



Student Hand Book

Nims University Rajasthan, Jaipur

NH-11 C, Jaipur Delhi Highway, Jaipur – 303121 Rajasthan, India

Admission & Enrolment Rules

This Ordinance shall be called “Ordinance for Admission and Enrolment Rules of Nims University Rajasthan, Jaipur”.

Admission and Enrolment Rules

Admissions in the University are offered on the basis of rules framed by the relevant bodies of the University. Following will be the procedure for admission in different courses of studies.

A candidate who applies for admission shall be presumed that he / she agrees to abide by the University Rules and no litigation shall, therefore, be tenable.

1. Admission shall be made on the basis of the eligibility for the course. Eligibility for admission to various courses shall be governed by the rules, regulations, norms of University Grants Commission or any other competent authority designated to do so by the Government of India wherever applicable and any other relevant laws prevailing at that time. The final decision to grant or refuse admission shall rest with the Academic Council, as approved by the Chairperson of Nims University, Jaipur. A candidate shall not be entitled to claim admission as a matter of right even if he / she is otherwise eligible. The University reserves the right to refuse admission to any individual without assigning any reason.

During admission if a situation of contradiction, doubt or ambiguity arises regarding the eligible qualification and equivalence / authenticity of a qualifying degree / qualification awarded by any Board / University or any other examining body in India or abroad, under such circumstances, the matter shall be referred to the University Grants Commission, Association of Indian Universities, Equivalence Committee of the University constituted by the Chairperson for the purpose or any other competent authority designated to do so. In the meantime the Equivalence Committee, if deems fit, may recommend provisional admission to the candidate till a clarification is received from the UGC, AIU or any other competent authority. In case clarification is not received till examinations, the candidate shall be allowed to appear in examination provisionally. However, if no clarification is received from any authority, in that case the final decision to grant or refuse admission shall rest with the Academic Council subject to approval by the Chairperson of Nims University, Jaipur.

2. The university reserves the right not to admit any candidate to a course of his / her study even though a notification inviting applications for admission to the same has been issued and the admission process has started. Further, the University shall have the right to cancel the admission process without giving any reason. The

applicant shall have no right to get the application / processing fee refunded in any circumstances.

3. All admissions shall be provisional. If it is found at any stage that the qualifying examination of a candidate is not recognised by the Nims University or he / she has concealed or given false information, such admissions shall be cancelled as per University rules.
4. Every student shall have to pass a medical test within four weeks of the date of his / her provisional admission, and the admission of those found medically unfit shall be cancelled.
5. Changes made in the Admission Rules and / or in the eligibility criteria by the Admission Committee / Academic Council of this University from time to time, shall be applicable to the applicants seeking admission in the University.
6. The candidates are required to produce the original marksheets / certificates, in person, including the statement of marks of the qualifying examination with the requisite percentage of marks at the time of interview / reporting for admission, failing which they shall not be interviewed / allowed to complete the admission process, and the offer of admission shall stand cancelled and no further correspondence in the matter shall be entertained.

The selected candidates shall not be allowed to complete admission formalities in absentia and the offer of admission shall stand cancelled.

7. If it is found, at any stage, that a candidate -
 - 7.1. does not fulfil the eligibility requirements,
 - 7.2. has used fraudulent means to secure admission, and / or
 - 7.3. has made false or incorrect statement(s)

he / she shall not be allowed to appear at the interview, complete the admission formalities, or in case already admitted, his / her admission shall be cancelled.

Under these conditions, the cancellation shall be governed by clauses 3 and 4 of Chapter 9 of the Statutes of Nims University Rajasthan.

8. If any error / omission in the processing / verification of certificates / documents of a candidate is detected after the candidate is admitted to a Course in the University and before the last date of admission, the University has the right to cancel such admission at any stage at which the error / omission is detected and cancellation shall be governed by clause 3 of Chapter 9 of the Statutes of Nims University Rajasthan. A vacancy, created due to the cancellation of admission in the manner mentioned above or due to name removal or any other reason, shall be filled up by the candidate who had reported with reference to his / her waiting list on the specified date and time as per the waiting list, strictly in the order of merit.

