

ORDINANCE - REGISTER OF THE STUDENTS

1. The Registrar shall maintain a Register of all Under-graduate and Post-graduate students studying for various University Examinations in the University and its institutions and those carrying on research for their Ph.D Programme in the University.
2. The Register shall contain in respect of each student the name of the student in full with complete address, the name of the father & mother, institution entered, year of admission, particulars of the last examination passed, result of every University Examination with roll number and penalty imposed by the Institution/University, if any etc.
3. On registration, the student shall be provided with a Registration Card through his/her Director/Principal/Head of institution concerned indicating his particulars as entered in the Matric/Higher Secondary certificate including date of Birth, Registration Number under which his/her name has been entered in the Register. The Registration Number allotted to the students shall be quoted by him/her in all subsequent reports concerning the student, and in all applications by that student for admission to a University Examination. A duplicate copy of the Registration Card may be issued on payment of fee as prescribed by the University.

Provided that application for correction in the particulars of the candidates shall be entertained by the Registrar up to three months from the date of issue of the Registration Card without any correction fee. Applications for correction in the particulars received after the expiry of the aforesaid period shall be entertained with a fee as prescribed by the University and supporting documents.

A student applying for change of his name in the Register shall submit his application through the Director/Principal/Head of the institution concerned accompanied by a fee as prescribed by the University, alongwith certificate of change made in the Matric/Higher Secondary Certificate issued by the recognized Board.

The change of name in the Register shall be entertained only if he/she gets his/her name changed on the Certificates on the basis of particulars registered with the University. In case of a woman changing her sir name after marriage, she will submit an affidavit to this effect duly attested by Notary Public.

If a student's name is struck off the rolls of the institution, or he/she migrates to another institution or is rusticated or expelled or disqualified, such a fact shall immediately be reported to the Registrar for record in the Register of Students and for such other action as may be necessary.

4. Every student shall attend his classes on all working days unless he/she is granted leave of absence by the Director/Principal/Head of the Institutions concerned. If a student remains absent from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off the rolls irrespective of the fact that he has paid his dues. Leave of absence allowed to any student, however, will not be taken as a plea for condonation of shortage of Lectures.

5. A student from any other University or from a Board, shall be eligible for admission to the University only on the production of a Migration Certificate showing that the University or the Board has no objection to his joining this University and on payment of such Migration fee as prescribed by the University from time to time.

Provided that the student of Distance Education may either submit the Migration in Original or an affidavit duly attested by Ist Class Magistrate to the effect that he/she will not be appearing any other examination simultaneously from any other University/Board during the relevant session. The Migration to such students will be issued by the University only if a student submits the Migration from other University/Board.

Provided that the condition of production of Migration Certificate shall not apply in the case of students passing their examinations from a foreign University.

Provided further that in case of real hardship, a student may be admitted provisionally, on his/her risk and responsibility, subject to the condition that he/she shall submit his/her Migration Certificate to the University Office by 31st December of the year of admission. If a candidate submits his Migration Certificate after the aforesaid date, he shall be required to pay a late fee as prescribed by the university at the time of submission of his/her Migration Certificate up to 28th February of the year.

If a candidate fails to submit the Migration Certificate even up to 1st March of the year, he/she will not be allowed to appear in the Annual Examination. However, in any hard case, a

candidate can be allowed to appear in the examination provisionally on payment of a late fee as prescribed by the university and on submission of an affidavit signed by the Magistrate First Class to the effect that he/she is not appearing in any other Exams from other University/Board simultaneously. If such a candidate fails to submit his/her Migration Certificate before the declaration of the result, his/her result will be cancelled. However result can be revived within 3 months on payment of fee as prescribed by the University.

Provided further that the above condition shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination) and for the First and Second Trimester Examinations (where there is a Trimester System of Examination). However, the candidate for the Second semester or Third Trimester shall have to follow the procedure prescribed for the candidates appearing under the Annual Examination System.

6. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Institution concerned when he joins, a Registration fee and a continuation fee as prescribed by the University.

