
| 3. | Faculty of Performing and Visual Arts |
| 4. | Faculty of Dental Science, Nursing, Pharmacy & Paramedical Courses |
| 5. | Faculty of Commerce & Management Studies |
| 6. | Faculty of Medical Science |
| 7. | Faculty of Social Science |
| 8. | Faculty of Education |
| 9. | Faculty of Law |
| 10. | Faculty of Life Science |
| 11. | Faculty of Online Education |
| 12. | Faculty of Distance Education |
| 13. | Faculty of Hospitality |
| 14. | Any other Faculty as and when required |

The Act empowers the university to confer the following degrees, diplomas and certificates–

| Sl. No. | Degrees |
|---------|---|
| 1 | Bachelor of Arts |
| 2 | Bachelor of Science |
| 3 | Bachelor of Technology |
| 4 | Bachelor of Science (Nursing) |
| 5 | Bachelor of Science (Medical Laboratory Technology) |
| 6 | Bachelor of Architecture |
| 7 | Bachelor of Education |
| 8 | Bachelor of Law |
| 9 | Bachelor of Medicine & Surgery |
| 10 | Bachelor of Commerce |
| 11 | Bachelor of Pharmacy |
| 12 | Master of Arts |
| 13 | Master of Letters |
| 14 | Master of Science |

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|----|---|
| 15 | Master of Technology |
| 16 | Master of Education |
| 17 | Master of Laws |
| 18 | Master of Commerce |
| 19 | Master of Social Work |
| 20 | Master of Surgery |
| 21 | Master of Pharmacy |
| 22 | Doctor of Medicine |
| 23 | Master of Philosophy |
| 24 | Doctor of Philosophy |
| 25 | Master of Chirurgery |
| 26 | Doctor of Medicine |
| 27 | Doctor of Science |
| 28 | Such other degrees as the Academic Council initiates as instructed by the Board of Management |

The Act creates provision to confer the following diplomas and certificates:

1. Fine Arts
2. Social Service
3. Obstetrics and Gynaecology
4. Clinical Pathology
5. Public Health
6. Child Health
7. Radiology
8. Medical Radiology (Diagnosis)
9. Medical Radiology (Therapy)
10. Ophthalmology
11. Nursing
12. Orthopaedics
13. Management (Related fields)
14. Any other certificate and diplomas as decided by the Governing Body/Board of Management.

Out of the mandated disciplines listed above, the University currently established facilities for the following faculties:

- Faculty of Engineering & Technology
- Faculty of Pharmaceutical Sciences
- Faculty of Commerce, Management, Humanities & Social Sciences
- Faculty of Sciences
- Faculty of Paramedical Sciences
- Faculty of Distance Education
- Faculty of Nursing

The degrees and diplomas conferred by the faculties under different programmes are given below:

TABLE: Degrees and diplomas currently conferred under different faculties

| Sl. No. | FACULTY | UNDERGRADUATION | POSTGRADUATION | DIPLOMA |
|---------|--|--|---|----------------------------|
| 1. | Engineering & Technology | i. Mechanical Engineering ii. Civil Engineering iii. Computer Science & Engineering iv. Electronics & Computer Engineering | i. Mechanical Engineering ii. Civil Engineering iii. Computer Science & Engineering iv. Electronics & Computer Engineering | |
| 2. | Pharmaceutical Science | i. Bachelor in Pharmacy | i. Master in Pharmacy | i. Diploma in Pharmacology |
| 3. | Commerce Managements, Humanities & Social Sciences | i. Bachelor in Business Administration ii. Bachelor in Hospitality Management iii. Bachelor in Tourism Management iv. Bachelor in Social Work v. Bachelor in Sociology vi. Bachelor in Psychology | i. Master in Business Administration ii. Master in Social Work | |
| 4. | Sciences | i. Microbiology ii. Biotechnology iii. Food and Nutrition Dietetics | i. Microbiology ii. Biotechnology iii. Biochemistry iv. Food and Nutrition Dietetics v. Mathematics vi. Zoology vii. Botany & Chemistry | |
| 5. | Distance Education | i. Distance Education | i. Distance Education | |
| 6. | Nursing | | i. M Sc in Nursing | |
| 7. | Paramedical Science | i. Physiotherapy ii. MLT iii. TEDM iv. Dialysis v. OT vi. Optometry & vii. Adv(Imaging Technology) | i. Physiotherapy ii. MLT iii. ECC | |

