

BUSINESS RULES

FOR ADMISSION UNDER FN/PIO/CIWG CATEGORIES

A. GENERAL

1. Directorate of University Foreign Relations (DUFRR), 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.

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 DUFRR, JNTUH is responsible for seat allocation. Candidates seeking information / assistance from any agency / agent other than DUFRR, JNTUH shall be doing so at their own risk and cost. There is only ONE official DUFRR 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. DUFRR 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. DUFRR 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, washerman, 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 a special NRI under CIWG category. 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 DUFRR, 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**': (1) Mathematics, (2) Physics, (3) Chemistry, and (4) English. If the marks awarded in a subject is NOT out of 100, then the marks will be scaled (up or down) to 100 so that the total aggregate marks is out of 400. The percentage of marks will be calculated to the accuracy of two decimals. For instance, if the candidate secures 84/100 in Mathematics, 73/100 in Physics, 65/100 in Chemistry and 89/100 in English, his/her percentage of marks will be 77.75%.

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 DUFRR, 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, DUFRR, 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 ADMITTING INSTITUTE

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.

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. Call Letter issued by DUFR, JNTUH along with any conditional documents to be submitted as mentioned in PS 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 (Nationals of Nepal who do not have Passport, Authenticated Citizenship Card is to be submitted).
6. Sponsored Parent's Passport.
7. Last six months Bank statement of the financial supporter with attestation.
8. TOFEL/GMAT/IELTS/SAT Score certificate (if any).
9. Two passport size photographs.
10. Medical certificate as mentioned in **Annexure - 6**.
11. Registration Fee of USD \$ 200 or its equivalent amount in Indian rupees: A demand Draft drawn as soon as receipt of **Call Letter** in favor of Registrar, UFR, JNTUH.
12. Tuition Fee of USD \$ 3500 (for SAARC countries, USD \$ 1750) or its equivalent amount in Indian rupees: A demand draft drawn on or after 25.06.2018 in favor of Registrar, UFR, JNTUH.
13. Development Fee of USD \$ 1000 (for SAARC countries, USD \$ 500) or its equivalent amount in Indian rupees: A demand draft drawn on or after 25.06.2018 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.

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. Call Letter issued by DUFR, JNTUH along with any conditional documents to be submitted as mentioned in PS 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. Sponsored Parent's Passport.
7. Last six months Bank statement of the financial supporter with attestation.
8. TOFEL/GMAT/IELTS/SAT Score certificate (if any).
9. Two passport size photographs.
10. Medical certificate as mentioned in **Annexure - 6**.
11. Registration Fee of USD \$ 200 or its equivalent amount in Indian rupees: A demand Draft drawn as soon as receipt of **Call Letter** in favor of Registrar, UFR, JNTUH.
12. Tuition Fee of USD \$ 3500 or its equivalent amount in Indian rupees: A demand draft drawn on or after 25.06.2018 in favor of **Registrar, UFR, JNTUH**.
13. Development Fee of USD \$ 1000 or its equivalent amount in Indian rupees: A demand draft drawn on or after 25.06.2018 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.

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. Call Letter issued by DUFR, JNTUH along with any conditional documents to be submitted as mention in PS 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 & 12th or equivalent, in a foreign country during the last 8 years 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 as mentioned in **Annexure-4**.
10. Letter from Embassy as mentioned in **Annexure-5**.
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 - 6**.
14. Registration Fee of USD \$ 200 or its equivalent amount in Indian rupees: A demand Draft drawn as soon as receipt of **Call Letter** in favor of Registrar, UFR, JNTUH.
15. Tuition Fee of USD \$ 3500 or its equivalent amount in Indian rupees: A demand draft drawn on or after 25.06.2018 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 after 25.06.2018 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.

FORMAT FOR LETTER FROM EMBASSY
(In the Letter head of the Embassy office)

No.

Dated:

This is to certify that.....(Sponsor's Name).....
holder of Indian Passport No..... dated issue date and Place
of Issue is residing in this country since.....He/She is a Non-
Resident Indian.

(Signature, Designation & Seal of the Issuing Authority)

FORMAT FOR THE EMPLOYER CERTIFICATE
(In the letter head of the Company/Organization)

No.

Dated:

This is to certify that..... (Sponsor's Name).....
holder of Indian Passport No.....dated.....issued
at.....Place of Issue).....is an employee of our
Company/Organization since..... (Date of Joining)..... In the
Position of..... (Designation) and drawing a monthly salary
of.....

This certificate is being issued upon his/her request for the purpose of college admission
for his/her son/daughter.

(Signature, Designation & Seal of the Issuing Authority)

MEDICAL CERTIFICATE (to be issued by a Registered Medical Practitioner)					
<u>GENERAL EXPECTATIONS</u>					
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 unocular 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.					
1	Name of the candidate:				
2	Identification Mark (a mole, scar or birthmark), if any				
3	Major illness/operation, if any (specify nature of illness/operation)				
4	Height in cm:	Weight in kg:		Blood Group:	
5	Past History	(a) Mental illness (b) Epileptic Fit			
6	Chest (a) Inspiration in cm		(b) Expiration in cm		
7	Hearing				
8	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness	Unocular vision
9	Respiratory System				
10	Nervous System				
11	Heart	(a) Sounds		(b) Murmur	
12	Abdomen (a) Liver (b) Spleen	Hernia		Hydrocele	
13	Any other defects:				
Certificate of Medical Fitness					
<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:					

Name of the Doctor		Signature		Registration number	
				Seal	