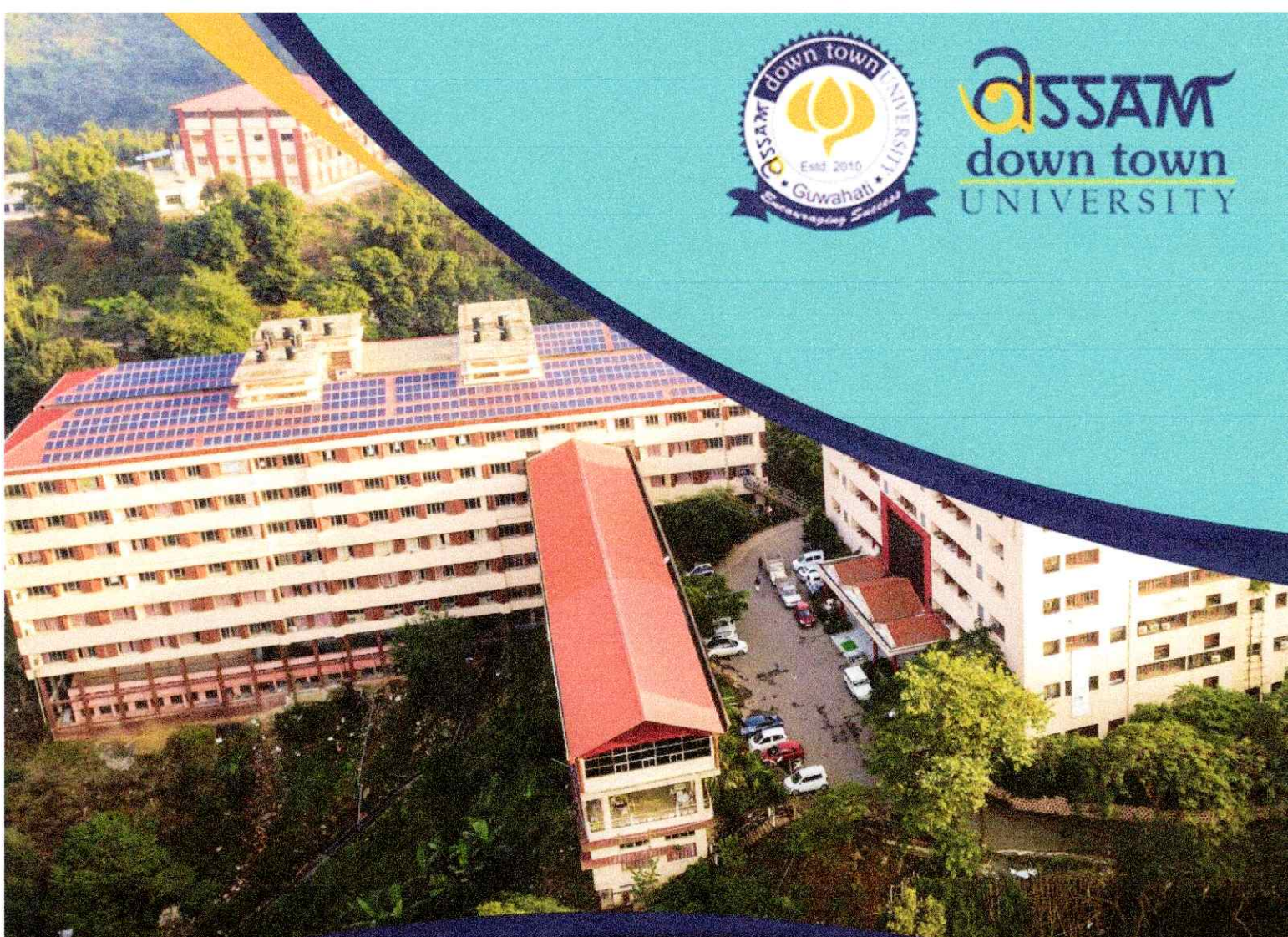


**ASSAM**  
down town  
UNIVERSITY



## Admission Policy

Version: 1.1

w.e.f: 31-01-2024

Assam down town University  
Sankar Madhab Path, Gandhi Nagar,  
Panikhaiti, Guwahati-26, Assam