3.0 ELIGIBILITY CRITERIA

- 3.1 Eligibility criteria for admission to various programmes of study is given in Annexure-I.
- 3.2 Admission to the university is strictly on the basis of merit. Merit for admission is determined on the basis of marks or grade obtained in qualifying examination in co-curricular/extracurricular activities
- 3.3 Criteria for under-graduate programme for Indian students is Class 12 passed from any of the recognised board of India and for post-graduate programme is graduation from any recognised university in India.
- 3.4 For international students' criteria for under-graduate programme is a certificate equivalent to Class 12th examination of the country meeting the equivalent criteria of association of Indian Universities.
- 3.5 Similarly, criteria for post-graduate programme are a degree awarded by a recognised university in a particular country and meeting the equivalent criteria of association of Indian Universities.
- 3.6 Candidates appearing for Final Year Graduation Examination during the year under reference may also apply to post-graduate programme. However, provided other conditions of admission are fulfilled, their admission will be provisional subject to submission of documents confirming successful completion of the examination.
- 3.7 ADTU appreciate the fact that securing a higher percentage of marks should not be the only criteria for determining eligibility of a student to undertake a particular programme of study. As such, university reserves its right to judge the capability of a candidate through personal interview, group discussion etc before selection or rejection.
- 3.8 For admission to under-graduate programme, attaining the age of 17 on 1st of December of the academic year in which the student is seeking admission is mandatory.
- 3.9 Successful completion of TOFEL/IELTS is compulsory for foreign nationals who do not have English as primary language in schools or colleges.

- 3.10 Special provision: In order to facilitate the students coming from varying background with lack of proficiency in English, the university has in-built facilities for remedial courses in the English language to enable the student to comprehend and communicate effectively in English.

4.0 ADMISSION PROCESS

4.1 Admission Cycle: The admission cycle at ADTU formally starts on the first Monday of April during the year under reference. Application for admission to different programme of both UG and PG courses of study excluding nursing for Indian student is entertained till 30th July. In case of nursing the last date is 30th of September.

4.2 Applications received within the specific period for a specific programme of study will be considered on the basis of criteria laid down and availability of seat. Applications received after the due date may be considered for courses based upon existence of vacancy.

4.3 In case of international students, the last date is 30th September, although applicants are advised to apply as early as possible.

4.4 Initial Application:

Applicants are assessed and places offered on the basis of academic and professional qualifications. Applicants will normally receive a response within 2-3 working days of receipt of a completed application. The response includes:

- Answering course query related to duration and scope of the programme.
- Decision on the application/status.
- Information regarding the subsequent stage in the admission process
- Explanation on the admission process as desired/expected and the time scale.

4.5 OFFER OF ADMISSION

All admissions/offer of admission are provisional till registration of the student. Student will be registered or admission will be confirmed on fulfilment of all requirements including submission of documents and payment of requisite dues as prescribed.

4.6 PREREQUISITE FOR CONFIRMATION/REGISTRATION

- Submission of all documents along with original for verification & scrutiny
- Confirmations with respect to the sources of fund/funding arrangement including educational loan, if any.
- Confirmation with respect to sponsorship.
- Payment of necessary dues fixed by the university authority to admit in a particular programme of study.

4.7 VALIDITY OF OFFER

The validity of offer i.e. conditional offer is for a period of 15 days, which may be extended in specific cases depending upon merit of the individual case.

4.8 ALTERNATIVE OFFER

Applicants who are not in a position to comply with conditions of a particular offer; financial or otherwise may be considered for alternative courses where entry requirement, financial or otherwise, are within the capability of the applicant.

5.0 FEE STRUCTURE AND ASSESSMENT

The university prescribes different fee structure for National and International students based upon the documents submitted by the applicants, assessment is done regarding the status of the applicant (National or International) and accordingly fee structure applicable is set for individual student based upon ADTU guidelines.

The applicants are bound by the University's ordinance and regulations (refer Ordinance-XVI General Regulation-XII) on payment of fees and consequence of non-payment. Sponsored students should be aware that in the event of failure of the sponsoring authority to pay the fee, the applicant is liable to make the payment.

5.1 Refundable and non-refundable fee

Once paid, the admission fee and tuition fee are non-refundable while security deposit of course (on completion of course) and hostel are refundable.

6.0 INTERNATIONAL STUDENTS VISA

- International student come with study visa for 3 months.
- Their visa is required to be extended for the study period.

