



ರೈತ ಭವನ, ಜನರಲ್ ಕಾರ್ಯಪ್ಪ ವೃತ್ತ, ಗದಗ- 582 101

Raitha Bhavana, General Cariappa Circle, Gadag – 582 101

E-mail: ksrduadmissions@gmail.com

Phone: 08372-230338, Fax: 08372-297343

## ADMISSION GUIDELINES FOR UNDER GRADUATE PROGRAMMES AS PER GUIDELINES OF UGC 2024-25

Ref: 1) Admission Committee Meeting dated: 12-4-2024.

2) Approval of Hon'ble vice Chancellor, dated:

### PREAMBLE:

The University Grants Commission (UGC) has informed all the Universities in the country to implement the multidisciplinary and holistic education across all disciplines. The Karnataka State Higher Education Council (KSHEC) has also communicated the general guidelines. Further, the KSHEC has proposed a model curriculum framework and an implementation plan for the State of Karnataka. It has also suggested to improve the research environment in the State along with the level of academic excellence. In view of the above, the University felt the need for introducing the Under-Graduate Degree Programmes and to frame the necessary regulations governing such programmes. Hence, the following Ordinance has been framed under Section 57(1) of the Karnataka State Rural Development and Panchayat Raj University Act, 2016.

### 1. GRADUATE ATTRIBUTES:

The graduate attributes define the characteristics of University Degree Programmes and describe a set of competencies that are transferable beyond the study of a particular subject area and programme contexts in which they have been developed. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum and a process of critical thinking. The University defines the philosophy of its teaching programmes through the graduate attributes.

These attributes describe the qualities, knowledge and capabilities that students are expected to imbibe and develop during their stay at the University. These attributes are:

1. Disciplinary knowledge and skills enhancement to ensure sustainable rural development,
2. Life skills to improve the standard and quality of life,
3. Inclusive growth to be achieved through the decentralized approach,
4. To ensure entrepreneurship and assure employability,
5. Application of ICT and E-Governance for rural advancement,

6. Inculcating socio-economic and cultural values for a healthy society,
7. Awareness for protection and promotion of environment,
8. Multidisciplinary and Collaborative approach,
9. To ensure co-operation and team-work strategy,
10. To nurture the scientific temper, research aptitude and research ethics, and
11. To promote socio-political leadership for the nation building process.

## **2. SALIENT FEATURES OF THE UNDER-GRADUATE DEGREE PROGRAMMES:**

Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies. This includes contact hours, the course content, teaching methodology, learning expectations, etc. In the proposed programmes, the credits shall be based on the number of instructional hours per week. Generally, one credit per hour of instruction in theory and one credit for two hours of practical or field work or project work or internship per week.

The other features of the Under-Graduate Degree Programme are:

- a) The Undergraduate Degree Programmes are structured on credit based semester scheme.
- b) The courses offered in a programme may be Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Open Elective (OE) / Multidisciplinary Courses, Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses, Discipline Specific Vocational Courses (DSV), Internship Discipline Specific Research Project (DSRP) and Rural Immersion.
- c) Fieldwork in rural settings/ rural immersion, internship in an organizations/institutions and project works are mandatory.
- d) The relative importance of subjects of study is quantified in terms of credits.
- e) The programme permits horizontal mobility in course selections and vertical growth in the core courses.
- f) The curricula and question papers are unitized.
- g) The declaration of result is based on the semester grade point average (SGPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned towards the end of the programme as well as alpha-sign grade.
- h) There is a provision to transfer the credits earned by the candidate during transfer from one institution to another, as per the prevailing regulations/ guidelines of the Government of Karnataka and University Grants Commission.
- i) The Programme has special provisions for independent learners to earn additional credits from inter / intra disciplinary subjects apart from mandatory credits and credits earned from Massive Open

Online Courses (MOOCs) and other platforms recognized by the University, as per the prevailing regulations / guidelines of Government of Karnataka and University Grants Commission.