## 1. INTRODUCTION

Assam down town University was established through the Assam down town University Act, 2010 in the state of Assam, India in 2010 with section 30 of the Assam Private University Act No. XII vide Assam Gazette Notification No. LGL.9/2010/11 dated 29 April 2010. The university is located in Panikhaiti, Guwahati. The campus is based out of 42 acres land with lush green surroundings with the mighty Brahmaputra River flowing on one side and the hills on another side.

With humble beginning the campus now offer over 60+ courses and have a total of over 8000+ students from different Indian States as well as from foreign countries like Nepal, Bhutan, Bangladesh, South Korea and Nigeria. Assam down town University offers the latest and continuously upgraded industry endorsed curriculum in line with the best practices of International University.

The University is committed to impart quality education to the students. The students are selected on the basis of their individual merits, abilities and aptitudes. The University is dedicated to offer clear guidance and direction to prospective applicants as to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential. Admission is subject to the availability of seats and there are restrictions on the number of seats the University can make available, competition for places is often extremely high.

## 2. SCOPE OF THE POLICY

The University's published terms and conditions applied to all applications in the field of undergraduate and postgraduate study. The University will draw these to the attention of anyone who receives an offer of a place to study at the University. The terms and conditions are fair and transparent, and form a contract between the University and each student when an offer is accepted. Terms and conditions are reconfirmed at final registration.

## 3. POLICY STATEMENT

This policy provides an overarching framework for University admissions policies and procedures. This policy applies to the admission to all categories of students for recognized programmes of undergraduate and postgraduate study at the University. The University is committed to fair, transparent and consistent admissions practices. This policy is underpinned by the University's strategies, codes of practice and policies on Data Protection, Disability, Equality & Diversity and Widening Participation.

## 4. RATIONALE

The University is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes. The University aims to increase the diversity of its student population and this diversity is educationally as well as socially desirable in a civilized society, enriching the educational experience for all. The University seeks to attract a wide range of applicants from different social, cultural and educational backgrounds who can exhibit the academic ability and the skills required to succeed in their preferred studies.



The University seeks applications from students from all groups who are currently under-represented in higher education. The University aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential. Admission is subject to the availability of seats. This policy and associated procedures comply with relevant legislation and meet the expectations and practices for Higher Education.

## **5. OBJECTIVE**

The basic objectives of the ADTU admission policy are to create an opportunity for Under Graduate and Post Graduate education for generating competent workforce in diverse sphere.

## **6. ADMISSION COMMITTEE**

The admission committee is constituted with the following members:

1. Vice-Chancellor, Chairman
2. Pro-Vice Chancellor, Member
3. Registrar, Member
4. Controller of Examination, Member
5. Dean, Academics, Member
6. All Deans and Chairman of the Faculty of Studies, Members
7. Dy. Registrar (Academics), Member Secretary.

## **7. ADMISSION OFFICE/CELL**

The entire process of admission of students to different programs will be carried out by the admission cell with the directives and consultations of admission committee. The role of the admission Committee is to provide accurate and detailed information on the nature of programmes, 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, Phone Calls and SMS etc.

## **8. ADMISSION TO DIFFERENT PROGRAMS**

The University shall be open to all persons irrespective of gender, caste, creed, religion races or class, and it shall not be lawful for the university to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the University or to graduate there or to enjoy or exercise any privilege.

Admission in the University shall be open to Indian citizens, Non-Resident Indians and person of Indian origin. However, the University shall also admit foreign students as per the Government of India and State Government guidelines. Provided that titles, eligibility criteria and duration of Degree programs shall be strictly as per specifications of degrees prescribed in UGC Regulations. Provided further that

lateral entry shall be allowed only as per the provisions of regulations of regulatory bodies as may be applicable to a program. Provided further that equivalence for entry level eligibility shall be decided as per Association of Indian Universities (AIU) for foreign students. Provided further that no students passing eligibility examination from unrecognized Board or Unrecognized University shall be allowed admission or grant of degree by the University.

