

Admission & Enrollment Policy

1. Preamble

The admission policy is intended to provide guidelines for the admission process to stakeholders. It has become very important for the university to use its Academic and operative freedom as an opportunity to demonstrate its capabilities and to adopt innovative skills to integral part of the education system to gain the confidence, gratitude, credibility and respect of all its stake holders, especially students, alumni, parents and the society at large. It has become imperative to formulate a distinct but transparent Admission policy and procedures to enhance the individual/ institutional responsibility and accountability to achieve credible excellence in higher education. Admission Policy and Procedures are related to submission of the application and admission of students into various programmes of the University.

1.1 Institutional Context

Vision

Empower all students through quality education and skill development, fostering strong pillars of societal stability.

Mission

We shall improve the world through transformative education and impactful research by:

- Fostering intellectual, empowered, accountable and caring workforce
- Producing outstanding graduates who are knowledgeable, creative, and compassionate
- Impacting Industry and society through innovative and collaborative work.

2. PROGRAMMES UNDER VARIOUS FACULTY/ ELIGIBILITY /DURATION OF P.K. UNIVERSITY

S. No.	Faculty Name	Programme Name	Duration	Eligibility	University Fees Per Year
1	Faculty of Agriculture	B.Sc. (Ag.)	4 Years	10+2(Agriculture/ PCB/PCM) Candidates must pass 12th	40,000/-
		M.Sc. (Ag.) (Agronomy/Horticulture/Ag, Extension & Seed Tech)	2 Years	Graduate in Agriculture Candidates must pass UG with first division	45,000/-
2	Faculty of Pharmacy	B.Pharm	4 Years	10 +2 with PCM or PCB	65,000/-
		D.Pharm	2 Years	10 +2 with PCM or PCB	90,000/-

		M.Pharm (Pharmaceutics/ Pharmacology/Pharmacognosy/ Pharmaceutical Chemistry)	2 Years	B. Pharm with 50% (45% for SC/ST or equivalent)	90,000/-
3	Faculty of Law	BALLB	5 Year	HSC 45% (40% for SC/ST)	30,000/-
		LLB	3 Year	Graduate 45% (40% for SC/ST)	40,000/-
		LLM (Criminal/ Constitution/ Corporate)	2 Year	LLB With 55% (50% For SC/ST) or equivalent.	40,000/-
4	Faculty of Engineering	**POLYTECHNIC DIPLOMA	3Year/8 Sem.	10th (SSC) with science	25,000/-
		**POLYTECHNIC DIPLOMA (Lateral Entry)	2 Year/4 Sem.	10+2 (HSC-Science) with PCM or ITI in the respective trade.	25,000/-
		***BE/ B. TECH (4 years/ 8 Semesters)	4 Year	HSC with 45% (40% for SC/ ST) in both Aggregate and PCM	40,000/-
		***BE/ B. TECH (3 years/ 6 Semester)- Lateral Entry	3Year	Polytechnic Diploma in rasp. Branch or B.Sc. with Math's as one subject.	40,000/-
		**ME/ M. TECH (2 years/ 4 Semesters)	2 Year	BE/B.TECH with 50% (45% for SC/ ST)	45,000/-
5	Faculty of Management	BBA	3 Years	10+2 with any subject	25,000
		MBA Marketing, Finance, IT, HRM,	2 Years	Graduation in any discipline with 70%	40,000/-
6	Faculty of Commerce	M.com	2 Years	Graduation in Commerce	15,000/-
		B.com (Plain)	3 Years	10 +2(Commerce/Math's/Arts)	10,000/-
7	Faculty of Arts	M.A(English/ Hindi/ Sanskrit/ Psychology/ Economics/ Sociology/ Political Science/ History)	2 Years	Graduation in any discipline with a minimum of 50 percent	15,000/-
		M.S. W	2 Years	Graduation in any discipline with a minimum of 50 percent	15,000/-
		B.A/ B.S.W	3 Years	10 +2 in any subject	10,000/-
8	Faculty of Computer Science & Application	MCA	2 Years	Recognized Bachelor's degree of minimum 3 years duration with Mathematics at (10+2) level or at Graduate level	40,000/-
		M.Sc. (CS)	2 Years	B.Sc. (Math's/IT/CS)	15,000/-
		B.Sc. (CS)	3 Year	10 +2(Math's)	10,000/-
		BCA	3 Years	10+2 (Any Subjects)	25,000/-
		PGDCA	1 Year	10+2 with any subject	12,000/-

