

3. A fee Rs.3,300/- per candidate is recommended for readmission if the candidate seeks Readmission before 31st July of the academic year, concerned after the due date, the application shall be considered with a fine of Rs.500/- (i.e., Rs.3300/- + 500/- = Rs. 3,800/-) up to 1st September of the academic year as per Executive Council Resolution No. F— 7, dated 16.02.2010. After September, no application shall either be accepted or notified.

The above fee should be paid by way of" OnLine "A" challans" payable through AB/SBI in any of their branches in to the Head of Account "Academic Branch Fee"

4. AB": SVU ACADEMIC SECTION FEE ACCOUNT No.: 103210100020320
5. SBI : SVU ACADEMIC SECTION FEE ACCOUNT No. : 3573994907
6. Further, the candidates seeking late admission/ late readmission be informed that late admission will be granted entirely at their own risk and they should not claim at a later date the late admission as a ground for condonation of shortage in attendance. A WRITTEN UNDERTAKING from the candidates so admitted shall be obtained to the effect that they shall not put forth their late admission as a plea for claiming condonation of shortage in attendance.
7. The candidate admitted/readmitted should put in attendance continuously for 20 working days after admission/readmission to keep his name on rolls. Otherwise, the candidate forfeits the seat and no claim for admission/readmission will be entertained.
8. The principal can consider readmission into second and third year of the courses upto 20% over and above the sanctioned strength in each course. In respect of first year degree course without specific prior approval of the University, the number should not exceed the sanctioned strength of a particular combination/course and obtain necessary ratification for such admission from the University.

FEES TOBE COLLECTED FROM THE STUDENTS AND SENT THE UNIVERSITY

The following fee has to be collected from each student at the time of admission and sent to the University. The fee has to be paid through **online Challan System** “Academic Branch Fee” payable in SBI /AB, of any branch, and submit, immediately, but not later than **10.10.2017** along with the dully filled in Return of Matriculates in forms 1(b) and 1(c) in duplicate without fail. The above instructions are to be strictly adhered to, while making admissions and no deviation will be allowed and no exemptions under any circumstances will be granted no collection of any additional fee shall be allowed by any college/management.

The Academic Schedule is received from the Commissioner and Director of Collegiate Education, Govt. of Andhra Pradesh, Hyderabad, the same is enclosed for your kind information and necessary action (vide Appendix-D).

(RESERVATION POLICY SHALL BE FOLLOWED SCRUPULOUSLY TO ALL CATEGORIES AS PRESCRIBED BY THE GOVERNMENT OF ANDHRAPRADESH.)

The receipt of this letter together with its enclosures may kindly be acknowledged.

Yours faithfully,
Sd/-M.DEVARAJULU
REGISTRAR

APPENDIX TO STANDING COMMITTEE OF ACADEMIC SENATE ITEM No.7

Thu following recommendations are made with effect from 1998-99:

1. The principals of the affiliated Colleges be permitted to give readmission to the students of the if respective Colleges into first, second and third year of the degree courses in the beginning of the academic year as per following guidelines.
 - i. For first year, readmission can be considered subject to availability of se8ts.
 - ii. The principal should satisfy himself /herself with the genuineness of the case of the student seeking readmission acquiring additional academic diploma / Certificate/ Skill etc., on examination of the original term facets issued by the concerned Institutions. In such cases the principals can admit the candidates and request for ratification of the action taken by them.
2. z) With regard to readmission of: students having other than genuine academic reasons, the principals should seek prior permission of the University by referring the cases with all facts for consideration.

Production of Certificates

A student applying for admission to a college will not be admitted unless he/she produces in original his/her provisional pass certificate of the Board of Intermediate Education of Andhra Pradesh or a certificate recognized by the University as equivalent thereto, and Transfer Certificate. Admission basing on only marks statements will not be entertained.

Migration Certificate

A student who studied elsewhere in Andhra Pradesh State and seeking admission in any college affiliated to S.V.University has to produce a Migration Certificate from the University / Board in which he/she studied at the time of admission itself.

Date of Admission

A student shall be deemed to have been admitted in a College as soon as his/her application has been finally accepted by the principal and the prescribed fee as required by the College, has been paid by him/her within the time allowed by the principal.

