

APPENDIX

V

ADMISSION REGULATIONS MANUAL 2026–27

**AUTONOMOUS IMIRC COLLEGE
OF LAW,**

Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P.)
(For B.A.LL.B., LL.B., LL.M., PG Diploma, Diploma, Certificate)

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Chapter 1: Introduction

(Short title, commencement, applicability, objectives, vision, mission and statutory compliance.)

Title and Commencement

These regulations shall be called the '**Admission Regulations 2026–27 of IMIRC College of Law**, Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P).

1.1 Preamble

Autonomous IMIRC College of Law is committed to providing quality legal education based on academic excellence, professional competence, equality, transparency, social responsibility, constitutional values and ethical standards.

The Institution considers admission to be an important component of its academic quality-assurance system. Accordingly, the admission process shall be conducted in a manner that is transparent, merit-based, inclusive, accountable and compliant with applicable statutory and regulatory requirements.

This Manual establishes the policy and procedure for admission to law and other approved programmes of the Institution.

About The Institution:-

IMIRC College of Law aims to being a marvellous change in the field of legal education. Active, smart, well equipped teachers enriched with knowledge of all modern teaching techniques are going to be the product of IMIRC College of Law. The College is situated amongst agricultural fields, in a serene and inspiring environment. The fresh air and surroundings make studying a refreshing experience. The College established in 2014 .Its run under the The Society for Modern InfoTech and Research Centre Society. IMIRC College of Law is an Accredited Institution. IMIRC College of Law is declared Autonomous Institution by the U.G.C.in 2025 .IMIRC College of Law recognised by Bar Council of India, the UGC, UGC 12B& 2f.

Vision

At IMIRC College of Law, Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur, Uttar Pradesh, our vision is to establish ourselves as a globally recognized centre of excellence in legal education and research. We are dedicated to creating and disseminating knowledge at the highest standards of instruction in law. Our curriculum not only emphasizes academic excellence and professional skills but also in stills integrity and social sensitivity. By nurturing these qualities, we aim to prepare graduates and post graduates who are well-equipped to serve our nation and contribute meaningfully to the global community.

Mission

To attain perfection through education. Mission:

1. To create an environment for imbibing strong ethical & human values.
2. Promote skills of advocacy & tact methods of amicable settlement of disputes.

3. Inculcate social consciousness to fight social evils in the society.
4. To mentor students to withstand the vagaries of life.
5. To work towards the attainment of Constitutional goals.
6. To ignite young minds towards research and come out with innovative ideas.
7. To make the world a better place.

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Chapter 2: Programmes Offered

(B.A. LL.B., LL.B., LL.M., PG Diploma, Certificate.)

- B.A. LL.B. – Five-Year Integrated Programme
- LL.B. – Three-Year Programme
- LL.M. – Postgraduate Programme
- Post Graduate Diploma Programmes
- Certificate Courses
- Any other programme approved by the competent authority.

2.1 B.A. LL.B. – Five-Year Integrated Programme

The Bachelor of Arts and Bachelor of Laws (B.A. LL.B.) is a five-year integrated undergraduate professional programme offered by Autonomous IMIRC College of Law, Garh Siyana Road, Bhaina, Dist-Hapur, (U.P.).

The programme integrates undergraduate education in Arts and Social Sciences with professional legal education. It is designed to provide students with interdisciplinary knowledge of law and society and to develop the academic, analytical, professional and ethical competencies required for legal and allied professions.

2.1.1 Duration

The B.A.LL.B. Programme shall ordinarily be completed over **five academic years comprising ten semesters**, subject to the applicable regulations of the competent statutory authorities and the academic regulations of the Institution.

2.1.4 Programme Structure

The programme shall consist of interdisciplinary courses in Arts and Social Sciences, core and elective law courses, practical/clinical legal education, internships, seminars, research activities and other components prescribed in the approved curriculum.

2.1.5 Practical Training

Students shall undertake practical legal education through moot courts, legal aid activities, client counselling, drafting exercises, internships, court visits, legal literacy programmes and other clinical components prescribed in the curriculum.

2.2 LL.B. – THREE-YEAR PROGRAMME

The Bachelor of Laws (LL.B.) is a three-year professional undergraduate law programme offered by Autonomous IMIRC College of Law, Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P). The programme is intended for candidates who have completed a Bachelor's Degree and seek to pursue professional legal education.

2.2.1 Duration

The LL.B. programme shall ordinarily extend over **three academic years comprising six semesters**, subject to the applicable regulations and norms of the Bar Council of India and other competent statutory authorities.

2.2.3 Admission Procedure

Admission shall be made in accordance with the Admission Regulations of the Institution and the admission procedure approved by the Academic Council and Governing Body. The admission process shall also comply with applicable provisions of the Bar Council of India, UGC, Government of Uttar Pradesh and other competent authorities.

2.2.4 Programme Structure

The programme shall comprise core legal subjects, elective/optional courses, practical and clinical legal education, internships, research assignments and other academic components prescribed in the approved curriculum.

2.2.5 Practical and Clinical Legal Education

Students shall receive practical training through moot courts, legal aid activities, client counselling, drafting and pleading exercises, internships, court visits, legal literacy programmes and other clinical legal education activities prescribed by the Institution.

2.3 LL.M. – POSTGRADUATE PROGRAMME

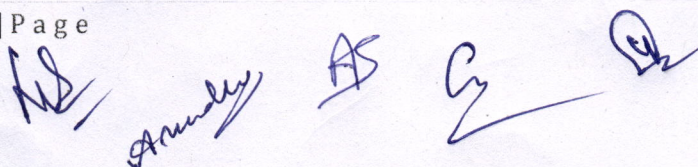
The **Master of Laws (LL.M.)** is a postgraduate programme in law offered by Autonomous IMIRC College of Law, Garh Siyana Road, Bhaina, Garhmukeshwar, Dist-Hapur (U.P). The programme is intended to provide advanced knowledge and specialized understanding of legal principles, contemporary legal developments, legal research methodology and emerging areas of law. The LL.M. shall be offered as a postgraduate programme in the specialization(s) approved by the Academic Council, Governing Body and other competent statutory authorities.

2.3.3 Admission Procedure

Admission shall be made in accordance with the Admission Regulations of the Institution and the procedure approved by the Academic Council and Governing Body.

Depending upon the approved admission policy, admission may be based on:

1. Merit in the qualifying LL.B. examination;
2. Entrance examination conducted by the Institution or competent authority;
3. Any other selection procedure approved by the competent academic authority.

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The applicable admission method shall be notified before commencement of the admission process.

LL.M. – ONE-YEAR POSTGRADUATE PROGRAMME

2.3.1 Programme Title

The programme shall be known as the **Master of Laws (LL.M.) – One-Year Postgraduate Programme**.

2.3.2 Duration and Structure

The LL.M. programme shall be of **one academic year comprising two semesters**.

The programme shall consist of the prescribed core courses, specialization/elective courses, research methodology, seminars, assignments and dissertation/research work, wherever prescribed under the approved curriculum.

2.3.3 Nature of the Programme

The LL.M. is a postgraduate programme intended to provide advanced and specialized education in Law. The programme emphasizes:

- Advanced legal knowledge;
- Critical and analytical thinking;
- Legal research methodology;
- Case-law analysis;
- Academic writing;
- Contemporary and emerging areas of law;
- Interdisciplinary legal studies; and
- Professional and research competencies.

Post Graduate Diploma (PG Diploma)

Autonomous IMIRC College of Law, Garh Siyana Road, Bhaina, Garhmukeshwar, Dist-Hapur (U.P). May offer **Post Graduate Diploma (PG Diploma) Programmes in Law and allied areas** to provide specialized, skill-oriented and professionally relevant knowledge to graduates, legal professionals and other eligible learners.

The PG Diploma Programmes shall be introduced and conducted in such disciplines as are approved by the **Board of Studies, Academic Council and Governing Body**, subject to applicable regulations of the University Grants Commission and other competent authorities.

2.4.2 Objectives

The objectives of the PG Diploma Programmes are to:

1. Provide specialized knowledge in selected areas of Law and allied disciplines.
2. Develop practical and professional skills relevant to contemporary legal practice.
3. Promote interdisciplinary understanding of law, governance, technology, business and society.
4. Develop legal research, drafting, analytical and problem-solving skills.
5. Provide opportunities for continuing education and professional development.
6. Address emerging areas of legal and regulatory practice.

2.4.3 Areas of Post Graduate Diploma

Subject to approval of the competent academic authorities, the Institution may offer PG Diploma Programmes in areas such as:

- Governance and Administrative Law;
- Cyber Law and Cyber Security;
- Intellectual Property Rights;
- Human Rights Law;
- Corporate and Commercial Law;
- Criminal Law and Criminal Justice;
- Alternative Dispute Resolution;
- Environmental Law;
- Labour and Industrial Law;
- Taxation Law;
- Banking and Insurance Law;
- International Law;
- Legal Drafting and Contract Management; and
- Other emerging areas of Law and allied disciplines.

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Chapter 3: Eligibility Conditions

Programme-wise eligibility criteria and equivalence rules

B.A. LL.B. programme Eligibility for Admission

A candidate seeking admission to the B.A. LL.B. programme shall have passed the Senior Secondary/Intermediate (10+2) examination or an equivalent examination from a recognized Board/Institution and shall satisfy the minimum percentage and other eligibility conditions prescribed by the competent statutory authority and the Institution from time to time.

LL.B. programme Eligibility for Admission

A candidate seeking admission to the LL.B. programme shall possess a Bachelor's Degree from a recognized University/Institution and shall satisfy the minimum percentage, qualification and other eligibility requirements prescribed by the competent statutory authorities and the Institution from time to time.

LL.M. programme Eligibility for Admission

A candidate seeking admission to the LL.M. programme shall possess a recognized **LL.B. degree or an equivalent law qualification** from a recognized University/Institution and shall fulfil the minimum eligibility requirements prescribed by the competent statutory authorities and the Institution from time to time.

Program	Eligibility
B.A.LL.B.	10+2 with minimum 45% marks (As per the Regulation relaxation of reserved Candidate of reservation policy of State & Govt.of India)
LL.B.	Under Graduation with minimum 45% marks for General Candidate and 42 % for O.B.C. Candidate and 40% for SC/ST Candidate (As per the Regulation relaxation of reserved Candidate of reservation policy of State & Govt.of India)
LL.M.	Law Graduate. (3 years/5 years course) with 50 % Marks for General Candidate and for SC/ST and OBC or equivalent grade point in aggregate.
LL.M. (One Year)	Law Graduate (3 years/5 years course) with 50 % Marks for General Candidate and for SC/ST and OBC or equivalent grade point in aggregate.
P.G. Diploma	Under Graduation with minimum 45% marks for General Candidate and 42 % for O.B.C. Candidate and 40% for SC/ST Candidate (As per the Regulation relaxation of

	reserved Candidate of reservation policy of State & Govt.of India)
Diploma	Under Graduation with minimum 45% marks for General Candidate and 42 % for O.B.C. Candidate and 40% for SC/ST Candidate (As per the Regulation relaxation of reserved Candidate of reservation policy of State & Govt.of India)
Value Added Program	All Admitted Student of the Institution.

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Chapter 4: ADMISSION POLICY,

(Transparency, merit, admission calendar and notification process.)

1. Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P). is committed to an admission system that is transparent, merit-based, inclusive, fair, accountable and free from discrimination. Admission to every programme shall be conducted in accordance with the applicable provisions of the University Grants Commission (UGC), Bar Council of India (BCI), Government of Uttar Pradesh and other competent/statutory authorities, together with the regulations approved by the Governing Body and Academic Council of the College. The College shall ensure that all eligible applicants receive equal opportunity to compete for admission and that no candidate is admitted except through the officially notified procedure. The policy shall be interpreted together with programme-specific regulations and any current directions issued by competent authorities.

2. Objectives of the Admission Policy

- To ensure transparency, fairness and accountability in all admission decisions.
- To provide admission on the basis of published eligibility and merit/selection criteria.
- To comply with applicable UGC, BCI, State Government and other statutory requirements.
- To implement applicable reservation provisions in a lawful and documented manner.
- To publish the admission calendar, prospectus, eligibility, fee structure and selection procedure sufficiently in advance.
- To prevent favouritism, discrimination, capitation-fee practices and unauthorised admissions.
- To maintain an auditable record from application through final admission.
- To provide an effective mechanism for admission-related grievances and appeals.

• Scope of the Policy

This policy applies to all applicants seeking admission to programmes offered by IMIRC College of Law, including B.A. LL.B., LL.B., LL.M., LL.M. One-Year, Post Graduate Diploma programmes and any other law programme approved by the competent authority. Ph.D. admissions, where applicable, shall additionally comply with the UGC Minimum Standards and Procedure for Award of Ph.D. Degree Regulations and the College's approved doctoral regulations.

The actual programme list, sanctioned intake, eligibility, recognition/approval status and admission route shall be stated in the annual prospectus and admission notification.

4. Regulatory Foundation

The College shall periodically review this policy against the latest applicable regulatory instruments. The UGC lists the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023 among its regulations for colleges. The UGC framework supports

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autonomous colleges in prescribing admission rules subject to applicable reservation and statutory requirements.