However, if the admission is cancelled after the closing date of admissions due to any reason, the cancelation of admission shall be governed by clause 4 of Chapter 9 of the Statutes of Nims University Rajasthan and such a vacancy shall not be filled up and the same shall remain unfilled.

9. Application of candidates whose qualifying examinations are not recognized by this University shall not be considered for admission to any course.
10. Applicants should satisfy themselves that they fulfil the eligibility requirements in terms of educational qualifications, age, *etc.* The percentage of marks secured by a candidate at the qualifying examination, falling short by even a decimal fraction shall not be rounded off to the next whole number. Similarly, if the age falls short or exceeds even by a single day, the applicant shall not be considered eligible for admission.
11. No candidate shall be admitted unless he / she has completed all the eligibility requirements at the time of admission. Such candidates as have appeared in the qualifying examination and awaiting results of their main / supplementary / compartmental / improvement examination, may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their marksheet of the qualifying examinations by the time and date to be determined and notified by the University, failing which their candidature / admission shall be cancelled.
12. In case of admission by test, Admission Test Cards (Admit Cards) shall be sent to the candidates by registered post / speed post / courier. Applicants should ensure that the address on the Admit Card is correct and appropriate. The candidates should also ensure that they have in their possession the Admission Test Card before they reach the Test Centres. In very special circumstances and due to genuine reasons, Duplicate Admission Test Card (Admit Card) may be issued to a candidate in person a day before or up to 2 hours before the time of the Admission Test by the Admission Section of this University after proper identification and also on production by the candidate his / her two photographs.
13. No request for change in address for correspondence shall be entertained. In case of any change, the candidate may himself / herself inform the Post Office to redirect his / her mail to the new / changed address.
14. The list of selected candidates will be displayed in the President / Registrar's Office and the Notice Boards of the Faculty concerned and will be put on the website of the University. The last dates for admission shall be strictly observed. It is the responsibility of the candidate to keep himself / herself informed about such notices. The University shall not be responsible if a candidate fails to get information regarding his / her selection for admission.
15. Candidates not reporting for admission on the stipulated date and time shall forfeit their claim for admission and no correspondence in this regard shall be entertained.

16. The University shall issue or display 'Waiting List' if there is any likelihood of a vacancy caused due to removal of name or any other reason. Waiting List is not an offer of admission but is issued only in case there is likely to be a vacancy due to one or more selected candidates not reporting for admission. In case there is a vacancy, candidate with Waiting List No. 1 shall be given admission provided he / she reports on the specified date and time. In case the candidate with Waiting List No. 1 does not report for admission, the vacancy is offered to the candidate with Waiting List No. 2, and so on.
17. Candidates not selected for admission shall not be informed and their Application Forms / fees / certificates / documents shall not be returned.
18. Canvassing in any manner for securing admission shall render an applicant disqualified.
19. It is not possible to preserve the forms and relevant material for a long period. Therefore, in case of any dispute regarding admission, the matter must be filed within thirty days of the closing of admissions after which such disputes shall not be entertained. In case any dispute is filed after expiry of such period, the University shall not be bound to produce Admission Form and related documents.
20. The applicants are advised to fill in the Application Form and relevant documents in their own handwriting with utmost care in order to avoid rejection of applications.
21. Incomplete Application Forms such as (i) those received without requisite fee, (ii) remitting the requisite fee of lesser amount, (iii) demand draft of requisite fee not drawn in favour of Nims University Rajasthan, Jaipur and (iv) the Application Forms received after the last date shall be rejected and no correspondence shall be entertained in this regard. Applicants are advised to ensure that their Application Forms are complete in all respects.
22. Receipt Number should be quoted for all queries or correspondence and at the time of submission of required documents. The documents submitted without mentioning Receipt Number will not be considered.
23. Candidates who have an Intervening Period in their studies after passing the qualifying examination shall submit an Affidavit from the Notary Public and relevant documents explaining the reason for discontinuation / interruption in studies, to consider condonation of the intervening period in the case of Indian students.
24. The candidates selected for admission shall have to deposit the original marksheet or other documents as required by the University and other related documents of qualifying examination in the office of the Registrar while completing the admission formalities. The said marksheet and other related documents shall be returned to the respective candidates after completion of process of verification of documents by the University.