The Assam down town University seeks admission of students to the following Faculty of Studies:

- Faculty of Physiotherapy and Rehabilitation
- Faculty of Engineering
- Faculty of Computer Technology
- Faculty of Pharmaceutical Science
- Faculty of Commerce & Management
- Faculty of Science
- Faculty of Nursing
- Faculty of Paramedical Sciences
- Faculty of Humanities & Social Sciences
- Faculty of Agricultural Sciences & Technology

The degrees conferred by the faculties under different programme are given below:

**TABLE 1: DEGREES CONFERRED UNDER DIFFERENT FACULTIES**

Sl. No.	FACULTY	UNDERGRADUATION	POSTGRADUATION
1.	Faculty of Physiotherapy and Rehabilitation	(i) Bachelor of Physiotherapy	(i) Master of Physiotherapy
2.	Faculty of Engineering	(i) B.Tech. in Mechanical Engineering (ii) B.Tech. in Civil Engineering (iii) B.Tech. in Computer Science & Engineering	
3.	Faculty of Computer Technology	(i) Bachelor of Computer Application	(i) Master of Computer Application
4.	Faculty of Pharmaceutical Science	(i) Bachelor of Pharmacy	(i) Master of Pharmacy
5.	Faculty of Commerce & Management	(i) Bachelor of Business Administration (ii) Bachelor of Hotel Management & Catering Technology (iii) Bachelor of Travel and Tourism Management	(i) Master of Business Administration (ii) Master of Business Administration in Healthcare Management (iii) Master of Travel & Tourism Management

6.	Faculty of Science	(i) Bachelor of Science in Microbiology (ii) Bachelor of Science in Biotechnology (iii) Bachelor of Science in Forensic (iv) Bachelor of Science in Food, Nutrition and Dietetics	(i) M.Sc. in Microbiology (ii) M.Sc. in Biotechnology (iii) M.Sc. in Zoology (iv) M.Sc. in Botany (v) M.Sc. in Food, Nutrition and Dietetics
7.	Faculty of Nursing	(i) B.Sc. in Nursing (ii) Post Basic B.Sc. Nursing	(i) M.Sc. in Nursing
8.	Faculty of Paramedical Science	(i) Bachelor of Medical Laboratory Technology (ii) Bachelor of Operation Theatre Technology (iii) Bachelor of Trauma Emergency & Disaster Management (iv) Bachelor of Optometry (v) Bachelor of Radiography and Advanced Imaging Technology (vi) Bachelor of Dialysis (vii) Bachelor of Critical and Intensive Care Technology	(i) Masters in Medical Laboratory Technology (ii) Masters in Emergency & Critical Care
9.	Faculty of Humanities and Social Science	(i) Bachelor of Social Work (ii) Bachelor of Sociology (iii) Bachelor of Psychology (iv) Bachelor of Arts in Performing Arts	(i) Master of Arts in Social Work (ii) Master of Science in Clinical Psychology (iii) Master of Arts in Applied Psychology (iv) Master of Arts in Sociology
10.	Faculty of Agricultural Sciences & Technology	(i) Bachelor of Science in Agriculture	

## 9. ELIGIBILITY CRITERIA

- Eligibility criteria for admissions to various programme of study is determined by the admission committee after consultation with various stakeholders. Refer Annexure-1 for the eligibility of various programs.
- Admission to the university is strictly on the basis of merit in qualifying examinations as given in Annexure-I.
- 5% relaxation for the students belonging to reserved categories viz. OBC/ST/SC to each programme (as per the Government of Assam and Government of India Regulation).

- AdtU appreciates 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.

### **9.1 ELIGIBILITY CRITERIA FOR DOMESTIC CANDIDATES**

- For under-graduate programme, a student must pass 10+2 or equivalent examination from a recognized board. In case of post-graduate programme, a student must clear 3 years or 4 years graduation programme from any recognized University.
- Candidates appearing for Final Year Graduation Examination may also apply to post-graduate programme. However, provided the conditions of admission are fulfilled, the admission will be provisional subject to submission of documents confirming successful completion of the course of study.