For law programmes, the College shall comply with the applicable BCI Rules of Legal Education, current BCI notifications/circulars, judicial directions and programme-specific recognition/approval requirements. The BCI has also clarified eligibility principles for three-year and five-year law courses and states that minimum qualifying marks do not by themselves guarantee admission; candidates must also satisfy the institutional criteria notified for admission.

Where a later notification, regulation, court order or statutory direction conflicts with this manual, the later binding requirement shall prevail and the College shall update its admission procedures accordingly.

5. Programmes Covered

Programme	Duration	Admission Level	Selection
B.A. LL.B.	5 Years	Integrated Undergraduate	As notified
LL.B.	3 Years	Undergraduate Law	As notified
LL.M.	2 Years	Postgraduate	As notified
LL.M. One-Year	1 Year / 2 Semesters	Postgraduate	As notified
Post Graduate Diploma Programmes	As approved	PG Diploma	As notified

6. Admission Prospectus

An Annual Admission Prospectus shall be prepared and approved by the competent authority before admissions open. It shall be available on the official website and through the Admission Cell.

- Institutional profile, autonomous status and contact details.
- Programme-wise intake and recognition/approval information.
- Eligibility criteria and required qualifying examinations.
- Admission/selection method and merit formula.
- Application process, application fee and important dates.
- Tuition and other approved fees.
- Reservation provisions.
- Documents required for verification.
- Counselling, reporting and fee-payment procedure.
- Cancellation and fee-refund rules.
- Anti-ragging, code of conduct and student-support information.
- Admission grievance-redressal mechanism.

7. Principle of Transparency

Transparency shall be the governing principle of the admission process. The same eligibility conditions, merit formula, fee structure and procedural requirements shall apply uniformly to similarly situated applicants. No unpublished criterion shall be used to select or reject a candidate.

All substantial changes in dates or procedures shall be issued through an official corrigendum/notice and preserved in the admission record. The official website shall be treated as the authoritative public source for the latest admission notification, subject to statutory requirements.

8. Merit-Based Admission

Admission shall be made strictly according to the notified eligibility and selection criteria, sanctioned intake and applicable reservation provisions. Where an entrance examination is prescribed, the merit list shall be prepared according to the published examination and selection formula. Where admission is based on qualifying examination merit, only the marks and criteria declared in advance shall be used.

- No candidate shall be admitted without satisfying the prescribed eligibility.
- No candidate shall be admitted beyond the sanctioned intake unless expressly permitted by the competent authority.
- No post-facto eligibility or selection criterion shall be introduced.
- No unofficial payment, recommendation or donation shall determine admission.
- All admissions shall be traceable through application, scrutiny, merit/selection, counselling, verification and fee payment records.

9. Programme-Wise Admission Principles

9.1 B.A. LL.B. – Five-Year Integrated Programme

Admission shall be open to candidates satisfying the applicable BCI and institutional eligibility requirements for the five-year integrated law programme. The College shall state in the annual notification whether selection is entrance-based, qualifying-examination based, or through another approved route. The BCI has clarified that the basic qualification for the five-year course follows the 10th plus 10+2 pattern and that minimum qualifying marks are subject to the applicable BCI rules.

9.2 LL.B. – Three-Year Programme

Admission shall be open to candidates possessing the prescribed graduation qualification and satisfying applicable BCI requirements. The BCI currently describes the basic pattern as 12th followed by a three-year graduation for the three-year LL.B. route. The annual prospectus shall reproduce the exact eligibility criteria applicable for that admission cycle.

9.3 LL.M. – Two-Year Programme

Admission shall be made from candidates possessing the prescribed law qualification and satisfying the approved programme regulations. Selection may be through entrance examination, qualifying-examination merit or another approved method stated in the prospectus.

9.4 LL.M. – One-Year Programme

Admission shall be governed by the approved programme regulations and applicable regulatory directions. The notification shall clearly specify eligibility, intake, selection method, fee, schedule and document requirements.

9.5 Post Graduate Diploma Programmes

Admission shall follow the eligibility and selection rules approved for the specific diploma. The prospectus shall specify duration, intake, eligibility, selection, fee and completion requirements.

10. Reservation Policy

The College shall implement the reservation policy applicable to the institution and programme under the relevant Central Government, Government of Uttar Pradesh, UGC, BCI and other competent authority provisions. The applicable category-wise seats and documentary requirements shall be stated in the annual prospectus.

A reservation roster/register shall be maintained by the designated authority. Candidates claiming reserved-category benefits shall produce valid certificates in the form and within the time prescribed by the competent authority.

10.1 General Rule

The Institution shall implement reservation according to the reservation law/order applicable to its institutional category, programme, affiliating/competent University and Government of Uttar Pradesh. The Institution shall not automatically apply a Central Government reservation percentage where such percentage is not legally applicable to the Institution.

Reservation Policy

Reservation in admissions shall be implemented in accordance with:

- Applicable Central/State Government reservation policy;
- Applicable University regulations;
- Statutory provisions;
- Government notifications applicable to the Institution.

Candidates claiming reservation shall submit valid category/caste certificates issued by the competent authority. A candidate who fails to produce a valid certificate may be considered under the applicable unreserved/general category, subject to the prevailing rules.

10.2 Reservation Matrix – Annual Format

Category	Applicable Percentage	Basis/Authority	Certificate Required
SC	As notified of the Govt. of India & State Govt.	Applicable Government/University Order	SC Certificate
ST	As notified of the Govt. of India & State Govt.	Applicable Government/University Order	ST Certificate
OBC	As notified of the Govt. of India & State Govt.	Applicable Government/University Order	Valid OBC Certificate

EWS	As notified of the Govt. of India & State Govt.	Applicable Government/University Order	EWS Certificate
PwBD	As notified of the Govt. of India & State Govt.	Applicable Law/Order	Disability Certificate
Other Horizontal Categories	As notified of the Govt. of India & State Govt.	Applicable Government Order	Relevant Certificate
General/Unreserved	Balance seats	Applicable Rules	—

Before every admission cycle, the Principal/Admission Committee shall obtain written confirmation of the applicable reservation matrix from the competent University/Government/authority wherever required.

10.3 Horizontal Reservation

Where applicable, horizontal reservation shall be adjusted within the respective vertical categories according to the governing rules.

10.4 Certificate Verification

Reservation benefits shall be granted only upon production and verification of valid certificates.

11. Annual Admission Calendar

Activity	Indicative Period
Approval of admission policy	January–February
Programme/intake confirmation	February–March
Prospectus preparation and publication	March–April
Admission notification	April–May
Online application	May–June
Entrance examination, where applicable	June–July
Provisional merit list	July
Objection/correction window	2–3 days after provisional list
Final merit list	July
Counselling/document verification	July–August
Admission and fee payment	July–August
Waiting/vacant-seat process, where permitted	As required
Commencement of classes	As per approved academic calendar
Closure of admissions	As per applicable regulatory schedule

The dates above are institutional planning dates and shall be modified whenever UGC, BCI, Government of Uttar Pradesh, the affiliating/parent University or another competent authority prescribes a different schedule.

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12. Admission Notification Procedure

The Admission Cell shall prepare the admission notification after confirmation of programme approvals, intake, eligibility, fee structure and admission calendar. The notification shall be approved by the Principal or other competent authority before publication.

- Publish the notice on the official College website.
- Display the notice on the College notice board.
- Publish through the official online admission portal, where available.
- Use authorised social-media channels and other public communication channels where appropriate.
- Use newspapers or other media when considered necessary.
- Maintain a dated copy/PDF of every notification and corrigendum for institutional records.

13. Minimum Contents of Admission Notification

- Name of the College and academic session.
- Programme names
- Eligibility criteria.
- Admission/selection method.
- Application opening date and last date.
- Entrance examination details, where applicable.
- Merit-list and counselling dates.
- Document-verification schedule.
- Reservation provisions.
- Official website and Admission Cell contact details.
- Statement that admissions are subject to applicable statutory/regulatory requirements.

13. Online Application and Scrutiny

Applications shall be received through the approved online/offline mechanism. Each applicant shall receive a unique application/registration number. The Admission Cell shall scrutinise applications for completeness and eligibility.

- Application data shall be checked against uploaded/supporting documents.
- Deficiencies shall be communicated through an appropriate official channel where correction is permissible.
- Rejected applications shall have a recorded reason.
- Duplicate applications shall be identified and dealt with according to the notified procedure.
- Application records shall be preserved for the period prescribed by institutional policy and applicable law.

14. Merit List Preparation

The Admission Committee shall prepare the provisional merit list using the published criteria. The list shall be reviewed before release by the designated authority.

Where appropriate, the published list may include application/registration number, candidate name or masked identifier, category, merit score and rank. Sensitive personal information shall not be unnecessarily disclosed.

The College may publish a provisional merit list followed by a short objection/correction window and then issue the final merit list.

15. Tie-Breaking

Tie-breaking criteria shall be stated in advance in the prospectus. A suitable sequence may be: (i) higher relevant entrance/selection score, (ii) higher marks in the qualifying examination, (iii) higher marks in the relevant subject(s), and (iv) any other criterion approved and published in advance. The College shall not introduce a new tie-breaking criterion after publication of the merit list.

17. Counselling and Seat Allotment

Counselling shall be conducted according to merit, reservation and available seats. Candidates shall report within the prescribed period with original documents and copies. Failure to report or pay the prescribed fee within the notified period may result in forfeiture of the provisional allotment, subject to the applicable rules.

- Verify identity and original academic documents.
- Verify category and other applicable certificates.
- Confirm programme and category of seat.
- Record counselling/seat-allotment decision.
- Collect approved fees through official channels.
- Issue provisional/final admission confirmation.

18. Document Verification

- Proof of date of birth. 10th certificate/marksheet.
- 12th certificate/marksheet, where applicable.
- Graduation marksheets and degree/certificate for LL.B. /LL.M. eligibility, as applicable.
- Transfer/Migration Certificate, where required.
- Character certificate.
- Category certificate, where applicable.
- Government-issued identity proof.
- Passport-size photographs.
- Entrance/selection score or rank document, where applicable.

Any additional document prescribed in the programme-specific notification.

Admission shall remain provisional until required documents are satisfactorily verified. Misrepresentation, forged documents or material concealment may lead to cancellation of admission and further action according to applicable rules.

19. Fee Transparency and Payment

The complete fee structure shall be approved by the competent authority and published before admission. Every payment shall be made through an officially authorised mode and supported by an institutional receipt.

- No unofficial admission-related payment shall be recognised.
- Refunds shall follow the approved refund policy and applicable regulatory directions.
- Accounts and admission records shall be reconciled periodically.

Any approved revision of fee shall be communicated through an official notification.

20. No Capitation, Favouritism or Unauthorised Admission

No seat shall be allotted through personal recommendation, unofficial donation, inducement or any other mechanism outside the approved admission procedure. Every admitted student shall have a complete documentary trail showing eligibility, selection, verification and fee payment.

21. Waiting List and Vacant Seats

If a selected candidate does not complete admission within the prescribed deadline, the seat may be offered to the next eligible candidate according to the approved waiting list and reservation requirements. Any spot/vacant-seat admission shall be made only where permitted by the applicable rules and shall use the same published eligibility and merit principles.

22. Admission Grievance Redressal

An applicant may submit a grievance regarding an admission decision or procedure to the designated Admission Grievance Committee. Grounds may include incorrect merit calculation, eligibility interpretation, reservation, document verification, application rejection, fee payment, counselling, publication of lists or other procedural irregularity.

- Complaint shall be submitted through the prescribed form/email/portal.
- Receipt of complaint shall be recorded.
- The Admission Committee shall examine the matter with relevant records.
- The decision shall be communicated to the applicant within the institutional time frame.

Where necessary, an appeal may be made to the competent institutional authority.

23. Admission Committee

The competent authority shall constitute an Admission Committee for each admission cycle. A suggested composition is:

- Principal/Director – Chairperson
- Dean/Head, Faculty of Law – Member
- Admission Coordinator – Member Secretary
- Senior Faculty Members – Members
- Academic/Examination representative – Member
- Administrative/Accounts representative – Member
- Other statutory/representative members as required by applicable rules

The Committee shall supervise applications, scrutiny, merit preparation, counselling, document verification, fee confirmation, grievances and preparation of the final admission report.

24. Admission Disclosure and Website Transparency

The College shall maintain a dedicated Admissions section on its website containing, as applicable:

- Admission Notice
- Prospectus
- Programme and intake details
- Eligibility criteria
- Admission procedure
- Fee structure
- Admission calendar

- Online application link
- Merit lists
- Counselling schedule
- Document-verification schedule
- Waiting/vacant-seat notices
- Refund/cancellation policy
- Anti-ragging information
- Grievance-redressal mechanism
- Admission Cell contact information

Every dated notice, corrigendum and merit list shall be retained in the institutional admission archive.

25. Admission Records and Audit Trail

The Admission Cell shall maintain an Admission Disclosure File and programme-wise admission records. The record shall include:

- Approved admission policy and prospectus.
- Admission notifications and corrigenda.
- Programme-wise sanctioned intake.
- Applications received and scrutiny status.
- Merit methodology and approved merit lists.
- Waiting lists and vacant-seat statements.
- Admission Committee proceedings.
- Document-verification records.
- Fee-payment/admission confirmation records.
- Reservation/roster records.
- Grievances and decisions.
- Final admitted-student list.
- Annual Admission Report.