25. The Office of the Registrar receiving copy of the marksheet(s) of the qualifying examination and other documents, wherever required, on or before the last date, from the candidates, by hand, shall give a receipt acknowledging the same.
26. No candidate shall be allowed to take admission to the same Course / Class (or its equivalent Course) which he / she has already passed.
27. If a candidate is provisionally admitted in a Course of lower preference as mentioned in his / her Application Form, he / she may be transferred to a Course of higher preference in the event of a vacancy arising therein.
28. Test Centres for MBBS / BDS / MD / MS / MDS / Diploma / Engineering / Management or any other course shall be Nims University Rajasthan, Shobha Nagar, Jaipur (Rajasthan). Additional centres in the country or abroad can be organised depending upon the number of candidates.
29. **Hostel Accommodation:** It shall not be possible to provide accommodation in Hostel of Residence to every student admitted to the University. However, subject to the availability of seats in the Hostel, accommodation may be provided as per the policy / rules laid down by the University from time to time. Where there is residential programmes or requirement of regulating bodies, in that case it will be done accordingly.
30. **How to apply for admission:** The candidate should ensure that he / she is correctly filling in the Form for seeking admission to a particular course in the University. The prescribed Application Forms and the Guide to Admissions containing details of courses may be downloaded from the University Website.

The Registration and Admission Test Fee / Processing Charges (non-refundable), etc. as mentioned against each course is to be remitted through a bank draft in favour of the Nims University Rajasthan, Jaipur. Application Form can be sent by Registered Post / Speed Post or thorough Courier so as to reach up to 5 p.m. on or before the last date to the office as given in prospectus under the heading 'Submission of Application Form'. Incomplete Application Forms, those received late, without requisite fee and not supported with the required certificates / documents, as the case may be, shall be rejected and no further correspondence shall be entertained in this regard.
31. All admissions granted shall, in the first instance, be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his / her documents for eligibility and enrol the student by allotting him / her Enrolment Number. In case of any doubt, the matter shall be referred to a Committee.
32. By the commencement of the Nims University Rajasthan Act, all the students of all colleges of sponsoring body, who were earlier enrolled in other Universities, shall be deemed to be admitted and enrolled in Nims University Rajasthan, Jaipur.

33. Such student who was enrolled with any duly constituted University in the country can be migrated to Nims University Rajasthan with the approval of the Academic Council and **the Chairperson**. Such student shall be enrolled in the class in which he / she has been migrated provided he / she had cleared / passed all papers of lower class(s) and migration certificate of migrating University contained that he / she has passed lower class(s) from that university. He / she shall have to offer all deficiency papers of programme in the Nims University.

34. **Admission procedure for NRIs / Foreign Nationals:** The Information Bulletin with prescribed Application Form meant for admission of Non-Resident Indians / Foreign Nationals is available on the University Website. Admission process shall be followed as given in clause 30 & 31.

34.1. For admission to any course in university, the foreign candidate should possess the required qualification as per norms of equivalence of Association of Indian Universities, New Delhi. International candidate shall have good proficiency in English language and a proof for the same shall have to be produced at the time of admission. If the candidate will not have proficiency, he / she shall have to undergo an English proficiency course in Nims University before his / her admission is confirmed.

34.2. A student from a Foreign University can be migrated to Nims University if approved by the Academic Council and is within the rules prevailing in the country from time to time.

35.1. The University may have twinning arrangements with one or more Universities / Institutes in the country and abroad. In this arrangement Nims University will issue the diploma / degree and an additional certificate of training shall be issued by the Partner University / Institute for the training the student has obtained from that University. Nims University can issue the diploma / degree of its own mentioning the type and duration of course / training the student has undergone in Partner University / Institute in India / abroad.

35.2. In the twinning arrangements there can be an arrangement of joint or double diploma / degree by Nims University and Universities / Institutes in India and abroad. Part of the course of study shall be offered by Nims University in the first instance and the students shall be transferred to Partner University / Institute to continue the remaining part of the programme and the joint or double diploma / degree shall be issued by the Nims University and Partner University / Institute. The similar programme shall be started by Partner University / Institute in twinning arrangements with Nims University.