### **9.2 FOR INTERNATIONAL CANDIDATES**

- For under-graduate programme the criteria is a certificate equivalent to 10+2 examination of the country meeting the equivalent criteria of Association of Indian Universities.
- Similarly, for post-graduate programme the criteria is degree awarded by a recognized university in a particular country and meeting the equivalent criteria of association of Indian Universities.
- The University provides an Acceptance Letter / Visa Letter upon payment of the requisite Admission Fee, through which the students can apply for the Study Visa.
- Students come with study visa for 3 months or 1 year may be required to extend the visa for the entire study period.
- University authority may communicate FRRO (Foreigner Regional Registration Office) for extension of visa for the entire study period.
- A student from other countries need to do the E-FRRO within 14 days time from the date of admission, for which the university creates the S form ID of the student.
- The C form part is to be done by the student for E-FRRO.
- It is the responsibility of the student to report to the FRRO along with university's officials and bring the clearance.

## **10. ADMISSION PROCESS**

- Admission Cycle: The admission cycle at ADTU formally starts from the first week of January of the academic year to different programme of both UG and PG programmes including lateral entry admissions. The last date of admissions in all UG & PG programmes will be as per UGC guideline, whereas for nursing it'll be as per INC guidelines.
- 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 programmes based upon existence of vacancy.

#### 4.1 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 programme 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

#### 4.2 OFFER OF ADMISSION

- All admissions/offer of admissions are provisional till provisional registration of the student followed by the final registration.
- Student shall be registered or admission shall be confirmed on fulfillment of all requirements including submission of supporting documents and payment of requisite fees as prescribed in the Fee Structure of AdtU.
- A total of 10% out of the total seat intake in a particular programme are reserved for lateral entry admissions. The programmes for which AdtU provides lateral entry admissions are:
  - Bachelor of Physiotherapy
  - Bachelor of Radiography and Advanced Imaging Technology
  - Bachelor of Medical Laboratory Technology
  - Bachelor of Dialysis Technology
  - Bachelor of Optometry
  - Bachelor of Pharmacy
  - B.Tech. in Civil Engineering
  - B.Tech. in Mechanical Engineering
  - B.Tech. in Computer Science and Engineering

#### 4.3 SCHOLARSHIP

AdtU offers various scholarships based on candidate's criteria. Such as Meritorious, In-house Students, International Students, Differently abled Candidates, Sports, Arts & Culture, Common Scholarship Test. For BPL candidates, AdtU provides 100% scholarship.

#### 4.4 PREREQUISITE FOR CONFIRMATION/REGISTRATION

- Submission of all documents along with original for verification & scrutiny
- Confirmations with respect to the sources of 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.

#### 4.5 FEE PAYMENT SCHEDULE

The university prescribes different fee structure for both National and International students.

Students will be admitted only after receiving full fee at the time of admission.

- All enrolled students have to pay their fee twice a year in the months notified by the university (semester wise fee payment).
- Delayed payment of fee will attract a fine as per the rules and regulations of the University.

#### 4.6 FINAL REGISTRATION

Upon completion of fees payment and documents verification, a candidate is finally considered as registered student. The details of his/her documents are verified by respected authority.

#### 4.7 DROP OUT

A candidate, who does not report for the registration in person on the date of registration as notified in the academic calendar, shall forfeit his/her seat and his/her name will be struck off from the rolls of the University. Similarly, a candidate who doesn't pay his/her fees on time or provide his/her documents during the registration period, or if a student willingly choose to drop out from his seat, also stands cancelled.

#### 5.0 REFUNDABLE AND NON-REFUNDABLE FEE

- Once paid, the admission fee and tuition fee are non-refundable whereas security deposit (on completion of programme) and hostel fee are refundable.
- If an Enrolled student wants to shift his/her programme, they can change on the basis of the eligibility criteria.