### **3. UNDER-GRADUATE DEGREE PROGRAMMES IN THE VARIOUS SCHOOLS OF STUDY:**

The University shall offer the following Under-Graduate Degree Programmes specified in the respective Schools of Studies as mentioned here under:

| <b>Sl. No.</b> | <b>Name of the School</b>   | <b>Name of the Programme</b>                 |
|----------------|---|--|
| 1              | School of Agri-business Management and Management of Rural Development.   | B.Sc. Agri-business and Food Processing      |
| 2              | School of Rural Development and Panchayat Raj.                            | B.A. Rural Development and Political Science |
| 3              | School of Environmental Science, Public Health and Sanitation Management. | B.Sc. Geoinformatics and Computer Science    |
| 4              | School of Social Science and Rural Reconstruction.                        | B.Sc. Public Health and Social Work          |
| 5              | School of Skill and Entrepreneurship Development.                         | B.Com. Innovation and Start-ups              |

### **4. ADMISSION GUIDELINES**

#### **a) Application Form**

The Application Form is a document submitted by an eligible candidate seeking admission. A candidate shall apply in the prescribed application form to the Registrar, Karnataka State Rural Development and Panchayat Raj University, Raitha Bhavan, General Cariappa Circle, Gadag-582 101, along with self-attested copies of necessary documents like Marks Cards, Caste Certificate, Study Certificate, Income Certificate, Kannada Medium Certificate, Rural Study Certificate and any such relevant documents either in person or by post or any other mode as may be notified. Separate applications shall be submitted for each Programme.

#### **b) Scrutiny Process**

It is a process of verifying the documents submitted by the candidate along with the Application. Incomplete applications are liable to be rejected.

#### **c) Verification Process**

It is a process of verifying candidate's original documents for validity before he / she appears for Counseling.

#### **d) Counseling**

“Counseling” is a process where the candidate presents himself / herself before the “Counseling and Admission Counter” on the notified day of admission counseling. The candidate is given an

option to choose a particular Programme among the unfilled / available seats on the basis of merit-cum- reservation.

## 5. ELIGIBILITY CRITERIA

A candidate who has passed two years Pre-University Course (PUC) Examination conducted by Pre-University Education Board, Government of Karnataka or 10+2 Examination conducted by CBSE or Equivalent Examinations by any other State or any other recognized Board / Department, **3 years Diploma course with any subject, 3 years Diploma in Allied Health Sciences after 10<sup>th</sup> / SSLC / 2 years Diploma in Allied Health Sciences after Pre University College (10+2) / PUC or 2 years in JOC / JODC / JLDC / ITI of any subject** shall be eligible for admission to the First Semester of the Bachelor Programmes.

## 6. MANDATORY ATTENDANCE

Aggregate 75% attendance shall be mandatory for each semester and minimum 65% of attendance in each course/paper is mandatory to appear for the semester-end examination.

## 7. INTAKE AND RESERVATION OF SEATS:

- a) The intake for each programme of study shall be 60 seats.
- b) 15% of total seats are reserved for Non-Karnataka candidates, 8% of seats are reserved for Hyderabad-Karnataka candidates and 5% for Differently abled candidates.
- c) Reservation of Seats as per Karnataka Govt. order issued from time to time:

| Category             | Reservation % | No. of Seats |
|----------------------|---------------|--------------|
| Scheduled Caste (SC) | 18            | 11           |
| Scheduled Caste (ST) | 07            | 4            |
| Category I           | 04            | 2            |
| Category II A        | 15            | 8            |
| Category II B        | 04            | 2            |
| Category III A       | 04            | 2            |
| Category III B       | 05            | 3            |

- d) For categories such as Rural, Kannada Medium, NCC, Defence, etc., certificates shall be verified and points are awarded and considered for admission as per the guidelines of the Karnataka Government.

