



ADMISSION POLICY & SELECTION PROCEDURE
FOR ACADEMIC YEAR 2012-13
FOR B.B.A.LL.B. (HONOURS) DEGREE COURSE IN
SCHOOL OF LAW

1 INTRODUCTION

- 1.1 ITM University has been established by the Haryana State Legislature under The Haryana Private Universities Act (Third amendment), 2009.
- 1.2 ITM University is a Private Self Financed multi disciplinary University recognized under Section 2(f) by UGC and has the right to confer degrees under Section 22(1) of the UGC Act, 1956. For all details of the University and courses run, refer to ITM University website at www.itmindia.edu.
- 1.3 ITM University has been included by UGC in their select list of approved Universities. This list of recognized Universities can be obtained from the UGC website www.ugc.ac.in
- 1.4 ITM Law School and ITM University is approved by the Bar Council of India to impart 5 year integrated B.B.A.LL.B. (Honours) Degree Course vide Bar Council of India's letter BCI: D: 1296/2010 dated 10.09.2010.
- 1.5 This policy shall be called the "ADMISSION POLICY & SELECTION PROCEDURE-2012" (APSP-2012) for admission to 5 year integrated B.B.A.LL.B. (HONOURS) DEGREE COURSE awarded by ITM UNIVERSITY
- 1.6 This policy has been prepared in accordance with the First Ordinances of the ITM University duly approved by Government of Haryana and ensures that admissions are made strictly in accordance with merit in a fair and transparent manner in the interest of all concerned.

- 1.7 Admissions will be made on Merit obtained from Marks secured in CLAT 2012 / AILET 2012 / LSAT 2012 as may be applicable, as per details given in this “Admission Policy and Selection Procedure” subject to minimum eligibility criteria.

2 APPLICABILITY

This “Admission Policy & Selection Procedure-2012” is valid for the academic year 2012 – 13 and shall be applicable for all admissions to B.B.A.LL.B. (HONOURS) Degree course.

3 TOTAL NUMBER OF SEATS

Total number of seats in 5 year integrated B.B.A.LL.B. (Honours) Degree Program for the academic year 2012-2013 is 120 out of which 15% seats (18 seats) are reserved for Child / Ward of NRI's.

The above intake is subject to change by the University. Increase in intake, up to 20% of seats may be made, if necessary, to cater for dropouts and to maintain merit.

4. MINIMUM ELIGIBILITY CRITERIA

- 4.1 To be eligible for admission to the first year of B.B.A.LL.B. (HONOURS) Degree Course of ITM UNIVERSITY, a candidate must be an Indian National and must fulfill the following minimum eligibility criteria defined as under:

- a) The applicant(s) should have passed the 10+2 examination conducted by Central Board of Secondary Education or equivalent examination from a recognized *board* and secured not less than 55% marks in **aggregate and 50% marks in ENGLISH.**

(Rounding of marks is not permitted. Therefore, a student with 54.9% marks or less than 55% marks in aggregate or a student with 49.9% marks or less than 50% in English will NOT be eligible to apply)

A student from a university / board NOT recognized by CBSE / UGC / AIU / MHRD / BCI or any other statutory body shall not be eligible for admission.

- b) The applicant must have appeared in CLAT 2012 / AILET 2012 / LSAT 2012. This condition is not applicable for Child/Ward of NRI.
- c) In case a student has completed his/her equivalent examination from an overseas board, he/she shall necessarily have to obtain and submit a

certificate of equivalence from the AIU (Association of Indian Universities) at the time of admission.

- d) AGE LIMIT:** The applicant must not be more than 20 years of age as on the 1st day of August 2012. The date of birth printed on the Class X mark sheet issued by CBSE or equivalent board shall be considered for determining the age of the candidate. In case of student(s) who may have passed their equivalent examination from an overseas board, the age mentioned on his/her passport shall be considered.