26. Annual Admission Report

At the end of each admission cycle, the Admission Cell shall prepare an Annual Admission Report for consideration by the Principal and, where required, the Academic Council and Governing Body. The report shall include programme-wise intake, applications received, eligible applicants, admitted students, category-wise data, vacancies, cancellations/refunds, grievances and recommendations for improvement.

27. Review and Amendment

This policy shall be reviewed periodically by the Academic Council/competent authority. Amendments may be made to incorporate changes in UGC, BCI, and Government of Uttar Pradesh, judicial or other statutory requirements. No amendment shall be applied retrospectively to the disadvantage of candidates after an admission cycle has commenced, except where a binding legal/regulatory direction requires otherwise.

29. Institutional Declaration

IMIRC College of Law (Autonomous) shall conduct admissions in a transparent, merit-based, fair and accountable manner. All admissions shall remain subject to the eligibility, intake, recognition/approval and other requirements applicable to the

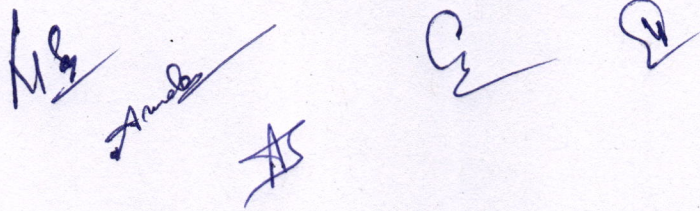
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relevant programme and academic session. In case of conflict between this policy and a later binding statutory/regulatory direction, the latter shall prevail and the College shall take appropriate corrective action.

30. Regulatory References

- University Grants Commission – UGC Regulations for Colleges, including the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.
- Bar Council of India – Rules of Legal Education, 2008 and applicable current Legal Education notifications, circulars and directions.
- Bar Council of India – Educational Criteria & Educational Qualification required for admission into 3-year and 5-year law courses.
- UGC (Redressal of Grievances of Students) Regulations, 2023, as applicable.
- UGC Minimum Standards and Procedure for Award of Ph.D. Degree Regulations, 2022, as applicable to doctoral admissions.
- Applicable Government of Uttar Pradesh reservation, admission and fee/refund directions.

Applicable judicial directions and orders.

The block contains several handwritten signatures and initials in blue ink. On the left, there is a signature that appears to be 'N. S.', followed by a signature that looks like 'Anand', and then the initials 'AS'. To the right of these, there are two more signatures, one of which is a stylized 'G' and the other is a circular mark with a vertical line through it.

Chapter 5: Admission Procedure

Application, verification, merit list, counselling and confirmation.

1. Purpose

The Admission Procedure of IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P.) is designed to ensure that admission to all academic programmes is conducted in a **transparent, merit-based, systematic, fair and accountable manner**.

The procedure shall cover the complete admission cycle from submission of application to final confirmation of admission and shall be implemented in accordance with the applicable regulations and directions of the University Grants Commission (UGC), Bar Council of India (BCI), Government of Uttar Pradesh and other competent authorities.

The procedure shall apply to B.A. LL.B., LL.B., LL.M., LL.M. One-Year, Post Graduate Diploma programmes and other programmes approved by the competent authorities.

2. Stages of Admission

The admission process shall ordinarily consist of the following stages:

Admission Notification → Application → Preliminary Scrutiny → Eligibility Verification → Merit/Selection → Merit List → Counselling → Document Verification → Fee Payment → Admission Confirmation → Enrolment

No candidate shall be considered finally admitted until the prescribed verification and fee-payment requirements have been completed.

3. Admission Notification

The College shall issue an official admission notification before commencement of the admission process.

The notification shall contain:

1. Name of the programme.
2. Duration of the programme.
3. Approved/sanctioned intake.
4. Eligibility criteria.
5. Admission/selection method.
6. Application opening date.
7. Last date for application.
8. Application fee.

9. Entrance examination details, wherever applicable.
10. Merit-list publication date.
11. Counselling schedule.
12. Document-verification requirements.
13. Fee structure.
14. Last date for fee payment.
15. Reservation provisions.
16. Cancellation/refund provisions.
17. Admission Cell contact details.
18. Official website/application portal.
19. Grievance-redressal mechanism.

The notification shall be published on the official College website and other approved communication channels.

4. Stage I – Application

4.1 Application Form

Eligible candidates shall submit the prescribed admission application form within the notified period.

Applications may be submitted through:

- Online admission portal;
- College admission portal;
- Prescribed offline form, where specifically permitted.

Each applicant shall receive an **Application/Registration Number** after successful submission.

4.2 Information to be Furnished

The applicant shall provide accurate information relating to:

- Name;
- Date of birth;
- Parent/guardian details;
- Contact information;
- Educational qualifications;
- Category, wherever applicable;
- Programme applied for;
- Entrance examination details, where applicable;
- Previous academic record;
- Other information prescribed by the College.

4.3 Applicant Declaration

The applicant shall declare that:

“The information furnished by me in the application form and supporting documents is true and correct to the best of my knowledge. I understand that concealment, misrepresentation or submission of false documents may result in cancellation of my candidature/admission.”

5. Application Fee

The application fee, where applicable, shall be notified in advance.

The fee shall be paid only through officially authorised modes.

The College shall issue an acknowledgement/receipt for the application fee.

Payment of the application fee shall not by itself confer any right to admission.

6. Stage II – Preliminary Scrutiny

After receipt of applications, the Admission Cell shall undertake preliminary scrutiny.

The scrutiny shall determine whether:

- The application has been submitted within the prescribed period;
- The application form is complete;
- Required documents have been uploaded/submitted;
- The candidate appears to satisfy the minimum eligibility requirements;
- The prescribed application fee has been paid.

Incomplete applications may be returned for correction where correction is permissible under the notified procedure.

7. Stage III – Eligibility Verification

The Admission Committee shall verify the eligibility of candidates according to the programme-specific regulations.

Eligibility shall be verified with reference to:

- Required qualifying examination;
- Minimum qualifying marks;
- Required subjects;
- Category requirements;

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- Age requirements, where applicable;
- Entrance examination requirements, where applicable;
- BCI requirements for law programmes;
- Other statutory conditions.

7.1 B.A. LL.B.

Candidates shall satisfy the eligibility requirements applicable to the five-year integrated law programme as prescribed by the BCI and the College.

7.2 LL.B.

Candidates shall possess the prescribed undergraduate qualification and satisfy the applicable BCI and institutional requirements.

7.3 LL.M.

Candidates shall possess the prescribed law qualification and satisfy the programme-specific eligibility conditions.

7.4 LL.M. One-Year

Eligibility shall be determined according to the approved programme regulations and applicable statutory requirements.

7.5 Post Graduate Diploma

Eligibility shall be determined according to the regulations approved for the particular programme.

8. Deficiency and Correction of Application

Where an application contains a correctable deficiency, the Admission Cell may provide a limited correction opportunity within the period specified in the admission notification.

Corrections shall not normally be permitted where they would:

- Change the candidate's fundamental eligibility after the closing date;
- Alter the applicable category without valid supporting documentation;
- Change the programme after the prescribed deadline;
- Provide an unfair advantage over other candidates.

All corrections shall be recorded electronically or in the admission file.

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9. Rejection of Application

An application may be rejected where:

1. The candidate does not satisfy the prescribed eligibility criteria.
2. Required documents are not submitted within the permitted period.
3. False or misleading information has been furnished.
4. Required fee has not been paid.
5. The application is submitted after the notified deadline without an authorised extension.
6. Required entrance/selection conditions are not fulfilled.
7. The candidate has submitted forged or invalid documents.

Where practicable, the candidate shall be informed of the reason for rejection.

10. Stage IV – Preparation of Merit/Selection List

After completion of eligibility verification, the Admission Committee shall prepare the merit/selection list.

The merit list shall be prepared strictly according to the criteria published in the admission notification/prospectus.

Depending upon the programme, merit may be determined through:

- Entrance examination;
- Qualifying examination marks;
- Combination of entrance and qualifying examination;
- Interview, where lawfully applicable;
- Any other selection procedure approved and notified in advance.

No unpublished criterion shall be introduced after commencement of the admission process.

11. Merit List

The College may issue:

A. Provisional Merit List

The provisional merit list shall provide candidates an opportunity to identify errors relating to:

- Marks;
- Category;

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- Rank;
- Application number;
- Other admission-related information.

A limited objection/correction period may be provided.

B. Final Merit List

After consideration of valid objections and corrections, the final merit list shall be published.

The final merit list shall determine the order of admission subject to sanctioned intake and applicable reservation provisions.

12. Tie-Breaking

Where two or more candidates obtain equal merit, the tie shall be resolved according to the criteria published in the admission notification.

The College may use the following sequence:

1. Higher entrance examination score, where applicable;
2. Higher marks in the qualifying examination;
3. Higher marks in relevant subjects;
4. Higher marks in the preceding qualifying examination;
5. Any other criterion approved and published before commencement of admission.

The College shall not introduce a new tie-breaking criterion after publication of the merit list.

13. Stage V – Counselling

Candidates selected according to the merit list shall be called for counselling. The counselling schedule shall be published on the official website and communicated through the prescribed channels. Candidates shall report on the specified date and time. Counselling shall ordinarily involve:

1. Verification of merit position;
2. Verification of original documents;
3. Verification of category, where applicable;
4. Confirmation of programme preference;
5. Confirmation of seat availability;
6. Calculation of applicable fee;
7. Provisional seat allotment;
8. Issuance of admission instructions.

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13. Counselling Rules

The following principles shall apply:

- Counselling shall be conducted according to merit.
- Candidates shall be called in the prescribed order.
- Reservation shall be applied as required by applicable rules.
- A candidate shall not be allotted a seat beyond the approved intake.
- Failure to report within the prescribed period may result in cancellation of provisional allotment.
- Vacant seats may subsequently be offered to eligible candidates in accordance with the waiting list and applicable rules.

14. Stage VI – Document Verification

At the time of counselling/admission, candidates shall produce original documents for verification.

The documents may include:

1. Application form/registration acknowledgement.
2. Proof of date of birth.
3. High School/10th certificate and marksheet.
4. Intermediate/12th certificate and marksheet.
5. Graduation degree and marksheets, where applicable.
6. LL.B. degree/marksheets for LL.M. admission, where applicable.
7. Transfer Certificate.
8. Migration Certificate, where applicable.
9. Character Certificate.
10. Category certificate, where applicable.
11. Disability certificate, where applicable.
12. Entrance examination/rank document, where applicable.
13. Government-issued identity proof.
14. Passport-size photographs.
15. Other documents specified in the admission notification.

The Admission Cell shall record completion of document verification.

15. Verification of Original Documents

The original documents shall be checked against the information provided in the application form.

The College may retain only those documents that it is legally/institutionally authorised to retain.

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D

Where documents are found to be:

- forged;
- materially altered;
- inconsistent with the application;
- invalid;
- issued by an unauthorised source;

The admission may be withheld or cancelled after following the applicable procedure.

17. Stage VII – Fee Payment

After successful counselling and document verification, the selected candidate shall pay the prescribed admission/tuition and other approved fees within the notified deadline.

Payment shall be made through officially authorised modes such as:

- Online payment gateway;
- Bank transfer;
- Other approved institutional payment mechanism.

The candidate shall receive an official fee receipt.

18. Provisional Admission

Admission shall ordinarily be treated as **provisional** until:

- Eligibility has been confirmed;
- Documents have been verified;
- Required fees have been paid;
- Required migration/transfer documents have been submitted, where applicable;
- Any regulatory conditions have been satisfied.

The College may issue a provisional admission/fee confirmation letter.

19. Stage VIII – Final Admission Confirmation

Final admission shall be confirmed after successful completion of all prescribed admission requirements.

The candidate shall receive:

- Admission confirmation;
- Student/registration number, where applicable;
- Programme and semester details;

- Fee receipt;
- Academic instructions;
- Orientation/induction information.

The student's name shall thereafter be entered into the official student admission/enrolment record.

20. Enrolment and Student Record

The College shall maintain an individual student admission record containing:

- Application form;
- Eligibility documents;
- Merit details;
- Counselling record;
- Verification checklist;
- Fee receipts;
- Admission confirmation;
- Category documents, where applicable;
- Transfer/migration documents;
- Other prescribed records.

The record shall be maintained in physical and/or digital form in accordance with institutional record-retention requirements.

21. Waiting List

Where seats remain vacant after the first admission round, the College may operate a waiting list.

Candidates shall be considered strictly according to:

Merit + Reservation + Available Seats + Applicable Regulations

The College shall publish the waiting list and specify the date by which candidates must report.

22. Vacant Seats

If seats remain vacant after the regular admission process, the College may conduct subsequent admission rounds or spot admissions only where permitted by applicable regulations.

The same principles of:

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- Eligibility;
- Merit;
- Reservation;
- Transparency;
- Sanctioned intake;

shall continue to apply.

23. Cancellation of Admission

Admission may be cancelled in accordance with the applicable regulations where:

- A candidate is found ineligible;
- False information was submitted;
- Documents are forged;
- Required fees are not paid;
- Mandatory documents are not submitted;
- Admission was obtained through misrepresentation;
- The candidate fails to satisfy a statutory/regulatory condition.

Any cancellation shall be documented and communicated to the student.

24. Fee Refund

Where a student withdraws after admission, refund of fees shall be governed by:

- The College's approved Fee Refund Policy;
- Applicable UGC directions;
- Government directions;
- Other competent regulatory requirements.

