



Admission Guidelines for the Academic Year 2024 -2025

1. Title and Commencement of the Policy:

- 1.1. These guidelines may be called “The Rashtriya Raksha University Admission Guidelines, 2024
- 1.2. These guidelines shall be applicable for admission in the programmes being offered at RRU, Regional Campuses from the admission year 2024-25.

2. Reservation of Seats

- 2.1. Unreserved Classes: - 51 % of the seats in the program.
- 2.2. Other Backward Classes (OBC-Non-Creamy Layers): 27% of the seats of the program.
- 2.3. Scheduled Castes (SC): 15% of the seats of the program.
- 2.4. Schedule Tribes (ST): 7.5% of the seats of the program.
- 2.5. Economically Weaker Section (EWS): 10% of the seats of the program.
- 2.6. The seats reserved for the SC/ST shall be filled by the SC/ST candidates only. However, in the case of non-availability of the eligible candidates, the reserved seats may be interchanged between the SC & ST. If still, any seat remains unfilled, the same shall be left vacant. The seats reserved for the EWS/OBCs (Non-Creamy Layers) shall be filled with the EWS/OBC (Non-Creamy Layers) candidates only.
- 2.7. Women/Female candidates: 30% (as Horizontal Reservation) reserved for the women candidates. If no suitable female candidate is found, the seat reserved for such purpose will be offered to male candidates of the respective reserved category.
- 2.8. Ex-Servicemen: 1% (if applicable on a roster basis)
- 2.9. 10% of seats are reserved for EWS candidates (above and over the quota of seats/intake)
- 2.10. 3 % of seats are reserved for PwD against each respective category.

3. OBC (Non-Creamy Layer) Applicants

- 3.1. 3.1. OBC (Non-Creamy Layer) applicants in order to claim the reservation benefit, are required to produce a valid certificate in the GOI format (Refer Category Certificate and Format). The certificate must be issued after 31st March 2022. Certificates issued ONLY by authorized officials before the above-mentioned date shall not be entertained.
- 3.2. 3.2 OBC applicants are also required to sign a declaration about their ‘non-creamy layer status in the prescribed format (Refer Category Certificate and Format).
- 3.3. BC-I / BC-II / SEBC / Caste-Certificate / Jaati Praman Patra or any other Certificate issued in any other format shall NOT be entertained.
- 3.4. In case of non-providing of the certificate on the day of application, the candidate shall be treated under unreserved category and the next applicant in the merit list, with a valid certificate, shall be considered for admission in this category.



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3.5. Request for extension of date for providing the OBC certificate shall NOT be entertained under any circumstance.

4. SC/ST Applicants

4.1. SC/ST applicants in order to claim the reservation benefit, should produce a valid certificate in the GOI format (Refer to Category Certificate and Format). Certificates issued ONLY by authorized officials shall be considered.

4.2. In case of non-providing the valid certificate on the day of application, the candidate shall be treated in the unreserved category and the next applicant in the merit list, with a valid certificate, shall be considered for admission in this category.

4.3. Request for extension of date for providing the SC/ST certificate shall NOT be entertained under any circumstance.

5. EWS Applicants

5.1. The Govt. of India MHRD OM No. F. No.: 12-4/2019-U1 dated 17th January 2019 and MSJE OM No. 20013/01/2018-BC-II dated 17th January 2019 enabling the provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes (SC), the Scheduled Tribes (ST) and the Socially and Educationally Backward Classes (SEBC), it has been decided to provide reservation in admission to educational institutes subject to a maximum of TEN percent (10%) of total seats in each program. For availing of this reservation, such applicants need to produce a valid certificate from the authorized officer 2019 (Refer to Category Certificate and Format).