9	Faculty of Science	M.Sc. (Chemistry)	2 Years	Graduation in Science with a minimum of 50 percent	15,000/-
		M.Sc. (Mathematics/Physics)	2 Years	Graduation with Mathematics as a major subject	15,000/-
		M.Sc. (Zoology/Botany/Microbiology/Food Technology)	2 Years	Graduation in Science with a minimum of 50 percent	15,000/-
		B.Sc.(PCM)	3 Years	10 +2 (PCM)	10,000/-
		B.Sc.(ZBC)	3 Years	10 +2 (PCB)	10,000/-
10	Faculty of Paramedical Science	BPT	4 Years 6 Months	10 +2 with Biology	50,000/-
		BMLT	3 Years	10 +2 with Biology	50,000/-
		DMLT	2 Years	10 +2 with Biology	40,000/-
		DDT	2 Years	10 +2 with Biology	40,000/-
		DXRT	2 Years	10 +2 with Biology	40,000/-
11	Faculty of AYUSH	BAMS	4 Years 6 Months	NEET Qualified	3,25,000/-

3. Admission Notice

Notification on application issue will be made through Newspaper, Social Platforms and website. Eligibility criteria, admission process with timeline and fee structure for the various programmes to be displayed in the University website.

4. Admission Criteria

The admission criteria shall be in the following manner as mentioned below:

- 4.1 The announcement of commencement of admission procedure shall be done by (i) advertisement for admission in newspapers widely circulated in the University Area or (ii) website (iii) university and institute notice board (iv) such other means.
- 4.2 For the students securing 50% marks, direct admission shall be provided on first-cum-first basis on complying the requirements as per the instructions / guidelines mentioned for admission.
- 4.3 A candidate with less than 50% marks and seeking admission shall be granted admission based on the Availability of Seats in the respective course and as per the Merit List prepared thereafter.
- 4.4 University may conduct its own entrance test for Agriculture program.
 - 4.4.1 Upon the allotment of admission, the admission shall be treated as confirmed/secured only after (i) Payment of Applicable Fees and (ii) Verification of all Original Documents, within stipulated time period.

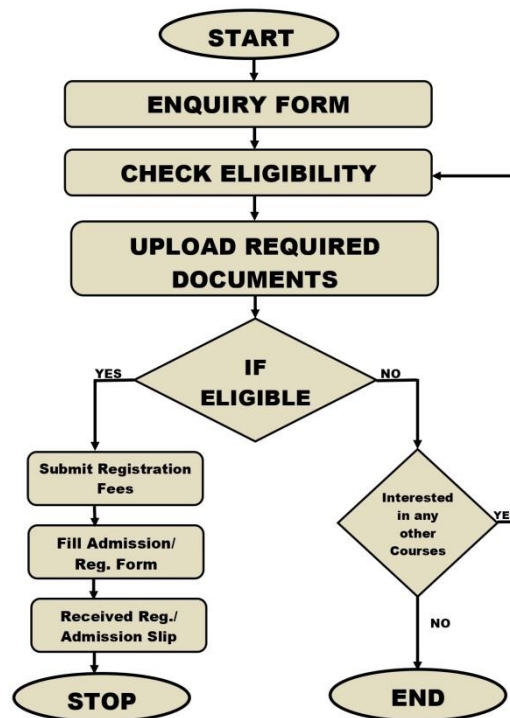
4.4.2 For the vacant seats after the end of Admission Procedure, the University may fill the same by following the standard procedure and any source as decided by university BOM from time to time.

5. ADMISSION PROCEDURE

In P.K University, the admission procedure offers three modes:

5.1 OFFLINE MODE (On campus visit)

Offline Mode



5.1.1 BREAK DOWN THE FLOW CHART INTO SIMPLER TERMS:

1. **Start Enquiry Form:** This is where you begin the process.
2. **Check Eligibility:** You are asked if you want to see if you are eligible for a course.
3. **Upload Required Documents:** If you choose yes, you will need to upload necessary documents for eligibility assessment.
4. **If Eligible:** You will be prompted to either:
 5. **Submit Registration Fees:** If you are eligible, you can proceed to pay the registration fees. You will fill out an admission/ registration form and receive a registration/ admission slip.
 6. **If you are not eligible:** You have the option to explore other courses available.
 7. **Fill Admission/Registration Form:** You will complete the necessary form for admission or registration.