7. The Director/Principal/Head of the Institutions shall forward to the Registrar, within one month of the last date for admission or in case of admission with late fee, within one month from the date of actual admission, the names of the students in the prescribed form. In the case of a student who is not already registered with the University, a distinct Registration Number will be allotted after checking the eligibility & other conditions. In a case student is already registered, the Registration fee shall not be payable, but such a student shall pay a Continuation fee as prescribed by the University.

8. Students registered under this Ordinance shall be called "Students of the University". A student who is not registered with this University shall not be admitted to any University Examination.

9. %Inter University Migration:

1. No candidate can claim migration as a matter of right. The competent authority of this University has the right to reject the application without assigning any reason.
2. Application for migration should be submitted to University on the prescribed form, obtainable from the Registration Branch of this University, on payment, alongwith requisite fee.
3. Unless otherwise provided/restricted in any other rules/ordinances/instructions, a student who has joined any College/Institute of another University and wishes to migrate to this University for Professional courses (except MBBS & BDS) will be permitted to do so if:
 - (i) The candidate seeking Migration to 2nd year/3rd Semester fulfills the initial eligibility conditions;
 - (ii) The applicant has valid reason for Migration;
 - (iii) The University from which the candidate is seeking Migration should be recognized by UGC and the course is recognized by the respective Regulating Body/Council;
 - (iv) has obtained No Objection from the Principal of the College from which he/she wants to Migrate as also from the University concerned;
 - (v) has passed first year/1st & 2nd Semester professional examinations;

Provided that any candidate who has passed the first semester examination of the relevant Course and has appeared in the second semester examination may also be considered for migration to the second year/third semester of the course with the stipulation that in the event of having reappear in any paper(s) of the second semester examination as per result declared by the parent University, he will have to clear the reappear papers from this University as per existing syllabi of this University before moving to the **final year** of the course.

Provided further that in case the Re-appear paper (s) with the similar nomenclature or similar contents is/are not available in the first year syllabi of the course of this university, the candidate may opt to appear in some other paper (s) of the first year course which the candidate has/have not qualified at his/her previous institution.

4. Migration will not be considered and allowed after **30th September** of the year.
5. 75% of the Scheme of Examinations and Syllabi of the Course passed by him/her of the University from where the student is seeking Inter University Migration should be similar to that of this University. The similarity of Scheme of Examination and Syllabi will be decided by the Director/Principal/HOD of the institution concerned of this University.
6. The SGPA/CGPA/marks earned/obtained by the student of the University from where he/she is seeking Inter-University Migration shall be taken into consideration in the degree/programme as per rules of this University.
7. Migration will be considered in Second year/Third Semester of the degree course only in the beginning of the Semester/year.
8. Migration fee wherever required will be as fixed by the University from time to time and the Migration Fee once paid by the student will not be refunded in any case.
9. The candidate seeking migration will also fulfill the requirement of the Regulating Body/Council of the course concerned.
10. In hard cases, any of the above provisions can be relaxed by the Vice-Chancellor on merit of each case. **Provided further that since the Syllabus of MMU, Solan and Sadopur are the same, the students seeking migration from any of these Universities may be allowed by the Vice-Chancellor without following the procedure as provided in the Rules.**

11. The rules of Migration to MBBD/BDS course shall be the same as prescribed by the Medical Council of India for MBBS Course and Dental Council of India for BDS course.
12. Students migrating from this University will be governed by the provisions of rules of the University to which he/she is migrating.
13. **Migration from the Maharishi Markandeshwar University to another University.**
 - (i) A student, already registered with this University, may be allowed to migrate to another University or educational institution, outside the territorial jurisdiction of the University and be granted a Migration Certificate on his applying on the prescribed form on paying a fee as prescribed by the University. Migration fee once paid, shall not be refunded even if the candidate, after having applied for Migration Certificate, later on withdraws his application.
 - (ii) If a student takes a Migration Certificate to join another University, his/her registration of the University shall lapse. However, he may subsequently return with the Migration Certificate issued from that University or return the same Migration Certificate issued by this University to take further examination of the University, in which case he/she shall follow the same procedure and pay the same fee as prescribed for candidates of another University/ Boards migrating to the University and the Registration Number already allotted to him shall be revived.

% Amended vide AC Res. NO. 7 dated 22-3-2012 & BOM Res. No. 5 dated 14-5-2012