



ADMISSION GUIDELINES FOR SESSION 2020-21

The information about the courses offered under various Constituent Institutions and the Teaching Departments of the University along with the details like admission rules, seat intake & minimum eligibility criteria for admission. These details are also displayed on the University Website www.aku.ac.in

- **All admission procedure will be conducted through online www.aku.ac.in**
- **After lockdown students must submit all original documents for verification to counseling department.**
- **Original T.C./Leaving Certificate, Character Certificate and Migration Certificate will be submitted in the allotted constituent institutions or teaching departments.**
- Seats allotment on the basis of marks obtained in the qualifying examination.
- Seats allotment for reserved category will be done as per the ordinance of Dr. A.P.J. Abdul Kalam University which comprises of respective Regulatory Bodies/ Govt. of Madhya Pradesh directives.
- Applicant shall ensure the requirement of minimum educational qualification eligibility and age (if required) at the time of application submission. The admission of applicant will be confirmed only on the fulfillment of minimum educational eligibility criteria and submission of semester/yearly fees.
- At the time of admission confirmation, applicant shall submit original documents of Transfer Certificate, Character Certificate, Migration Certificate, five Passport Photos, online or offline Anti-Ragging affidavit, first semester/year tuition fees, Hostel or Transport Fees (if applicable) and other Fee of University at the Counseling Office of the University. Please note that the verification of all documents will also be carried out in the allotted constituent Institutions or teaching department of University and applicant shall submit two sets of self-attested xerox copies of all the documents.
- Applicant shall ensure to fill correct permanent address, telephone nos., mobile nos., Email Id, Aadhar number and blood group at the time of admission in the Application Form and Online ERP Section.
- University administration can change the admission guidelines time to time which shall be displayed and should be got confirmed from the University Website www.aku.ac.in
- Applicant and parents shall ensure to visit the University website regularly.
- In case of cancellation of admission, candidate needs to apply for cancelation of admission to counseling office of the University before 06 days from the last date of admission and only tuition fees will be refunded after 10% deduction but other fees is non-refundable.

Enclosed following scanned copy of original documents upload in online counseling procedure:

1. Mark sheet of qualifying examination
 2. Mark sheet of Higher secondary examination or 10+2 examination
 3. Mark sheet of 10th examination or secondary examination
 4. Domicile certificate
 5. Caste certificate issued by competent authority (if applicable)
 6. Income certificate issued by competent authority (if applicable)
 7. Percentage/marks conversion authorized documents of respective Board/University (Applicable only in case Grade based mark sheet)
 8. Transfer Certificate/ School Leaving Certificate (If available)
 9. Scanned Copy of Gap-Certificate
 10. Aadhar Card (Both Side)
 11. Scanned Copy of Candidate Signature
 12. Scanned Copy of Candidate Passport Size Photo
- ❖ On recommendation of respective Councils/ Govt. of Madhya Pradesh/ Madhya Pradesh Private University Regulatory Commission, there can be change in University Admission Guidelines 2020-21 for Seat intake capacity, courses, Admission dates and procedure and minimum eligibility criteria. The changes shall be updated regularly and could be seen on University website i.e. www.aku.ac.in from time to time.
- ❖ In case of any dispute, the final decision will be of the Vice Chancellor of Dr. A.P.J. Abdul Kalam University Indore.