8. Received Reg./Admission Slip: Once you have filled out the form, you'll receive a registration or admission slip.

9. STOP: This is where the process ends. You have completed the necessary steps.

10. END: The entire process is completed.

5.2 ONLINE MODE (Through University Website) (<https://pkuniversity.edu.in/>)

5.2.1 BREAK DOWN THE FLOW CHART INTO SIMPLER TERMS:

1. Go to Website and Access.

2. Enter Dashboard System: Once inside, enter the dashboard system.

3. Fill Application Form: Complete the application form. If the form is filled completely, move to the next step.

4. Application Form Fully Submitted: Check if the application form is fully submitted.

- If yes, proceed to review your application.
- If no, return to complete the missing fields.

5. Review Application: Take a moment to review your application.

6. Pay for Application Fee: If everything looks good, proceed to pay the application fee.

- If payment is successful, move on to the next step.
- If not, retry the payment process.

7. Pay for Entrance Fee (if applicable): If there's an entrance exam, pay the entrance fee.

- If the entrance fee payment is successful, continue.
- If not, review and resolve any payment issues.

8. Receive Offer Letter with Course Fee Details: Once fees are paid, receive an offer letter detailing the course fees.

9. Accept Offer Letter: If you agree with the details, accept the offer letter.

10. Pay for Course Fee: Proceed to pay the course fee.

- If payment is successful, move on.
- If not, resolve any payment issues.

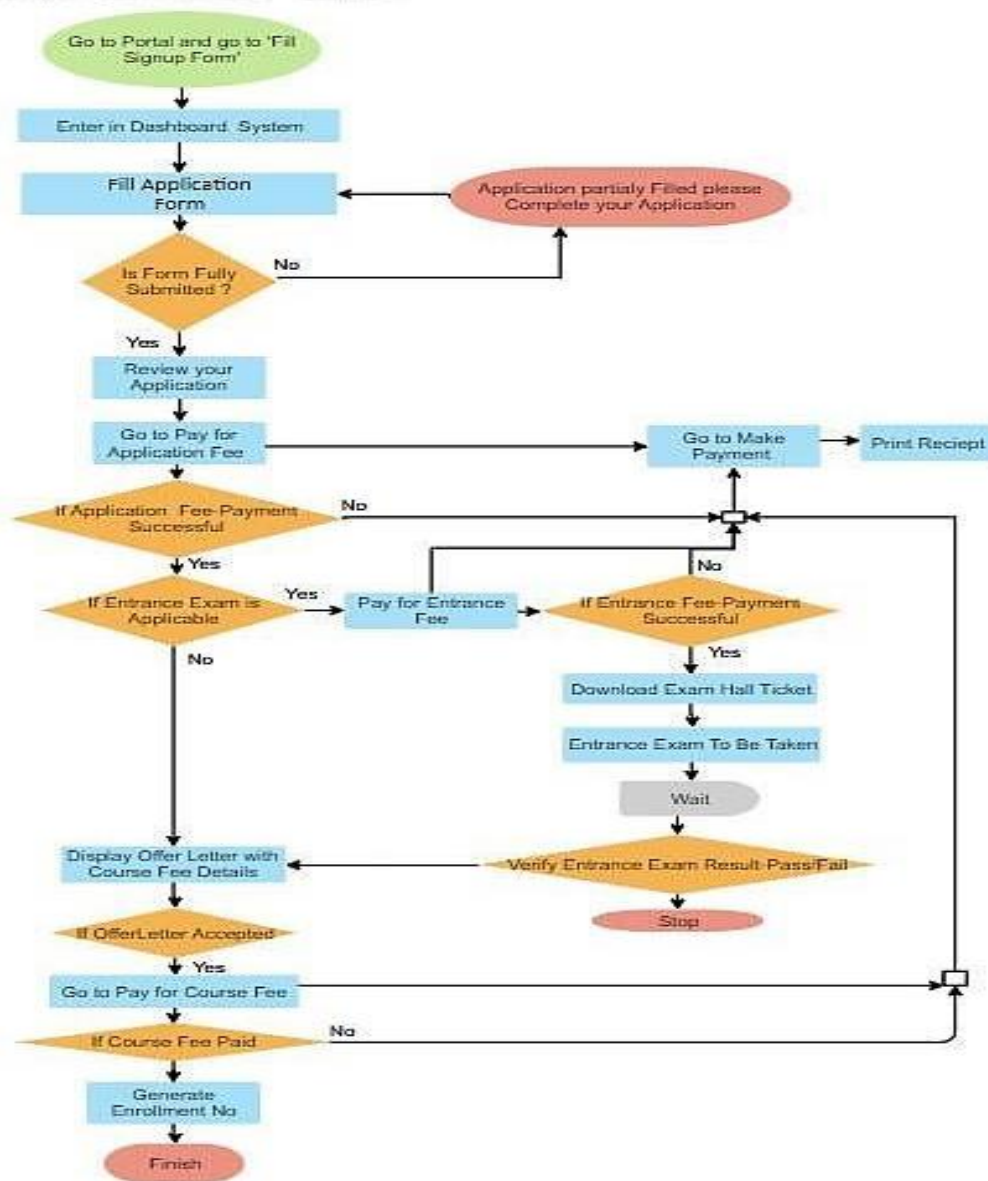
11. Generate Enrollment: Once the course fee is paid, generate your enrollment.