#### 6.0 SEAT RESERVATION (CASTE / CATEGORY WISE)

At Assam down town University, we follow the state reservation policy regulations and norms. Seat allocation is based on a first-come-first-serve basis, taking into account the minimum eligibility criteria and qualification bench mark. Once the reserved seats are filled, any students from the list of SC/ST/other reservation category expressing interest for admission will be treated as general category applicants. Thus admission will be based on merit. Additionally, in the event of vacancy in reserved category seats due to last moment withdrawal by the reserved category student, the vacancy will be open and admissions for those vacant seats will be determined on a merit basis.



**Effective Date**

The policy will be applicable for the students admitted during the 2023-24 batches and will remain in force for the subsequent batches admitted till there is any amendment in the policies contained here under.

**Policy History**

AdtU follows the policy of admission and supersedes all other earlier policies.

**Linked policy (ies):**

1. Examination Policy
2. Students' Promotion Policy
3. Credit Transfer Policy

**Amendment of a Policy:**

Amendment of any policy or clause(s) of the policy will be made by the competent authority of the university following the prescribed procedure as per statutes and regulations of the university.

**Approving authority of the Policies:**

The concerned authority for approval of any policy or amendments thereof is the statutory or other Body or Officer(s) of the university to which the required power has been bestowed by the University Statutes/notifications/guidelines from time to time.

-End-

**Annexure-1**

<b>Programme</b>	<b>Minimum Eligibility Criteria</b>	<b>Lateral Entry Eligibility Criteria</b>
<b>Faculty of Physiotherapy and Rehabilitation</b>		
Bachelor of Physiotherapy	55% in 10+2 with Physics, Chemistry, Biology & English	Diploma in Physiotherapy with 3 months internship
Master of Physiotherapy	50% in BPT with minimum 6 months internship	N/A
<b>Faculty of Paramedical Science</b>		
Bachelor of Radiography and Advanced Imaging Technology	50% in 10+2 with Physics, Chemistry & Biology	Diploma in Radiography with 3 months internship
Bachelor of Trauma, Emergency and Disaster Management	45% in 10+2 Any stream (preferably Science)	N/A
Bachelor of Medical Laboratory Technology	50% in 10+2 with Physics, Chemistry & Biology	Diploma in Medical Laboratory with 3 months internship
Bachelor of Operation Theatre Technology	50% in 10+2 with Physics, Chemistry & Biology	N/A
Bachelor of Dialysis Technology	45% in 10+2 with Physics, Chemistry & Biology	Diploma in Dialysis with 3 months internship
Bachelor of Optometry	45% in 10+2 with Physics, Chemistry & Biology	Diploma in Optometry with 3 months internship
Bachelor of Critical & Intensive Care unit Technology	45% in 10+2 with Physics, Chemistry & Biology	N/A
Master of Medical Laboratory Technology	50% in BMLT with minimum 6 months internship	N/A
Master of Emergency and Critical Care	50% in B.Sc. Nursing/BTEDM/OT /B.Sc. Emergency Medical Technology/B.Sc. in Ayurveda or Homeopathy, MBBS	N/A
<b>Faculty of Science</b>		
Bachelor of Science in Biotechnology	45% in 10+2 with English, Biology & Chemistry	N/A