The College shall maintain records of cancellation applications and refunds.

25. Admission Grievance

A candidate who believes that an error or irregularity has occurred during:

- Application;
- Eligibility verification;
- Merit preparation;
- Counselling;
- Document verification;
- Fee payment; or
- Admission confirmation

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may submit a grievance to the designated Admission Grievance Committee.

The grievance shall be examined on the basis of official records and applicable rules.

26. Admission Grievance Procedure

The procedure shall ordinarily be:

Complaint → Acknowledgement → Examination of Records → Committee Decision → Communication to Candidate → Appeal, where applicable

The College shall maintain a record of complaints and their disposal.

No student shall be penalised for filing a genuine admission-related grievance.

27. Responsibilities of the Admission Cell

The Admission Cell shall:

1. Prepare the admission schedule.
2. Publish admission notifications.
3. Receive applications.
4. Conduct preliminary scrutiny.
5. Verify eligibility.
6. Prepare merit lists.
7. Coordinate counselling.
8. Verify documents.
9. Coordinate fee confirmation.
10. Maintain admission records.
11. Address routine applicant queries.
12. Assist in grievance resolution.
13. Prepare the final admission report.

28. Responsibilities of the Applicant

Every applicant shall:

- Read the prospectus and admission notification carefully.
- Provide correct information.
- Submit documents within the prescribed period.
- Pay fees through authorised channels.
- Attend counselling as scheduled.
- Produce original documents for verification.
- Inform the College of any material change in information.
- Follow institutional rules and instructions.

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The applicant shall be responsible for consequences arising from incorrect, incomplete or misleading information.

29. Admission Flow Chart

The institutional admission process shall follow the following sequence:

- 1. Admission Notification**
↓
- 2. Online/Offline Application**
↓
- 3. Application Fee Payment**
↓
- 4. Preliminary Scrutiny**
↓
- 5. Eligibility Verification**
↓
- 6. Entrance/Selection Process, if applicable**
↓
- 7. Provisional Merit List**
↓
- 8. Objection/Correction Window**
↓
- 9. Final Merit List**
↓
- 10. Counselling**
↓
- 11. Original Document Verification**
↓
- 12. Seat Allotment**
↓
- 13. Fee Payment**
↓
- 13. Provisional Admission**
↓
- 14. Final Admission Confirmation**
↓
- 15. Enrolment/Student Record Creation**

30. Institutional Safeguards for Transparent Admission

The College shall maintain the following safeguards:

- Published eligibility criteria;

- Published admission calendar;
- Published fee structure;
- Published merit methodology;
- Published merit lists;
- Official counselling schedule;
- Document-verification checklist;
- Digital/physical admission register;
- Official payment receipts;
- Waiting-list records;
- Admission grievance mechanism;
- Admission Committee proceedings;
- Annual admission report.

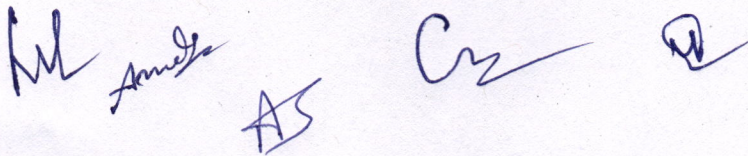
These safeguards shall create a verifiable audit trail and support institutional compliance, inspection and accreditation requirements.

31. Final Admission Statement

IMIRC College of Law (Autonomous) shall ensure that every admission is based on eligibility, merit, sanctioned intake, applicable reservation and the officially notified procedure.

The College shall not recognise any admission made outside the approved admission process. In the event of any conflict between this procedure and a subsequent binding order, regulation or notification of a competent statutory authority, the latter shall prevail and the College shall modify its admission procedure accordingly.

Admission shall be considered complete only after successful application, eligibility verification, merit/selection, counselling, document verification, prescribed fee payment and final admission confirmation.



Chapter 6: Fee Structure and Payment

(Fee heads, payment process and receipts.)

1. Purpose

The Fee Structure and Payment Policy of IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P). is intended to ensure that all fees payable by students are **fair, transparent, properly approved, publicly disclosed, officially collected and accurately accounted for.**

The College shall communicate the applicable fee structure to students before or at the time of admission. No fee shall ordinarily be collected unless it forms part of the approved and notified fee structure.

The fee structure shall be implemented subject to the applicable directions of the University Grants Commission (UGC), Bar Council of India (BCI), Government of Uttar Pradesh and other competent authorities.

2. Objectives

The objectives of the Fee Policy are:

1. To maintain transparency in fee determination and collection.
2. To clearly identify each component of the fee.
3. To ensure that fees are approved by the competent institutional authority.
4. To provide students with convenient and secure payment methods.
5. To issue official receipts for all payments.
6. To maintain accurate financial and student-wise fee records.
7. To provide a transparent refund and cancellation mechanism.
8. To regulate late payment and outstanding dues.
9. To ensure that no unauthorized fee or payment is collected.
10. To maintain appropriate financial records for audit and statutory inspection.

3. Programme-Wise Fee Structure

- Only approved and notified fees shall be charged.
- The prospectus/admission notice shall disclose admission, tuition, examination, library/laboratory, other approved charges and refundable security/caution money as applicable.
- No capitation fee, donation or unauthorized charge shall be collected as a condition of admission.
- Every payment shall generate an official receipt.
- The Institution shall follow applicable UGC directions concerning advance collection of fees.
- Fee shall be paid through online or offline modes as notified.

• Program Fee Structure (2026–27)

Program	Duration	Annual Fee (INR)	Examination Fee (INR) Per Semester	Registration Fee
B.A.LL.B	5 Years	₹40000.00	₹4200.00	₹150.00
LL.B.	3 Years	₹40000.00	₹3500.00	₹150.00
LL.M	2 Years	₹600,00.00	₹3000.00	₹800.00
LL.M	1 Years	₹800,00.00	₹3000.00	₹800.00
P.G. Diploma.	1 Years	₹30000.00	₹ 3500.00	₹150.00
Diploma	6 Month	₹25000	₹ 3500.00	₹150.00

- (Fee structure changeable. Fee will be decided by the finance committee according to the guideline of UGC and autonomous institution regulation and fee deciding Committee of the Institution.)
- Fee once paid is non-refundable except under UGC refund policy norms

4. Fee Payment at the Time of Admission

A selected candidate shall confirm admission by depositing the prescribed fee within the notified deadline.

The payment process shall ordinarily be:

Selection → Counselling → Document Verification → Fee Demand → Payment → Receipt → Admission Confirmation

Failure to pay the prescribed amount within the notified period may result in cancellation of provisional seat allotment, subject to applicable rules.

5. Modes of Payment

The College shall encourage secure and traceable modes of payment, including:

- Online payment gateway;
- Debit/Credit Card;
- UPI;
- Net Banking;
- Bank transfer;
- Other authorised electronic modes;
- Any officially approved alternative payment mode.

Where offline payment is permitted, the College shall issue an official receipt

D. Examination Fee

Examination fees shall be collected as prescribed for the relevant examination/semester.

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6. Fee Receipt

Every fee payment shall generate an official receipt containing, as applicable:

- Student name;
- Student/application/registration number;
- Programme;
- Academic year;
- Semester/year;
- Fee head;
- Amount paid;
- Date;
- Transaction/reference number;
- Payment mode;
- Authorised institutional identification.

Students are advised to preserve all fee receipts until completion of the programme.

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Chapter 7: Fee Refund Policy

Refund rules, timelines and appeals.

1. Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P). Shall maintain a transparent, fair and accountable system for refund of fees paid by students at the time of admission or during the course of study.

The Fee Refund Policy establishes the conditions, procedure, timelines and institutional mechanism for processing requests relating to withdrawal, cancellation of admission, duplicate payment, excess payment and other legitimate refund claims.

The policy shall be implemented in accordance with the applicable regulations and directions of the University Grants Commission (UGC), Bar Council of India (BCI), Government of Uttar Pradesh and other competent authorities.

Where a statutory or regulatory authority prescribes a refund rule that differs from this policy, the applicable statutory/regulatory requirement shall prevail.

2. Objectives

The objectives of the Fee Refund Policy are:

1. To provide clear and transparent refund rules.
2. To protect students from arbitrary financial deductions.
3. To establish a defined procedure for claiming refunds.
4. To specify timelines for submission and processing of refund applications.
5. To ensure that refunds are calculated consistently.
6. To provide an appeal mechanism against a refund decision.
7. To maintain proper financial records of refunds.
8. To ensure compliance with applicable regulatory requirements.

3. Scope

This policy shall apply to students/candidates enrolled or provisionally admitted to:

- B.A. LL.B. – Five-Year Integrated Programme;
- LL.B. – Three-Year Programme;
- LL.M. – Two-Year Programme;
- LL.M. – One-Year Programme;
- Post Graduate Diploma Programmes;
- Ph.D. Programme, where applicable; and
- Other programmes approved by the competent authority.

The policy shall cover refunds arising from:

- Withdrawal before commencement of classes;
- Withdrawal after commencement of classes;
- Cancellation of admission;
- Non-confirmation of provisional admission;
- Duplicate payment;
- Excess payment;
- Failure of admission due to eligibility/document issues;
- Administrative cancellation;
- Other circumstances recognised under applicable rules.

5. Types of Refund

The College may process the following categories of refund:

1. Admission Withdrawal Refund
2. Course/Programme Cancellation Refund
3. Excess Fee Refund
4. Duplicate Payment Refund
5. Failed Transaction Refund
6. Security/Caution Money Refund
7. Scholarship-Related Adjustment/Refund
8. Regulatory/Administrative Refund
9. Refund arising from cancellation by the Institution
10. Any other refund specifically required by a competent authority

7. Refund Eligibility

Eligibility for refund shall depend upon:

- Date of withdrawal;
- Date of admission;
- Commencement of academic session/classes;
- Nature of fee paid;
- Applicable statutory/regulatory provisions;
- Whether the seat has been filled by another eligible candidate;
- Terms of the approved annual fee-refund schedule.

The College shall apply the refund rule applicable to the relevant academic session.

. Refund Schedule

The annual prospectus shall contain a programme-wise refund schedule.

A model institutional format is:

Sl. No.	Situation	Refund Treatment
1	Application withdrawn before admission decision	As per notified application-fee rule
2	Admission cancelled before prescribed withdrawal deadline	Refund as per applicable UGC/competent authority rule
3	Withdrawal after prescribed deadline	Refund/deduction as per applicable rules
4	Duplicate payment	Full excess/duplicate amount, after verification
5	Excess fee paid	Full verified excess amount
6	Failed electronic transaction	Amount credited/returned after payment verification
7	Refundable security/caution money	Refund after adjustment of legitimate dues
8	Admission cancelled because candidate is found ineligible	As per applicable regulations and approved policy
9	Institution cancels programme/admission for regulatory reasons	Refund according to applicable statutory directions
10	Other cases	Decision according to applicable regulations

Note: The College shall not insert a fixed percentage or deduction into the annual prospectus unless it has been verified against the refund rules applicable for that academic session.

9. Refundable and Non-Refundable Components

The prospectus/fee schedule shall clearly identify refundable and non-refundable components.

Refundable components may include:

- Eligible tuition fee;
- Eligible institutional charges;

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- Security/caution deposit;
- Verified excess payment;
- Duplicate payment.

Non-refundable components may include only those amounts that are lawfully permitted to be retained under the applicable regulations.

The College shall not classify a fee component as non-refundable merely by administrative declaration where a competent authority requires its refund.

10. Application Fee

The application/processing fee shall be treated according to the terms expressly published in the admission notification.

The prospectus shall clearly state whether the application fee is:

- Refundable;
- Partially refundable; or
- Non-refundable.

No ambiguity shall be maintained regarding the treatment of the application fee.

11. Admission Fee

Treatment of the admission fee on withdrawal shall be determined according to the applicable regulatory requirements and the College's approved annual refund schedule.

The refund calculation shall be documented in the student's refund statement.

12. Tuition Fee

Refund of tuition fee shall be determined according to:

- Date of withdrawal;
- Applicable regulatory requirements;
- Approved institutional refund schedule;
- Relevant academic session.

The College shall calculate the refundable amount transparently and communicate the calculation to the student.

13. Examination Fee

Examination fees already utilised for an examination process may be treated according to the applicable examination regulations.

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Where an examination fee has been collected but the examination service has not been utilised and refund is legally permissible, the amount shall be considered according to the applicable rules.

13. Security/Caution Money

Refundable security/caution money shall ordinarily be returned after:

1. Completion/withdrawal from the programme;
2. Clearance of legitimate institutional dues;
3. Verification that no recoverable institutional property remains outstanding.

The refund shall be processed through the prescribed financial procedure.

14. Duplicate or Excess Payment

Where a student accidentally makes:

- Duplicate payment;
- Excess payment;
- Payment against an incorrect fee demand;

The student may request refund/adjustment.

The Accounts Office shall verify:

- Transaction number;
- Bank/payment gateway record;
- Student ledger;
- Fee demand.

After verification, the excess/duplicate amount shall be refunded or adjusted according to the student's written request and applicable financial rules.

15. Failed Payment Transactions

Where money has been debited from the student's account but the College has not received confirmation of payment, the student shall provide the transaction/reference number.

The Accounts Office shall verify the transaction with the payment gateway/bank.

