

GENERAL GUIDELINES FOR ADMISSIONS

1. Information published by the University in the International Prospectus, International Brochure, University Website, Advertisements or otherwise in any manner must be read in conjunction with supplements, updations, rectifications, clarifications, corrigenda, notices etc. as and if issued by the University from time to time. Changes if any in the prospectus will be published as corrigenda in newspaper and/ or website. Applicants and others concerned must ensure that they know up-to- date information before applying for admission or any other purpose whatsoever.
2. Any degree/diploma obtained from a University, Board, Council, Institution, College etc. declared recognized by the University Grants Commission (UGC) or Council of Boards of School Education in India, Delhi (COBSE) or incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India or any other concerned apex body as applicable shall be considered for admission to the University. In case any degree/ diploma obtained is not recognized by UGC or COBSE or any other concerned apex body as mentioned above, result of the entrance test or interview (if applicable) and admission, if granted shall stand cancelled and the applicant shall have no claim, whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.
3. Applicants will be required to produce certificate/documents in original or otherwise, during the admission process and even thereafter, as and when instructed by the University.
4. Original certificates of an applicant normally will not be retained and will be returned immediately after verification; however, if required, the University may retain original certificates for verification from the Board/Council/University from where the certificates are supposed to be issued.
5. If an applicant is found ineligible for admission on verification of the document(s) at any stage or otherwise, his/her Eligibility test/ Entrance Test/ or Interview, as and if applicable, and also admission to University if granted, shall stand cancelled and the case may be handed to the relevant authority under the law of land. If such instances go undetected during the admission process but are detected in subsequent semesters/ years, such disqualification will take place with retrospective effect. In such a case, the applicant shall have no claim whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme. The verification process including authentication from certificate issuing agency (if required) may take 1 year or more after the start of session. So student must ensure themselves regarding their eligibility before taking admission to safeguard their career.
6. a) Applicants who are either awaiting for the result or due to appear for qualifying exam may also apply; provided that the result of the qualifying exam must be furnished to the University either by the last date of provisional registration or at the time of admission, or by the last date as specified by the University.

b) In case an applicant fails to produce the proof of fulfillment of the prescribed eligibility criteria or any other document prescribed by the University or fails to provide original documents for verification by the stipulated date(s), he shall not be considered eligible for admission and admission, in any case, if granted due to any reason, shall be cancelled and the applicant shall have no claim, whatsoever against the University. Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.

7. Application Form(s) received without fees or otherwise incomplete in any respect or received after the stipulated dates for submission may not be considered/evaluated for admission or may be summarily rejected without assigning any clarification or intimation.

8. Submission of Application Form(s)/ Fee or any other document and/or acknowledgment thereof by the University or generation of ID card and registration number etc. does not guarantee admission to any programme or allotment of any facility of the University.

9. The University shall not be responsible for any postal delay or loss in transit.

10. Eligibility

(a) The 'Eligibility Criteria (Qualifying Exam)' as specified in the University Website details percentage of

aggregate marks required in qualifying examination and the same will be calculated using following guidelines:

(i) In case of Programmes after 10th and 10+2, calculation of aggregate marks will be done considering best five subjects (with highest marks) in the qualifying examination. However the marks obtained in subject(s) prescribed under the respective eligibility criteria of Royal Global University for the concerned programme must be taken into account for calculation of aggregate marks. For International Applicants, criteria for overall marks/ score as defined by awarding Board/ University will be considered. This clause is applicable for calculating eligibility as well as Scholarship.

NOTE:

- If the applicant is not able to satisfy the eligibility criteria by considering 5 subjects as mentioned in the previous clause then all the subjects registered may be considered for calculating aggregate percentage for eligibility.

- If an applicant has passed the qualifying exam by appearing for less than 5 subjects, then all subjects (which will be less than 5 in this case) will be considered. However applicant must have studied and passed the subject(s) prescribed under the respective eligibility criteria of RGU for the concerned programme. Certain Boards (e.g. ICSE) declare pass by considering 4 subjects only. However the applicant may have studied more than 4 subjects (additional subject) from such a board. Situation may

arise where a student may be scoring lesser percentage by considering 5 subjects but scoring more percentage by considering 4 or lesser number of subjects as per Board's policy. So in such cases, we may consider 4 (or lesser number of subjects) as per Board for Eligibility.