**i) Rural Candidate:**

“Rural Candidate” is one who is a “Karnataka Student”, and has studied for 10 full academic years from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard in educational institution situated in the State of Karnataka other than larger Urban area, smaller Urban area or transitional area as mentioned in Karnataka Municipalities Act, 1964 or Karnataka Municipal Corporation Act, 1976 in accordance with the Government Order No. ED 01 TEC 2002, Bangalore, dated 01-02-2002 and the eligibility criteria shall be as defined in the Karnataka Reservation of Appointments of Posts in the Civil services of the State for Rural Candidates Act, 2000 (Karnataka Act 1 of 2001). Candidates who have studied TEN full academic years from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard in Rural Area (as per Govt. notification) will be eligible for claiming the benefit of rural reservations. However, if the candidates have studied in urban area from 1<sup>st</sup> to 10<sup>th</sup> standard before the date of notification as urban area, such candidates are eligible to claim rural reservation benefit.

**ii) Kannada Medium Candidate:**

Kannada medium candidate is one who is a “Karnataka Student” and has studied TEN full academic years in Kannada medium from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard, in accordance with the Government Order No. ED 118 UEC 2000, Bangalore dated 04-06-2000 and as amended vide Government Order No. ED 02 UEC 2002, Bangalore dated 14-10-2005.

**iii) Hyderabad-Karnataka:**

Candidate claiming seat under Hyderabad-Karnataka is one who belongs to Hyderabad-Karnataka Region as specified in the relevant Govt. Orders.

**iv) Differently Abled / Visually Challenged Quota:**

“Differently Abled / Visually Challenged” candidate is one who is a “Karnataka student” and shall have the same meaning as assigned for the Persons with Disabilities (Equal opportunities, Protection of Rights and full participation) Act, 1995 (Central Act 1 of 1996) and reservation is mandate as per the Rights of Persons with Disabilities Act, (RPWD) 2016.

**6. SUPERNUMERARY SEATS:**

The supernumerary seats shall be in addition to the regular intake in each of the programme. The seats have to be allotted based on merit in respective quota. In case these seats remained unfilled they shall be freed.

**1. NSS Quota: (one seat)**

Candidate claiming seat under NSS Quota is one who is a “Karnataka Student” and has completed two years under NSS by attending at least one College Camp during the pre-university course.

**2. NCC Quota: (one seat)**

Candidate claiming seat under NCC Quota is one who is a “Karnataka Student” and possess minimum NCC “C” Certificate.

**3. Cultural Quota: (one seat)**

Candidate claiming seat under Cultural Quota is one who is a “Karnataka Student” and who has participated in at least one item in Inter-College Competitions.

**4. Sports Quota: (one seat)**

Candidate claiming seat under Sport Quota is one who is a “Karnataka Student” and participated in the specified sports at the pre-university level.

**5. Defence Quota: (one seat)**

Candidate claiming seat under defence Quota is one, whose either of the parents serving / served in the defence forces of Government of India.

**6. Transgender: (one seat)**

Respective candidate claiming seat under the transgender quota.

**7. Kashmiri Migrant Quota: (one seat)**

Candidate claiming seat under “Kashmiri Migrant” is one as defined by the Government of India.

**8. Jammu & Kashmir Students: (two Seats)**

Candidates claiming seats under said quota is who belongs to Jammu & Kashmir Region. Such seats will be reserved as per the guidelines of UGC and GoI.

**9. Foreign National Quota: (two seats)**

Candidate claiming seat under Foreign National quota is one who is not a Citizen of India. Preference is given to candidates who are sponsored by the Government of India / ICCR.

**10. Boards / Universities outside Karnataka:**

Candidate claiming seat under the outside Karnataka category is one who has studied PUC or equivalent in Boards / Universities outside Karnataka.

