

UNIVERSITY  OF MYSORE  
Estd.1916

VishwavidyalayaKaryaSoudha  
Crawford Hall, Mysore 570 005  
Dated: 15-07-2024

No.AC7/74/2017-18

To;

1. All the Chairpersons/Directors of the Department of Studies at Manasagangotri, Mysore.
2. All the Principals of University Constituent Colleges, University of Mysore, Mysore.
3. All the Principals of Affiliated/Autonomous Colleges offering Post Graduate Programs.

Sir/Madam,

Sub: Guidelines for Admission to Post Graduate Programs during 2024-25.

Ref: 1. This office Notification No.AC7/27/2024-25, Dated: 28-06-2024.

2. E-mail Dated: 05-07-2024 from Dr.K.Ramachandra Kini, Chairman, Admission Reformation Regulation and Implementation Committee, Department of Studies in Biotechnology Manasagangotri, Mysore.


\*\*\*\*\*

With reference to the above, guidelines for admission to Post Graduate Programs for the academic year 2024-25 is sent herewith for taking necessary action at your end.

**Note:** Chairpersons / Directors / Principals of the constituent Colleges / Heads of the Respective Departments and all the Principals of Affiliated /Autonomous Colleges offering Post Graduate Programs shall adhere to the attached guidelines while making admissions of candidates.

Yours faithfully,

**DRAFT APPROVED BY THE REGISTRAR**

  
Deputy Registrar (Academic)  
University of Mysore  
Mysore-570 005

Copy to:

1. The Registrar(Evaluation), University of Mysore, Mysore.
2. The Director, International Centre, University College of Fine Arts Premises, Manasagangotri, Mysore- For information and necessary action with regard to Foreign Nationals with Foreign Degrees.
3. The Finance Officer, University of Mysore, Mysore.
4. All the Deans of Faculties, University of Mysore, Mysore.
5. The Administrative Officer, Administrative Office, Manasagangotri, Mysore.
6. The Director, College Development Council, Moulya Bhavan, Mysore.
7. The Director, PME, University of Mysore, Mysore.
8. All Deputy Registrars/Asst. Registrars/Superintendent (AB & EB), University of Mysore, Mysore.
9. The PA to Hon'ble Vice-Chancellor/Registrar/Registrar(Evaluation), University of Mysore, Mysore.
10. Office copy.

SH/AC7

# UNIVERSITY OF MYSORE

## Guidelines for Allotment of Seats for Admission to Postgraduate Degree / Postgraduate Diploma / Diploma / Certificate Programs 2024-25

### 1. Calendar of Events

The admission process (filing of applications, last date for filing of applications, announcement of Candidates Selection list under different rounds of allotment, last date for admission of candidates in each round, etc.,) shall be followed as per the Admission Calendar of Events for all postgraduate programs.

### 2. Scrutiny of Applications

2.1 The total marks of all the semesters scored in the cognate subject in the qualifying examination is reduced to 50%.

2.2 The applications shall be scrutinized and grouped as follows:

- (a) Applicants possessing qualifying degree from University of Mysore (excluding Foreign Nationals).
- (b) Applicants from other universities within Karnataka.
- (c) Applicants from universities outside Karnataka.
- (d) List of applicants claiming seat under special categories.
- (e) All other applications not falling under (a), (b), (c), and (d).

2.3 The entrance marks is reduced to 50% in cases where the test is conducted for 100 marks. Where the entrance test is for 50 marks, the marks obtained in the test shall be retained as it is.

2.4 The **Overall Score** of the candidate is the sum of the scores obtained in section 2.1 and the marks obtained in the entrance exam (2.3).

NOTE: For M.Ed. and M.P.Ed., the marks obtained by candidates in B.Ed. and B.P.Ed. shall be considered for calculation of percentage in qualifying examination and not marks of basic degree of 3 / 4 years duration.

### 3. Preparation of the Consolidated List

3.1 Separate consolidated merit lists of candidates as detailed hereunder shall be prepared in the descending order of overall score irrespective of the category as per proforma provided.

- a) Candidates possessing the qualifying degree from the University of Mysore (Annexure-I).
- b) Candidates from other universities within Karnataka (Annexure-II).
- c) Candidates from other universities outside Karnataka (Annexure-III).