- In certain boards/institutions, part of subjects are mentioned as two separate entities in the transcript, e.g. theory & practical as two different entities, Botany & Zoology as two different entities or Mathematics I & II as two different entities. In all such cases these entities will be considered as a single subject, theory and practical paper will be considered as a single subject, Botany and Zoology as one subject and Mathematics- I & II as one subject for eligibility.

- If a student has passed the 10+2 from one board and has passed one additional subject (subject considered compulsory for taking admission in RGU) from some other Board, then for calculating percentage of aggregate marks all the subjects (both the boards) will be considered.

Such an advantage will be given for Eligibility as well as Scholarship.

Illustration:

Suppose the student has obtained 300 marks out of 500 marks in Central Board of Secondary Education (CBSE Board) and cleared Maths from National Open School and scored 40 marks out of 100. If such a student is seeking admission in a Programme where Maths is compulsory then aggregate percentage will be calculated by considering 340 out of 600 i.e. 56.66%.

(ii) In case of Programmes after Diploma, Graduation, Post-Graduation etc. the criteria for overall marks / score as defined by awarding Board / University will be considered for calculation of Eligibility as well as Scholarship.

(iii) For International applicants, English Language Requirement (ELR) can be satisfied by any of the following options:

- Either candidate has studied English as a subject in 10th or in higher qualification, or
- Qualifying Examination of candidate was in English Medium, or
- Candidate is able to read, write and speak fluently in English and has no problem in communicating with the language.

Important for Eligibility and Scholarship of International applicant

If International applicant is taking admission in B.Tech. (Computer Science & Engineering) programme, where eligibility is Pass in 10+2 with (Physics, Mathematics, Chemistry and ELR), candidate must satisfy

ELR requirement from either of the options mentioned above and consideration of Physics and Mathematics in the calculation of eligibility and scholarship would be mandatory. Assuming that 5 courses are required for calculation, best 3 from remaining courses may be considered accordingly.

(b) If a student does not have sufficient marks in qualifying examination as a whole or in a specific course, but he/she has done some higher qualification in the relevant discipline, then marks in higher qualification (as a whole or for specific course) may be considered for calculating eligibility of the student. Higher qualification is considered for Eligibility only and not for Scholarship.

(c) Rounding off marks for calculating the aggregate marks is not allowed.

(d) The eligibility Criteria as specified in Part-B details the percentage required in qualifying examination. However incase the issuing Board / University does not award marks / percentages and instead award Grades or Grade Point Averages, then the following criteria shall be used to determine the eligibility and / or Scholarship, unless otherwise prescribed by the University.

(e) If the concerned Board / University has awarded grades for individual courses/ subjects and not for the Programme as a whole, and has also provided the specific marks (or range of marks) corresponding to a grade, then corresponding marks (or mid value of range) shall be used to calculate equivalent percentage.

(f) If the concerned Board / University has awarded grades for individual courses/ subjects and not for the Programme as a whole, and has not provided the specific marks (or range of marks) corresponding to a grade, then the following mechanism shall be considered to calculate marks corresponding to a grade and in turn equivalent percentage :

(g) Persons in employment are not eligible for full-time programme unless otherwise prescribed by regulatory bodies and with the prior approval of the employer. However this relaxation will not be applicable in the programmes where the concerned regulatory bodies have imposed certain conditions.

(h) If the University participates in any National/ State Level Test and/ or Counselling conducted by anybody or organization designated by Govt. for admission to any programme(s), then the eligibility

criteria for admission as notified by that body/ organisation will be applicable for such admission, unless otherwise prescribed by the University.

(i) Applicants who have done Engineering/Technology or related qualification through Distance

Education/ Distance Learning/ Correspondence/ Online or any such mode where the mode of delivering education does not require students to be physically present in a traditional setting such as a classroom/ labs in a University or in any of its affiliating Institute/ School/ College, will not be considered for Admissions.

(j) Students who are currently enrolled in RGU in previous batches, may be re-admitted on the basis of previous year eligibility including cut off of Eligibility/ Entrance test and/ or National/ State Level Test for the concerned programme (whenever they were admitted) subject to conditions as prescribed by the University.