Where the transaction is confirmed as failed and the amount has not been credited to the College, the student shall normally seek reversal/refund through the banking/payment system.

Where the amount has actually been received by the College, it shall be accounted for and either credited to the student's fee ledger or refunded according to the student's request.

17. Withdrawal before Commencement of Classes

Where a student withdraws before commencement of classes, the refund shall be determined according to the applicable UGC/competent authority requirements and the College's notified refund schedule.

The College shall process eligible refunds without requiring the student to make repeated visits to the institution.

18. Withdrawal after Commencement of Classes

Where withdrawal occurs after commencement of classes, refund eligibility shall be determined with reference to:

- Date of withdrawal;
- Applicable refund rules;
- Fee component;
- Academic services already provided;
- Regulatory directions applicable to that session.

The College shall provide a written refund calculation.

19. Cancellation Due to Ineligibility

If a student is subsequently found to be ineligible because of:

- Incorrect information;
- Failure to satisfy minimum eligibility;
- Invalid qualification;
- Forged documentation;
- Material concealment;

The admission may be cancelled according to applicable regulations.

The financial consequences shall be determined according to the approved rules and applicable law.

Where the institution is responsible for an incorrect admission decision despite complete and genuine disclosure by the student, the case shall be reviewed separately by the competent authority.

20. Cancellation by the Institution

Where the College cancels an admission or programme for reasons attributable to the institution or because of a statutory/regulatory decision, the College shall process the student's eligible refund according to the applicable directions.

Where required, the College shall communicate:

- Reason for cancellation;
- Amount refundable;
- Amount, if any, lawfully retained;
- Expected refund date;
- Method of refund.

21. Refund Application Procedure

The refund process shall ordinarily follow:

Withdrawal/Cancellation Request

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Application Acknowledgement

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Verification of Admission & Payment Records

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Eligibility Determination

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Refund Calculation

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Approval by Authorised Officer

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Accounts Processing

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Electronic Refund/Authorised Payment

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Refund Confirmation

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Record Closure

22. Refund Application Form

The prescribed application should contain:

IMIRC COLLEGE OF LAW (AUTONOMOUS)

FEE REFUND APPLICATION

Student Name: _____

Application/Registration No.: _____

Programme: _____

Academic Session: _____

Date of Admission: _____

Date of Withdrawal: _____

Total Fee Paid: ₹ _____

Amount Claimed: ₹ _____

Reason for Withdrawal: _____

Payment/Transaction Reference: _____

Bank Account/Refund Details: _____

Student Signature: _____

Date: _____

23. Refund Processing Timeline

The College shall establish an internal processing timeline for refund applications.

A recommended institutional service standard is:

Stage	Target Time
Acknowledgement of application	Within 3 working days
Verification of records	Within 7 working days
Refund calculation	Within 10 working days
Approval	Within 5 working days after calculation
Refund initiation	Within 14 working days of approval
Communication to student	Within 3 working days of refund initiation

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These are institutional processing targets and shall not override any shorter or otherwise binding timeline prescribed by a competent regulatory authority.

Where processing is delayed because of bank verification, disputed transactions, incomplete documents or external regulatory verification, the student shall be informed of the reason.

24. Mode of Refund

Refunds shall preferably be made through:

- Bank transfer;
- NEFT/RTGS;
- Account-linked electronic payment;
- Other traceable institutional payment mechanisms.

The College shall avoid cash refunds except where specifically authorised and legally permissible.

25. Refund to Parent/Guardian

Where the original fee payment was made by a parent/guardian or another person, the College may process the refund according to the verified payment record and applicable institutional rules.

The College may request supporting documentation where necessary.

26. Adjustment Instead of Refund

Where a student continues to be enrolled and has an excess payment, the student may request:

- Refund; or
- Adjustment against future fee dues.

Adjustment shall be made only with the student's consent or according to an applicable institutional rule.

27. Outstanding Institutional Dues

Before processing a refund, the College may verify whether the student has legitimate outstanding institutional dues.

Any adjustment against refundable amount shall:

- Be legally permissible;

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- Be properly documented;
- Be communicated to the student;
- Be supported by the student ledger.

No arbitrary deduction shall be made.

28. Refund Statement

For every approved refund, the College shall prepare a Refund Statement showing:

Particular Amount

Total fee paid ₹___

Refundable amount ₹___

Permissible deduction ₹___

Outstanding dues adjusted ₹___

Net refund ₹___

Refund transaction number _____

Date _____

A copy shall be provided to the student where appropriate.

29. Rejection of Refund Claim

A refund claim may be rejected where:

1. The claim is outside the applicable refund provisions.
2. The student has not established payment.
3. Required information is incomplete.
4. The claim involves fraudulent or misleading information.
5. The amount claimed is not refundable under applicable rules.
6. The claim has already been settled.

The student shall be informed of the reason for rejection.

30. Appeal against Refund Decision

A student dissatisfied with a refund decision may submit an appeal.

First Level – Accounts/Finance Review

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The student may request reconsideration by the Accounts/Finance Officer within the period specified by the College.

Second Level – Fee Grievance Committee

If the matter remains unresolved, the student may appeal to the designated Fee Grievance Committee.

Third Level – Competent Institutional Authority

Where necessary, the matter may be placed before the Principal/competent authority for final institutional review.

The student's right to approach any statutory/regulatory authority available under applicable law shall remain unaffected.

31. Appeal Timeline

A recommended institutional timeline is:

Activity	Target
Appeal submission	Within 14 working days of decision
Appeal submission	Within 14 working days of decision
Acknowledgement	Within 3 working days
Committee review	Within 14 working days
Decision communication	Within 5 working days after decision
Refund, if approved	Within 14 working days of final approval

The competent authority may extend the timeline where the case requires verification from an external agency or statutory authority.

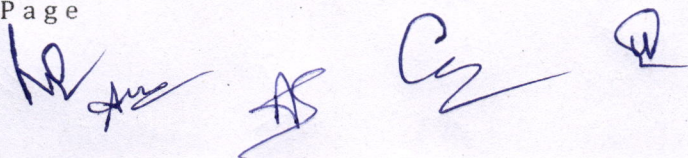
32. Fee Refund Committee

The College may constitute a Fee Refund and Grievance Committee consisting of:

- Principal – Chairperson;
- Finance/Accounts Officer – Member;
- Admission Coordinator – Member;
- Dean/Head of Faculty – Member;
- Senior Faculty Member – Member;
- Administrative representative – Member Secretary.

The Committee shall:

- Examine disputed refund cases;



- Review refund calculations;
- Ensure uniform application of policy;
- Recommend corrective action;
- Maintain records of decisions.

33. Financial Records

The Accounts Office shall maintain:

- Refund applications;
- Approval notes;
- Refund calculations;
- Student fee ledgers;
- Payment receipts;
- Bank transaction records;
- Refund transaction details;
- Rejected claims;
- Appeals;
- Decisions of the Refund Committee.

All refund transactions shall be capable of reconciliation with institutional financial records.

34. Transparency and Website Disclosure

The College shall publish the Fee Refund Policy on its official website and in the admission prospectus.

The published information should include:

1. Refund eligibility;
2. Withdrawal procedure;
3. Refund schedule;
4. Refund application process;
5. Refund processing timeline;
6. Refund mode;
7. Non-refundable components, where legally applicable;

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8. Appeal mechanism;

9. Contact details.

35. Protection against Arbitrary Deductions

No deduction shall be made from a student's refundable amount unless the deduction is:

- Permitted under applicable regulations;
- Included in the approved fee/refund policy; or
- Supported by a legitimate outstanding institutional liability.

Every deduction shall be identifiable in the refund statement.

36. Regulatory Changes

The College shall periodically review this policy in light of changes in:

- UGC regulations;
- BCI rules;
- Government of Uttar Pradesh directions;
- Court orders;
- University regulations;
- Other competent authority directions.

Where a new binding requirement is issued, the College shall modify its refund procedure accordingly.

37. Annual Review

The Fee Refund Policy shall be reviewed annually by the competent institutional authority.

The review shall consider:

- Number of refund applications;
- Refund processing time;
- Complaints and appeals;
- Regulatory changes;
- Financial reconciliation;
- Student feedback;

- Administrative difficulties.

Recommendations for improvement may be placed before the appropriate statutory body/authority.

38. Annual Refund Report

At the end of each academic session, the Accounts/Finance Section may prepare an Annual Fee Refund Report containing:

- Number of refund applications;
- Programme-wise applications;
- Amount claimed;
- Amount refunded;
- Amount adjusted;
- Number of rejected claims;
- Number of appeals;
- Appeals resolved;
- Average processing time;
- Outstanding cases;
- Recommendations.

The report may be placed before the Finance Committee and/or Governing Body as appropriate.

39. Student Awareness

At the time of admission, students shall be informed about:

- Fee structure;
- Payment deadlines;
- Refund policy;
- Withdrawal procedure;
- Refund application;
- Appeal mechanism.

The Admission Cell shall ensure that the policy is accessible through the prospectus and website.

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40. Institutional Declaration

IMIRC College of Law (Autonomous) is committed to ensuring that fee refunds are processed in a transparent, fair, timely and accountable manner.

Every eligible refund shall be calculated according to the rules applicable to the relevant academic session. Refund decisions shall be supported by documentary records, and students shall have an opportunity to seek review of a disputed decision.

No student shall be subjected to an arbitrary deduction or unauthorised financial charge.

In the event of any conflict between this policy and a binding direction of the UGC, BCI, Government of Uttar Pradesh, court or other competent statutory authority, the binding statutory/regulatory direction shall prevail.

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Chapter 8: Foreign/NRI Students

Eligibility and admission procedure.

8.1 Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P), recognizes the importance of providing access to quality legal education to eligible Indian citizens residing abroad, Non-Resident Indians (NRIs), Overseas Citizens of India (OCIs), and eligible foreign nationals, subject to the applicable laws, regulations, directions and approvals of the Government of India, Bar Council of India (BCI), University Grants Commission (UGC), concerned affiliating/statutory authorities, and other competent authorities.

The admission of Foreign/NRI students shall be governed by the principle of transparency, merit, academic suitability, verification of credentials, immigration compliance, and availability of seats. Admission under any Foreign/NRI category shall not dilute the academic standards or statutory requirements prescribed for the respective programme.

Where any statutory or regulatory authority prescribes a requirement different from or additional to this Chapter, such statutory requirement shall prevail.

8.2 Objectives

The objectives of the Foreign/NRI Student Admission Policy are to:

1. provide a transparent framework for admission of eligible Foreign/NRI students;
2. define eligibility requirements for different categories of international applicants;
3. establish a systematic application and verification procedure;
4. ensure authenticity of educational and identity documents;
5. ensure compliance with immigration and visa requirements;
6. prescribe a clear procedure for fee payment and admission confirmation;
7. protect the academic and administrative interests of the institution and students;
8. facilitate internationalization of legal education; and
9. maintain complete records for regulatory, academic and audit purposes.

8.3 Scope

This Chapter shall apply, as applicable, to applicants seeking admission to programmes offered by the Institution, including:

- * B.A. LL.B. – Five-Year Integrated Programme;
- * LL.B. – Three-Year Programme;
- * LL.M. – Two-Year Postgraduate Programme;
- * LL.M. – One-Year Postgraduate Programme;
- * Post Graduate Diploma Programmes; and
- * Ph.D. in Law, when approved and offered by the Institution.

The eligibility and admission of Foreign/NRI students shall remain subject to the programme-specific regulations and the requirements of the BCI and other competent authorities.

8.4 Categories of International Applicants

For admission purposes, the Institution may consider the following categories, subject to applicable regulations:

8.4.1 NRI Students

An NRI student means an applicant who satisfies the applicable legal/regulatory definition of a Non-Resident Indian.

The Institution shall require documentary evidence establishing the applicant's NRI status wherever such evidence is required.

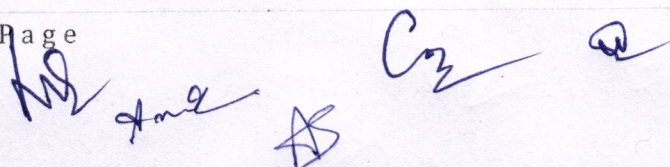
8.4.2 NRI-Sponsored Students

Where permitted by the applicable regulations, an applicant may be considered under an NRI-sponsored category on the basis of sponsorship by an eligible NRI relative/person.

The Institution may require:

- * proof of the sponsor's NRI status;
- * relationship certificate, wherever applicable;
- * sponsorship undertaking;
- * financial-support declaration; and
- * other documents prescribed by the competent authority.

8.4.3 Overseas Citizens of India (OCI)



OCI applicants may be considered in accordance with the applicable provisions of the Citizenship Act, Government of India notifications, UGC/BCI regulations and other statutory directions.

The applicant shall produce a valid OCI document/card and other prescribed records.

8.4.4 Foreign Nationals

A foreign national may be considered for admission subject to:

- * applicable Government of India regulations;
- * visa requirements;
- * equivalence/recognition of foreign qualifications;
- * programme-specific statutory requirements;
- * BCI requirements applicable to legal education; and
- * availability of seats.

8.4.5 Other International Categories

The Institution may consider other categories recognized by the Government of India or competent statutory authorities from time to time.

No category shall be created or operated in contravention of applicable law.

8.5 General Eligibility Principles

Foreign/NRI applicants must satisfy the academic eligibility prescribed for the programme to which admission is sought.