4.2 **DETERMINATION OF MERIT**

The merit list for admission in to the 5 year integrated B.B.A.LL.B. (Honours) Degree Program shall be prepared on the basis of the scores obtained by the applicants in CLAT 2012 /AILET 2012 / LSAT 2012 Examination by following the criteria mentioned below:

1. Candidates who have secured 60% marks or above in CLAT 2012
2. Candidates who have secured 60% marks or above in AILET 2012
3. Candidates who have secured 80 percentile or above in LSAT 2012.
4. Candidates who have secured 40% and above but less than 60% marks in CLAT 2012
5. Candidates who have secured 40% and above but less than 60% marks in AILET 2012
6. Candidates who have secured 60 percentile and above but less than 80 percentile in LSAT 2012
7. Candidates who have secured 30% and above but less than 40% marks in CLAT 2012
8. Candidates who have secured 30% and above but less than 40% marks in AILET 2012
9. Candidates who have secured 40 percentile and above but less than 60 percentile in LSAT 2012

The above rationalization is made on the basis of previous year's scores and the number of candidates appearing in the above examinations. If seats remain vacant after following the above criteria, the Admissions Committee, may for reasons recorded in writing, reduce the minimum percentage of marks/percentile in CLAT/AILET/LSAT 2012 for determining the merit among the applicants.

- 4.3 Since the application cum processing fee is not refundable under any circumstances whatsoever, before submitting an application for admission, a student must ensure that he/she fulfils the minimum eligibility condition applicable to the category(s) under which admission is being sought by him/her. He/she must also apply only after he/she has fully read and understood the

Admission Policy and Selection Procedure of ITM UNIVERSITY for Academic session 2012-2013.

Applicants must only apply after having fully read and understood the Admission Policy and Selection Procedure, the fee structure and the refund / cancellation/ withdrawal policy of the University for Academic session 2012-2013 which is clearly enunciated in this booklet.

5 GENERAL CONDITIONS

- 5.1 In the event the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.
- 5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
- 5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfil all other conditions as spelt out in the "*Admission Policy & Selection Procedure*" applicable to his/her category.
- 5.4 **STUDENTS/ PARENTS ARE CAUTIONED NOT TO USE ANY INTERMEDIARY OR BROKER FOR SECURING ADMISSION. BESIDES BEING ILLEGAL, SUCH AN ACTION COULD RENDER THE CANDIDATE INELIGIBLE TO PARTICIPATE IN THE ADMISSION PROCESS.**
- 5.5 A student who wishes to be admitted after a gap period of one year and/ or, more (after passing the 10+2 qualifying examination) shall submit at the time of admission, a declaration, **justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / university and had not been rusticated or had not been sentenced to jail for a criminal offence.**

6 CATEGORY WISE INTAKE AND DISTRIBUTION OF SEATS

S.NO.	CATEGORY OF SEATS	PERCENTAGE DISTRIBUTION	NO. OF SEATS
A	All India General (<i>including Haryana</i>)	60%	72
B	Haryana General	15%	18
C	Haryana Scheduled Caste	10%	12
D	Child / Ward of NRI	15%	18
TOTAL		100%	120

7 WHO IS ELIGIBLE FOR EACH CATEGORY

- 7.1 **ALL INDIA General:** Every Indian national from *any* part of the country who complies with the minimum eligibility criteria.
- 7.2 **HARYANA (General):** A student who is a resident of *Haryana* (refer **Form 1**) or has passed his *10+2* or equivalent examination from a recognized school in *Haryana* and complies with the minimum eligibility criteria is eligible under this category. Haryana Residents are first entitled for admission against All India seats based on their merit. Unfilled seats if any, under this category will be filled by All India category students.
- 7.3 **HARYANA (Scheduled Castes):** The candidate must be a resident of Haryana and from a Scheduled Caste of Haryana as notified by State Govt. (refer **Form 2**) and should comply with the minimum eligibility criteria. Haryana SC candidates are first entitled for admission against All India Category followed by Haryana General Seats based on their merit. Unfilled seats, if any, under this category will first be filled by Haryana General Category students followed by All India Category students.

Candidates who have applied and are found eligible under Haryana General or Haryana SC Category but secure seats in All India Category due to their merit shall retain their respective categories for all purposes, including consideration for fee concession.

- 7.4 **CHILD /WARD OF NRI:** To be eligible for admission under this category, the applicant must be the child / ward of a Non Resident Indian as defined under Income Tax Act and must comply with the minimum eligibility criteria. (CLAT / AILET / LSAT *will not be applicable for these students*).

Students admitted under this category will pay a substantially higher fee. The extra fee collected from these students will be used to give fee concessions to students on merit cum means criteria.

Students under NRI category will be admitted on 'First - Come - First - Served' basis subject to the minimum eligibility criteria and availability of seats. Since admissions to this category shall be made on first come first served basis, no refund will be permissible in case of withdrawal before or after the last date of admission.