6. CRITERIA OF INCOME & ASSETS (EWSs)

6.1. Persons who are not covered under the scheme of reservation for SCs, STs, and OBCs and whose family has a gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation (refer to the GOI MHRD OM No. F. No.: 12-4/2019- U1 dated 17th January 2019). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above,
- iii. Residential plot of 100 sq. yards and above in notified municipalities;



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- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
 - v. The property held by a “Family” in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.
- 6.2. The term “Family” for this purpose will include the person who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

7. Differently Abled (V.I. / O.H. / H.I.) Applicants

- 7.1. As per Govt. of India norms, FIVE percent (5%) Horizontal Reservation is provided for Differently Abled applicants. For availing of this reservation, such applicants need to produce a medical certificate from the authorized medical officer (Refer Category Certificate and Format). Such candidates will get the horizontal entry in the respective category seats, if applicable.
- 7.2. Special care must be taken that the certificate bears the photograph of the applicant and the disability percentage should not be less than 40 %.
- 7.3. In case of non-providing of the certificate, as per the above-mentioned parameters, on the stipulated counselling-cum-admission day, the candidate shall be treated as any other
- 7.4. A regular applicant and the next applicant in the merit list, with valid certificate, shall be considered for admission in the category.
- 7.5. Request for extension of date for providing the PH certificate shall NOT be entertained under any circumstance.

8. Sports Quota Applicants

- (i). **One (01) seat** shall be **horizontally reserved** for Sports Quota applicants. All the sports quota candidates may get additional weightage as 15% for International, 10% for National, and 5% for state-level games/ sports irrespective of the number of participations (Only highest level of games/sports will be considered). Such candidates will get the horizontal entry in the respective category seats, if applicable.

9. Supernumerary Seats

9.1 Concession for the wards of Kashmiri Migrants and Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmiri valley for admission in Higher Educational Institutions



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- (i). As per UGC D.O. no. 1-13/2010(CPP-II) dated 20th March 2018, the following concessions will be extended to the wards of Kashmiri Migrants:
 - (a). Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirement.
 - (b). Increase in intake capacity up to 5% course-wise.
 - (c). Reservation of at least one seat in merit quota in technical/professional institutions.
 - (d). Waiving of domicile requirements.
- (ii). For availing this benefit, the eligible applicants are required to produce certificate issued by competent authority and produce on the day of application.

9.2 Defense Quota Applicants

- (i). **Five percent (5%) of the seats are reserved over and above (supernumerary)** the sanctioned seat for Widows/wards of the Defense personnel killed/disabled in action or during peacetime with the following priority.
 - 1) Widows/Wards of Defense Personnel /Para-military personnel killed in action (**Required Certificate:** Proof in Original)
 - 2) Wards of serving Defense Personnel and ex-servicemen/Para-military personnel disabled in action and boarded out from service (**Required Certificate:** Original disability certificate clearly indicating the disability is attributable to Military Services.).
 - 3) Widows/Wards of Defense Personnel/Para-military Personnel who died in peacetime with death attributable to military service (**Required Certificate:** Original death certificate clearly indicating the cause of death is attributable to Military Service).
 - 4) Wards of Defense Personnel/Para-Military Personnel disabled in peace time with disability attributable to Military Service (**Required Certificate:** Original disability certificate clearly indicating the disability is attributable to Military Service).
 - 5) Wards of Serving Defense Personnel and Ex-servicemen Para-Military including personnel of police forces who are in receipt of Gallantry Awards: Param Vir Chakra, Ashok Chakra, Maha Vir Chakra, Kirti Chakra, Vir Chakra, Shaurya Chakra, Sena, Nau Sena, Vayu Sena Medal, Mentioned-in-Dispatches (**Required Certificate:** Proof of award in Original).
 - 6) Wards of Ex-Servicemen (**Required Certificate:** Original ex-servicemen Identity Card/discharge book/PPO (Pension Payment Order).).