Transfer Certificate

Any student admitted in a college, shall not subsequently be admitted in any other college without production of a Transfer Certificate from the Principal of the College where he/she had last studied. Instructions have to be followed strictly in preparing attendance certificate and condonation application.

Condonation of Attendance

Each student should put in 75% of attendance on the total working days of the College for promotion to the next class and also to write the University examinations. Candidates are eligible for condonation of attendance, if, they have put in 50% of attendance on the total working days of the College, and pay the following fee along with the condonation application together with the recommendations of the concerned Principals and submit the same to the Controller of Examinations before commencement of examination for promotion to the next class and also to write the University examinations.(Vide R.O.C. Mo. B.IV(1)/Fee Enhance/2011, Dated 28-06-2011 issued by the Controller of Examinations).

- (a) First 5 working days at the rate of Rs.95/- per day.
- (b) Beyond first 5 working days and below one-month Rs.95/- per day.
- (c) Beyond 30 working days Rs.140/- per day.

Provided, however, the students who could not put in minimum of 50% of attendance are required to make up the deficiency of attendance during the next academic year and get themselves eligible for condoning the shortage in the required 75% of attendance on the recommendations of the principal. Such candidates whose shortage in attendance is condoned are eligible to appear for the supplemental examinations and eligible to study higher courses.

LANGUAGE EXEMPTION PART - I (b)

The candidates have to study the languages for which the University had granted affiliation under Part - I(b), since the University is not granting exemption from putting in attendance in any language chosen under Part - I (b) for which medium of instruction is not being offered in the college for that language.

NOTE: Please inform the above rule to the candidates before admitting them into 1st Year of Three-Year Degree Courses and follow it strictly and scrupulously.

The Rules of admission issued by the State Government from time to time should also be followed while making admissions.

Candidates who discontinued their courses and for completion of the course, such candidates will be permitted to join again in the same college or any other College on transfer on genuine and valid grounds within the stipulated period and by paying the requisite fee.

The prescribed Printed Forms of Return of Matriculates under Regulation I(b) and I (c) of Chapter XXVI (Register of Matriculates) of the Laws of the University are sent herewith. It is requested to return them after being duly filled in duplicate to this office not later than on or before 10.10.2017 after carefully making necessary entries therein along with prescribed fees collected from the students as detailed under the head - "Fees to be collected from the students and sent to University" (vide page No.8). The names of the students should be arranged ALPHABETICALLY group-wise, course-wise, gender-wise, caste-wise and sent to the University both in the form of hard & soft copies in a CD along with the filled in printed forms. The Return of Matriculates, sent in piecemeal, will not be considered. The Return of Matriculates should also include the re-admission category students into first year.

The formats of I(b) & I(c) are uploaded in the University Website www.svuniversity.ac.in, which may be verified and downloaded.

Failure to submit the Return of Matriculates in the prescribed format, by the Colleges in time, shall bear the risk of the students not being registered for the University Examinations and the matter will be viewed seriously.

The following are the additional instructions to the principals to be followed at the time of admissions and maintenance of condonation of attendance.

Admitting Authority

The Principal of the College is responsible for selection and admission of students in the college. Admission of students to a college will ordinarily be made on merit basis, on marks obtained in the qualifying examination or the examination recognized by the University duly following the Rules of Reservation for SC, ST, BC, Women candidates etc., as per the latest orders of the Govt. of A.P., and subject to such other directions as may be issued by the University from time to time.

- d) Please avoid sending attendance certificates in piece-meal. Attendance certificates in respect of candidates of any one course may be sent at a time consolidate.

APPLICATIONS FOR CONDONATION OF SHORTAGE IN ATTENDANCE -

1. All applications for condonation of shortage in attendance should be sent to the Controller of Examinations so as to reach the University 16 clear days before the commencement of the concerned University Examinations.
2. All columns in the condonation application should be filled in. In previous years, some colleges have given only the total number of days attended by the candidates. The columns in the application require the particulars for each month separately. Hence, month-wise particulars should be given.
3. Principal's office should check up all the details in the applications before sending them to the University for consideration.
4. There should not be any over-writing in the application.
5. Principals are advised to send all condonation application forms to the University with their recommendations. They need not retain any application with them even though the shortage is beyond condonation limits.
6. Principals are advised to inform the candidates well in advance about the shortage in attendance and collect their applications, medical certificates and fees, and forward them to the Controller of Examinations before declaration of the holidays in the college, in the event of any unforeseen circumstances prevailed.

