

Admission Rules and Procedure for academic session 2024-25

The applications are invited from eligible candidates who are willing for admissions in the various courses offered in Constituent Institutions and Teaching Department of University as per the admission guidelines and procedure laid down by the competent authority of RKDF University, Gandhinagar, Bhopal.

The information about the various courses offered under various constituent institutions and teaching department of University along with the details of seat intake and minimum eligibility is attached at Annexure – 1 for kind reference on the University website i.e. www.rkdf.ac.in

- 1 Candidate may apply online for registration of admission through university website link www.rkdf.ac.in/admissions in various courses available for admission between 22nd March 2024 and 20th July 2024 or till last date as decided from time to time by the authorities of university.
- 2 Candidate must fill all the entries of online application form and pay Rs. 383/- as for fees and those candidates who are not well versed with online system they may visit University campus in-person to get assistance for filling up online admission form) during the office hrs of university except on Sunday and holidays.
- 3 If seats belonging to reserved category is vacant then it is filled by unreserved category candidates.
- 4 Special challenged person and on special circumstances offline application is entertained with the approval of competent authority.
- 5 The applicants must provide their valid Email ID & Mobile No. which will be used for any kind of information to be provided.
- 6 Hostel facility available.
- 7 Zero tolerance for ragging and indiscipline acts.
- 8 Only complete filled application in all respect shall be consider for further process of admission and upload all requisite documents as per mentioned below:
 - i. Valid Score card of applicable Entrance Examination (JEE/ NATA/ NEET/ GPAT/ CMAT/ GATE/ CUET) (If available)

- ii. Marksheet of 10th or Secondary examination
 - iii. Marksheet of 12th or Higher Secondary examination (if applicable)
 - iv. Marksheet of Graduation or equivalent examination (If applicable)
 - v. Marksheet of Diploma Examination or equivalent (if applicable)
 - vi. Marksheet of ITI or equivalent examination (if applicable)
 - vii. Marksheet of Post- Graduation or equivalent examination (If applicable)
 - viii. Aadhar Card
 - ix. Transfer or School/ College leaving certificate
 - x. Character Certificate
 - xi. Migration certificate
 - xii. Relevant category certificate (If applicable)
 - xiii. Domicile Certificate (Only for M.P. state candidates)
 - xiv. Income Certificate (If applicable)
- 9 The candidate who have appeared and qualified in Entrance examination like JEE or NATA or NEET or PAT or CMAT or GATE or GPAT for admission in Engineering (UG) or Architecture or Medical Sciences courses or Agriculture or MBA or Engineering (PG) or Pharmacy (PG) will be given preference for admission in University.
- 10 The counseling and further admission process for the online/ offline application received will be carried out as per below schedule:

S. No.	Application received	Counseling Round	Counseling dates
1	For all application received between 22 nd March and 20 th May 2024	Round 1	21 st May to 25 th May 2024
2	For all application received between 21 st May and 10 th June 2024	Round 2	11 th June & 12 th June 2024
3	For all application received between 11 th June and 30 th June 2024	Round 3	01 st July & 02 nd July 2024
4	For all application received between 01 st July and 21 st July 2024	Round 4	22 nd July & 23 rd July 2024

5	For all applications received CLC day wise till last date of admission or vacancy exhausted	CLC Round	On every day basis from 24 th July 2024 and onwards till last date of admissions depending on availability of seats (course wise).
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In every round of counseling and admission the Merit list shall be prepared from among the received application after verification of fulfillment of minimum eligibility criteria for admission as per Annexure – 1. The selected candidates as merit list shall report to University campus for completing the remaining formality of admission & allotment to admission committee along with the original documents of following:

- a. Valid Score card of applicable Entrance Examination (JEE/ NATA/ NEET/ CMAT/ GATE/GPAT/CUET) (If available)
- b. Marksheet of 10th or Secondary examination
- c. Marksheet of 12th or Higher Secondary examination (if applicable)
- d. Marksheet of Graduation or equivalent examination (If applicable)
- e. Marksheet of Diploma Examination or equivalent (if applicable)
- f. Marksheet of ITI or equivalent examination (if applicable)
- g. Marksheet of Post- Graduation or equivalent examination (If applicable)
- h. Aadhar Card
- i. Transfer or School/ College leaving certificate
- j. Character Certificate
- k. Migration certificate
- l. Relevant category certificate (If applicable)
- m. Domicile Certificate (Only of for M.P. state candidates)
- n. Income Certificate (If applicable)

Note: Original Transfer or school/college leaving certificate & Migration Certificate/Original Gap Certificate and two self-attested sets of Xerox of above applicable documents shall required for submitting at Institution/ Department of the university.

- 11 The reservation policy for admission as per Annexure – 2.
- 12 The candidate will have to pay either full or partial course fees at the time of reporting for admission at constituent institution or teaching department of University through bank or online mode only.
- 13 Candidate must ensure to fill true and correct information on the application and about fulfillment of minimum educational and age criteria. The admission of

candidate shall be declared cancel at any time if any discrepancy found in the submitted data and submitted documents later in future.

- 14 University can change admission guidance and procedure from time to time as per directive of state govt. or concern regulatory body which shall also be updated and displayed at the University website.

Candidates or parents are advised to visit University website regularly for the latest updated information.

- 15 In case of cancellation of admission, candidates needs to apply for cancellation of admission to the office of Principal or Dean of respective Constituent Institution or Teaching Department before 10 days from the last date of admissions. Only tuition fees will be refunded after deduction of 10% and other fees will not be refunded.
- 16 On recommendation of respective Regulatory Council's or Govt. of Madhya Pradesh Private University Regulatory Commission, University Admission Guidance and procedure 2024-25 can be updated accordingly regarding approved seats intake capacity, admission dates and minimum eligibility criteria. The changes shall be updated regularly and could be seen on University website from time to time.
- 17 In case of any dispute, shall be final decision of Vice Chancellor of RKDF University, Bhopal.

Reservation Policy

- 1 Reserved seats for SC/ ST/ OBC/Physically challenged person will be available as per ordinance of RKDF University or guidelines of relevant regulatory bodies of courses or Government of Madhya Pradesh from time to time
 - a. 5% reservation for wards of freedom fighters/wards of Martyrs of Indian Army/Permanently disabled defense personals/wards of Central Armed police force and for differently abled persons within categories.
 - b. 5% seats reserved for differently abled applicants within the reserved category.
 - c. 30% seats reserved for female students within categories.
 - d. 5% seats reserved for wards of officials under department of MP higher education, (Regular employee/Retired/deceased officers/Principals/Faculty members/Librarian/Sports Officer/Registrar/Class III and IV employees within categories.
- 2 Tuition fees Waiver seats as supernumerary will be available maximum up to 5% of “Approved Intake” per course shall be available as per provision of AICTE Approval Process 2024-25 in Diploma Engineering Programme(s), Under Graduate Programme(s), MCA and MBA courses.
- 3 Supernumerary seats for the Union Territories J& K and Ladakh under Prime Minister’s Special Scholarship Scheme (PMSS) will be available only to candidates allotted by AICTE or any Govt. authority.
- 4 Admission under EWS (Economic Weaker Section) seats as supernumerary will be available maximum up to 10% of approved Intake per courses shall be available as per provision mention under Govt. of MP vide letter no circular no एफ-07-11/2019/आ.प्र./एक भोपाल दिनांक 02 जुलाई 2019 and letter of Commission, Higher Education bearing ref. 444/243/आउशि/शा-5 ‘अ’/2019 भोपाल दिनांक 15 जुलाई 2019