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- 7) Wives of: i) Defense personnel disabled in action and boarded out from service. ii) Defense personnel disabled in service and boarded out with disability attributable to military service. iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards. (**Required Certificate:** Proof of award in Original).
- 8) Wards of Serving Defense Personnel (**Required Certificate:** Original Service Identity Cards and Dependent Card/Certificate issued by the competent Authority).
- 9) Wives of Defense Serving Personnel (**Required Certificate:** Original Service Identity Cards and Dependent Card/Certificate issued by the Competent Authority).
- (ii). Applicants need to produce/submit the required valid certificate on the day of application.

9.3 Reservation for International Candidates

- (i). **15% seats over and above (supernumerary)** the sanctioned seats in each course shall be reserved for international Candidates. The **5% seats (out of 15% seats International Candidates)** shall be reserved for the children of **Indian workers in the Gulf**.

10. Important instructions:

- 10.1. A candidate seeking admission on a reserved seat shall be required to produce a Certificate of Caste; Provided that the candidate belonging to Other Backward Classes shall be required to produce a certificate to the effect of none/inclusion in Creamy Layer in addition to the caste certificate.
- 10.2. Candidates are advised to visit the websites for the latest information in respect of admission
- 10.3. All Candidates can refer to the reservation policy for detail and also check the University website for regular updates.
- 10.4. The information furnished by the candidates will be verified by the admission committee with reference to the original documents at the time of counselling. During verification of documents, if it is found that any information furnished by the candidates in the application is wrong, his/ her claim of admission will be cancelled/rejected.
- 10.5. Failure in producing any documents (as an applicable case to case basis) shall lead to cancellation of the claim of admission.



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- 10.6. Admission shall be purely provisional and shall be cancelled at any point of time if the submitted documents or information furnished shall be found wrong/false after post verification.
- 10.7. No caste certificate shall be valid unless it is duly stamped, signed, and issued by the competent authority empowered by the Government.
- 10.8. No certificate to the effect of non/inclusion in Creamy Layer shall be valid unless it is duly stamped, signed, and issued by the competent authority empowered by the Government.
- 10.9. If a candidate fails to submit the certificates as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category as per the availability of seats.
- 10.10. If a candidate of reserved category gets admission on an unreserved seat in order of merits, he/she may be given admission on the unreserved seat.
- 10.11. The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate by the authority empowered by the State Government on this behalf. In case the caste certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled. Admission of such candidates may be continued in case of availability of vacant unreserved seats, subject to the condition of eligibility of merit.
- 10.12. After granting admission to all the students of reserved categories on respective reserved seats, the remaining vacant reserved category seats of Scheduled Caste (SC) shall be transferred to Scheduled Tribe (ST) and similarly, the vacant seats of Scheduled Tribe (ST) shall be transferred to Scheduled Caste (SC) by the admission committee. Even if this results in vacant seats, such seats will remain vacant/unfilled.

11. Minimum eligibility Criteria:

- 11.1. Candidates must possess **50%** marks in the qualifying examinations for admission in any program offered by the respective Schools of the University. For female, SC, ST, and PH candidates, the minimum eligibility criteria will be **45%**.

12. Preparation of the Merit List

- 12.1. Merit list shall be prepared after verification of application forms. It will be prepared by following reservation guidelines as mentioned. Once it is completed, seats will be



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offered through the merit list. Candidates shall secure their seats by paying the necessary fees. If a student fails to submit fees, the seat will be forfeited and offered to someone else next on the merit list.

- 12.2. The criteria for deciding merit order in case of candidates having equal merit marks, the candidates with older age will be placed higher in the merit list.

13. Admission guidelines for application:

13.1. Admission procedure for Academic Session 2024-25 will be through online mode only.

13.2. Candidates shall visit the University website to apply for admission.

13.3. Steps to apply shall be:

1. Registration on the Admission portal
2. Interview or personal interaction will conduct for some programmes
3. Entrance Examination RCET 2024 (If more no's of applications will receive)
4. Declaration of Result
5. Declaration of Result Merit List -1
6. Payment of Programme fees in case of selection via publication of merit list.
7. Declaration of Result Merit List -2
8. Payment of Programme fees in case of selection via publication of merit list.
9. Declaration of Result Merit List -3
10. Fill up the Registration /Enrolment form
11. Physical Verification of document (Admission will be treated as provisional till this step).
12. Allotment of Admission Letter.