Bachelor of Science in Microbiology	45% in 10+2 with English, Biology & Chemistry	N/A
Bachelor of science in Forensic	50% in 10+2 with Physics, Chemistry & Biology or Math	N/A
Bachelor of Science in Food, Nutrition and Dietetics	45% in 10+2 with English, Biology & Chemistry	N/A
Master of Science in Food, Nutrition & Dietetics	45% in Bachelor in Home Science/ Dietetics/Food Science/ Food Technology/ BAMS (Ayurveda)/ PG Diploma in Dietetics and Nutrition/Biological Science (Botany,Zoology, Biotechnology and Microbiology)	N/A
Master of Science in Biotechnology	45% in B.Sc. In (Biotechnology/Microbiology/Biochemistry/ Life Science/ Botany/ Zoology/ Agriculture/ Veterinary), MBBS/Human Genetics etc.	N/A
Master of Science in Microbiology	45% in B.Sc. in (Biotechnology/Microbiology/Biochemistry/ Life Science/ Botany/ Zoology/ Agriculture/ Veterinary), MBBS/Human Genetics etc.	N/A
Master of Science in Botany	45% in B.Sc. In Botany/Life Science/ Biological Science/Allied subject related to Botany	N/A
Master of Science in Zoology	45% in B.Sc. In Zoology major subjects with Chemistry, Botany or other subjects of Life Sciences/ Biological Sciences	N/A
<b>Faculty of Nursing</b>		
B.Sc. Nursing	55% in 10+2 with PCBE. Candidate should be medically fit. The minimum age for admission should be 17 years on or before 31st Dec of the year of admission.	N/A
Post Basic B.Sc. Nursing	50% in GNM passed (From Registered council) Candidate should be medically fit. *1 Year Clinical Experience after GNM (Preferable) *NRTS/NUID no. or NUID acknowledgement receipt	N/A



M.Sc. Nursing	55% in B.Sc. Nursing/ Post Basic B.Sc. Nursing / B.Sc. Hons. Nursing in an institute which is recognized by INC ( 1 year of experience in clinical/ teaching) after B.Sc. Nursing/ Post Basic B.Sc. Nursing *NRTS/NUID no. or NUID acknowledgement receipt.	N/A
<b>Faculty of Humanities and Social Science</b>		
Bachelor of Social Work	10+2 (Any stream)	N/A
Master of Social Work	Any Graduate in any stream	N/A
Bachelor of Arts in Performing Arts	HS or Any Graduate in any stream / Training under a reputed Guru / Certificate for Performance in an Institution before an Audience	N/A
Bachelor of Arts in Psychology	10+2 (Any stream)	N/A
Bachelor of Arts in Sociology	10+2 (Any stream)	N/A
Master of Arts in Sociology	Any Graduate in any stream	N/A
Master of Science in Clinical Psychology	55% in B.A. / B.Sc. Degree in Psychology	N/A
Master of Arts in Applied Psychology	50% in Any Graduate in any stream	N/A
<b>Faculty of Commerce &amp; Management</b>		
Bachelor of Business Administration	10+2 (Any stream)	N/A
Bachelor of Hotel Management & Catering Technology	45% in 10+2 (Any stream)	Diploma in Hotel Management with 45% aggregate (3 yrs. after 10) or

		(2 yrs./ 1 yr. after 10+2) or Diploma in Engineering with 45% aggregate in (3 years after 10) Students have to go for Bridge course of 04 Major Subject in 3rd Semester
Master of Business Administration	50% in Any Graduate in any stream	N/A
Master of Business Administration in Healthcare Management	50% in any Graduate in any stream	N/A
<b>Faculty of Pharmaceutical Science</b>		
Bachelor of Pharmacy	60% in 10+2 with English, Physics & Chemistry	N/A
Master of Pharmacy	50% in Bachelor of Pharmacy	N/A
<b>Faculty of Engineering</b>		
B.Tech. in Civil Engineering	45% in 10+2 with English, Physics & Mathematics	3 years Diploma in any branch of Engineering and Technology.
B.Tech. in Mechanical Engineering	45% in 10+2 with English, Physics & Mathematics	3 years Diploma in any branch of Engineering and Technology.
B.Tech. in Computer Science and Engineering	60% in 10+2 with English, Physics & Mathematics (HSLC & HS should be 60% and above)	3 years Diploma in any branch of Engineering and Technology.
<b>Faculty of Computer Technology</b>		
Bachelor of Computer Application	60% in 10+2 (HSLC & HS should be 60% and above)	
MCA	60% in 10+2 (HSLC & HS & Graduation) BCA, BCOM, BA or its equivalent from a Recognized Board	
<b>Faculty of Agricultural Sciences &amp; Technology</b>		
Bachelor of Science in Agriculture	50% in 10+2 with PCB/PCMB/PC Agriculture/PC Forestry/Inter-Agriculture	