

# **BUSINESS RULES**

## FOR ADMISSION UNDER FN/PIO/CIWG CATEGORIES

### **A. GENERAL**

1. Directorate of University Foreign Relations (DUFR), Jawaharlal Nehru Technological University Hyderabad (JNTUH) offers admissions for 15% supernumerary quota in several academic programs for which admission is on the basis of '**Merit of Marks**' and '**Order of Choices**'.

The admissions are opened to the categories of Foreign Nationals (FN), Persons of Indian Origin (PIO) and Children of Indian Workers in Gulf (CIWG).The academic programs, along with the category-wise intake capacity, are announced in International Students Prospects, <http://www.jntuhdufr.com/>.

2. A candidate chooses and applies to a series of academic programs in a certain order of preference.

In the context of seat allocation, "academic program" refers to the combination of academic program and Institute. For example, 4-year B.Tech. in Computer Science and Engineering at JNTUH CEH is referred to as an "academic program". Another example of an academic program is 4-year B.Tech. in Mechanical Engineering at JNTUH CES; 4-year B.Tech. in Electrical and Electronics Engineering at JNTUH CEJ.

A seat to the highest possible choice of academic program is allocated to the candidate considering the following factors:

- i. The category (FN, PIO, CIWG) of the candidate.
- ii. The position of the candidate in merit list.
- iii. The order of choices of academic programs by the candidate.
- iv. The availability of seats in different seat categories for which the candidate is eligible for.
- v. Other business rules as mentioned in this document and International Student Prospectus.

### **B. ENTITIES**

No agency other than DUFR, JNTUH is responsible for seat allocation. Candidates seeking information / assistance from any agency / agent other than DUFR, JNTUH shall be doing so at their own risk and cost. There is only ONE official DUFR website viz., <http://www.jntuhdufr.com/>.

### **C. CANDIDATES WHO CAN PARTICIPATE IN SEAT ALLOCATION**

Each and every candidate who satisfies eligibility criteria of FN, PIO and CIWG for 15% supernumerary quota of actual sanctioned strength. DUFR allocates seats as per the seat matrix data provided by the participating Institutes. These Institutes provide the seat matrix data taking into consideration the policies applicable to them /decided by them. DUFR is NOT responsible for the seat matrix data.

If a candidate's parent of CIWG category could not produce **Labor Card issued by Ministry of Labor** for **Blue Collar Workers** or **Group C posts** (such as electrician, fitter, vehicle mechanic, machinist, washer man, cook, waiter mess, masalchi, rubber plastic moulder, lower division clerk, carpenter, welder, plumber, turner, workers in building constructions, workers in oil refinery, etc.) in Gulf countries, that candidate may be treated as other categories. In such cases, the fee structure is same as that of other categories. Otherwise, the

terms and conditions of CIWG are applicable for a candidate seeking admission under CIWG category and prescribed by the norms of JNTUH.

#### **D. SEAT ALLOTMENT AND ITS CONFIRMATION**

1. The candidate should report at DUFR, JNTUH with necessary documents and fees for final admission process.
2. The candidate will be allotted a seat as per '**Merit of Marks**' and '**Order of Choices**'.

The marks scored in the following four subjects will be considered for calculating the '**Merit of Marks**

If a Board awards only letter grades or points (GPA) without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board specifying the equivalent marks and submit it at the time of final admission process to allocate seat. In case such a certificate is not provided, the decision taken by the DUFR, JNTUH will be final to convert Letter Grade or GPA to % of marks.

You must order your choices of academic program in the DECREASING order of preferences, so called '**Order of Choices**'. That is, your most preferred one should be the first. The computer program scans from first choice to last choice and allocates a seat if available.