- University authority communicates to FRRO (Foreigner Regional Registration Office) for extension of visa for the entire study period.
- In case registration fails the university authority accordingly intimate FRRO for cancellation of Visa.
- It is the duty of the student to report to FRRO along with university officials and bring the clearance.

7.0 REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PH.D)

7.1. Admission Requirements:

- A candidate (other than from Medical and Engineering streams) seeking Admission to the PhD program for the Degree of PhD shall have to obtain at least 55% marks or equivalent grade in Master's Degree.
- Candidates from engineering stream must have a minimum of 55% marks or equivalent grade in Master's Degree in the subject in which the candidate wants to do Research.
- A candidate with B.E/B. Tech with valid JRF/GATE score may also be considered for admission to the PhD program.
- A candidate from Medical stream must have a minimum of 55% marks, or equivalent grade in post graduate degree in any branch of Medial Science.
- A candidate holding other degrees recognized as equivalent to Master's Degree may be considered for admission to PhD program.
- Applicants with PGDM from the institutes whose post graduate diploma programs are recognized as equivalent to MBA by the Association of Indian Universities are eligible for admission to the PhD program.
- However, candidates with PGDM from institutes whose management programs are recognized by /affiliated to the AICTE are also eligible for admission to the PhD program provided such candidates have at least 5 (five) years of teaching /administrative experience.
- The URC may allow a candidate to pursue research in a subject other than the one in which he/she had obtained Master's Degree provided the subjects are interrelated or/and the candidate is capable of doing so.
- The PhD Advisory Committee (PAC) shall prepare a PhD time activity chart which will be made available to the PhD scholars who are successfully admitted in the PhD program.

7.2. Assam down town University Research Entrance Test (AdtU-RET):

- All applicants seeking admission to the Doctoral Program of the University shall apply in **prescribed form** for appearing in the Entrance Test (AdtU-RET).
 - The AdtU-RET shall be held in two stages- Written and Viva-voce will be of 100 marks.
 - Candidates found qualified in the written test shall be called for viva-voce.
 - The components of written test:
 - General English
 - Computer Basics
 - Aptitude towards Research
 - Components of Viva-voce:
 - Academic Career
 - Performance in Viva
 - Knowledge in Subject domain
- The URC will decide the date and time of the AdtU-RET which shall be notified in a local daily newspaper.
- Foreign students seeking admission to PhD program shall be governed by these regulations. However, (a) foreign students may be admitted to the program provisionally but they have to clear AdtU-RET within one year from the date of admission. (b) Foreign students should possess a valid passport at the time of applying for admissions. (c) Foreign students must fullfill the minimum eligibility requirements as provided under Admission Requirements of these Regulations. (d) It will be the responsibility of the candidate to provide a certified grade conversion formula along with the application from an officer not below the rank of Registrar of a recognized University. (e) Such applicants shall have to submit Medical Certificate and antecedents verified by the forwarding authority. Such candidates must have adequate knowledge of English or of the language subjects in which the course is to be pursued. (f) The degrees and certificates of the Institution or the University of the Country from where the candidate had qualified for admission to the PhD program have to be approved by the Association of Indian Universities (AIU)/Association of Commonwealth Universities (ACU) as equivalent to the corresponding Indian Degrees.

7.3. Admission:

The eligible candidates who have cleared the AdtU-RET shall apply for admission to the PhD Course Work program in **prescribed form** available with the Academic Registrar/Admission branch along with

prescribed Course Work Fees within stipulated time to be fixed by the URC from the date of announcement of the results of AdtU-RET.

7.4. Course work:

- i. After having admitted, all students have to undertake one semester **Pre-Registration Course Work** on (i) Research Methodology including Basic Statistics and (ii) Computer Basics. At the end of the Course Work (of 6 month duration), each student has to appear in Pre registration Course Work Examination. There will be four papers of 100 marks each in this examination. The examination will be of four papers:
 - a. Paper-I: Research Methodology
 - b. Paper-II: Computer Basics
 - c. Paper-III: Subject Paper
 - d. Paper-IV: Optional Paper
- ii. The Paper-III will be on the subject of the scholar of respective PG Course.
- iii. Paper-IV: A scholar has to select any one from the list of optional papers of each subject.
- iv. Each paper shall be of 100 marks of which 40 will be from Internal Assessment and 60 will be from written Examination.
- v. The Internal Assessment marks will be awarded by the concerned teacher(s) on the basis of candidate's attendance in the course work class, performance in presentation and overall impression of the scholars.
- vi. **A candidate must secure on an average at least 50% marks to clear the Pre Registration Course Work Examination.**