PROMOTION: -

Candidates who have fallen shortage of 75% attendance and on whose behalf the condonation applications are not f o r w a r d e d are not eligible for promotion to the next higher Class. Such candidates should repeat the course in the same class in the next academic year and shall take the examinations after putting in the required 75% of attendance.

The candidates who studied first/second year (under semester examination scheme) and whose shortage of attendance was not condoned by the University are not eligible for promotion to next higher class. They should rejoin in the same class in the next academic year to study for First, Second or third terms as the case may be, to make good their deficiency upto 75% of the previous year's attendance (i.e. the difference between the 75% of the total number of working days of that college and the number of days attended by the candidates during that academic year) and also such candidates while appearing for the examination must produce a certificate to the effect that they have completed 75% of attendance..

No further condonation will be granted in the subsequent year for these candidates. Such candidates, after putting in the required days of attendance in the next academic year, are eligible for promotion to next higher class.

Hence the Principals are requested to strictly adhere to the list of approved Examinations conducted by various institutions as furnished in Appendices - A & B. For any clarification, please address the University and on obtain clarification from the University to admit such candidates. Any violation will be viewed seriously and the concerned managements are liable for any action to be initiated by the University and admissions shall be cancelled forthwith and such candidates will not be allowed to write the University Examination.

Recently the Commissioner & Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad, in his letter Rc.No.30062012/ERTW-III&IV, dated: 30.06.2012 has informed this office that the BIE is the only competent authority to issue equivalency certificates to those who have passed their 10+2 course from other state/countries and who want to pursue their further studies in AP and equivalency certificate should compulsorily be obtained by the candidates of other state/countries of 12th standard and no organization should make admissions without the equivalency/eligibility certificates issued by the BIE. The copy of which was already endorsed vide this office Endt.CI (3)/BIE/2012, date: 04.08.2012.

ATTENDANCE CERTIFICATES:

It is mandatory on the part of the principal of every college to send Attendance Certificates to the Controller of Examinations as detailed below.

- a) Attendance certificates must be sent to the Controller of Examinations so as to reach the University 16 clear days before the commencement of the concerned University Examinations.
- b) The names in the consolidated attendance certificate should be arranged as follows: -
 1. In the case of B.A., and B.Sc., Degree Courses, names should be arranged according to the optional subjects chosen by them. For example, the names in Political Science group should be given in one place. The name under each group should also be sub-divided according to the Medium chosen by them for Examination. As far as possible, names under each group should be arranged in alphabetical order.
 2. In the case of B.Com., Degree Course, the names of candidates should be arranged in alphabetical order only in case of First- and Second-Year courses. In respect of Third Year Course, the names may be sub-divided basing upon the Special Subjects offered.
 3. In the case of first- and second-year courses, it is desirable that the language selected by the candidates under Part-I(b) is noted against each name.
 4. Where there are two similar names with the same initials, the initial be expanded and it is necessary that the name of the father of each student is given in brackets for easy identification.
- c) Attendance certificates should be sent to the University in respect of candidates whose applications have been forwarded by the principals. For the candidates having 75% attendance and not appearing for the University Examinations during this academic year, a separate list of such candidates, has to be sent to the University, showing the number of days attended by each candidate, against the name of the candidates.

CERTIFICATE

I _____

PRINCIPAL, _____ COLLEGE, _____

hereby certify that all the admissions made to the courses in this college during the academic year 2017-18 are in accordance with the Rules of admissions to the -----

_____ courses, communicated by the Registrar, Sri Venkateshwara University, Tirupati, in his Letter No. CI (3) / Academic Schedule / 2017-18, dated.