36. **Jurisdiction:**

36.1. Any dispute if arises in the process of selection / admission is subject to Jaipur City, Jaipur Jurisdiction only.

- 36.2. University has the right to change the dates of admission process, examination centres etc. due to unavoidable circumstances.
37. Any changes, if deemed necessary, may be effected by the University after due notice.

Fees

1. The University shall charge fee from students for various courses as per the recommendations of the University Fee Committee constituted by constituted by the President / Chairperson as per Section 33 of Nims University Rajasthan Act, 2008 and approved by the Chairperson.
2. The tuition fee for various courses can be revised by the University from time to time as and when needed and revised fee can be effective for previous batches also if university thinks so.
3. The University shall notify the last date for fee deposition by the students of a stream / branch / school / college / institute. The students shall have to adhere to the schedule and defaulter student shall be charged suitable penalty fixed by the University for a notified period. If a student does not deposit fee up to this notified date, the University may cancel his / her admission or remove his / her name from the enrolled list.
4. The University shall provide conveyance facilities for the non campus-resident students keeping in view the safety and security of students, for which suitable fee will be charged.

Students Conduct and Discipline Rules

PART - I

GENERAL

1. Application of Rules:

These Rules shall apply to all the students of the Nims University Rajasthan, whether admitted before the date of enforcement of these Rules or afterwards. In addition to statutory provision given in Chapter 6, following shall be the rules governing the students' conduct and discipline.

PART - II

INDISCIPLINE AND MISCONDUCT

- 2. Acts of Indiscipline and Misconduct:** Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University.

Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

- 2.1. Disruption of teaching, study, examination, research or administrative work; curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and, doing any act reasonably likely to cause such disruption;
- 2.2. Damaging or defacing University property or the property of members of the University or any other property inside or outside the University Campus;
- 2.3. Engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University;
- 2.4. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same;
- 2.5. Ragging in any form;
- 2.6. Eve teasing or disrespectful behaviour to women or girl students, staff or any other female member in the campus or female member visiting the campus.
- 2.7. Any assault upon or intimidation of or insulting behaviour towards a teacher, officer, employee or student or any other person;
- 2.8. Causing or colluding in the unauthorised entry of any person into the campus or in the unauthorised occupation of any portion of University premises, including hostels or halls of residence, by any person;
- 2.9. Getting enrolled in more than one course of study simultaneously in violation of the University Rules;
- 2.10. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc.;
- 2.11. Furnishing false certificates or false information to any office under the control and jurisdiction of the University;
- 2.12. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises;
- 2.13. Indulging in acts of gambling in the University premises;
- 2.14. Possessing or using any weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises;
- 2.15. Arousing communal, caste or regional feelings or creating disharmony among students;

- 2.16. Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorised to ask for identity;
- 2.17. Tearing of pages, defacing, burning or in any way destroying books of any library or seminar;
- 2.18. Unauthorised occupation of hostel room / s or unauthorised acquisition or use of University furniture in one's hostel room or elsewhere;
- 2.19. Accommodating guests or other persons, student in hostels without permission of the Provost or Warden;
- 2.20. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University;
- 2.21. Coercing the Medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour;
- 2.22. Any act of moral turpitude;
- 2.23. Any offence under law;
- 2.24. Committing any of the offences specified in the Examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University;
- 2.25. Suspicious involvement in leakage of secrecy examination materials including examination papers
- 2.26. Violation of the Traffic Rules as notified by the Proctor;
- 2.27. Improper behaviour while on tour or excursion;
- 2.28. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings; and
- 2.29. Any other act which may be considered by the President or the Discipline Committee to be an act of violation of discipline.

PART - III

OFFICERS AUTHORISED TO TAKE DISCIPLINARY ACTION

3. Without prejudice to the powers of the President / Chairperson as specified in Statutes, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in Part IV of these Regulations:-
 - 3.1. Pro Vice Chancellor / Registrar
 - 3.2. Faculty / Principal, constituent institute(s) of the Faculties
 - 3.3. Principals of Colleges / Institutes / Schools.
 - 3.4. Heads of the Departments of Studies,
 - 3.5. Proctor,
 - 3.6. University Librarian / Chief Librarian Nims Libraries

- 3.7. Provost,
- 3.8. Any other person employed by the University authorised by the President for such purpose.
- 4.1. Any penalty enumerated in Clause 5 may be imposed by the President / Chairperson upon the recommendations of the Discipline Committee constituted under these Ordinances.
- 4.2. Penalties other than those specified in Clauses 9, 10, 11, 12 and 13 of Clause 5 may also be imposed by any of the Officers enumerated in Clause 3, within their respective jurisdictions.
- 4.3. Penalties for the offences relating to Examinations will be dealt with by the relevant bodies.