A candidate granted admission under this category will not be eligible to change his/her course / discipline once he/she is admitted.

Also, a candidate who has secured admission under this category cannot apply for admission under any other category thereafter.

Candidates seeking admission under this category should apply on the application form available in the "Admission Policy & Selection Procedure for Child / Ward of NRI 2012 – 2013" from the University only (these forms shall not be available online) on any date from 01.05.2012 to 16.08.2012, subject to availability of seats.

8 ADMISSION COMMITTEE

- 8.1 Admissions shall be made by an Admission Committee Chaired by the Director, ITM Law School, ITM University. Besides the Director, the Admission Committee shall consist of the Registrar and at least three other persons nominated by the Vice Chancellor.
- 8.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the conditions of admission prescribed in this Admission Policy and Selection Procedure.
- 8.3 The decision of the Admission Committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as provided in Clause 21.

9. ADMISSION NOTICE

- 9.1 To fill seats to B.B.A.LL.B. (HONOURS) Degree course offered by the School of Law for academic session 2012-13, the University shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published in at least two national dailies and / or their education supplements.
- 9.2 A copy of the admission notice along with this "*Admission Policy and Selection Procedure – 2012*" shall be uploaded on the website of the University www.itmindia.edu for the information of all concerned on or before the

admission notice is published in the national dailies and / or their education supplements.

9.3 Not less than fifteen days time from the date of the admission notice shall be given to interested candidates to submit their applications and processing fee.

10. HOW TO APPLY

10.1 There are three ways students can apply:-

(a) **Online on University website www.itmindia.edu** :- Students can fill in the form online and also pay the processing fee of ₹ 1,000/- online. They should upload scanned copies of documents mentioned in para 10.2 below along with the online application. They will receive an email confirmation for their online application and this confirmation will also constitute an acknowledgement of having received the processing fee.

Having applied online, the documents mentioned in Para 10.2, if not uploaded online, can **also** be sent by post or can be submitted by hand to ITM University along with the print out of the email confirmation **on or before 12.06.2012.**

(b) **Off Line Application Forms** :- Application Forms can either be obtained

- (i) By hand from the University Campus on payment of ₹ 1,000/-;
- or
- (ii) Requesting by post on payment of ₹ 1,000/-.

Request for Application Forms by post from the University should be addressed to "The Director, School of Law" and giving their postal address and enclosing a bank draft of ₹ 1,000/- in favour of 'ITM University Gurgaon' payable at Gurgaon only. The applicant must write his / her full name, address and mobile number on the reverse of the bank draft.

All such application forms can be submitted by post or by hand at the University Campus along with the documents mentioned in Para 10.2 below **on or before 12.06.2012.** Those who are sending the forms by post **must** enclose a copy of the receipt of ₹ 1,000/- (Application and Processing Fee) issued by the University.

'By Post' means **Registered Post** or **Speed Post** only

(c) **Downloaded Application Forms:** If an applicant does not wish to apply online, he/she may download the application form from the website of the

University www.itmindia.edu. In this case, the duly filled application must be submitted along with all the documents mentioned in para 10.2 along with a Demand draft of ₹ 1000/- in favour of 'ITM University Gurgaon' payable at Gurgaon / New Delhi or a copy of the receipt for ₹ 1,000/- issued by the University if the (Application and Processing Fee) is paid in cash and application form is submitted by hand.

Applications on plain paper shall not be accepted.

10.2 Documents to be submitted along with the application form:-

Self attested copies of following certificates are required to be submitted by post/hand to The Chairman, B.B.A.LL.B. (HONOURS) Admission Committee, ITM University, Sector – 23A, Gurgaon – 122017, Haryana while applying for admission:-

- (i) Class X Marks sheet (as proof of date of birth).
- (ii) Class XII (or equivalent) Marks sheet.
- (iii) CLAT 2012 /AILET 2012 / LSAT 2012 score card.
- (iv) Haryana Resident Certificate (only if applying for seats reserved for Haryana General – **(Form -1)**)
- (v) Haryana SC certificate (only if applying for seats reserved for Haryana SC – **(Form -2)**)

10.3 Incomplete application forms and/or applications submitted without the processing fee / required enclosures shall be invalidated.