Admission under the Foreign/NRI category shall not automatically confer eligibility where the applicant does not satisfy the minimum academic or statutory requirements.

The applicant shall be responsible for providing complete and authentic information.

The Institution reserves the right to verify the applicant's:

- * identity;
- * nationality/status;
- * educational qualifications;
- * equivalence of foreign qualifications;
- * age, where applicable;
- * immigration status;
- * financial sponsorship;

- * documents submitted; and
- * other information relevant to admission.

8.6 Eligibility for B.A. LL.B. Programme

For admission to the B.A. LL.B. Five-Year Integrated Programme, a Foreign/NRI/OCI applicant shall satisfy the minimum qualification prescribed by the Institution and the applicable BCI/statutory regulations.

The applicant should ordinarily have completed the equivalent of Senior Secondary/10+2 education or an equivalent qualification recognized by the competent authority.

Where the qualifying examination has been completed outside India, the Institution may require an appropriate equivalence/recognition certificate or other documentary evidence establishing that the qualification is equivalent to the prescribed Indian qualification.

Admission shall be subject to the applicable rules concerning minimum qualifying marks, age, entrance examination or other selection requirements, if prescribed.

8.7 Eligibility for LL.B. Three-Year Programme

For admission to the LL.B. Three-Year Programme, the applicant shall possess a Bachelor's Degree or an equivalent qualification from a recognized institution/university.

A Foreign/NRI applicant holding a degree from an overseas institution shall provide appropriate evidence of recognition/equivalence where required.

The applicant must also satisfy the minimum percentage/academic requirements and other conditions prescribed by the applicable BCI/statutory regulations and the Institution.

8.8 Eligibility for LL.M. Programmes

For admission to the LL.M. Programme, the applicant shall possess the law qualification prescribed under the applicable regulations.

The Institution may require:

- * LL.B. or equivalent law degree;
- * transcript/mark sheets;
- * degree certificate;
- * proof of recognition/equivalence;
- * evidence of minimum qualifying marks; and

* other programme-specific documents.

For the LL.M. One-Year Programme, eligibility shall be determined strictly in accordance with the regulations applicable to the one-year LL.M. programme.

8.9 Eligibility for Post Graduate Diploma Programmes

Admission to Post Graduate Diploma Programmes shall be governed by the eligibility criteria prescribed for the particular programme.

Where the qualifying qualification has been obtained outside India, equivalence/recognition documentation may be required.

The Institution may prescribe additional academic or professional requirements depending upon the nature of the diploma programme.

8.11 Equivalence of Foreign Qualifications

Where an applicant has completed the qualifying examination or degree outside India, the Institution may require an equivalence certificate or other recognized evidence of equivalence.

The equivalence process may include verification of:

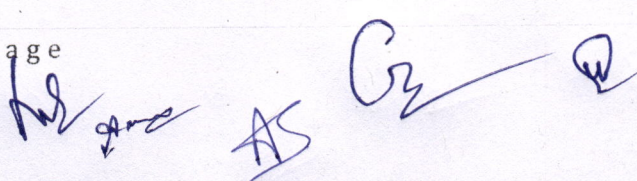
- * name of awarding institution;
- * country of education;
- * duration of programme;
- * level of qualification;
- * subjects studied;
- * credit structure;
- * grading system;
- * recognition/accreditation status of the awarding institution; and
- * authenticity of certificates and transcripts.

Admission shall remain provisional until the required equivalence/recognition is satisfactorily established, wherever applicable.

8.12 Language Proficiency

Where the programme is substantially delivered in English or another prescribed medium, applicants may be required to demonstrate adequate proficiency in the language of instruction.

The Institution may prescribe:



- * language proficiency certification;
- * an institutional language assessment;
- * evidence of prior education in the relevant medium; or
- * another acceptable method of assessing language proficiency.

Additional language support may be provided where feasible.

8.13 Admission Notification

The Institution shall publish admission information for Foreign/NRI applicants through appropriate official channels. The notification may contain:

- * programmes available;
- * eligibility requirements;
- * category definitions;
- * number of seats, where applicable;
- * application procedure;
- * application fee;
- * tuition and other fees;
- * required documents;
- * admission schedule;
- * selection procedure;
- * payment instructions;
- * refund provisions;
- * visa requirements;
- * contact details; and
- * grievance mechanism.

No applicant shall be admitted outside the officially notified procedure except where specifically permitted by competent authority.

8.13 Application Procedure

Foreign/NRI applicants shall normally follow the following procedure:

Step 1 – Online Application

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The applicant shall complete the prescribed application form and provide accurate personal, academic and category information.

Step 2 – Upload of Documents

The applicant shall upload clear copies of the prescribed documents.

Step 3 – Preliminary Scrutiny

The Admission Cell shall examine the application for completeness.

Step 4 – Eligibility Verification

Academic qualifications and category/status documents shall be verified.

Step 5 – Equivalence Verification

Where required, foreign educational qualifications shall be subjected to equivalence/recognition verification.

Step 6 – Selection

The applicant shall participate in the prescribed selection process, which may include merit, entrance examination, interview, counselling or another approved process.

Step 7 – Provisional Offer

Eligible candidates may be issued a provisional admission/offer letter subject to fulfilment of remaining requirements.

Step 8 – Document Verification

Original documents or authenticated documents shall be verified before final confirmation.

Step 9 – Fee Payment

The candidate shall pay the prescribed fees within the stipulated period.

Step 10 – Admission Confirmation

Final admission shall be confirmed only after completion of all applicable academic, financial, documentary and statutory requirements.

8.14 Documents Required

The following documents may be required, as applicable:

1. valid passport;
2. recent passport-size photographs;

3. visa document, wherever applicable;
4. OCI card/document, where applicable;
5. proof of NRI status;
6. sponsor's passport and NRI-status proof, where applicable;
7. sponsorship declaration/undertaking;
8. birth certificate or age proof;
9. 10th/equivalent certificate;
10. 12th/equivalent certificate;
11. Bachelor's degree and transcripts, where applicable;
12. LL.B./law qualification and transcripts, where applicable;
13. Master's degree and transcripts for Ph.D., where applicable;
13. equivalence/recognition certificate, where required;
14. migration/transfer certificate, where applicable;
15. character certificate;
17. medical fitness certificate, where required;
18. proof of address;
19. financial-support undertaking, where applicable;
20. anti-ragging undertaking;
21. student declaration;
22. parent/guardian undertaking, where applicable;
23. passport/visa-size photographs;
24. proof of fee payment; and
25. any additional document prescribed by the Institution or competent authority.

The Institution may request additional documents if necessary for verification.

8.15 Verification of Documents

All documents submitted by Foreign/NRI applicants shall be subject to verification.

Verification may include:

- * examination of originals;

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- * verification with the issuing institution;
- * electronic verification;
- * embassy/consular verification, where necessary;
- * verification through recognized authorities; and
- * scrutiny by the Admission Committee.

If a document is found to be false, forged, manipulated or materially misleading, the Institution may cancel the admission in accordance with applicable rules.

8.17 Translation of Documents

Documents issued in a language other than English or Hindi may be required to be accompanied by an authenticated English translation.

The Institution may require translation by:

- * an authorized translator;
- * the issuing institution;
- * an embassy/consulate; or
- * another authority recognized for the purpose.

8.18 Selection and Merit

Admission shall be based on the eligibility and selection criteria notified for the particular programme.

Where more eligible applicants apply than the available seats, selection shall be made according to the notified merit/selection procedure.

Preference shall not be granted merely on the basis of foreign nationality or NRI status where such preference is not authorized by applicable regulations.

8.19 Entrance Examination/Interview

Where an entrance examination, interview, counselling or other selection process is prescribed, Foreign/NRI applicants shall participate in the same unless an applicable statutory provision provides otherwise.

The Institution may conduct online interviews or assessments where permitted.

8.20 Seat Availability

Admission under Foreign/NRI categories shall be subject to the number and nature of seats permitted under applicable regulations. The Institution shall not exceed the

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sanctioned intake of a programme. For professional legal education programmes, the applicable requirements of the BCI and other competent authorities shall be followed.

8.21 Fee Structure

Foreign/NRI applicants shall pay the applicable fee prescribed by the Institution and approved by the competent authority. The fee structure may include:

- * application fee;
- * admission fee;
- * tuition fee;
- * examination fee;
- * student welfare fee;
- * technology/ICT fee;
- * identity card fee;
- * registration/enrolment fee;
- * security/caution deposit;
- * hostel fee, where applicable;
- * other approved institutional charges.

Any category-specific fee shall be clearly notified before admission.

8.22 Payment of Fees in Foreign Currency

Where permitted, international applicants may be allowed to make payments through approved banking/payment channels in accordance with applicable foreign-exchange laws and institutional procedures.

The Institution shall maintain a proper record of:

- * currency received;
- * exchange rate applied, where relevant;
- * date of transaction;
- * bank/payment reference;
- * amount credited; and
- * fee head against which payment is adjusted.

The applicable banking and foreign-exchange requirements shall be followed.

8.23 Scholarship and Financial Assistance

Foreign/NRI students may be considered for scholarships or financial assistance only where such assistance is legally and institutionally permissible. Any scholarship or concession shall be governed by the applicable scheme and shall not be presumed merely on the basis of Foreign/NRI status.

8.24 Visa and Immigration Compliance

Foreign nationals shall be responsible for maintaining valid immigration documents and complying with applicable Indian immigration requirements. The Institution may require the student to submit:

- * passport;
- * valid visa;
- * registration documentation, where applicable;
- * immigration-related records; and
- * updated contact information.

Admission may be cancelled or suspended where the student is legally unable to pursue the programme.

The Institution shall provide such institutional documentation as may be required for legitimate academic and immigration purposes, subject to applicable rules.

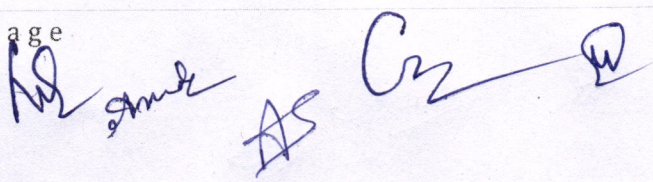
8.25 Registration with Appropriate Authorities

Where registration with an appropriate Government authority is mandatory, the student shall complete the prescribed registration within the applicable period. The Institution may assist the student by providing admission letters, bonafide certificates and other legitimate institutional documents required for such compliance.

8.26 International Student Support

The Institution may establish an International Student Support Desk or designate an officer to facilitate:

- * admission guidance;
- * document verification;
- * academic orientation;
- * visa-related institutional documentation;
- * hostel/accommodation guidance;



- * banking/payment guidance;
- * student welfare;
- * emergency communication; and
- * grievance support.

The Desk shall not provide legal advice on immigration matters beyond the Institution's authorized role.

8.27 Orientation Programme

Foreign/NRI students shall be provided an orientation covering:

- * academic regulations;
- * examination system;
- * attendance requirements;
- * code of conduct;
- * anti-ragging regulations;
- * library and ICT facilities;
- * grievance redressal;
- * internal committees;
- * campus safety;
- * cultural expectations; and
- * applicable Indian legal and institutional requirements.

8.28 Attendance and Academic Requirements

Foreign/NRI students shall be subject to the same academic standards, attendance requirements, examination regulations and academic discipline applicable to other students of the programme, unless a specific statutory provision provides otherwise. International status shall not constitute a ground for relaxation of mandatory academic requirements unless expressly permitted by the competent authority.

8.29 Anti-Ragging and Student Conduct

Every Foreign/NRI student shall comply with the Institution's:

- * Anti-Ragging Policy;
- * Student Code of Conduct;
- * Discipline Rules;

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- * Prevention of Sexual Harassment Policy;
- * Grievance Redressal Mechanism; and
- * other applicable institutional policies.

Appropriate undertakings shall be obtained at the time of admission.

8.30 Cancellation of Admission

Admission may be cancelled in accordance with applicable regulations where:

1. eligibility requirements are not satisfied;
2. documents are found to be false or forged;
3. material information has been suppressed;
4. required fees are not paid;
5. required immigration documentation is not maintained;
6. admission was obtained through misrepresentation;
7. statutory requirements are not fulfilled; or
8. any other legally valid ground exists.

Cancellation shall ordinarily be communicated in writing with reasons.

8.31 Fee Refund

Refund of fees for Foreign/NRI students shall be governed by the Institution's Fee Refund Policy and applicable statutory/regulatory requirements. No refund provision in this Chapter shall override a mandatory direction of a competent authority. Where a student is unable to join because of visa refusal or another documented circumstance beyond the student's control, the matter may be considered in accordance with the applicable refund rules and institutional policy.

8.32 Withdrawal from Programme

A Foreign/NRI student seeking withdrawal shall submit a written withdrawal request to the Admission/Academic Office. The application shall contain:

- * Student name;
- * programme;
- * Admission/enrolment number;
- * Date of admission;
- * Reason for withdrawal;

- * Fee payment details;
- * Bank details, where refund is applicable; and
- * required signatures/declarations.

The withdrawal shall be processed in accordance with the Fee Refund Policy and applicable regulations.

8.33 Grievance Redressal

Foreign/NRI students shall have access to the Institution's grievance redressal mechanism.