7.5. Provisional Registration:

- i. After successful completion of **course work** a student shall have to apply through his/her Supervisor in **prescribed form** for **Provisional Registration** with four copies of Synopsis of Research Work, duly approved by the supervisor, to the chairman of the concerned Faculty Research Committee (FRC).
- ii. The FRC will examine the synopsis regarding its suitability etc. If the FRC is satisfied with the synopsis then the candidate will be asked to give a power-point presentation of the synopsis before the FRC at the stipulated date fixed by the Chairman, FRC.
- iii. The candidate has to revise the synopsis if the FRC suggests for revision/modification and resubmit the synopsis to the Chairman, FRC.
- iv. The FRC shall get the synopsis approved by the **Ethical Committee** (wherever applicable) and URC of the University.
- v. The Scholar will be provisionally registered on payment of prescribed **Provisional Registration fees**.
- vi. All provisional registration details will have to be tabled before the URC for information.

7.6. Periodical Reports:

- i. A Provisionally Registered Scholar has to submit a Report in **prescribed form** on the progress of his/her Research Work through the Supervisor twice in a year in the month of May and November to the concerned FRC.
- ii. The submission of these progress reports twice in a year shall be a regular procedure for all research scholars. Every Scholar shall submit such reports positively on May and November till the submission of thesis.
- iii. A Scholar may be permitted to submit two progress reports together in a year only once during the entire tenure of his/her research on payment of a fine of 2000.00 (Rupees two thousand only) or as decided by the University time to time.
- iv. **Non submission of progress report beyond a period of one year may lead to cancellation of Registration.**
- v. If at any stage, it is found that a candidate is not making satisfactory progress, then the matter will be reported to the URC for necessary action.

7.7. Modification of Thesis Title:

- i. On recommendation of the Supervisor a candidate may apply for modification of the title of the thesis, only once, to the Chairman of the concerned FRC.
- ii. The FRC after examining the proposed modification shall sent the application to the URC with its recommendation.
- iii. It must be noted that such modification of title does not alter the basic characteristics or contents of the Research Work.
- iv. The modification in the Title (if any) must be done before final registration.

7.8. Academic Pre requisites:

- i. Every Scholar has to publish at least one Research paper on his/her Research work in a **peer reviewed/referred journal** before final registration and produce evidence to that effect in the form of a reprint or acceptance letter.

- ii. Prior to Final Registration, the Scholar shall make a **seminar presentation** in the concerned FRC (through which he or she had applied for registration) on his or her research work. The supervisor of the concerned Scholar should be present, in such presentation and it will be open to all faculty members, Research Scholars and students of the constituent Departments of the FRC for getting feedbacks and comments, which may be suitably incorporated in the thesis.
- iii. On satisfactory performance in the presentation the Chairman of the concerned FRC shall certify that the scholar may be granted Final Registration.

7.9. Final Registration:

- i. A Scholar will be Registered Finally not before the completion of two (02) years from the date of Provisional Registration but not later than completion of four (04) years from the date of Provisional Registration to the PhD program.
- ii. A candidate must apply for Final registration in **prescribed form** through his or her supervisor along with the prescribed **Registration Fees**.
- iii. Application for Final Registration must accompany the following documents:
 - (a) Photocopy of the Money Receipt of the Fees for Final Registration
 - (b) Up to date annual Fees record
 - (c) Evidence of the Publication (at least one) in a peer reviewed journal in the form of a reprint or acceptance letter.

7.10. Language of Thesis:

- i. Except Language subjects, the Thesis shall be written in English for all subjects.
- ii. In the language subjects, the Thesis may be written in English or in the language concerned (if approved by the URC).

7.11. Pre-Submission Presentation:

- i. Prior to submission of Abstract of the thesis a scholar has to give a **Pre-submission Presentation** on his or her entire work **highlighting the findings Chapter wise** in presence of the members of the concerned FRC. The Supervisor and Co-Supervisor/Joint supervisor (if any) should be present in this presentation.
- ii. On satisfactory performance in the presentation, the Chairman of the concerned FRC shall certify that the scholar may be allowed to submit the abstract and the thesis to the URC.

7.12. Submission of abstract and Thesis:

- i. A candidate has to submit the abstract and thesis within maximum five (05) years from the date of Provisional Registration.
- ii. Four printed/typed copies of abstract and four copies of the thesis (five copies of thesis in case of joint/co-supervisor) duly signed and certified by the supervisor(s) are to be submitted.
- iii. On receipt of the abstract and the thesis, the Chairman, URC shall request the concerned Chairman of the FRC to prepare, in consultation with the concerned supervisor(s), a panel of not less than **seven** experts with full address, designation, area of specialization, phone no, email ids etc. and submit it to the Controller of Examinations in a confidential envelope.