12. Finish Application: If all steps are completed, finish the application process.

- If not, return to complete any remaining tasks.

13. **Make Payment and Print Receipt:** Make the necessary payments and print the receipt.
14. **Download Exam Hall Ticket (if applicable):** If there's an entrance exam, download the hall ticket.
15. **Take Entrance Exam:** Appear for the entrance exam as scheduled.
16. **Verify Entrance Exam Result:** Check the entrance exam result.
 - If successful, stop.
 - If not, review and consider next steps.

Process Flow Chart



Space for University Website Graph

6. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION.

6.1 Students seeking admission to various Programme offered under PKU shall be admitted to a particular program after verification of eligibility documents given below.

6.2 After checking eligibility criteria, if a candidate is found eligible, candidate has to submit the eligibility documents within the prescribed time to the admission cell.

The list of self-attested documents to be submitted along with the Admission Form for the purpose of verification is as follows.

6.3 LIST OF DOCUMENTS

S. No.	Name of Document
1.	Mark sheet of 10th examination or secondary examination
2	Mark sheet of higher secondary examination or 10+2 examination
3	Graduation Mark sheets & Degree Certificate (For Post-Graduation Admission)
4	Post-Graduation Mark sheets & Degree Certificate (For Ph.D. Admission)
5	Aadhar Card & Aaar/ABC ID
6	Domicile certificate
7	Caste certificate issued by competent authority (if applicable)
8	Income certificate issued by competent authority (if applicable)
9.	Parivar ID issued by competent authority (if applicable)
10.	Bank Passbook
11.	5 Color Passport Size Photographs
12.	Original TC & Migration Certificate
13.	Gap Certificate (if applicable)

7. LIST OF DOCUMENTS REQUIRED IN ORIGINAL FORM

1.	Original TC/College or School Leaving Certificate
2.	Original Migration Certificate

8. MERIT LISTING

The merit list of the students for the program, shall be prepared by the University as per the selection process. After preparing merit list, University will inform the same to the candidates and will call for the confirming admissions.

9. TERM OF PROVISIONAL ADMISSION

In the compliance with Ordinance 14 A, it is stipulated that 10% seats reserved for lateral entry in 2nd, 3, nd 4 nd , year applicable to 4-year UG program.

10. PAYMENT OF FEES

10.1 A candidate who gets admission shall have to pay the fees, as determined by the University.

10.2 The admitted students are required to pay the fees of every semester/Year as per the Fee Payment Schedule notified by the University, and failing which, the concerned student shall not be allowed to attend the academic sessions.

11. Admission to the Second year and onwards students.

11.1 All students studying in the Second year and onwards have to complete their admission to the senior class as per the notification issued in this regard.

11.2 If a student fails to complete the admission procedure to the senior class as the per dates mentioned in the notification issued in this regard, shall not be allowed to participate in any academic activities.