A grievance may relate to:

- * Admission;
- * Eligibility;
- * Fee;
- * Refund;
- * Documentation;
- * Academic services;
- * Hostel/services;
- * Discrimination or harassment;
- * Examination;
- * Student welfare; or
- * Other institutional matters.

The student may approach the designated Grievance Redressal Officer/Committee in accordance with the institutional procedure.

8.34 Data and Record Management

The Institution shall maintain appropriate records of Foreign/NRI students, including:

- * Application forms;
- * Passport/status documents;
- * Academic credentials;
- * Equivalence records;
- * Admission decisions;

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- * Fee receipts;
- * Visa/immigration records, where required;
- * Undertakings;
- * Correspondence;
- * Grievances; and
- * Withdrawal/cancellation records.

Records shall be maintained securely and disclosed only as permitted or required by law.

8.35 Responsibility of the Applicant

Every Foreign/NRI applicant shall be responsible for:

1. Providing accurate information;
2. Submitting genuine documents;
3. Satisfying eligibility requirements;
4. Completing equivalence requirements;
5. Complying with visa/immigration requirements;
6. Paying prescribed fees;
7. Maintaining valid documentation;
8. Following institutional rules; and
9. Promptly informing the Institution about material changes in status or contact information.

8.36 Responsibility of the Institution

The Institution shall:

- * publish clear admission information;
- * apply eligibility criteria consistently;
- * verify submitted documents;
- * maintain admission records;
- * communicate decisions;
- * provide required institutional documents;

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- * maintain confidentiality;
- * provide student support;
- * implement grievance mechanisms; and
- * comply with applicable statutory requirements.

8.37 Admission Committee for Foreign/NRI Students

The Institution may constitute a Foreign/NRI Admission Committee comprising:

1. Principal/Director – Chairperson;
2. Admission Coordinator – Member;
3. Head/Dean of the concerned Faculty – Member;
4. Finance/Accounts representative – Member;
5. International Student Coordinator – Member, where appointed;
6. Senior faculty member – Member; and
7. Administrative Officer – Member Secretary.

The Committee shall examine applications, verify documents, recommend admission and ensure compliance with applicable regulations.

8.38 Special Provision for Regulatory Changes

The provisions of this Chapter shall be interpreted in accordance with the latest applicable directions issued by:

- * Government of India;
- * Ministry of Education;
- * UGC;
- * Bar Council of India;
- * Ministry of Home Affairs;
- * Immigration authorities;
- * Concerned university/statutory authority; and
- * Other competent authorities.

In the event of inconsistency, the statutory/regulatory provision shall prevail.

8.39 Annual Review

The Institution shall review the Foreign/NRI Admission Policy annually or whenever there is a significant change in applicable regulations.

The review shall consider:

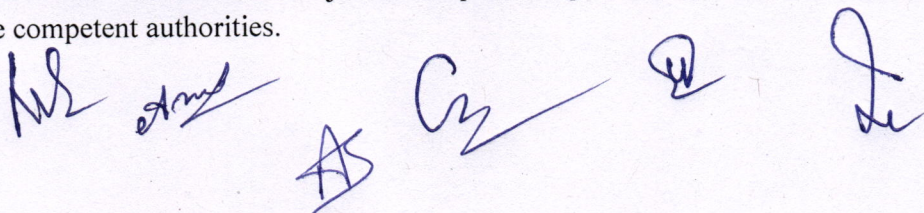
- * Number of applicants;
- * Number admitted;
- * Programme-wise admissions;
- * document verification issues;
- * Visa/immigration issues;
- * Grievances;
- * fee/refund cases;
- * Academic performance; and
- * Regulatory changes.

8.40 Institutional Declaration

IMIRC College of Law (Autonomous) shall endeavor to provide a transparent, fair and academically rigorous admission process for eligible Foreign/NRI/OCI students.

Admission shall be granted only after satisfaction of applicable eligibility, documentary, financial, academic and statutory requirements. Foreign/NRI status shall not exempt a student from mandatory academic, disciplinary, examination, attendance or statutory requirements.

All admissions shall remain subject to the prevailing laws, regulations and directions of the competent authorities.

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Chapter 9: Migration and Transfer

Migration, transfer and credit transfer rules.

9.1 Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P), recognizes that students may, subject to applicable regulations, seek migration from another institution/university, transfer between programmes or institutions, or obtain academic credit recognition for courses successfully completed elsewhere.

The purpose of this Chapter is to establish a transparent, academically sound and documented framework for considering applications relating to migration, transfer, credit transfer, credit recognition and admission with advanced standing.

Such migration or transfer shall not be treated as an automatic right. Every application shall be considered in accordance with the prevailing regulations of the University Grants Commission (UGC), Bar Council of India (BCI), concerned university/statutory authorities, applicable Government directions and the academic regulations of the Institution.

Where a statutory or regulatory authority prescribes a condition different from this Chapter, the statutory provision shall prevail.

9.2 Objectives

The objectives of the Migration and Transfer Policy are to:

1. Provide a clear procedure for migration and transfer applications;
2. Protect academic standards and programme integrity;
3. Facilitate recognition of legitimately earned academic credits;
4. Prevent duplication of academic credits;
5. Ensure proper verification of student records;
6. Establish rules for admission with advanced standing, where permissible;
7. Ensure transparency in decisions;
8. Protect the interests of students and the Institution;
9. Maintain proper academic and financial records; and
10. Ensure compliance with UGC, BCI and other applicable regulations.

9.3 Scope

This Chapter applies, wherever permitted, to:

- Migration from another university/institution to IMIRC College of Law;
- Transfer from another institution into an IMIRC programme;
- Transfer between programmes within the Institution;
- transfer between disciplines/programmes where academically permissible;
- Recognition of credits earned at another recognized institution;
- Credit transfer under recognized academic frameworks;
- Admission with advanced standing; and
- Migration/transfer certificates and related academic records.

The provisions shall apply separately according to the requirements of each programme.

9.4 Definitions

For the purposes of this Chapter:

9.4.1 Migration

“Migration” means movement of a student from one recognized university/institution to another university/institution for continuation of an academic programme, where such movement is permitted under applicable regulations.

9.4.2 Transfer

“Transfer” means movement of a student from one programme, institution, campus or academic structure to another, subject to applicable rules.

9.4.3 Credit Transfer

“Credit Transfer” means recognition by the receiving Institution of academic credits earned by a student through successfully completed courses at another recognized institution or through another approved learning pathway.

9.4.4 Credit Recognition

“Credit Recognition” means acceptance of previously earned academic credits towards the academic requirements of the programme being pursued.

9.4.5 Advanced Standing

“Advanced Standing” means admission of a student to a stage/semester beyond the first semester based on recognized prior academic study.

9.4.6 Source Institution

The institution/university from which the student seeks migration or transfer shall be referred to as the Source Institution.

9.4.7 Receiving Institution

IMIRC College of Law (Autonomous), where it receives a student through migration or transfer, shall be referred to as the Receiving Institution.

9.6 Eligibility for Migration

A student seeking migration to IMIRC College of Law shall:

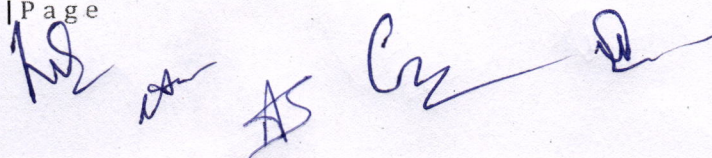
1. Have been enrolled in a recognized institution/university;
2. Have successfully completed the academic requirements for the stage/semester for which migration is requested, wherever required;
3. Satisfy the eligibility conditions of the receiving programme;
4. Have no academic prohibition against continuation;
5. Provide authentic academic records;
6. Obtain required permission/NOC from the source institution, where applicable;
7. Obtain migration certificate where required;
8. Satisfy applicable BCI/UGC/statutory requirements; and
9. Meet the minimum academic standards prescribed by IMIRC College of Law.

9.7 Programme Compatibility

Migration shall ordinarily be considered only where the source programme and the receiving programme are academically compatible.

The Admission/Academic Committee shall examine:

- programme title;
- programme duration;
- Curriculum;
- Course structure;
- Credits;
- learning outcomes;
- Practical components;
- Internship requirements;



- Examination pattern;
- grading system; and
- Statutory requirements.

For professional legal education programmes, compatibility with applicable BCI requirements shall be mandatory.

9.8 Migration into B.A. LL.B.

A student seeking migration into the B.A. LL.B. Five-Year Integrated Programme shall satisfy the programme's eligibility requirements and applicable regulatory conditions.

The Institution shall examine the student's:

- completed semesters;
- Courses passed;
- Credits earned;
- Curriculum equivalence;
- Attendance record;
- Examination record; and
- Disciplinary status.

Admission to an advanced semester shall be granted only where sufficient academic equivalence is established and the applicable regulations permit such migration.

9.9 Migration into LL.B. Three-Year Programme

A student seeking migration into the LL.B. Three-Year Programme shall possess the prescribed qualifying Bachelor's Degree and shall satisfy all applicable legal education requirements. The Institution shall determine whether previously completed law courses are eligible for recognition.

Where full equivalence cannot be established, the student may be required to complete additional courses or may be admitted only to an appropriate semester/stage permitted under the applicable rules.

9.10 Migration into LL.M. Programmes

Migration/transfer into the LL.M. Two-Year Programme or LL.M. One-Year Programme shall be considered only where the student's previous qualification and programme structure satisfy applicable regulatory requirements.

The Institution may examine:

- Law degree;

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- Specialization;
- Credits;
- Courses completed;
- Dissertation/research work;
- Examinations;
- Academic performance; and
- Other programme requirements.

Admission to the LL.M. One-Year Programme shall be subject to the specific regulations applicable to that programme.

9.11 Transfer between Programmes within the Institution

A student may apply for transfer from one academic programme to another only where such transfer is academically and legally permissible.

The student must satisfy:

- Eligibility for the new programme;
- Seat availability;
- prescribed admission requirements;
- Credit compatibility; and
- Approval of the competent academic authority.

Transfer shall not be used to circumvent eligibility, admission or statutory requirements.

9.12 Inter-Institutional Transfer

A student from another recognized institution may seek admission through transfer/migration.

The Institution may require:

- Application for transfer;
- NOC from the source institution;
- Migration certificate;
- transfer certificate;
- Academic transcript;

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- Course-wise marks/grades;
- Credit statement;
- Syllabus;
- Attendance record;
- Disciplinary certificate;
- Fee clearance; and
- Other documents prescribed by the Institution.

9.13 Transfer from IMIRC College of Law to another Institution

A student wishing to leave IMIRC College of Law for another institution shall submit a formal request for:

- Transfer Certificate;
- Migration Certificate, where applicable;
- Academic transcript;
- No Dues Certificate; and
- Other required documents.

The Institution shall process the request in accordance with its academic, administrative and financial regulations.

9.28 Migration Certificate

Where required, the student shall submit a valid Migration Certificate issued by the Source University/competent authority.

The certificate shall be verified before final academic registration.

Failure to submit a mandatory Migration Certificate within the prescribed period may result in provisional status or withholding of final registration, subject to applicable rules.

9.29 Transfer Certificate

A Transfer Certificate/College Leaving Certificate may be required from the source institution.

The document shall ordinarily confirm that the student has been formally relieved from the previous institution.

9.30 No Objection Certificate

Where applicable, the Institution may require a No Objection Certificate (NOC) from the source institution.

The NOC shall not substitute for statutory migration or eligibility requirements.

9.31 Application Procedure for Migration/Transfer

The applicant shall:

1. Obtain the prescribed application form;
2. Submit the completed application;
3. Provide academic records;
4. Provide migration/transfer documents;
5. Submit syllabus/course details for credit mapping;
6. Provide NOC where required;
7. Pay prescribed processing fees;
8. Appear before the competent committee, if required;
9. Complete deficiency requirements, if prescribed; and
10. Obtain written approval before joining the advanced semester/programme.

9.32 Time Limit for Application

Migration/transfer applications shall ordinarily be submitted before the commencement of the academic semester or within the period notified by the Institution.

Applications submitted after the prescribed deadline may be considered only where permitted by applicable regulations and approved by the competent authority.

9.33 Provisional Admission

Where documents or statutory permissions are pending, the Institution may grant provisional admission subject to fulfilment of specified conditions.

The provisional status shall be clearly recorded.

Final admission shall be confirmed only after all mandatory requirements are satisfied.

9.34 Fee for Migration and Credit Transfer

The Institution may prescribe reasonable administrative/processing fees for:

- Migration processing;
- Credit evaluation;

- Equivalence assessment;
- Document verification;
- transfer processing; and
- Issuance of institutional certificates.

Such fees shall be notified in advance and recorded in the fee structure.

9.35 Refund on Transfer or Migration

Where a student withdraws from the Institution after seeking transfer/migration, fee refund shall be governed by the Institution's Fee Refund Policy and applicable statutory requirements.

No special refund shall be granted merely because the student subsequently transfers to another institution unless permitted under the applicable rules.

9.36 Academic Record

For students admitted through migration/transfer, the Institution shall maintain:

- Original academic transcript or verified copy;
- Credit mapping report;
- Equivalence report;
- Semester placement decision;
- Transferred credit statement;
- Academic gap/deficiency statement;
- Migration certificate;
- transfer certificate;
- NOC, where applicable;
- Admission approval; and
- Final academic record.