3.2 When there is a tie in the overall score, it shall be resolved by giving weightage to the candidates in the following order of preference:

- a) Percentage of marks obtained in cognate subject(s).
- b) Percentage of marks obtained in non-cognate subjects.
- c) Percentage of aggregate marks (including the marks secured in languages) in the qualifying examination.
- d) Percentage of marks secured in cognate subject(s) in the final year of the qualifying examination.
- e) Percentage of marks secured in non-cognate subjects in the final year of the qualifying examination.
- f) Percentage of marks (including the marks secured in languages) in the final year of the qualifying examination.

The marks secured by the candidate in all the three years of qualifying examination should be considered for calculating the percentage of marks at item no. (a), (b) and (c).

#### 4. Preparation of the Selection List - Scheme A

4.1 General Merit seats shall be allotted first. While doing so, candidates in the consolidated merit list should be considered irrespective of the category / claim of reservation.

4.2 Seats reserved for the following categories shall then be allotted in the following order after excluding the candidates selected under General Merit.

- a) Scheduled Caste
- b) Scheduled Tribe
- c) Category I
- d) Category IIA
- e) Category IIB
- f) Category IIIA
- g) Category IIIB
- h) Kalyana Karnataka (only for those possessing a valid certificate issued by the Government of Karnataka)
- i) Defence (see 4.3)
- j) Differently-abled (see 4.4)
- k) Kannada Medium (only for University of Mysore candidates who have studied 1<sup>st</sup> to 10<sup>th</sup> standard in Kannada medium)
- l) Other universities within Karnataka
- m) Other universities outside Karnataka

4.3 Defence Quota: One seat in each program for dependents (children, wife, brother or sister) of defence personnel (army, navy and air-force) at all India level shall be allotted in the following order of priority:

- a) In-Service defence personnel.
- b) Ex-Service defence personnel.
- c) Children of In-Service defence personnel.
- d) Children of Ex-Service defence personnel.
- e) Spouse / Wards of In-Service defence personnel.
- f) Spouse / Wards of Ex-Service defence personnel.
- g) Spouse / Wards of Defence personnel killed in action.
- h) Spouse / Wards of serving personnel and ex-servicemen disabled in action.
- i) Spouse / Wards of Defence personnel who died in peace time with death attributable to military service.
- j) Spouse / Wards of Defence personnel disabled in peace time with disability attributable to military service.
- k) Spouse / Wards of Ex-servicemen personnel and service personnel who are in receipt of Gallantry awards.
- l) Spouse / Wards of Ex-Servicemen.
- m) Spouse / Wards of servicing defence personnel.

This shall *not be applicable to children of civilian employees* of Defence establishment.

#### 4.4 Differently-abled (Divyangjan)

- Those seeking admission shall have physical disability (Locomotive Disorder) not less than 50% as certified by a person of a rank of Professor in Orthopedics in the Government Medical College / Hospital.
- Blind candidates are not eligible for programs involving experimental work.

4.5 Special Category Seats under NSS, NCC, Sports, Literary and Cultural Activities, Children of University of Mysore Teaching Staff, Children of University of Mysore Non-Teaching Staff will be finalized by the Central Committee on the day specified in the Admission Calendar of Events at Senate Bhavan, Manasagangotri, Mysuru.

4.6 Applications of candidates claiming seat under the following categories will be processed by the Registrar, University of Mysore, Mysuru:

- Transgender (Third gender)
- Kashmiri Migrants
- Destitute

4.7 The above mentioned process for preparation of Selection list (4.1-4.6) is for all PG Programmes **except M.Com & M.Com (Financial Services)**. For these programmes the selection will be through **Merit cum Counseling process** at DOS in Commerce, MGM, based on the Consolidated Merit List (as per 3.1) following a separate calendar of events issued by the University.

## 5. Preparation of List for the Casual Round

5.1 All candidates who have not been allotted a seat in the first round of allotment are automatically considered for allotment of seats during the casual round of allotment.

5.2 The vacancies available in each category shall be put on the Notice Board (and online) after the last date for admission of candidates.