12 Mode of Payment

12.1 The payment shall be made through Online Mode (UPI/ IMPS / NEFT / RTGS) and Offline Mode (Cheque /Cash).

13 FEE STRUCTURE FOR EVERY ACADEMIC YEAR

The Fee Structure of all programmes of P.K University for every Academic Year, shall be governed by the respective authority of P.K University. **The fee is decided by MPURC on year basis or shall be applicable as approved by consecutive year also.**

The detailed Fee Structure can be viewed at P.K website

14. CANCELLATION OF ADMISSION AND REFUND OF FEES

14.1 Admission Cancellation

14.1.1 Undergraduate and Postgraduate Programs: Students may request the cancellation of their admission to undergraduate and postgraduate programs by following the prescribed procedure given below:

14.2 Admission Cancellation Procedure.

14.2.1 Students seeking admission cancellation must submit a formal written request to the University's Admissions Office. The request should include the following information:

Sr. No.	Student Information
1.	Student ID Number
2.	Program of Admission
3.	Reason for Admission Cancellation
4.	Supporting documents (if applicable)

14.2.2 The Admissions Office will review the request and communicate its decision to the student within 3 working days. If the cancellation request is approved, the University will initiate the fee refund process as outlined in Section 12.

15. FEE REFUND

15.1 Eligibility for a fee refund will depend on the timing of the admission cancellation and the circumstances surrounding it. Refund eligibility will be determined according to the schedule given below:

S. No	Fees Components	Collection Schedule
1	Application Fee	One time - Non-Refundable
2	Registration Fee	One time - Non-Refundable
3	Tuition Fee	Refundable
4	Academic and Administration Fee	Refundable

15.2 GROUNDS FOR A REFUND AND THE REFUNDED AMOUNT

The student may apply for cancellation of the provisional admission and may request for refund of fees, as per the below table.

S. No.	Reason	Cancelled by	Refund Practice
1	Student hasn't cleared the qualifying examination required for admission	University	Full refund of Registration, Tuition and Academic & Administration (A & A) Fee after deducting INR 1000 as processing fee
2	Program has been cancelled	University	Full refund of Application, Registration, Tuition and Academic & Administration (A & A) Fee

15.3 WITHDRAWAL REQUEST FROM THE STUDENT

S. No.	Situation	Refund Practice
1.	Refund request received on or after the Formally notified last date of admission	1. Less than 15 days before the formally notified last date of admission 10% deduction on total fee paid
		2. Less than 15 days after the formally notified last date of admission -20% deduction on total fee paid
		3. 30 days or less but more than 15 days after the formally notified last date of admission - 50% deduction on total fee paid
		4. More than 30 days after formally notified last date of admission - No Refund

16. IMPORTANT NOTE

16.1 In cases of medical emergencies, visa denials, or other unforeseen circumstances beyond the student's control, the University may consider refund requests on a case-by-case basis.

16.2 Students should provide documented evidence of the circumstances along with their refund request for consideration.

17. ADMINISTRATIVE FEES

17.1 The University reserves the right to deduct administrative fees from the refunded amount, as specified in the fee structure or as outlined in program- specific guidelines.

18. CONTACT INFORMATION

For inquiries related to admission cancellation and fee refund requests, please contact:

Contact Number: 7241115901, 7241115905, 7241115081

19. COMMUNICATIONS

19.1 All communications by the University for the Admission Process will be made through the website as well as through the Registered Mobile of the candidates with the University. Therefore, all the candidates are advised to go through the University's website and other means on regular basis for admission updates. The University will not be responsible for non-receipt of any communication.

WARNING

Ragging is completely banned in P.K. University. The students are instructed to follow and maintain discipline in the campus. She shall not indulge in any kind of ragging-related activities inside or outside campus, any kind of remarks or action with respect to somebody's Caste, Creed, Religion, and Gender etc. All are punishable offences and appropriate actions shall be taken against the defaulter.

20. AMENDMENTS TO THE POLICY

The University reserves the right to amend this Admission Cancellation and Fee Refund Policy as necessary. Any updates will be communicated through official University channels.

By enrolling in P.K. University, students acknowledge their understanding of an agreement to this Admission Cancellation and Fee Refund.