3. If the candidate satisfies with the seat allotment to him/her, he/she has to obtain confirmation letter from Director, DUFR, JNTUH after signing the undertakings. There upon, he/she has to pay Development Fee and Tuition Fee.
4. Failure to pay the Development Fee and Tuition Fee, the candidate has to forgo the confirmed seat.
5. Failure to attend the final admission process will be considered as if the candidate has rejected the offer. Seat will be cancelled if, at any time, any of the documents / certificates is found to be invalid / fraudulent and/or the candidate does not meet all the eligibility norms.

#### **E. SPOT ROUND FOR VACANT SEATS**

1. Any leftover seats in all categories will be pooled to a common category and the seat will be allotted as per '**Merit of Marks**' on the final day of admission process.
2. Only the candidates, who have paid Registration Fee for various categories on respective dates and not allotted a seat, will be considered for spot round.
3. No new candidates will be permitted to register for spot round.

#### **F. REPORTING CENTER FOR DOCUMENT VERIFICATION AND FINAL ADMISSION PROCESS**

1. **Candidates should report in person along with his/her sponsored parent at DUFR, JNTUH** for document verification on the date and time specified for document verification and get the seat confirmed during the final admission process.

2. There is no option of withdraw of an accepted/allotted seat after the announcement of last round of seat allocation.
3. Both the candidate and his/her sponsored parent should sign the final seat allotment letter.
4. Once fees paid, they will not be refunded under any circumstances.

#### **G. REPORTING AT THE ADMITTINGINSTITUTE**

At the conclusion of final admission process and seat acceptance, candidates will have to report at the admitting institute, complete all the admission formalities of the Institute get the admission confirmed and begin the academic session.

#### **H. DOCUMENT VALIDITY /VERIFICATION**

1. During the process of document verification, if the mismatch between the documents submitted to the DUFR, JNTUH and produced by the candidate is found to be due to willful forgery / act of cheating, offer of admission will be withdrawn and the candidate is debarred from final seat allocation.
2. For candidates whose category documents is found to be invalid OR who do not produce a (valid) category documents, offer of admission will be withdrawn and the candidate is debarred from final seat allocation.
3. Candidates whose admission is cancelled for any reason whatsoever become ineligible to appear to DUFR, JNTUH in subsequent years.

#### **I. SOCIAL RESPONSIBILITY**

All the students, who are seeking admission under DUFR, JNTUH, should respect Indian Culture and its Integrity. All should be held responsible for Indian National Security. None should involve in anti-social activities. If anyone found guilty, he/she will be punished according to Indian Penal Code.

#### **J. S-FORM AND C-FORM GENERATION**

The admitted candidates should report to the office of the DUFR on the following dates to get Firm Admission Letter to report to the concerned Units/College of JNTUH and also for **S-form** generation to report to FRRO.

Foreign Nationals: **1.07.2019**

PIO & CIWG: **02.07.2019**

**C- Form** will be generated only for the students admitted into campus hostels of ISH & RSQ2 only as per the dates fixed by DUFR.

The commencement of classes will be from **03.07.2019**.

#### **K. LAST-PHASE COUNCELLING**

If any candidate does not get the seat in the first-round of counciling, he/she can reappear for the last-phase counciling on **15-07-2019** for available seats in the constituent colleges, JNTUH CEH, JNTUH CES and JNTUH CEJ.

## **CHECK LIST FOR FOREIGN NATIONALS (FN)**

**For the verification of documents, the candidate should submit all the original documents and one set of Xerox copies in the following order only.**