**7. ADMISSION COMMITTEE (AC):**

The Vice-Chancellor shall constitute an Admission Committee for each Under-Graduate Programme. The Admission Committee is responsible to plan, arrange, manage and keep an account of the following activities:

- a) Schedule of admission (date, time and venue), Notification / Printing of required Brochures and other materials / addressing grievances of students including extending necessary help and guidance for smooth functioning of the admission process and any such other issues related to admissions.
- b) The Admission Committee is also responsible for notifying all the circulars related to admissions, collect and scrutinize the application forms, prepare and notify the omnibus merit list and selection list for each Programme of the University (in a prescribed format) with the approval of the Vice-Chancellor / Registrar, as per the seat matrix.
- c) The Admission Committee shall prepare the Provisional Omnibus List in prescribed format and also a Separate Merit List (category-wise) as per the Government Order in the matter of reservation vide G.O. No. ED 150 BOA 94, dated 17.09.1994 and as subsequent orders issued from time to time. The Admission Committee shall notify the approved Omnibus Merit List for each U.G. Programme and the **Provisional Selection List** before the counseling dates.
- d) Separate Programme wise Merit Lists shall be prepared and notified for “Karnataka Students”, “Hyderabad Karnataka Students” and “Non-Karnataka Students”.
- e) A separate Programme-wise Rank List shall also be prepared and notified before the counseling dates for Physically Challenged, Sports, Cultural, NCC, NSS and Defence Quotas, based on the points / grades / marks secured in the respective fields.
- f) Admission to various U.G. Programmes is based on merit-cum reservation system as per the Orders of Govt. of Karnataka and the guidelines issued by the University from time to time and also as per the seat matrix notified for each Programme. If students belonging to Non-Karnataka Category and Hyderabad-Karnataka Category are not available, the vacant seats may be filled by Karnataka State Students and vice versa. The University at its discretion can update the seat matrix from time to time on valid grounds.
- g) The admissions to various U.G. Programmes will be done by the Admission Committee at a designated place as per the scheduled dates and time. The students should present themselves along with the original marks cards, caste certificate and other relevant documents as noted below along with the prescribed fees. If any student is unable to be present himself / herself at the time of admission / counseling, he / she can be represented by a duly authorized person provided all the requisite original certificates are produced and fees are paid.
- h) The Admission Committee shall carryout the admission process as per the omnibus merit list and selection list by verifying the original documents such as marks cards, caste certificate and other relevant records and shall record every admission made for the U.G. Programme/s under different categories, issue the admit card along with the fee challan with an instruction to the candidate to pay the prescribed fee in a designated bank.

**Fee Chart** and the **Seat Matrix** for each Programme shall be notified by the University.

### 8. PROCEDURE FOR FILLING UP OF VACANT SEATS:

If any seat falls vacant due to non-availability of applications, lack of any other eligible candidates in different categories such as SC, ST, CAT-I, IIA, IIB, IIIA and IIIB shall be filled up by taking the candidates from the next category in the sequential order of SC, ST, CAT-I, IIA, IIB, IIIA, IIIB & GM in proportion to percentage of reservation to the respective categories subject to a minimum of one seat.

### 9. DOCUMENTS TO BE PRODUCED AT THE TIME OF COUNSELING:

|   |   |
|---|---|
| <b>SSLC Marks Card</b>                        | SSLC or 10 <sup>th</sup> Std. or Equivalent Examination Marks Card.   |
| <b>PUC II Marks Card</b>                      | PUC II Year or Equivalent Examination Marks Card.   |
| <b>Caste / Income Certificate</b>             | Candidates claiming reservation benefit should produce a Caste Certificate in Form 'D' in case of Scheduled Castes and Scheduled Tribes; in Form 'E' in case Category-1; a Caste/ Income Certificate in Form 'F' for Other Backward Classes such as 2A, 2B, 3A and 3B, issued by the concerned Jurisdictional Tahasildar, in accordance with the Government order No Sa Ka E 225 BCA 2000, dated 30 <sup>th</sup> March 2002, as amended from time to time.                   |
| <b>Study Certificate</b>                      | Study Certificate to show that the candidate has studied in Karnataka for a minimum period of SEVEN years from 1 <sup>st</sup> standard to 12 <sup>th</sup> standard or qualifying examination issued by Head of the institution. Further, School study certificate should be countersigned by the concerned <b>Block Educational Officer (BEO)</b> , Deputy Director of Public Instruction (DDPI) compulsorily. Please Contact Concerned School for BEO/DDPI Office Address. |
| <b>Rural Study Certificate</b>                | Candidates who claim seat under rural category will have to obtain a Rural Study Certificate from the respective school / High School issued by the Head of the Institution which should be countersigned by the concerned Block Educational Officer (BEO).   |
| <b>Hyderabad-Karnataka Region Certificate</b> | Candidates who claim seat under Hyderabad-Karnataka Region should produce a certificate issued by a Competent Authority.  |
| <b>Transfer / Migration Certificate</b>       | Candidates who have been admitted to U.G. Programme should make arrangement to submit their Transfer / Migration Certificate within three months from the date of admission.  |