10.4 Students should submit only **one** application form using any **one** of the three methods i.e. online, offline printed form or downloaded application form.

10.5 It is made clear that admissions shall be made *strictly on merit only* from amongst candidates who have applied in the prescribed form within the stipulated time limit prescribed in this Admission Policy & Selection Procedure published by the University and have deposited the processing fee and whose application has not been invalidated due to any shortcoming. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as in para 10.2 shall be rejected summarily without further notice.

HOW TO APPLY (CHILD / WARD OF NRI)

10.6 Application Form can only be purchased by hand from the University Campus **only** by paying the application fee of ₹ 10,000/-. The application fee can be

paid in cash or by Demand Draft only. In case of Demand Draft, it should be made in favour of 'ITM University Gurgaon' payable at Gurgaon only.

- 10.7 Applications from Child / Ward of NRI's must be submitted only by hand with the necessary enclosures at ITM University campus.
- 10.8 No applications will be accepted by post.
- 10.9 Applicants are cautioned that this fee is non-refundable. Therefore, they should only purchase this form if they are sure that they are eligible to apply under this category.
- 10.10 Students seeking admission must apply on the prescribed application form only on or before the last date specified in the Admission Notice.
- 10.11 Applications on plain paper shall not be accepted.

11 LAST DATE FOR RECEIPT OF APPLICATIONS FORMS

- 11.1 Duly completed application forms on the *prescribed format only* should be submitted by eligible candidates so as to **reach** on or before **12.06.2012** at ITM University, HUDA, Sector 23 – A, Gurgaon – 122017, Haryana.
- 11.2 All '*by hand*' application forms including deposition of processing fee and documents submitted by hand, shall be accepted at the University campus on all days from Monday to Friday from 9 A.M. to 4 P.M up to 12.06.2012.
- 11.3 Applications received after the last date specified in this "Admission Policy & Selection Procedure", for any reason whatsoever, shall not be considered under any circumstances. Accordingly, in their own interest, candidates should ensure timely submission of the application form.
- 11.4 The application processing fee is non-refundable under any circumstance, whatsoever. Therefore, students are advised to purchase/submit their application forms only after due consideration of this fact.

12 ACKNOWLEDGEMENT OF APPLICATION FORM

- 12.1 Applicants must insist on a receipt for the application form if submitted by hand. Online applications shall be acknowledged by e-mail confirmation. In case of applications received by post, receipts will be sent by post.
- 12.2 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form with the processing fee.

13 IMPORTANT DATES

UPLOADING OF ADMISSION POLICY & SELECTION PROCEDURE	16.04.2012
APPLICATIONS AVAILABLE ONLINE/DOWNLOADED FORMS ON THE ITM UNIVERSITY WEBSITE www.itmindia.edu AND OFFLINE AT THE CAMPUS	01.05.2012
LAST DATE FOR SUBMISSION OF ALL TYPES OF APPLICATION FORMS WITH PROCESSING FEE AND REQUIRED DOCUMENTS INCLUDING BY POST	12.06.2012
DISPLAY OF FIRST ADMISSION CUM MERIT LIST ON THE UNIVERSITY WEBSITE www.itmindia.edu AND AT THE CAMPUS	15.06.2012
LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN FIRST LIST	25.06.2012
DISPLAY OF SECOND LIST IN CASE OF VACANCIES, IF ANY	26.06.2012
LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN SECOND LIST .	06.07.2012
LAST DATE FOR WITHDRAWAL OF ADMISSION WITH REFUND	03.08.2012
COMMENCEMENT OF ACADEMIC SESSION / ORIENTATION OF ADMITTED STUDENTS	06.08.2012
LAST DATE OF ADMISSION	16.08.2012

13.1 Dates are subject to change solely at the discretion of the University. Change(s), if any, shall be notified on the website www.itmindia.edu.

13.2 Depending upon the number of applicants, third admission list may be displayed if necessary. However, last date for withdrawal of admission, *will remain the same for all admitted students*.

14 SELECTION PROCEDURE

14.1 Subject to the minimum eligibility criteria specified by the ITM UNIVERSITY, all admissions (except children/wards of Non Resident Indians) shall be made **STRICTLY** according to **MERIT** as explained in Para 4.2 only from amongst the applications received on the prescribed form by the UNIVERSITY, along with the processing fee within the time frame stipulated for submission of the same.