11. Entrance/ Eligibility Test/ Interview

(a) The cut off marks for various Entrance/ Eligibility test(s)/ Interview(s) as prescribed by the University shall be made available on the University Website from time to time.

(b) If an applicant has been provisionally admitted subject to clearing entrance/ eligibility test, it will be the responsibility of the applicant to apply for/ appear and clear the relevant entrance/ eligibility test, failing which his admission shall stand cancelled and the applicant shall have no claim whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.

(c) Applicants will have to make their own travel and boarding arrangement at their own cost for appearing in any Eligibility test, Entrance Test, GD, Interview etc.

12. Fee for Additional Services/ Facilities

(i) In addition to programme fee and other charges prescribed under programme details in Part-B of Prospectus 2026, applicants will be required to pay the fee and charges for following and such other facilities/ purposes as and if applicable and/ or announced by the University.

(ii) Employability Enhancement Programmes (EEP) / Professional Enhancement Programme (PEP)

(iii) Competence Building Activities including but not limited to Soft skills, Business communication, Personal development, Communication skills or any other related activities conducted in the

shape of group / individual classes or group / individual sessions (interactive or otherwise) may be online using web (internet or intranet) or by making use of some software modules or some sort of test series etc.

(iv) For undergoing additional courses/ certifications like IELTS, TOEFL, Cambridge ESOL etc. to prepare students in English for placements or other purposes.

(v) For registering and completing online courses (from various sources like Coursera.org etc.) and/or technical certifications of reputed companies like MCSE, CCNA etc. in addition to or in lieu of courses assigned in programme scheme.

(vi) Optional or compulsory courses/ subjects/ certifications/ trainings offered in tie-up with industry/ educational/ training institute.

(vii) Various Software / Applications for different platforms like laptop, Mobile Phones etc. required for various activities of academic / professional learning, evaluation, routine or specific usage or for other purposes during the course of study in the university

(viii) Diagnostic / Pre-Assessment / Assessment / Benchmarking Tests

(ix) Summer school / Summer or Winter classes

(x) Professional Enhancement Fee

(xi) Special fee in addition to re-appear/make up/ examination fee, in case university has to arrange the examination specially or separately for a student or group of students.

(xii) Insurance Premium Fee

(xiii) Reappear/ Make up examination Fee

(xiv) Backlog courses/ subjects

(xv) Additional courses/ subjects pursued during regular term/semester

(xvi) Pre-Term / Post- Term

(xvii) Training / Internship/ Survey etc.

(xviii) Any live or entrepreneurship or capstone activities/ tasks/ assignments.

(xix) Tours including educational tours & Visits including industrial visits

(xx) Course Change Fee

(xxi) Migration Fee

(xxii) NOC / Migration for joining elsewhere, if permitted

(xxiii) Membership fees for Professional Bodies

(xxiv) The cost of the robes for participation in convocation.

(xxv) Eligibility verification or authentication fees.

(xxvi) Various Letters/Certificates issued by the university including but not limited to Character

certificate, Migration certificate, Bonafide Certificate, Certificate of residing in Hostel, Certificate specifying certain Course requirements, Academic Transcripts of a term/semester or of year or for whole Programme, Provisional degree/Certificates, Detail Marks Card and any other certificate as issued by the University on Student request or otherwise.

(xxvii) Any expenditure incurred for written / telephonic / electronic/ by post communication with the students/ parents/ guardian etc.

(xxviii) Any expenditure incurred on stationery items/ geometry instruments like charts, maps, scales, rulers, colors, drawing sheets, stencils, cartridge, Adjustable set squares, triangle metric scale, triangle armstrong scale, parallel bar, sheet holder etc.

(xxix) Kits/ dresses/ Uniform for Sports activities/ Cultural/ Co-curricular activities/ labs/ workshops etc.

(xxx) Charges incurred on opening/running of Bank account and I-Cash Card/ Scholar Card/ Payment

Card/ Debit Card/ Credit Card and online payment in any form and any other instrument which

facilitates the payment by students to the University and its associates and such other

arrangements.

