VENKATESHWARA OPEN UNIVERSITY

Lekhi Village, Naharlagun, Papum Pare Distt, Arunachal Pradesh – 791 110

ADMISSION POLICY

The Admission Policy of Venkateshwara Open University serves as a comprehensive framework to guide and govern the admission of students into various academic programs offered by the University. This policy is designed to ensure transparency, fairness, and equal opportunity for all applicants, irrespective of their background, while upholding the academic integrity and standards of the institution.

The University strives to deliver exceptional learning opportunities to all students. This policy outlines the principles, procedures, and criteria that regulate the admission process, aligned with the University's mission to foster lifelong learning, innovation, and academic excellence.

This document applies to all on-campus programs of study and will be reviewed periodically to align with regulatory requirements, institutional objectives, and emerging educational best practices.

1. Entrance Examination (VEE)

1.1 General Guidelines

- The university's entrance examination shall be referred to as VEE (Venkateshwara Open University Entrance Examination).

- Rules governing the VEE shall be proposed by the Director of Admissions and approved by the Academic Council.

- The date of the examination shall be announced at least 15 days prior to its commencement.

- All prospective candidates are subject to the university's Examination Policy.

- The Controller of Examinations and the Admission Officer shall jointly manage the preparation, conduct, and evaluation of the examination.

- The entrance examination fee shall be determined annually by the Executive Council.

2. Admission and Enrolment Criteria

2.1 General Admission

- Admissions are open to eligible candidates across India, based on the prescribed minimum qualifications for each program.

- Selections shall be based on merit through:

    o University-conducted entrance tests.

- o Recognized national-level tests (e.g., JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT).
- o Interviews (especially for fellowship/scholarship holders), as applicable.
- o Detailed criteria will be published in the prospectus or website.

2.2 Final Authority

- The Vice Chancellor has final authority over all admissions, including research programs.

3. Eligibility for Admission

- A student must meet the eligibility criteria set by the university for each course, in alignment with relevant statutory bodies.
- Additional eligibility guidelines apply for Indian, NRI, and International applicants (see Sections 5–7).

4. Admission Procedure

4.1 Undergraduate Programs

- Submit a complete application form (incomplete forms will be rejected).
- Appear for a personal or telephonic interview.
- Outstation candidates may send applications by post.
- Selection is confirmed upon fee payment as per the official structure.
- Submission of all academic certificates, along with the original Migration, Transfer, and Conduct certificates, is mandatory.
- **Admission is subject to university approval.**

4.2 Postgraduate Programs

- Download and submit a completed application form.
- Appear for a written aptitude test followed by a program-specific interview.
- Outstation candidates can send forms by post and will be interviewed telephonically after receipt of the application.
- Selection is confirmed upon fee payment and submission of original documents.
- **Admission is subject to university approval.**

5. Admission Criteria

- Must meet the prescribed eligibility criteria and academic qualifications for each course.

6. Regulation of Admissions

- Admission procedures shall be approved by the Board of Management and published in the prospectus.
- Admission notifications shall be advertised in media and on the university website.

- An Admission Committee, headed by the Admission Officer, will oversee all admissions.
- Candidates must meet all eligibility conditions (educational, age, etc.) as published.
- Seat limits in each course are set by the Board of Management.
- Admissions are not a right and require agreement to university discipline and regulations.

7. Admission Restrictions

- Concurrent enrolment in two full-time programs is prohibited.
- Students may enrol in part-time or distance learning courses with prior approval.
- Re-admission into the same program is not permitted.
- Individuals previously debarred or suspended are not eligible.
- Admissions may be cancelled if false information is provided.
- Full-time students who leave the university cannot appear as ex-students unless for approved improvements.

8. Admission Review Committee

- All admission-related complaints shall be handled by the Admission Review Committee.

Committee Composition:

- Vice-Chancellor (Chairman)
- Dean of Student Affairs
- Dean of the Concerned School
- Head of the Department
- Admission Officer (Convener)
- Registrar
- Director Admissions

Decisions of the Committee are final and binding.

9. Re-Admission

- First-year students who drop out or are detained may re-apply to a different course as fresh candidates.
- Migration/transfer cases will follow statutory guidelines.

10. Enrolment & Registration

- Students must be officially enrolled to appear for university examinations.
- Enrolment lapses when a student transfers to another university.
- Records are maintained by the Controller of Examinations and Deans/Heads.
- A unique enrolment number and ID card are issued to each student.
- Name changes in university records require:
    1. Prescribed fee

2. Affidavit

3. Newspaper publication (not required in marriage-related changes)

11. Late Admission

- Permitted at the discretion of the Vice-Chancellor, based on Academic Council recommendations.