7.13. Extension of Research Period:

If a candidate fails to submit the abstract and thesis within the stipulated period as specified in point no 12(i) above then he/she may apply for an extension of research completion period to the respective FRC through his/her supervisor(s). In such cases, on recommendation of the FRC, the competent authority of the University may allow for an extension of maximum two (02) years.

7.14. Fees for PhD Program:

- i. For detail fees structure of the PhD program of AdtU, annexure no XXII may be referred.
- ii. However, a PhD scholar will have to pay the semester/annual fees till the submission of thesis.

7.15. Appointment of Examiners:

- i. The Controller of Examinations shall place the panel before the Vice Chancellor/Dean of Studies for appointment of two examiners out of the panel of experts, besides the supervisor(s).

- ii. The Controller of the Examinations shall send the appointment letters to the examiners (including the supervisor(s)) along with copy of the abstract, requesting each examiner to accept the appointment and inform telephonically and or through email about his or her consent to evaluate the thesis.

7.16. Examination of thesis:

The thesis shall be examined in two parts:

a) **Written comments** by the examiners with the following options (in prescribed format for report writing)

- i. **The thesis be accepted as it is.**
The Examiner is to give a detail report in separate sheet, in addition to the comments in Performa.
- ii. **The thesis be accepted after minor corrections and modifications as suggested.**
In this case the Examiner shall indicate the minor corrections and the modifications required.
- iii. **The Thesis be Revised and resubmitted**
In this case the examiner shall indicate the type and nature of revision to be done by the Scholar. For such revision the candidate shall be provided with the report(s) of the Examiner(s) who has/have suggested revision. The revised thesis would be submitted within six months from the date of the URC meeting where the reports were opened with prescribed fees of 5000.00 (Rupees five thousand only) and the thesis be sent to the examiner(s) who had suggested revision and resubmission.
- iv. **The thesis be rejected**
In this case the examiner shall state the reasons for rejection. In that case the thesis shall be referred to a third examiner from the panel. In this case also the candidate has to pay the prescribed fees of 10,000.00 (Rupees ten thousand only). If the third examiner also recommends rejection, the thesis shall be rejected.
The Examiner shall also state whether the thesis is worthy of publication.

b) **Viva-Voce**

When all the Examiners recommend the thesis, the candidate will be asked to appear in a Viva-Voce after paying the prescribed Viva-voce fees. **An Executive Summary of the thesis (not more than 5 pages) is to be submitted by the candidate to the viva Board.**

The **Board of Examiners** to conduct Viva-Voce shall consist of

- i. The Chairman of the concerned FRC.
- ii. The Head/Principal/Director of the concerned department.
- iii. The supervisor(s) of the Scholar.
- iv. One External Examiner of the thesis out of two is to be chosen by the Chairman, URC/Dean of Studies.
- v. The Dean of Studies.

In case the Head/Principal/Director/Chairman, FRC happens to be the supervisor of the candidate, the Vice Chancellor/Dean of Studies shall nominate a Professor of the concerned/allied Department. The Viva-voce will be open but the report will be written and signed by the Viva-voce Board members only.

The report of the Viva Board along with a **Executive summary** submitted by the scholar shall be forwarded by the Chairman, FRC to the Controller of Examinations who shall then present the report before the Board of Management for conferment of Degree.

7.17. Submission of Hard Bound Thesis:

After the Viva-voce, the scholar has to submit two hard bound copies of the thesis incorporating the suggestion(s), modification(s), correction(s) etc. (if any) put forwarded by the learned examiner and the members of the Viva board to the Member Secretary. The supervisor and the Chairman of the concerned FRC have to certify jointly in the body of the thesis that the thesis has been corrected and modified as per suggestions of the examiners and the viva board (if any).

7.18. Award of Degree:

- i. The Board of Management, on recommendation of the Board of Examiners of the Viva-voce shall confer the Degree of Doctor of Philosophy (PhD) and shall publish the result.
- ii. A scholar shall submit one hard bound copy of the thesis along with two soft copies (in CD form) to the Controller of Examinations **after incorporating corrections, modifications, etc. as suggested by the Examiners within one month from the date of Viva-voce (if any).** The supervisor and the Chairman of the concerned FRC have to certify in the body of the thesis that the thesis has been corrected and modified as per suggestions of the Examiners (if any).