(xxxi) Any other fee/ charges as prescribed by University from time to time.

(xxxii) Students will be required to pay programme fee, and other fees/ charges for all terms/ semesters also including the term(s) in which student goes on Industry Training/ Internship or other activity.

(xxxiii) Government taxes, levies (e.g. service tax/ GST) and such other charges, if any, as and when applicable will be payable by the student and will be added to the fee/charges/ amount.

(a) The fee(s) and other charges must be deposited by the stipulated date, failing which the seat allotted may be declared as vacant and the seat may be offered to the another candidate. No correspondence or appeal in this regard will be entertained.

(b) In case a student is not able to pay the fee on or before the date prescribed by the university, then he/ she shall seek permissions in writing from The Office of International Affairs of the university. However compounding fee, as decided by the university from time to time, may be charged for late submission of fee.

(c) Applicant must always write Applicant Name, Application No. (if any), Name of Faculty, Programme applied for and Programme Code on the backside of the demand draft or pay order or receipt of cash deposit at bank, as applicable.

(d) All type of fee and charges as prescribed by the University and the various facilities provided by the University are subject to revision/change from time to time.

(e) In case the payment is made through Net Banking/Credit Card/Debit Card, etc., then additional charges (as levied by concerned banks/ mediator/ external agency) for such payments will also have to be paid by applicants.

(f) In case a student is given waiver of any course(s) in term and is allowed to register for lesser than prescribed number of courses/ subjects, no relaxation or waiver in fee would be given and the full term fee will be charged.

14. The International applicants are also required to fulfill all the conditions and comply with regulations, guidelines enforced by concerned foreign country as well as India at their own for the purpose of entry, stay, study and other purposes including but not limited to visas, foreigner regional registration, medical certification etc. Certain details for information purpose are also available on University Website under the heading “International”.

15. For applications accepted for admission, Letter of Admission Offer may be sent either directly or via the nominated agent to the applicant, subject to such conditions, as prescribed by the University. However, for applications requiring additional information or fulfilling of any sort of eligibility criteria, for acceptance on account of final results or otherwise, Letter of Conditional Admission Offer may be sent by the University.

16. For the purpose of getting Letter of Acceptance of admission to any programme, the applicant will have to pay provisional registration fees and other fee and charges (as and if applicable) beforehand, subject to fulfillment of eligibility criteria and other conditions as specified on University Website.

17. Change in Room Type or Seater of Residential Facility

An applicant who wishes to change the category (e.g. 4 seater to 3 seater, 2 seater to 3 seater etc.) or change of room in same pattern (e.g. from 4 seater to 4 seater or room type with same residence charges) of Residential facility, has to apply for the same on prescribed form to The Office of International Affairs, Division of Admissions and such applications may be processed as per the following criteria:

(a) Before reporting in the hostel : Application for changing the category or room pattern received before the reporting in the hostel may be processed subject to availability of rooms in the requested category and room pattern.

(b) After reporting in the hostel : Application for upgrading the category or upgrading the room pattern i.e. from higher capacity room to lower capacity room pattern (e.g. from 4 seater to 3 seater) received after reporting in the hostel may be processed subject to availability of rooms in the requested category and room pattern. For example, if a student seeks transfer from 4 seater to 3 seater, two month after the start of session or reporting in hostel and if his/her application for change of residential facility is accepted then he/she has to pay the residential charges (residence) of 3 seater for the full academic session even if he/she has stayed in 4 seater for two months or so.

(c) Application for change of room in same room pattern (e.g. from 4 seater to 4 seater or room type with same residence charges) received after the admission in hostel may be processed subject to availability of rooms in the requested room pattern.

(d) A student has to pay Rs. 1000/- as processing charges for Hostel Room Change after allotment of room.

18. Attendance Conditions

Students of the university are expected and encouraged to attend all the classes of every course. A student should attend 75% or more in aggregate of delivered classes, in all registered subjects of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term including optional/ additional, elective/ specialization and backlog courses.

19. Registration Fees for semester(s) and Reporting/ Joining the University

(a) In the first term/semester as well as in subsequent term(s)/ semester(s), student must register himself/ herself by presenting physically in the university and start attending the induction/ classes, as the case may be.