5.3 Vacant Seats in University of Mysore quota:

After considering all the candidates in the list in respective categories, vacant seats (if any) in categories I, IIA, IIB, IIIA and IIIB shall be shifted to General Merit category.

- Vacant seats in category SC/ST are interchangeable. They cannot be transferred to any other category.
- Such vacant SC/ST seats can be given to SC/ST students from other universities within Karnataka.

(Section 9.4 of the Regulation governing the conduct of Entrance Test and admission to P.G. Degree / Diploma Programs approved by Government vide letter No.ED.25/GMS/2000, dated 4.9.2000.)

- Vacant seats can be transferred to Other Universities within Karnataka quota, and then to Other Universities Outside Karnataka quota.

5.4 Vacant seats from Kalyana Karnataka category should be transferred to General Merit category.

5.5 Vacant Seats in Other University Categories quota:

- Vacant seats in Other Universities within Karnataka quota and Outside Karnataka quota cannot be shifted to University of Mysore quota.
- Such vacancies are interchangeable only between these two categories.

5.6 In case there are no eligible applicants available in 'Mysore University' category, such seats shall be transferred to Other Universities within Karnataka quota and subsequently to Other Universities outside Karnataka quota.

## 6. Admission Process

6.1 At the time of admission, the Selection Committee should verify all the original documents and ensure that the documents / certificates are in order and the reservation claims, if any, are supported by necessary certificates.

6.2 After the scrutiny of the original documents, the candidates have to be informed that the fee should be paid including the eligibility fee, special fee if any as mentioned in the prospectus online. Failure to do so leads to forfeiture of the seat.

6.3 All the particulars listed below have to be entered in the Admission Register after the candidate has paid the fees:

- a. Name of the candidate
- b. Postal address
- c. Name of the Parent / Guardian
- d. Date of birth

- e. Nationality
- f. Caste / Category
- g. Sub Caste/ Sub Category
- h. Educational qualification
- i. Percentage of marks obtained in the qualifying examination
- j. Transaction id (or other detail), date, amount
- k. Signature of the candidate on the stamp-sized photo pasted in the register
- l. Remarks

6.4 All the original documents (like marks cards, caste certificates, etc.) will remain in custody of the Chairman of the Admission Committee till the admission process is complete. After the admission process is completed, the respective Centres / Colleges should make arrangements to collect these documents.

6.5 Facing sheet proforma shall be prepared for each candidate. The facing sheet proforma, documents mentioned in 6.3, along with the application of the candidate shall be maintained in the Department.

6.6 In the case of foreign nationals, student's visa, and other academic records must be obtained in original at the time of admission.

6.7 The applications of the selected candidates including the original documents of the candidates be maintained properly till the student completes the program. It may also be noted that before collecting the original certificates from the students being admitted to the program, they shall be advised to have enough photocopies of the certificates.

6.8 After the admission process is completed, the details have to be uploaded to the UUCMS portal. A copy of the same should be sent to The Registrar, University of Mysore for approval. This procedure is **mandatory**.

#### 7. Admissions under Scheme B

The procedure for admission under Scheme B is same as that followed for admission under Casual Round for Scheme A (as per seat matrix given for Scheme B).

#### 8. Transfer

(a) A candidate seeking transfer of admission from one department / program / college / institution / centre to another department / program / college / institution / centre has to pay a transfer fee of Rs.3,049/- This is applicable for each transfer of admission, during stipulated admission period only.

(b) There is no provision for transfer in PG programs (both 1<sup>st</sup> and 2<sup>nd</sup> year) after completing of the admission process.

#### 9. Refund of Admission Fee

9.1 If a candidate has joined a program (say X), and subsequently transfers to another program (say Y), then candidate has to pay the difference in fees fixed for the programs. If the fees paid earlier is higher, then the candidate has to claim a refund of the difference within three months from the date of admission.

9.2 If a candidate quits a program without attending any classes he/she can claim refund of the fees within three months of admission date. Refund will be made after deducting a processing fee.

10. Admission for Foreign nationals, both with Indian degree or foreign degree, to various programs shall follow the directions from the Office of the Director, International Centre, University of Mysore, Mysuru.

11. If the admission to a certain program is less than ten, such a program will be closed for the academic year.

Deputy Registrar (Academic)  
University of Mysore  
Mysore-570 005