7.19. Issue of Certificates and information to UGC:

- i. After the award of the Degree by the BOM, the scholar may apply for the Original Certificate.

- ii. Original certificate will be issued to the successful scholar at the time of Convocation or thereafter.
- iii. One copy of the Bound volume of the thesis shall be preserved in the University Library.
- iv. A soft copy of the thesis shall be submitted to the UGC within a period of one month from the date of award of Degree for hosting the same in INFLIBNET by the Member Secretary, URC.

7.20. Publication of the thesis:

- i. The thesis accepted by the University must not be published without prior written permission of the Registrar of the University.
- ii. The copies of the Examiners’ reports shall be made available to the candidate on request and on payment of a prescribed fee.

7.21. Eligibility to be supervisor:

The following persons shall be eligible to be the Supervisors of the PhD program depending on their respective area of specializations.

- i. Ordinarily a teacher of any Post Graduate Department of AdtU, University affiliated Colleges/Institute having post PhD research experience of minimum one year and published at least three research papers.
- ii. A teacher from other than AdtU, may be accepted as Co-Supervisor/Joint Supervisor only on case to case basis if the scope of the PhD work demands so and or the subject matter is integrated. In case of Co or Joint Supervision, the Supervisor of AdtU will be the main Supervisor of the candidate.
- iii. The eligibility criteria to be the Co-Supervisor/Joint Supervisor shall remain the same as (i).
- iv. A teacher having Master’s in Medical Sciences shall be allowed to supervise PhD candidate. In such cases, he/she should have post graduate experience of at least 5 years with research evidences by at least 5 publications in peer-reviewed/referred journal(s).
- v. No recognized Supervisor shall be allowed to supervise more than **eight Scholars** at any point of time.
- vi. Ordinarily the age limit of a Supervisor to supervise research work is 70 years. However, the University Research Council (URC) may extend such age limit if it is considered that such extension is desirable for the interest of research.
- vii. No recognized Supervisor shall be allowed to supervise the PhD program of any of his/her near relatives.
- viii. The change of Supervisor shall be permitted only by the URC in exceptional cases like death, state of being incapacitated due to illness, removal from the job etc.

7.22. If the Supervisor/Scholar leaves the University:

- iii. The University approval of the Supervisor for supervising PhD scholar will remain in force with the University (another approved supervisor from the same/similar discipline may be attached if required).
- iv. Registration of the Scholar will remain in force with the University (provided the scholar is provisionally registered by then). But the scholar will not be eligible for the benefits which are extended by the University (if any) to the internal scholar.

7.23. Redressal system:

- i. The “PhD Committee” of the University will deal with the redressed cases.
- ii. The specific email id and phone number will be made available to the PhD scholar for PhD related communications and an officer will be assigned to address to the queries through the same.

7.24. Quorum: The quorum for meetings of the URC is two thirds of the total member.

General statement

Matters not covered by the above clauses of this Regulation shall be decided by the University Research Council (URC) and Board of Management (BOM) of Assam down town University as and when necessary.

ANNEXURE 1

ELIGIBILITY CRITERIA FOR THE SESSION 2018-19

| <i>Course</i> | | | <i>Eligible Subjects for the programme</i> | <i>Lateral Entry Criteria</i> | <i>lateral entry seat capacity</i> |
|--|----|-----|--|--|------------------------------------|
| Faculty of Basic & Applied Sciences | | | | | |
| Bachelor in Physiotherapy | 90 | 50% | HS (Sc) with PCB | Diploma in Physiotherapy with 3 months internship | |