14.2 In case of tie among CLAT 2012/AILET 2012/LSAT 2012 candidates, he/she with higher marks in Class XII or equivalent will be considered. In case the candidates have equal marks in class XII or equivalent, the candidate with higher marks in English will be considered. In case both have equal marks in English as well, the student who is older in age would be considered. In the event of even the age being the same, the matter shall be decided by the Admissions Committee, by following a fair procedure.

14.3 Children / ward of NRI's will be admitted on the basis of merit in Class XII or equivalent on first come first served basis subject to availability of seats and compliance with the formalities with respect to sponsorship etc. Unfilled seats if any under this category will be transferred to the All India category.

15 ONLINE DISPLAY OF MERIT CUM ADMISSION LISTS

- 15.1 Merit cum admission lists shall be prepared out of the applications received on or *before the last date specified for submitting applications online / by hand / post*. Besides uploading these lists on the website of the University www.itmindia.edu, and on the website of the Law School www.law.itmindia.edu on the date specified for the purpose the same will also be displayed on the Notice Board of the University for the information of all concerned as per schedule given in the Para 13 above.
- 15.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with Para 13 and Para 18 respectively and will also be mentioned in the cover note of the Merit cum Admission lists. Before depositing the fee to secure their admission, in their own interest, students/parents must refer to the refund/cancellation/ withdrawal policy in case of withdrawal **before** and **after** the last date of admission.
- 15.3 Merely depositing fee will not confirm the admission. Submitting/ getting document verified is a necessary condition before admission can be confirmed.

16 VACANT AND DROPOUT SEATS

- 16.1 Dropout/vacant seats if any will be filled on first come first served basis subject to minimum eligibility criteria.**
- 16.2 Since it is necessary to fill all unfilled seats as far as possible, students offered admission against vacant/drop out seats will have to deposit the first semester fee in full **on the spot** to secure their admission. All documents shall also be produced for submission/ verification. Accordingly, in their own interest, students must come fully prepared with the fee in cash / draft, as the case may be and the required documents. In case any document(s) required are not produced in original for submission / verification, admission will be denied.
- 16.3 It is made expressly clear that paras 25.5, 25.6 and 26 are equally applicable for students admitted against vacant/ dropout seats. Therefore, candidates are cautioned to accept admission only after due consideration of these conditions.

17 SECURING YOUR ADMISSION

- 17.1 Students whose names appear in the first, second or third merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose, to secure their admission, failing which the offer of admission will stand withdrawn.
- 17.2 Semester fee will not be accepted in part or in instalments.

17.3 In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

18 FEES

	RESIDENT INDIAN STUDENTS	CHILD/WARD OF NRI
B.B.A.LL.B. (HONOURS)	₹ 66,500/- (Per Semester)	₹ 2,12,000/- PER ANNUM
HOSTEL CHARGES (IF APPLICABLE)	₹ 35,000 (Per Semester)	

18.1 No other fee/fund (except Hostel charges where applicable) by whatsoever name called shall be payable by a student other than prescribed in the year of his/her admission.

18.2 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the course.

18.3 The total fee for the year including hostel charges if applicable will be payable in two equal bi-annual instalments (semester wise in advance). Children / wards of Non Resident Indian shall pay the fee annually, in advance.

18.4 Fees can only be paid by Demand Draft or Cash. All demand drafts shall be made favouring 'ITM University Gurgaon' and shall be payable at 'Gurgaon'.

18.5 Fee paid by a student is not refundable under any circumstances in part or unless the seat is filled on or before the last date of admission of vacant/dropout seats.

18.6 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.

18.7 Admission / semester fees must only be paid at the Accounts Office of the University on any day from Monday to Friday from 9.00 AM to 4:00 PM.

18.8 EDUCATION LOANS are available to students under special arrangement for students of ITM University through CREDILA Financial Services (promoted by HDFC). To apply for loans visit on www.credila.com/apply_for_loan.html. For any queries, you can visit www.messenger.providesupport.com/messenger/credila.html. Forms are also available with Accounts office, ITM University Gurgaon

19 MERIT-CUM-MEANS FEE CONCESSIONS

19.1 The fee structure for 25% students admitted under Haryana General and Haryana SC categories who are domicile of Haryana shall be based on Merit-cum-Means and be as follows : -

- i. 5% out of the 25% shall be granted full fee exemption.
- ii. 10% out of the 25% shall be granted 50% fee concession.
- iii. The balance 10% of the 25% shall be granted 25% fee concession.