PART - IV

PENALTIES

5. Nature of Penalties:

The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons, be imposed on a student, namely:

- 5.1. Written warning and information to the guardian.
- 5.2. Fine as decided by Discipline Committee of the University.
- 5.3. Suspension from the Class / Department / Faculty / Hostel / Mess / Library or availing of any other facility.
- 5.4. Suspension or cancellation of scholarships, fellowships or any financial assistance from any source; or, recommendation to that effect to the sanctioning agency.
- 5.5. Recovery of pecuniary loss caused to University property.
- 5.6. Disqualifying from holding any representative position in the Class / Faculty / Hostel / Mess / Sports / Clubs and in similar other bodies.
- 5.7. Hostel shift.
- 5.8. Expulsion from the Department / Faculty / Hostel / Mess / Library / Club for a specified period.
- 5.9. Debarring from an examination.
- 5.10. Issue of Migration Certificate.
- 5.11. Expulsion from the University for a Specified Period.
- 5.12. Disqualifying from further studies or prohibition of future admission or re-admission.

6. Any student against whom an allegation of misconduct has been made may be suspended from the rolls of the University by the President / Chairperson, pending enquiry or pending trial on a cognizable offence by a court of law.
7. A review would lie to the officer issuing the orders, within seven days, and an appeal would lie against the orders of the authorities mentioned in the above Clauses (except the President / Chairperson) to the Discipline Committee.
8. An appeal would lie to the Chairperson against the order of the authorities mentioned in above clauses (including the orders of President). The decision of the Chairperson shall be final in every case.

Discipline Committee

1. There shall be a Discipline Committee appointed by the President / Chairperson which shall perform such functions and exercise such powers as may be delegated to it by the President / Chairperson from time to time.
2. The Discipline Committee shall be constituted for specific incidents / specified period.
3. The Discipline Committee shall consist of a Chairman and several members to be nominated by the President / Chairperson from among the Dean, Faculty / Principal, constituent institute / s, Heads of Departments and teachers / officers / management of the university.

Residence & Health of Students

1. The University shall provide hostel / residential accommodation as per availability of accommodation in the hostel. The hostel facilities shall be provided on first come first serve basis.

Provided that in case hostel is mandatory for the students in a course regulated by a regulatory body, the University will follow the regulations of regulatory body.

2. The University shall make arrangements for supervision, maintenance and inspection of facilities provided in the hostel / residential accommodation.
3. The University shall make arrangements for supervision of the students in order to maintain the discipline of the hostel / residential accommodation.
4. The resident students shall conform to the Rules drawn up by the University.
5. Every non-resident outstation student (an outstation student not residing in the hostel or residential accommodation arranged by the University) shall submit to the Provost, the address, where he / she proposes to stay.
6. Every Provost shall maintain records of the followings:

- 6.1. Number of hostels and the number of the Superintendents;
- 6.2. Number of resident students in each hostel and approved lodging;
- 6.3. Number of non-resident students living with their parents;
- 6.4. Number of non-resident students living with their guardians;
- 6.5. Number of non-resident students living on their own.

The Provost shall provide the information whenever asked for by the Chairperson / President / Registrar's office.

7. Resident students in the hostel shall take their food in the mess provided by the University. The University shall appoint a Committee to monitor the quality of food provided by the mess. The menu of the mess shall be approved by a dietician.
8. The University shall provide adequate playground and sports / gymnasium facilities for students.
9. The University shall provide for a health check-up on non-profitable basis of each student intending to reside in a hostel managed by the University and ensure especially that no such student has any contagious disease. The health check-up shall be arranged in the Nims hospital and the student will also inform the authority of his / her illness.
10. The University shall provide for arrangement for health check-up and care of all the students at regular intervals at least once a year and also for medicines at reasonable rates.
11. The health facilities are available in NIMS Hospital.