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|--|------------|-------------|--|---|--|
| B Sc in Advanced Imaging Technology | 60 | 50% | HS (Sc) with PCB | Diploma in radiographic techniques with 3 months internship | |
| BA Trauma, Emergency and Disaster Mgt. | 30 | 50% | HS (Sc) with PCBE | | |
| B Sc in Medical Laboratory | 120 | 50% | HS (Sc) with PCB | Diploma passed with three months internship | Nil |
| B Sc in OT Technology | 30 | 50% | HS (c) with PCBE | | |
| B Sc in Dialysis | 30 | 50% | HS (Sc) with PCBE | Diploma in dialysis with 3 months internship | 33 seats (for seat capacity 40 students) |
| B Sc. Optometry | 60 | 50% | HS (Sc) with PCB | Diploma in Optometry with 3 months internship | 7 seats |
| M Sc MLT | 30 | 50% | BMLT with minimum 6 months internship | | |
| M Sc Emergency and Critical Care | 30 | 50% | B.Sc. TEDM, OT | | |
| MPT | 30 | 50% | BPT | | |
| B Sc Food, Nutrition and Dietetics | 60 | 50% | HS (Sc) | | |
| Bachelor in Social Work | 30 | 50% | HS (Any stream) | | |
| B Sc. Biotechnology | 60 | 50% | 12th Science Phy, Che, Bio, Eng (A student who has failed in Physics may be admitted) | | |
| B Sc. Microbiology | 60 | 50% | 12th Science Phy, Che, Bio, Eng (A student who has failed in Physics may be admitted) | | |
| BA Psychology | 30 | 50% | HS (Any stream) | | |
| BA Sociology | 30 | 50% | HS (Any stream) | | |
| M Sc. Biotechnology | 30 | 50% | B.Sc. in BT, Life Sc., MB, Zoology, Botany, BC, FND | | |
| M Sc. Biochemistry | 30 | 50% | B.Sc. in BT, Life Sc., MB, Zoology, Botany, BC, FND | | |
| M Sc. Microbiology | 30 | 50% | B.Sc. in BT, Life Sc., MB, Zoology, Botany, BC, FND, MLT | | |
| M Sc. Food, Nutrition & Dietetics | 30 | 50% | B.Sc. with Life Sc., Zoology, Botany, BT, MB, FND, BC, Home Sc | | |
| M.S.W. | 30 | 50% | Any Graduate (from recognized University) | | |
| M Sc Mathematics | 15 | 55% | Graduate from recognized University with Math's Major | | |
| M Sc Zoology | 30 | 55% | Any Graduate from recognized University with Zoology Major | | |
| M Sc Botany | 30 | 55% | Any Graduate from recognized University with Botany Major | | |
| M Sc Chemistry | 30 | 55% | Any Graduate from recognized University with Chemistry Major | | |
| Total Seat | 870 | | | | |
| Faculty of Nursing | | | | | |
| B Sc. Nursing(with hostel) | 60 | 65% & Above | HS (Sc) with PCBE | | |
| GNM(with Hostel) | 40 | 45% & above | HS (Arts/Sc) | | |
| Post Basic Nursing | 40 | 50% & above | GNM Pass (From regd. council) | | |
| A.N.M.(with Hostel) | 40 | 40% | HS (Arts/Sc) | | |
| M Sc Nursing | 15 | 55% & above | B. Sc nursing/ post basic nursing (Preferably 1 year of experience in clinical / teaching) | | |

| | | | | | |
|--|------------|--|--|---|------------------------------------|
| Total Seat | 195 | | | | |
| Faculty of Commerce, Management, Humanities and Social Sciences | | | | | |
| MBA | 90 | 60% | Any Graduate | those candidate score 60% or more then 60% will get direct admission, 5% relaxation for ST/ SC/ MOBC/ OBC , for general if less then 60% then have to appear for an PI | |
| BBA | 60 | HS pass | Any Stream | | |
| Bachelor in Hotel Management | 60 | 45% | Any Stream | | |
| Bachelor in Tourism Management | 60 | 45% | Any Stream | | |
| Total Seat | 270 | | | | |
| Faculty of Pharmaceutical Sciences | | | | | |
| Bachelor of Pharmacy (B. Pharm) | 60 | 65% | PCB/PCM in HS | D.Pharm pass from PCI Approved college & completed 3 months of hospital training as per PCI curriculum for D. Pharm | 10% of approved intake of 60 seats |
| Diploma in Pharmacy (D. Pharm) | 60 | 50% HS (Sc) pass | PCB/PCM in HS | | |
| Masters of Pharmacy (M. Pharm) | 12 | 60% | B. Pharm pass with 60% from PCI & AICTE recognized college / institution | | |
| Total Seat | 132 | | | | |
| Faculty of Engineering & Technology | | | | | |
| Civil | 120 | Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the required subjects taken together. | Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/Technical Vocational subject. | A) Passed 3 years Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering and Technology.(B) Passed B.Sc. Degree with at least 45% marks (40% in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. (C) Provided that the students belonging to B.Sc. Stream, shall clear the subjects Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme along with the Second year subjects. D). Provided that the students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with Students belonging to the Diploma stream. | 24(civil) |
| Mechanical | 60 | Do | | | 12(ME) |
| Computer Science | 60 | Do | | | 12(CSE) |
| B Sc. (IT) | 60 | | Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together. | Passed 12th Std. examination with Physics and mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. | |
| | | | | | |