19.2 Candidates who have applied and are found eligible under Haryana General or Haryana SC Category but secure seats in All India Category due to their merit shall retain their respective categories for all purposes, including consideration for fee concession.

19.3 Notwithstanding the award of fee concessions, all candidates selected for admission will have to **first** deposit their fee to secure their admission.

19.4 Grant of fee concessions by a Committee nominated by the Vice Chancellor shall be decided and fee will be refunded to those awarded fee concession, within two months from the last date of admission of unfilled seats i.e. 16.08.2012.

19.5 The Fee concession amount will be paid, semester wise, by account payee crossed cheque only in the name of the student. Fee concession will be reviewed semester wise based on academic performance and all other criteria laid down in "**Standard Operating Procedure**" for fee concessions.

20 DOCUMENTS TO BE SUBMITTED AND VERIFIED AT THE TIME OF ADMISSION

20.1 In addition to the fees, to secure their admission, students will be required to produce for verification/submission the following certificates in original :-

SR. NO.	DOCUMENTS	ORIGINAL DOCUMENT REQUIRED	SELF ATTESTED PHOTOCOPY REQUIRED	DOCUMENTS TO BE RETURNED ON THE SPOT AFTER VERIFICATION & DEPOSIT OF FEES
1	Class X mark sheet (as proof of date of birth).	Yes	Yes	Yes
2	10+2 or equivalent mark sheet.	Yes	Yes	Yes
3	CLAT 2012 /AILET 2012/LSAT 2012 Admit Card	Yes	Yes	Yes
4	CLAT 2012 /AILET 2012/LSAT 2012 Merit Rank (Result Card)	Yes	Yes	Yes
5	Certificate of Migration (only in case class XII passed from any other board other than Haryana board).	Yes	Yes	No

SR. NO.	DOCUMENTS	ORIGINAL DOCUMENT REQUIRED	SELF ATTESTED PHOTOCOPY REQUIRED	DOCUMENTS TO BE RETURNED ON THE SPOT AFTER VERIFICATION & DEPOSIT OF FEES
6	Character Certificate from school last attended.	Yes	Yes	No
7	Passport (only if passed class X from a foreign board).	Yes	Yes	Yes
8	Equivalence certificate from AIU (Only if passed class XII from a foreign board).	Yes	Yes	No
9	Haryana Resident Certificate (only if applying for seats reserved for Haryana General - (Form -1))	Yes	Yes	Yes
10	Haryana SC certificate (only if applying for seats reserved for SC from Haryana (Form -2)).	Yes	Yes	Yes
11	Two copies of recent colour good quality photographs (Size 3.5 X 4.5 cms)	Yes	Yes	No
12	Declaration cum undertaking signed by parents and Applicant (Form-3)	Yes	Yes	No
13	Anti-ragging Affidavits one each by students & parents (Form-4)	Yes	Yes	No

20.2 The Original Character and Migration Certificates submitted by students at the time of admission becomes the property of the University and therefore will not be returned. Admitted students will be issued a new Character Certificate and Migration Certificate under the seal of the University on completion of the degree.

21 GRIEVANCE REDRESSAL

21.1 Grievance if any, against any decision of the Admissions Committee can be made in writing to the Vice Chancellor of the University, within 3 days of the decision.

21.2 In case there is any ambiguity whatsoever, with respect to this policy, Vice Chancellor's interpretation / clarification / decision shall be final and binding on all concerned.

22 LAST DATE FOR CANCELLATION / WITHDRAWAL OF ADMISSION WITH REFUND

Friday, 3rd AUGUST 2012.

23 COMMENCEMENT OF ACADEMIC SESSION

Monday, 6th AUGUST 2012.

24 LAST DATE OF ADMISSION

Thursday, 16th August 2012.

No admission shall be made after 16.8.2012 under any circumstances, whatsoever.

As per the apex court / competent authority, no seat(s) can be filled after the last date of admission for unfilled seats. Under the circumstances, if unfilled seat(s) are not filled before the last date of admission, such seat(s) will remain vacant for the next four years, since no lateral entry admissions directly to the IInd year are made by the University. Therefore, to give the University enough time to find suitable students/ replacements for their vacant / dropout seats, the last date for cancellation / withdrawal of admission has deliberately been kept well before the last date of admission. Accordingly, students desirous of cancelling their admission **must not** confuse the last date of admission to be the last date for cancellation / withdrawal of admission.