PLACE

SIGNATURE OF THE PRINCIPAL

DATE:

(With the Seal)

No candidate shall be admitted into any course /combination of subjects over and above the sanctioned strength without the prior permission of the University. Such extra (irregular) admissions will not be ratified by the University and the Principal and the Correspondent of the College will be held responsible, if he/she makes extra admissions without the knowledge of the University and a list of such candidates will **not be permitted to appear for the University Examinations at a later date.**

THE EXECUTIVE COUNCIL WILL VIEW SERIOUSLY ANY VIOLATION OF RULES BY THE COLLEGE BY ADMITTING STUDENTS TO A COURSE OR COMBINATION NOT SANCTIONED BY THE UNIVERSITY OR ADMITTING MORE THAN THE SANCTIONED STRENGTH AND THE PENALTY FOR SUCH VIOLATION WITH REGARD TO THE SANCTIONED STRENGTH, SANCTIONED COMBINATION OF SUBJECTS BESIDE CANCELLATION OF ADMISSIONS MADE, MAY BE a levy of fine Rs.50,000/- OR MORE (BOARD OF MANAGEMENT RESOLUTION NO. (D-8), DATED 18- 12-1993.

RECOGNITION OF QUALIFYING EXAMINATION i.e., INTERMEDIATE EXAMINATION / PUC EXAMINATION OR EQUIVALENT THERETO:

It is noticed that some of the Principals of the Colleges are admitting the candidates in BA/B.Com. /B.Sc. / Oriental Titles who passed the qualifying Examination conducted by the Institutions which are not recognized by the University and the above facts are brought to the notice of the University, at the time of conduct of University Examination causing much inconvenience and embarrassment to the authorities.

More care is necessary in the scrutiny of applications for admission and while making admissions it should be specified that the **ADMISSION IS PROVISIONAL ONLY** pending verification of documents inclusive of the marks list and pass certificates in original. If they are found incorrect, the provisional admission made, shall be cancelled at any time point out during the course. Admission shall only be made on the basis of marks obtained in the qualifying examination but on the basis certificate that he/she passed the examination.

Please verify the genuineness of the National Open School certificates and admit the genuine certificate holders (Original pass certificate holders only) and the Degree College Principals have to give an undertaking on the genuineness of the Senior Secondary School Examination Certificate issued by the National Open School, New Delhi to the University.

Attested Xerox copies of the certificates of the above candidates may be sent to the University for Verification soon after the last date of admissions are finalized. In case the certificates of the above candidate are found to be bogus, the University reserves its right to cancel the admissions of such candidates forthwith and they will not be permitted for the University Examination and criminal action will be initiated against such candidates. The admissions made into all the courses shall be sent to university by the concerned Principal of the college **on or before 10th October 2017**. If they are not received by the date an intimation will be sent to controller of examinations not allow for examinations/issue of hall tickets.

Therefore, the Principals should verify the admissions made by them soon after they are finalized and have to furnish a certificate in the proforma as given hereunder to this Office after thoroughly satisfying themselves about their correctness. In cases where the admissions were made during the tenure of their predecessors, the **PRINCIPALS SHOULD INVARIABLY REVIEW ALL SUCH ADMISSIONS AND THEN SEND A CERTIFICATE AS FURNISHED BELOW TO THIS OFFICE**. It may please be noted that the responsibility for the irregularities in admissions shall be fixed on the principals who actually signed the Certificate about correctness of the admissions.

After completion of admissions, please send the names of candidates in the form of Return of Matriculates under Reg. I(b) and I(c) in the admitted Gender-wise, Caste-wise together with copies of the marks statements particulars of sanctioned strength etc., Course-wise and Group-wise to this office within 30 days after the last date of admissions, to ratify the action taken by the principals. The late fee intended for late admissions has to be collected from such candidates and remit to the University through on-line challan system payable in AB / SBI along with other fees payable to the University.

Students cannot claim late admissions as plea for condemnation of shortage of attendance at a later date. They should satisfy attendance requirements to take the University examinations as per rules. The Accounts Nos. are shown below. A format for furnishing the particulars of students which are being frequently required by the various Institutions/Organisations is sent herewith for furnishing the same duly filled in.