1. Provisional Admission Offer Letter issued by DUFR, JNTUH along with any conditional documents to be submitted as mentioned in deficiencies of the Call Letter issued.
2. Proof of date of birth. (Secondary Education Board or Class X or its equivalent or any certificate issued by the Government authorities).
3. Marks Memo of 10+2 or its equivalent examination. Provisional Certificate of 10+2 (if any).
4. Transfer Certificate or Migration Certificate (if any).
5. Applicant's Passport (Nationals of Nepal who do not have Passport, Authenticated Citizenship Card is to be submitted).
6. TOFEL/GMAT/IELTS/SAT Score certificate (if any).
7. Two passport size photographs.
8. Medical certificate as mentioned in **ANNEXURE - IV**.
9. Proof of Registration fee paid.
10. Tuition Fee of USD \$ 3500 (for SAARC countries, USD \$ 1750) or its equivalent amount in Indian rupees: A demand draft drawn on or before **25.06.2019** in favor of **Registrar, UFR, JNTUH**.
11. Development Fee of USD \$ 1000 (for SAARC countries, USD \$ 500) or its equivalent amount in Indian rupees: A demand draft drawn on or before **25.06.2019** in favor of **Director, UFR, JNTUH**.

**Note-1:** Any one of TOFEL/GMAT/IELTS/SAT Score certificates are missing, the student must give undertaking to attend bridge course for a period of two months conducted by DUFR, JNTUH. The fee is USD \$ 200. The students, who secure 60% of end exam in Bridge course, are exempted from TOFEL/GMAT/IELTS/SAT Score.

**Note-2:** If any supporting documents are in Language other than English, attested translated copy of the documents in English must also be provided. Attestation of the Certificates must be done by one of the following:

- Indian embassy at the Student's country, OR
- Student's Country Mission in India, OR
- Ministry of Education in Student's Country.

**Note-3:** If you have not taken demand draft the tuition fee and development fee can be paid through challan obtained from DUFR.

## **CHECK LIST FOR PERSONS OF INDIAN ORIGIN (PIO)**

**For the verification of documents, the candidate should submit all the original documents and one set of Xerox copies in the following order only.**

1. Provisional Admission Offer Letter issued by DUFR, JNTUH along with any conditional documents to be submitted as mentioned in deficiencies of the Call Letter issued.
2. Proof of date of birth. (Secondary Education Board or Class-X or its equivalent or any certificate issued by the Government authorities).
3. Marks Memo of 10+2 or its equivalent examination. Provisional Certificate of 10+2 (if any).
4. Transfer Certificate or Migration Certificate.
5. Applicant's Passport along with PIO/OCI Card
6. TOFEL/GMAT/IELTS/SAT Score certificate (if any).
7. Two passport size photographs.
8. Medical certificate as mentioned in **ANNEXURE - IV**.
9. Proof of Registration fee paid.
10. Tuition Fee of USD \$ 3500 or its equivalent amount in Indian rupees: A demand draft drawn on or before 25.06.2019 in favor of Registrar, UFR, JNTUH.
11. Development Fee of USD \$ 1000 or its equivalent amount in Indian rupees: A demand draft drawn on or before 25.06.2019 in favor of **Director, UFR, JNTUH**.

**Note-1:** Any one of TOFEL/GMAT/IELTS/SAT Score certificates are missing, the student must give undertaking to attend bridge course for a period of two months conducted by DUFR, JNTUH. The fee is USD \$ 200. The students, who secure 60% of end exam in Bridge course, are exempted from TOFEL/GMAT/IELTS/SAT Score.

**Note-2:** If any supporting documents are in Language other than English, attested translated copy of the documents in English must also be provided. Attestation of the Certificates must be done by one of the following:

- Indian embassy at the Student's country, OR
- Student's Country Mission in India, OR
- Ministry of Education in Student's Country.

**Note-3:** If you have not taken demand draft the tuition fee and development fee can be paid through challan obtained from DUFR.

## **CHECK LIST FOR CHILDREN OF INDIAN WORKERS IN GULF (CIWG)**

For the verification of documents, the candidate should submit all the original documents and one set of Xerox copies in the following order only.