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|--------------------------------------|------------|--|--|--|--|
| 5 Yrs Int. MCA | 60 | | Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together. | Passed 12th Std. examination with Physics and mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. | |
| M. Tech (CE,ME,CSE,PE)* | 10 | | Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. | Passed Bachelor's Degree or equivalent in the relevant Field. | |
| M. Tech (CE,ME,CSE,PE)-PART TIME* | 10 | | | | |
| Total Seat | 340 | | | | |
| Integrated | | | | | |
| 5 Yr Engineering + MBA | 5 | | | | |
| 5 Yr Pharmacy + MBA | 5 | 65% | PCB/PCM in HS | | |
| 5 Yr B.Tech + M.Tech* | 5 | Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the required subjects taken together. | Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/Technical Vocational subject. | | |
| 4 Yr BBA + MBA* | 10 | HS pass | Any Stream | | |
| Total Seat | 25 | | | | |
| Diplomas : After 12 | | | | | |
| Medical Laboratory Technician | 60 | 45% | Preferably HS Sc (PCB/PCM) | | |
| Radiography Technician | 60 | 45% | Preferably HS Sc (PCB/PCM) | | |
| Physiotherapy Technician | 60 | 45% | Preferably HS Sc (PCB/PCM) | | |
| Dialysis Technician | 60 | 45% | Preferably HS Sc (PCB/PCM) | | |
| Optometry Technician | 60 | 45% | Preferably HS Sc (PCB/PCM) | | |
| Total Seat | 300 | | | | |

ANNEXURE 2

APPLICATION AND ADMISSION PROCESS AT A GLANCE

Step 1A

Application form can be obtained at

- Admission office, Assam down town University, Panikhaiti Campus
- Regional offices, down town Hospital, Dispur
- International offices

The application fee of INR 500 can be deposited by any one of the following ways:

- Depositing cash at Assam down town University Fee Counter
- Demand draft in favour of Assam down town University payable at Panikhaiti
- Depositing cash at your nearest UCO Bank or ICICI Bank branch. Through Credit Card/Debit Card in case of online submission of form (Propose for implementation)

Note: Please write your Name, Father's Name, Contact Number and Course applied at the back of the DD and send it to:

Admission Cell

Assam down town University

Gandhi Nagar, Panikhaiti

Guwahati-781026

Enquiries: 0361-7110711/09864137777

Step 1B

Apply Online

- Welcome note
- Unique ID
- Password
- Admission Letter
- Candidates applying online through Assam down town University website will be routed for self application
- On successful submission of application, the system will generate a unique ID & password (numeric). The unique identification number so generated will be his identity throughout the admission process.
- An auto generated email will be sent to the candidate's email ID, containing the following information

Step 2

While visiting the University, candidates should bring the following documents with them:

For UG Programme

- Admission letter issued by Assam down town University
- Print out of common application form (In case of Online)
- Photocopy of 12th mark sheet & pass certificate
- Photocopy of 10th mark sheet & pass certificate
- Photocopy of score card for JEE/UPSEE/MAT/CAT/XAT/ATA/LSAT or any other entrance examination
- Photocopy of ID proof (Aadhar Card/ Pan Card/ School Certificate)
- Photocopy of caste certificates
- Birth certificate /Admit card for age proof
- 3 Passport size Photographs

For PG & Lateral entry Programme

- Admission letter issued by Assam down town University
- Print out of common application form (In case of Online)
- Photocopy of 12th mark sheet & pass certificate
- Photocopy of 10th mark sheet & pass certificate
- Photocopy of UG/Diploma mark sheet & certificate
- Photocopy of UG registration certificate
- Photocopy of ID proof (Aadhar Card/ Pan Card/ School Certificate)
- Photocopy of caste certificate
- Birth certificate /Admit card for age proof
- 3 Passport size Photographs

Step 3

The successful applicants will have to undergo a personal interview (PI) by the counsellors & senior Admission officials. The applicant seeking admission in MBA programme, A group discussion (GD/PI) would be conducted on specified DATE. You may please call our helpdesk at 0361-7110711/09864137777 or Admission Cell for details if any.

Step 4

If selected, applicant may deposit the fee through Cash/DD at the Assam down town University campus or pay online through bank transfer or net banking within 15 days of selection.

Step 5

The applicant must report and enrol/register himself/herself at the Administrative Office of the University Campus within 15 days of depositing the fees.