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# Ordinance 12(XII)

# ADMISSION COMMITTEES

1. There shall be Admission Committees for M. Phil. Post-graduate, Undergraduate, Diploma and Certificate programmes in each Faculty/Institution/Centre for regulating the admissions in the University.

2. The Committee shall:

   (i) scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Majlis-i- Talimi (Academic Council) from time to time;

   (ii) conduct the Admission Test(s) and/or Interview; or as otherwise provided.

   (iii) prepare merit list of selected and wait-listed candidates for each category for admission to programmes/ courses of study in which there is no 'interview'.

   (iv) In programmes/courses of study in which apart from the Written Test there is also Interview, call for interview from each category candidates at least three times the number of seats available for admission to the programme concerned.

   Provided that the Academic Council may raise the above limit to more than three times, if and when required.

   Provided further that only those candidates shall be called for Interview who have secured at least 33% marks in the Entrance Test at Undergraduate, Diploma and Certificate programmes and 36% marks in Postgraduate programmes.

   (v) Candidates with less than 40% marks in the descriptive part of the Entrance Test, wherever applicable, will not be eligible for admission to P.G. Diploma and Postgraduate programmes offered by various Faculties/Departments/Centres of the University or to be called for Interview, wherever, applicable.

   (vi) prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the Faculty concerned;

   (vii) be duty bound to regulate admissions as in accordance with the principles laid down for the said purpose by the Majlis-i- Talimi (Academic Council) from time to time.

   (viii) suggest methods to improve reliability and standard of the entrance test(s).

   (ix) Decide matters pertaining to unfair means and other incidental issues during the admission tests following due observance of principles of natural justice.

2.1 The members of the Committee other than ex-officio members shall hold office for a term of one academic year.

2.2 In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.

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2.3 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.

2.4 Not less than three-fourth of total number of members of the Committee shall form the quorum.

3. Unless and otherwise provided, each Faculty/Department of Studies in a Faculty, as the case may be, shall have an Admission Committee for admission to its various programmes of study, whose composition shall be as given in the following:

**3.1 Faculty of Humanities & Languages/ Social Sciences/ Natural Sciences**

(a) Admission Committee for the Programme(s) in which a single Department of the Faculty is involved:

(i) The Head of the Department (Chairman);

(ii) The Dean's nominee;

(iii) Three teachers of the Department, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation.

(2) Admission Committees for the Programme(s)/Courses in which two or more Departments of a Faculty are involved and Common Entrances Test is conducted:

(i) The Dean of the Faculty (Chairman);

(ii) The Heads of the concerned Departments;

(iii) A Nominee of the Vice-Chancellor.

(3) Admission Committees for Programme(s)/Courses in which two or more Faculties are involved and Common Entrances Test is conducted:

(i) The Senior-most Dean of the concerned Faculties (Chairman);

(ii) Other Deans of the concerned Faculties;

(iii) The Heads of the concerned Departments;

(iv) A Nominee of the Vice-Chancellor.

**3.2 Faculty of Fine Arts**

The composition of the Admission Committee for admission to various programmes in its various Departments of Studies shall be as given below:

(i) The Head of the Department (Chairman);
(ii) The Dean's nominee;
(iii) Three teachers of the Department, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation.

3.3 **Faculty of Education:**

Each Department of Studies in the Faculty of Education shall have an Admission Committee for courses conducted in the Departments consisting of the following members.

(i) The Head of the Department concerned - (Chairman);
(ii) The Dean's nominee;
(iii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Chairman; and
(iv) One nominee of the Shaikhul Jamia (Vice-Chancellor).

3.4 **Faculty of Engineering and Technology:**

(1) The Shaikhul-Jamia (Vice-Chancellor) shall regulate the process of admission of the Faculty of Engineering and Technology and take" all necessary measures to ensure confidentiality of the conduct of the admission process.

(2) Without prejudice to the above, there shall be, if required, an Admission Committee consisting of the following members for courses of the Faculty of Engineering and Technology as indicated below:

(a) **Under-graduate Courses:**

(i) The Dean, Faculty of Engineering & Technology - (Chairman)
(ii) The Heads of all Departments of the Faculty; and
(iii) One nominee of the Shaikh-ul-Jamia (Vice- Chancellor).

(a.1) **Post-graduate Courses:**

(i) Head of the Concerned Department (Chairman)
(ii) Dean's nominee;
(iii) Vice-Chancellor's nominee
(iv) Three teachers, preferably one each from amongst the Professors, Associate Professors, and Assistant Professors, by rotation.

(b) **Diploma and Certificate Courses in Engg.:**

(i) The Principal, University Polytechnic (Chairman)
(ii) The Dean's nominee;
(iii) The Heads of the Sections of the Polytechnic; and
(iv) One nominee of the Shaikhul Jamia (Vice- Chancellor).

3.5 **Faculty of Law:**

The Admission Committee for the Law Courses of the Faculty shall consist of the following members, namely:

(i) The Dean, Faculty of Law -(Chairman);
(ii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Dean of the Faculty; and
(iii) One nominee of the Shaikhul Jamia (Vice-Chancellor).

3.6 **Mass Communication Research Centre:**

(1) The Shaikhul-Jamia (Vice-Chancellor) shall regulate the process of admission of the Mass Communication Research Centre and take all necessary measures to ensure confidentiality of the conduct of the admission process.

(2) Without prejudice to the above, there shall be an Admission Committee for Postgraduate Courses in Mass Communication consisting of the following members, namely:

(i) The Director, Mass Communication Research Centre (Chairman);
(ii) Three teachers one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Director;

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(iii) Three experts, who are not connected with the University, nominated by the Chairman, Mass Communication Research Centre; and
(ii) One nominee of the Shaikhul Jamia (Vice- .Chancellor).

### 3.7 Bachelor of Library and Information Science Course:

The Admission Committee tor admission to B. Lib. and Information Science programme shall consist of the following members; namely
(i) Dean, Faculty of Social Sciences - Chairman;
(ii) Librarian, Dr. Z.H. Library;
(iii) One teacher of the B.Lib.and Information Science programme.

### 3.8 Faculty of Architecture & Ekistics:

The Admission Committee for the the Faculty of Architecture & Ekistics shall consist of the following members, namely:

(i) The Dean, Faculty of Architecture & Ekistics -(Chairman);
(ii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Dean of the Faculty;
(iii) One person from the profession to be nominated by the Dean; and
(iv) One nominee of the Shaikhul Jamia (Vice-Chancellor).

### 3.9 Faculty of Dentistry:

The Admission Committee for the Faculty of Dentistry shall consist of the following members, namely:

(i) The Dean, Faculty of Dentistry - (Chairman);
(ii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Dean of the Faculty; and
(iii) Two nominees of the Shaikhul Jamia (Vice-Chancellor), one of which should be from medical/dental profession.

### 3.10 Centres *(Other than MCRC)*:

The Admission Committees for the the Centres (other than MCRC) shall consist of the following members, namely:

(i) The Director of the Centre - (Chairman);
(ii) One nominee of the Dean of the Faculty concerned to which the Centre is attached.
(ii) Three teachers of the Centre, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation.

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