## **10. ELIGIBILITY FOR SECOND AND SUBSEQUENT SEMESTERS:**

All the Under Graduate Degree Programmes shall have carry-over system. The admission conditions are:

- a) Aggregate of 75% attendance shall be mandatory for each semester and minimum of 65% attendance for each course/paper to appear for semester-end examination. Further, 10% attendance shall be condoned for the students participating / involved in Co-curricular / Extra Curricular Activities like NCC / NSS / Sports / Cultural Activities / Study Tours / Field Work / Data Collection / Seminars, etc. with prior permission of the University, which is in addition to the 5% relaxation attendance on medical ground.
- b) Candidates with aggregate 75% attendance and who has submitted the examination form, but has failed to appear for the semester-end examination, shall also be eligible to seek admission for immediate higher semester.
- c) Candidates not submitted examination form due to unavoidable circumstances, but maintaining Aggregate 75% attendance shall also be eligible for admission to higher semester.
- d) If the candidate appears for II semester-end examination and discontinued for III semester and wishes to take admission for IV semester in future, such candidates shall not be allowed for IV semester. Such candidates shall again seek admission to III semester as per the University schedule. This is also applicable to other odd semester.
- e) A candidate who does not satisfy the requirement of aggregate 75% attendance and 65% in one subject / paper shall not be permitted to take the University examination of that semester and he/she shall seek re-admission to that semester in a subsequent year as per the University Schedule.

## **11. PROGRAMME TRANSFER FEES:**

Programme Transfer Processing Fees of Rs.1000/- (one thousand only) from one programme to another programme, as per eligibility and seat availability.

## **12. ADMISSION CANCELLATION FESS:**

The Candidate shall pay Rs.500/- towards cancelation of admission at any stage of the programme.

### 13. REFUND AND FORFEITURE OF FEES:

| Sl. No. | Percentage of Refund of Fees | Point of time when notice of withdrawal of admission is received in the University   |
|---------|------------------------------|--|
| 1       | 100%                         | 15 days or more <b>before</b> the formally notified last date of admission. The University shall deduct an amount not more than 5% of the fees paid by the students subject to a maximum of Rs.5,000/- as processing charges from the refundable amount. |
| 2       | 90%                          | Less than 15 days <b>before</b> the formally notified last date of admission   |
| 3       | 80%                          | 15 days or less <b>after</b> the formally notified last date admission   |
| 4       | 50%                          | 30 days or less, but more than 15 days, <b>after</b> formally notified last date of admission  |
| 5       | NIL                          | More than 30 days <b>after</b> formally notified last date of admission  |

Candidate who has selected a seat and wish to discontinue for any reason, may cancel his / her seat by submitting the following documents of admission, as per above table to get refund of the paid admission fee, as applicable.

- i) Original Provisional Admission Card
- ii) Original Fee Receipt
- iii) Application for cancellation of seat and refund of fee paid with clear and complete correspondence address.

On receipt of all the above documents, the admission fee paid will be refunded as per the conditions applicable and mentioned in the above table.

### 14. MISCELLANEOUS

- a) No individual communication will be sent to the candidates.
- b) All Admissions made are Provisional. The University reserves the right to approve or cancel the admission.

Sd/-  
**REGISTRAR**