



Ref. No. KU/2024/Reg./NH/128

Dated 25.08.2024

OFFICE ORDER

Subject: Implementation of Policy for Admission Procedure

With the objective of ensuring a **transparent, fair, systematic, student-friendly, and efficient admission process**, the **Policy for Admission Procedure of Kalinga University** is hereby approved for implementation with effect from the date of issuance of this Office Order.

The Policy shall provide a uniform framework for admissions to Undergraduate, Postgraduate, Doctoral, Diploma, Certificate, and other approved academic programmes of the University.

Accordingly, the following directions are hereby issued:

1. **Eligibility:** Admissions shall be offered only to candidates fulfilling the prescribed eligibility criteria, academic qualifications, and other applicable requirements of the respective programme.
2. **Application and Selection:** Applicants shall submit the prescribed application form through the authorized admission process. Selection shall be made in accordance with approved programme-specific criteria, including merit, entrance examination, counselling, interview, or other applicable procedures.
3. **Document Verification:** All selected candidates shall submit/produce the required original and supporting documents for verification. Admission shall remain subject to satisfactory verification of eligibility and documents.
4. **Fee Payment and Confirmation:** Admission shall be confirmed only after completion of prescribed admission formalities and payment of applicable fees through authorized University channels.
5. **Equal Opportunity:** The University shall provide equal opportunity to eligible applicants and implement applicable reservation, relaxation, and other statutory provisions in accordance with prevailing regulations.
6. **Admission Records:** The Admission Office shall maintain proper records of applications, selection, document verification, fee payment, enrolment, and other relevant admission-related information.
7. **Transparency and Grievance Redressal:** Admission-related information shall be communicated through appropriate official channels. Applicants may submit admission-related queries or grievances through the designated University mechanism.



KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

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8. **Compliance, Monitoring and Review:** All concerned departments shall comply with the approved Admission Procedure Policy and applicable statutory requirements. The admission process may be periodically reviewed by the competent authority, and necessary improvements may be introduced.

All Deans, Heads of Departments, Admission Office, faculty members, administrative departments, and concerned officials are directed to ensure effective implementation of this Policy.

This Office Order shall come into force with **immediate effect** and shall remain applicable until amended or superseded by the competent authority.

Dr. Sandeep Gandhi

REGISTRAR
KALINGA UNIVERSITY
KOTNI, NEAR MANTRALAYA
RAIPUR (CHHATTISGARH)
Copy to :

1. Hon'ble Chairman – For Kind Information *for kind info*
2. Hon'ble Chancellor – For Kind Information
3. Hon'ble Vice-Chancellor – For Kind Information *for Assem*
4. Hon'ble Director General – For Kind Information *for President*
5. DAA & COE – For Information. *Di*
6. Director IQAC – For Information. *lyu*
7. Director CCRC – For Information. *for Attalwar*
8. Director Admission – For Information. *for*
9. Deputy Registrar & Head HR – For Information. *for*
10. Chief Proctor – For Information. *for*
11. DSW – For Information. *for*
12. SDG Cell – For Information. *lyu*
13. All Teaching & Non-Teaching Staff – For Information.
14. Research Cell – For Information. *for*
15. Administrative Officer & Chief Warden/Hostel Wardens – For Information. *A.*
16. Admission Department – For Information. *for*
17. University Coordinator – For Information. *for*
18. Transport In-Charge – For Information. *for*