14. Guidelines for candidates

14.1. Students must adhere to the set procedure in tune with the guidelines issued to them from time to time.

14.2. It is the duty of the student/candidate that all formalities as desired by the Admission Committee have been duly complied with.

14.3. Candidates are advised to check the RRU website www.rru.ac.in for admission-related information from time to time.

14.4. Only written correspondence shall be entertained for any matter related to admission.



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- 14.5. The University may decide not to offer a program in case of lack of minimum number of students, which is 20% per course, except MPhil (RCI) and PhD, or may decide to run the program with modified academic schedule, Fees are subject to the approval of the Admission Committee.

15. Nature of Admission:

- 15.1. Admissions are offered online and shall be treated as provisional.
- 15.2. Students shall furnish all the documents during physical verification which were uploaded during the time of application.
- 15.3. If a student fails to furnish any document sought by the University, Admission shall be treated as cancelled and the right to decision shall be vested in the Admission Committee of RRU.

16. Admission Cancellation Refund Policy:

- 16.1. RRU Admission Committee has recommended implementing the RRU Guidelines on Examinations and Academic Calendar 2024-25.
- 16.2. All cancellations of admissions/ migrations of students will be done as per RRU Admission Cancellation Fee Refund policy.
- 16.3. A prospective candidate seeking admission to Rashtriya Raksha University Shall be offered provisional admission by the Admission Cell. After confirmation of Provisional admission to such candidates, he/she shall deposit the requisite fee with the Accounts section and complete the Matriculation (Registration) formalities on the dates notified by the University. The University will notify the Commencement of Classes for each program.
- 16.4. Verification of Students' Academic and Personal testimonials:
- 16.5. Any prospective candidate seeking admission in Rashtriya Raksha University shall submit self-attested photocopies of Original Academic Certificates and Testimonials like Mark- sheets/ Degrees/ Birth Certificate Proof of Residence, Aadhar Card, PAN card, copies of Passport, etc.
- 16.6. The University shall verify the Testimonials at the time of admission. Such self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements.
- 16.7. In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the University or the Board which issued certificates to the student and the admission shall be provisional shall be provisional and subject to authentication.



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- 16.8. The status of the Institution, Affiliation, Accreditation, and Intake of Students in each course, Faculty and staff details, details about the Authorities of the University shall be disclosed on the University website.
- 16.9. The University shall charge a fee from prospective students in advance only for the programme of study in which he/she is enrolled.
- 16.10. If a prospective student chooses to withdraw from the programme of study in which he/ she has taken admission, the University shall follow the following system for the refund of fees deposited by the students:

Admission Cancellation & Refund Guidelines		
Sl. No.	Percentage of Refund of paid fees (P.A. Fees) at the time of Admission	Point of time when notice of withdrawal of admission is served to the University
1.	100 %	Before the Commencement of Classes (As notified in the Academic Calendar). Only Rs. 5,000/- as Processing fee will be deducted.
2.	50 %	Within 15 days of Commencement of Classes (As notified in the Academic Calendar).
3.	00 %	More than 15 days after the Commencement of Classes (as notified in Academic Calendar).

- 16.11. **Nodal Agency:** The Admission Cell shall be the nodal agency for processing refund applications. Candidates will be required to fill the Fee Admission Cancellation Form (included in **Annexure A**) and get it approved from the Director, and Submitted to the School Administration.

17. Removal of difficulty

In case of any dispute regarding admission, the decision of the Pro-Vice-Chancellor, Chairperson, Admission Committee, RRU shall be final and binding to everyone.

-Sd-
Chairperson,
Admission Committee,
Rashtriya Raksha University