1. Provisional Admission Offer Letter issued by DUFR, JNTUH along with any conditional documents to be submitted as mention in deficiencies of the Call Letter issued.
2. Proof of date of birth. (Secondary Education Board or Class-X or its equivalent or any certificate issued by the Government authorities).
3. Marks Memo of 10+2 or its equivalent examination. Provisional Certificate of 10+2 (if any).
4. Proof showing at least five years of education inclusive of 11th&12<sup>th</sup> or equivalent, in a foreign country during the last8years and must pass the qualifying examination from abroad.
5. Transfer Certificate or Migration Certificate.
6. Applicant's Passport.
7. Sponsored Parent's Passport.
8. Bank account statement for last six months of the financial supporter with attestation.
9. Certificate from the company/ organization as proof that parent is working in Gulf Country.
10. Letter from Embassy.
11. Copy of Parent's Work Permit or Labour Card issued by the Ministry of Labour, Internet downloaded Labour cards or Screenshots are not acceptable.
12. Two passport size photographs.
13. Medical certificate as mentioned in **ANNEXURE - IV**.
14. Proof of Registration fee paid.
15. Tuition Fee of USD \$ 3500 or its equivalent amount in Indian rupees: A demand draft drawn on or before 25.06.2019 in favor of Registrar, UFR, JNTUH.
16. Development Fee of USD \$ 1000 or its equivalent amount in Indian rupees: A demand draft drawn on or before 25.06.2019 in favor of **Director, UFR, JNTUH**.

**Note-1:** Any one of TOFEL/GMAT/IELTS/SAT Score certificates are missing, the student must give undertaking to attend bridge course for a period of two months conducted by DUFR, JNTUH. The fee is USD \$ 200. The students, who secure 60% of end exam in Bridge course, are exempted from TOFEL/GMAT/IELTS/SAT Score.

**Note-2:** If any supporting documents are in Language other than English, attested translated copy of the documents in English must also be provided. Attestation of the Certificates must be done by one of the following:

- Indian embassy at the Student's country, OR
- Student's Country Mission in India, OR
- Ministry of Education in Student's Country.

**Note-3:** If you have not taken demand draft the tuition fee and development fee can be paid through challan obtained from DUFR.

<b>MEDICAL CERTIFICATE (to be issued by a Registered Medical Practitioner)</b>				
<b><u>GENERAL EXPECTATIONS</u></b>				
Candidates should have good general physique. In particular,				
a)	Chest measurement should not be less than 70 cm, with satisfactory limits of expansion and contraction.			
b)	Vision should be normal. In case of defective vision, it should be corrected to 6/9 in both eyes or 6/6 in the better eye. Colour blind and unioocular persons are restricted from admission to certain courses.			
c)	Hearing should be normal. Defective hearing should be corrected.			
d)	Heart and lungs should not have any abnormality and there should be no history of mental illness and epileptic fits.			
<b>1</b>	Name of the candidate:			
<b>2</b>	Identification Mark (a mole, scar or birthmark), if any			
<b>3</b>	Major illness/operation, if any (specify nature of illness/operation)			
<b>4</b>	Height in cm:	Weight in kg:	Blood Group:	
<b>5</b>	Past History	(a) Mental illness (b) Epileptic Fit		
<b>6</b>	Chest (a) Inspiration in cm		(b) Expiration in cm	
<b>7</b>	Hearing			
<b>8</b>	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness
<b>9</b>	Uniocular vision			
<b>10</b>	Respiratory System			
<b>11</b>	Heart	(a) Sounds	(b) Murmur	
<b>12</b>	Abdomen (a) Liver (b) Spleen	Hernia	Hydrocele	
<b>13</b>	Any other defects:			
	<b>Certificate of Medical Fitness</b>			
	<input type="checkbox"/> The candidate fulfils the prescribed standard physical fitness, medical fitness and is FIT for admission to Engineering/Architecture/ Pharmaceutics/ Science Course <input type="checkbox"/> The candidate does not fulfil the prescribed standard of physical fitness/medical fitness and is unfit/temporarily unfit for admission due to following defects:  <hr/> <hr/>			
	Name of the Doctor	Signature	Registration number	Seal