(b) All the students admitted after start of session are required to report/ join the university immediately from one day after the actual date of admission. If the applicant takes admission on the last date and joins late due to any reason, then the attendance will be calculated one day after the last date of admission.

(c) 'Last date for reporting/ joining' the university may be prescribed in such a way that after such date student may not be able to fulfill attendance criteria after due consideration of all the classes to be conducted for that term.

(d) Student may be allowed to report/ join the university late as per the details and timelines mentioned above, however the minimum attendance required to be maintained will remain and no relaxation in lieu of late joining will be provided.

(e) Notwithstanding the approvals that may be granted for joining/reporting the university as per

the clauses mentioned above, it is for the student to ensure that he/ she will be able to complete the attendance requirement as specified under the head 'Attendance Conditions'.

(f) Notwithstanding the clauses mentioned above, if a student does not report as per the schedule for Start of Session (reporting schedule) or join the programme or remain absent for a specific period of time as prescribed by University in any term, without the approval of the concerned authorities of the University, the University may struck off the student's name from its rolls and cancel his/ her admission, without giving any notice or clarification in this regard.

(g) Conditions over and above or tougher than above, if any, imposed by any regulatory body, shall also be applicable.

20. Application for admission will not be entertained after the last date of admissions. However under certain exceptional circumstances, University may allow late admissions because of exceptionality of circumstances and at the sole discretion of the University authorities.

21. Miscellaneous

(a) The class sections (if any) may be made on any parameter as decided by the University.

(b) Fixed seats may be allotted to the students as per the roll no. in the class or otherwise.

(c) The University reserves the right to introduce, modify or withdraw or discontinue any programme/course at any point of time.

(d) The University may upgrade admission of student(s) to any programme at any time, as deemed appropriate, provided it should not affect the student(s) in adverse.

(e) If the number of admissions for undergraduate programme(s) is less than 20 and in case of postgraduate programme(s) is less than 10, the University may discontinue such a programme and in that case the fee of those students will be refunded without any deduction and student shall have no other claim against the University.

(f) Allotment of School/ Institute will be done at the time of start of programme/ session and will be subject to change at the discretion of the University.

(g) Any course(s) / term (s) of a programme may be offered in combination with course(s) / term(s) of other programme offered at any Department/ School/ Institute/ Faculty of the University or outside the University with other educational institute/ university or industry or any government or Non Govt. or any other organization.

(h) It is mandatory for the student to procure notebooks and text books on their own and carry bag in each semester/ year (as the case may be).

(i) It is the responsibility of the students to procure and install Licenced/ legitimate software/ Applications for different platforms like laptop, Mobile Phones etc. as required for various activities of academic / professional learning, evaluation, routine or specific usage or for other purposes during the course of study in the university.

(j) For certain disciplines including Journalism & Film Production, Multimedia and Fine Arts (Commercial Arts/ Applied Arts), procuring still camera/ video camera (as per specifications prescribed by the Department/University) may be made compulsory.

(k) All International students are required to open their Bank Accounts in any of the available banks within or near the University.

(l) Keeping in view the safety concern of students sent on duty out of campus/ workshop/ training/internship, etc. the university reserves the right to keep track through mobile app. or any other mode including electronic.

(m) Any programme(s) of the University may be offered in different shifts (any timings of morning or evening shift or on holidays) as deem appropriate by the University.

(n) University may make participation in any academic activity compulsory and attendance may be counted at the discretion of the authorities.

(o) Students may be asked to come to the University before or after the regular timings of the classes and even during Sundays, Holidays, Vacations for different activities including but not limited to cultural, co-curricular, sports, placements, workshops, training, examinations and additional classes.

(p) Unless otherwise specified by the University, the medium of instruction, examination and question paper will generally be English in all cases except in specific language programmes.

(q) Faculty/ Curriculum related information will be available on the University website.

(r) Nomenclature of programmes, degree or the prefix/ suffix may be changed by the university or the regulatory body.

23. In case of any matter not covered herein and/ or for interpretation of any content herein, the decision of the competent authority of the University shall be final and binding on all concerned.

Sd/-

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Deputy Director, The Office of International Affairs,

Royal Global University