25 REFUND / CANCELLATION POLICY

- 25.1 All requests for cancellations/withdrawal of admission must be made in writing by the applicant giving reasons for the same and must be accompanied with the original fee receipt. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained.
- 25.2 In case a student withdraws his / her admission **before** the last date of withdrawal (on or before 3RD August 2012) the fee deposited by him / her will be refunded after deducting ₹ 2500/- (Two Thousand Five Hundred only).
- 25.3 The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within one month from the last date of admission or earlier. There is no need for the student and / or his/her parent to visit the University in this regard.
- 25.4 In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he / she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at **Form-5**)
- 25.5 In **case of withdrawal after the last date of cancellation / withdrawal (i.e. after 3rd August 2012), but before the last date of admission of unfilled seats (i.e. 16th August 2012) the fee deposited will only be refunded if the vacated seat has been filed before the last date of admission. Refund if at all, in this case as well will be subject to a deduction of ₹ 2500/-**

- 25.6 **As per the Hon'ble Supreme Court and / or the competent authority, no admissions can be made by the University to fill a vacancy that may arise after the last date of admission for unfilled seats (i.e. 16th August 2012). Therefore, in case of withdrawal after the last date of admission for unfilled seats, it will be classified as a mid course withdrawal, as the seat so vacated will continue to remain unfilled for the balance years of the degree. In view there of, in case of any mid-course withdrawal, no fee, by whatsoever name called is refundable under any circumstances whatsoever.**
- 25.7 Since children / wards of NRI's are admitted on 'First – Come – First – Served' basis and not on the basis of merit of a common entrance test marks, in case of withdrawal before or after the last date of withdrawal / admission, no fee / fund by whatsoever name called, is refundable.

26 MID COURSE WITHDRAWALS

- 26.1 Since no mid-course admissions can be made by the University to fill a vacancy caused by a mid-course withdrawal, No objection certificate or Migration/ Transfer Certificate for a mid-course withdrawal to a student of any category including child / ward of NRI shall only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University as per declaration cum undertaking submitted at the time of admission.

27 ZERO TOLERANCE POLICY

- 27.1 Ragging is strictly prohibited in ITM University and ITM University follows a **ZERO Tolerance** policy towards Ragging. Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostel(s) / mess, cafeteria is strictly prohibited by law and as held by the Hon'ble Supreme Court of India in its order dated 08/05/2009 in the case titled "University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009. An Anti-Ragging Affidavit as per **Form – 4 (Appendix I and II)** have to be filled and submitted along with other documents at the time of admission.

Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or in-disciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension

thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.

27.2 Association, active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel (s)/mess is strictly prohibited.

27.3 Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises and/or its hostel (s)/mess is strictly prohibited by law.

27.4 **Besides police/legal action, a student found indulging in any of the above activity(s) shall be expelled from the University. In case of expulsion from the University, under such circumstances, the entire fee paid by him/her shall be forfeited.**

27.5 Use of cellular/satellite telephones and/or pagers within the University premises (other than the Main Cafeteria area) is strictly prohibited.

28 LIMITED LIABILITY

All admissions made by the Admission Committee are provisional and subject to confirmation by the Chancellor of the University. If the admission of any candidate is not confirmed by the Chancellor of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate and that there shall be no further consequent liability on the University and / or any of its employee.

29 JURISDICTION

Disputes, if any, arising out of this Admission Policy & Selection Procedure shall be the subject matter exclusively of courts in Gurgaon only.

30 HELPLINE

Queries if any, regarding the admissions process and or any aspect thereof may please be addressed to:

The Director, School of Law, ITM University, Sector 23A, Gurgaon – 122 017

Important Telephone Numbers:

Admissions Enquiry	8826609980	Mr. S. Sarkar
	9971196636	Mr. Lalit Kumar
Online Admissions Enquiry	8447447526	Mr. Naresh Mann
General Enquiry	0124-2365811-13, 4195200	Reception
Email	law@itmindia.edu	
Website Address	law.itmindia.edu	

DATED: 16th April 2012

PLACE: Gurgaon

**VICE CHANCELLOR
ITM UNIVERSITY, GURGAON**