AB: SVU ACADEMIC SECTION FEE: Account No. 103210100020320 SBI: SVU ACADEMIC SECTION FEE: Account No. 31573994907

The following eligibility criteria may please be noted carefully while admitting the students into various courses of study:

a) For admission into B.A., / B.Sc., Math's / Computer Science combinations, Candidates should have studied Mathematics at the qualifying examination.

b) For admission into B.Sc., Degree Course with Biology/Zoology/Biochemistry Sericulture/Chemistry/Microbiology/Bio-Technology as one of the subjects under Part-II candidates should have passed Biology, Physics and Chemistry in the qualifying examination.

c) For admission into B.Sc., (Home Science) Degree course, candidates should have studied Physical Sciences or Biological Sciences at the qualifying examination. For admission into B.Com., Degree course, priority should be given to the students who passed Commerce/Arts subjects in the qualifying examination, though all are eligible.

d) For admission into B.A., Degree course, priority should be given to the students who passed Arts subjects in the qualifying examination, though all are eligible.

e) For admission into BBA., Degree Course, priority should be given to the students who passed Commerce subject in the qualifying examination, though all are eligible.

f) For admission into First B.C.A., Degree Course, Priority should be given to the students of Science Subject in the qualifying examination i.e., Intermediate or equivalent examination though all are eligible.

g) For admission into B.Sc., Food Technology and Management, students of Intermediate or equivalent thereto recognized by the University with Mathematics, Physics and Chemistry / Biology, Physics and Chemistry / or equivalent courses like Dairy Technology.

Verification of original marks lists/certificates should be strictly done at the time of making admission to various courses of study.

ST / BC category candidates have to be admitted in the seats reserved for them. Seats shall also be reserved as per the Reservation Rules for the candidates under the categories of NCC, Physically / Visually Challenged, Sports and Games and Children of Armed Personnel. Latest Government Orders in respect of reservation of seats in admission to various categories have to be followed.

A vacancy under SC goes to ST and vice-versa, if sufficient SC & ST candidates are not available and the left-over seats may be converted to OC category.

A vacancy under BC group goes to any other BC group on the merit basis, if sufficient BC candidates are not available and the left-over seats may be converted to OC category.

Physically and Visually Challenged (PH / VH) Category

PH/VH candidates should enclose the attested copy of the certificate issued by the Medical Board of District Headquarters Hospital or General Hospital of a Medical College. The Certificate should indicate the nature and extent of disability.

At the time of admission, a physically and visually challenged candidate must submit the original PH/VH Certificate. Admission will be made on the basis of the percentage of disability as assessed by the Medical Officer. A physically / visually handicapped candidate will not be admitted into a course if the handicap does not allow him to pursue the course to a reasonable extent. If there is no suitable candidate under PH/VH category, the seat will be filled with a candidate of open category.

Children of the Armed Personnel (CAP) seats:

The following priorities shall be drawn up with regard to the children of armed personnel.

1. Children of Ex-Servicemen killed in action.
2. Children of Ex-servicemen disabled in action and permanently incapacitated as a result thereof.
3. Children of Ex-servicemen who have received Gallantry Awards in the following order a) ParamvirChakra b) Ashok Chakra c) Mahavir Chakra (d) Kirti Chakra (e) Vir Chakra (f) Shaurya Chakra (g) Sena / Nao Seana / Vayu Sena Medal (h) Mention in dispatches.
4. Children of Personnel (combatant) irrespective of the rank held by them.
5. Children of other Ex-servicemen or servicemen who are eligible for pension.

If there is more than one candidate in any of the above, the same will be decided on the basis of marks merit.

Reservation for Women: One third of the seats are reserved for women candidates in each category (i.e., OC, SC, ST, BC, PH and L / NL). This rule is not applied if women candidates selected on merit in a category form one third or more of the same category. Absence of adequate number of women candidates in a category cannot be compensated by giving more seats for women in another category.

Candidates, who have passed the instant examination conducted by the Board of Intermediate Education, Government of Andhra Pradesh if any, shall be considered for admission, provided the results are published before the closure of admissions for the academic year 2017-18 and subject to availability of seats. Candidates, who have passed the qualifying examination in compartmental basis are also eligible for admission, but such candidates may be considered for admission, if, seats remain vacant, after admitting all the candidates passed in FIRST ATTEMPT.

Students who have studied the qualifying examination in Telugu/ English/ Urdu/ Tamil Medium need not obtain the minimum of 40% marks in English in order to get admission into the courses which are offered in English medium only. However, first preference should be given to English medium students.

The candidates admitted into the Central Board of Secondary Education and who have passed in instant examinations, are treated as Regular (passed) candidates, instead of treating them as supplementary candidates on merit basis.

Candidates, who have passed the qualifying examination in April/May, 2017 or earlier, are alone eligible for admission during 2017-18.

As already communicated by the University vide Lr.No. CI (3)/DCCP/ADH/2007 dated 27.7.2007, candidates who have passed the DCP/DCCP Examination conducted by the Board of Technical Education and Training, Govt., of Andhra Pradesh are eligible for admission into II Year B.Com., (General as well as Computer Applications) Degree course under lateral entry category over and above the sanctioned strength. They have to seek admission on or before 03.08.2017 with late admission fee subject to the condition that they have to pass the papers of Part-I(b) Second Language and Part-I (c) and one paper under Part-II of I year B.Com., degree examinations before they complete B.Com., degree course and also on fulfillment of other conditions of admission.

The syllabus of Three-Year Degree courses has already been sent to the colleges. However, the above syllabus is accessible in the website of the University www.svuniversity.ac.in for information. In this context, I bring to your notice that the syllabus of BA, BSC, BBA, BCA is revised under semester system of CBCS pattern from the academic year 2015-16 and made available into university website.

Reservation and allocation of seats for SC / ST / BC / Women (in Co-Education Colleges only) / NCC / Physically Handicapped / Sports & Games / Children of Armed personnel etcetc., -ile making admissions in each course, as per Government of Andhra Pradesh rules of recognition 15% seats have to be reserved for Scheduled Castes, 6% of seats have to be reserved for Scheduled Tribes, 7% of seats have to be reserved for BC-A, 10% of seats have to be reserved for BC-B, 1% of seats have to be reserved for BC-C, 7% of seats have to be reserved for BC-D, 4% of seats for BC-E and the SC /



SRI VENKATESWARA UNIVERSITY: TIRUPATI.

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Andhra Pradesh

No.C-I (3 /Acad. Sche. / 2017-18

Date: 29.04.2017

From

The Registrar

Sri Venkateswara University TIRUPATI-517502

To

The Correspondents / Principals of all Affiliated Degree Colleges including Oriental College under the S.V.University area.

Sir/ Madam,

Sub: - S.V.University – Affiliated Degree Colleges – Furnishing of Admission Procedure, Academic Schedule and Fee Structure for Three Year Degree Courses for the Academic Year 2017-18 – Regarding.

Ref: -1. Lr.Rc.No.30062012/ERTW-III&IV, dated: 30.06.2012 of the Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad.

2. Vice – Chancellor's orders dated 19.04.2017

I am, by direction, to inform that the admissions of students in each of the three year degree courses, has to be made limiting the admissions upto the seats sanctioned by the APSICHE/University only, for the academic year 2017-18, duly following the order of merit and the Rule of Reservation in respect of Scheduled Castes / Scheduled Tribes / B.Cs / Women (in Co- Education Colleges only) / NCC / Physically / Visually Challenged / Sports & Games / Children of Armed personnel etc., as per the latest orders of the Government of Andhra Pradesh.

The students who have passed through NIOS, New Delhi are also eligible for admissions provided the results of NIOS are published before the closure of admissions for the academic year 2017-18.

I am to inform you that the students who have passed the Intermediate Examination conducted by the Board of Intermediate Education, Government of Andhra Pradesh or an Examination recognized as equivalent thereto, are eligible for admission into the FIRST YEAR of three-year degree courses including Oriental Course. (A) and (B). The applications of the candidates who passed the Examinations which are not recognized by the Board of Intermediate Education as equivalent to Intermediate Examination/P.U.C Examination will not be considered for admission into First Year of the three-year degree courses

SRI SRINIVASA DEGREE COLLEGE

MADANAPALLE



**SC, ST, OBC and Divyangjan
Reservation Policy**