9.40 Migration/Transfer from Foreign Institutions

Students migrating from foreign institutions shall additionally comply with:

- Qualification equivalence requirements;
- Authentication of academic records;
- Translation requirements;

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- Immigration requirements, where applicable;
- Institutional recognition requirements; and
- Applicable UGC/BCI/Government provisions.

Foreign credit systems shall be mapped to the Institution's academic credit framework before approval.

9.42 Authority for Approval

The competent authority for approving migration/transfer shall be determined according to the academic regulations of the Institution.

Ordinarily:

Department/Faculty Recommendation → Credit Mapping/Equivalence Committee → Academic Authority → Principal/Competent Authority → Registration/Examination Section

Where approval of an external statutory authority/university is mandatory, such approval shall also be obtained.

9.43 Rejection of Application

An application may be rejected where:

1. The student does not satisfy eligibility;
2. The source institution is not recognized;
3. Required documents are missing;
4. Academic equivalence is inadequate;
5. Required seats are unavailable;
6. Statutory requirements are not satisfied;
7. The student's academic record is incomplete;
8. Documents cannot be authenticated;
9. Mandatory migration/transfer permission is unavailable; or
10. Admission would violate applicable regulations.

The reason for rejection shall ordinarily be communicated to the applicant.

9.44 Appeal

A student dissatisfied with a migration, transfer or credit recognition decision may submit an appeal to the designated academic authority within the period prescribed by the Institution.

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The appeal shall specify:

- Decision challenged;
- Grounds of appeal;
- supporting documents; and
- Relief requested.

The decision of the competent academic authority shall be communicated in writing.

9.45 Grievance Redressal

Students may approach the Institution's Grievance Redressal Mechanism for complaints concerning:

- Delay in processing;
- Arbitrary rejection;
- Incorrect credit mapping;
- Document handling;
- Fee;
- Academic placement;
- Issuance of certificates; or
- Other procedural matters.

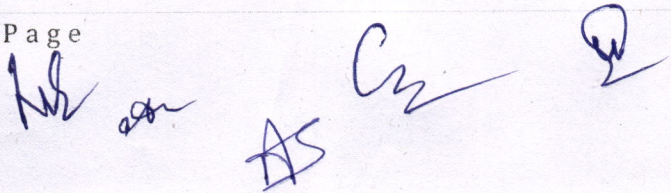
Nothing in the institutional grievance process shall restrict any statutory remedy available to the student.

9.46 Fraudulent Academic Records

If academic records submitted for migration, transfer or credit recognition are subsequently found to be forged, altered or fraudulent, the Institution may:

- cancel the credit recognition;
- cancel admission;
- withhold academic registration;
- initiate disciplinary proceedings; and
- take other action permitted by law and institutional regulations.

The student shall be provided an opportunity to respond where required by applicable rules.

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9.47 Responsibility of the Student

The student shall:

1. Provide accurate information;
2. Disclose all previous academic enrolments;
3. Submit genuine documents;
4. Obtain required certificates;
5. Comply with academic gap requirements;
6. Pay prescribed fees;
7. Complete mandatory courses;
8. Comply with attendance requirements; and
9. Ensure timely completion of migration/transfer formalities.

9.48 Responsibility of the Admission/Academic Office

The concerned office shall:

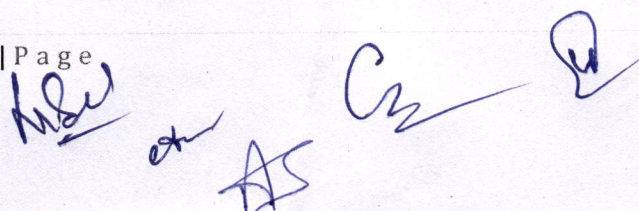
- receive applications;
- verify documents;
- coordinate credit mapping;
- maintain records;
- communicate deficiencies;
- Issue recommendations;
- coordinate approvals; and
- update the student's academic status.

9.50 Institutional Declaration

IMIRC College of Law (Autonomous) shall provide a transparent and academically rigorous mechanism for migration, transfer and credit recognition.

Migration or transfer shall be permitted only where the student satisfies applicable eligibility, academic, documentary and statutory requirements. Credit recognition shall be based on verified academic learning and appropriate equivalence and shall not compromise the academic standards or professional requirements of the programme.

All decisions shall be properly documented and subject to the prevailing regulations of the competent authorities.



Chapter 10: Diploma and Certificate Admissions

Admission Procedure for Diploma and Certificate Programmes

10.1 Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P), may offer Post Graduate Diploma, Diploma, Certificate and other shortterm academic or skilloriented programmes in areas related to law, legal studies, governance, compliance, research, professional development and allied fields, subject to approval of the competent academic authority and applicable regulatory requirements.

These programmes are intended to provide opportunities for students, professionals, teachers, legal practitioners, researchers and other eligible learners to acquire specialized knowledge and practical competencies.

Admission to such programmes shall be conducted through a transparent, meritbased and documented procedure. The eligibility, duration, curriculum, assessment, certification and credit provisions shall be clearly notified before commencement of admissions.

10.2 Objectives

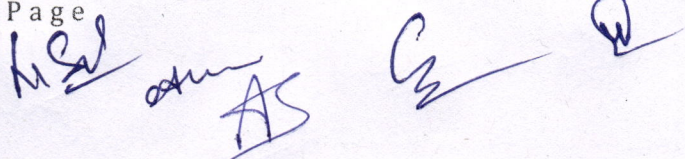
The objectives of the Diploma and Certificate Admission Policy are to:

1. Provide a transparent admission mechanism;
2. Establish programme wise eligibility requirements;
3. Facilitate access to specialized legal and interdisciplinary learning;
4. Provide clear application and selection procedures;
5. Ensure proper verification of applicant credentials;
6. Establish rules for fee payment and admission confirmation;
7. Maintain academic standards;
8. Ensure proper records of enrolled learners;
9. Clarify the academic status of diploma and certificate qualifications; and
10. Ensure compliance with applicable UGC, BCI and other statutory requirements.

10.3 Scope

This Chapter shall apply to:

- Post Graduate Diploma Programmes;



- Diploma Programmes;
- Certificate Programmes;
- Professional Certificate Programmes;
- Skill oriented short-term programmes;
- Value-added certificate programmes where formally notified;
- Continuing education programmes; and
- Other approved non degree programmes.

The specific eligibility and academic requirements of each programme shall be published in the relevant admission notification/prospectus.

10.4 Nature of Diploma and Certificate Programmes

Diploma and Certificate Programmes may be offered in:

- Regular mode;
- Blended mode;
- Online mode, where legally permissible;
- Weekend mode;
- Evening mode;
- Short-term intensive mode; or
- Another approved academic mode.

The mode of delivery shall be clearly specified in the admission notification.

No programme shall be advertised or represented as a degree programme unless it is approved and recognized as such by the competent authority.

10.5 Categories of Programmes

10.5.1 Post Graduate Diploma

A Post Graduate Diploma programme shall ordinarily require a Bachelor's Degree or another qualification prescribed by the competent academic authority.

10.5.2 Certificate Programme

Certificate programmes may be open to students, graduates, professionals or other eligible learners according to the programmespecific requirements.

10.6 Programme Approval

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Before admissions commence, each Diploma/Certificate Programme shall have an approved academic framework containing, as applicable:

1. Programme title;
2. Objectives;
3. Eligibility;
4. Duration;
5. Mode of delivery;
6. Curriculum;
7. Course structure;
8. Credits, if applicable;
9. Teaching hours;
10. Assessment methodology;
11. Attendance requirements;
12. Fee structure;
13. Certification requirements;
13. Faculty/resource persons;
14. Intake;
15. Admission procedure; and
17. Competent authority approval.

10.7 Eligibility

Eligibility shall be determined programmewise.

The admission notification shall clearly state:

- Minimum educational qualification;
- Minimum marks, where applicable;
- Age requirement, if any;
- Professional experience, if required;
- Entrance examination requirement, if any;
- Language proficiency, where applicable; and

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- Other conditions.

An applicant shall not be admitted merely because the applicant has submitted an application and paid an application fee.

10.8 Eligibility for Post Graduate Diploma Programmes

Unless otherwise specified, admission to a Post Graduate Diploma Programme shall ordinarily require:

- Bachelor's Degree from a recognized university/institution; or
- An equivalent qualification recognized by the competent authority.

For specialized programmes, the Institution may prescribe a relevant Bachelor's Degree or professional qualification.

10.9 Eligibility for Certificate Programmes

Certificate programmes may be designed with flexible eligibility requirements. Depending upon the academic level, an applicant may be required to possess:

- Secondary education;
- Senior Secondary education;
- Bachelor's Degree;
- Professional qualification;
- Relevant work experience; or
- No formal qualification for certain open learning/awareness programmes, where approved.

10.10 Admission Notification

The Institution shall issue an official admission notification before commencement of admissions.

The notification shall contain, wherever applicable:

1. Programme name;
2. Programme objectives;
3. Eligibility;
4. Duration;
5. Mode;
6. Intake;

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7. Application opening date;
8. Last date;
9. Application fee;
10. Selection process;
11. Programme fee;
12. Documents required;
13. Commencement date;
13. Assessment procedure;
14. Certificate requirements;
15. Refund provisions; and
17. Contact details.

10.11 Application Procedure

Applicants shall ordinarily follow the following process:

Step 1: Access the official admission notification/application portal.

Step 2: Register using the prescribed contact details.

Step 3: Complete the application form.

Step 4: Upload the required documents.

Step 5: Pay the prescribed application fee, where applicable.

Step 6: Submit the application.

Step 7: Obtain the application/registration number.

Step 8: Track the status of the application.

Step 9: Participate in the selection process, where applicable.

Step 10: Complete final admission and fee payment after selection.

10.12 Application Form

The application form shall ordinarily contain:

- Applicant's name;
- Date of birth;
- Gender;

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- Nationality;
- Address;
- Mobile number;
- email address;
- Educational qualifications;
- Employment/professional details, where applicable;
- Programme applied for;
- Category, where relevant;
- Identity document details;
- Previous programme details;
- Declaration; and
- Signature/electronic confirmation.

10.13 Documents Required

Depending upon the programme, applicants may be required to submit:

1. Recent photograph;
2. Identity proof;
3. Address proof;
4. Educational certificates;
5. Mark sheets;
6. Degree certificate, where applicable;
7. Experience certificate, where required;
8. Professional registration, where applicable;
9. Category certificate, where applicable;
10. migration/transfer certificate, where required;
11. Employer permission/NOC, where required;
12. research/professional profile, where applicable; and
13. Other documents prescribed by the Institution.

10.13 Verification of Documents

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The Admission Office shall verify the submitted documents.

Verification may include:

- Original document verification;
- Electronic verification;
- issuing institution verification;
- Examination board verification; or
- Other appropriate methods.

Admission shall be liable to cancellation if material information is found to be false or documents are found to be fraudulent.

10.14 Selection Procedure

Depending on the programme, admission may be based on:

1. Merit in the qualifying examination;
2. First come first eligible basis;
3. Entrance test;
4. Interview;
5. Professional experience;
6. Aptitude assessment;
7. Statement of purpose;
8. Combination of the above; or
9. Another method approved by the competent authority.

The selection method shall be disclosed in advance.

10.15 Merit List

Where applications exceed available seats, the Institution may prepare a merit list based on the notified selection criteria.

The merit list shall be approved by the competent authority before publication.

10.17 Tie Breaking

Where two or more applicants obtain equal merit, the Institution may apply the following tiebreaking criteria in the order notified:

1. Higher marks in the qualifying examination;

2. Higher marks in the relevant subject;
3. Higher qualification;
4. Relevant professional experience, where applicable;
5. Age/seniority criterion, where notified; or
6. Another transparent criterion approved by the competent authority.

10.18 Reservation

Reservation, relaxation and special provisions shall be implemented where applicable under the laws, Government orders and institutional regulations governing the programme.

Where a programme is not subject to a statutory reservation framework, the admission notification shall clearly state the applicable policy

10.19 Confirmation of Admission

Admission shall be considered confirmed only after:

1. Eligibility verification;
2. Document verification;
3. Selection approval;
4. Prescribed fee payment;
5. Submission of required declarations; and
6. Completion of other programme specific requirements.

10.20 Fee Structure

The fee structure shall be approved by the competent authority and notified before admission.

10.21 Fee Payment

Fees may be paid through authorized institutional channels, including:

- Online payment gateway;
- Bank transfer;
- Demand draft, where permitted; or
- Other approved modes.

A proper receipt shall be issued for every payment.

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10.22 Fee Refund

Refund of fees shall be governed by the Institution's Fee Refund Policy and applicable regulatory requirements.

The admission notification shall clearly disclose the refund conditions applicable to the programme.

10.23 Late Admission

Late admission may be permitted only where:

- Seats remain vacant;
- The programme schedule permits late joining;
- Applicable regulations permit it; and
- Approval is obtained from the competent authority.

Late admission shall not compromise minimum academic requirements or statutory conditions.

10.24 Attendance Requirements

Students enrolled in Diploma and Certificate Programmes shall satisfy the minimum attendance requirement prescribed for the programme.

The programme notification shall specify:

- Minimum attendance;
- Permitted leave;
- Condonation, if applicable; and
- Consequences of inadequate attendance.

10.25 Assessment

Assessment may include:

- written examination;
- Assignments;
- Presentations;
- Project work;
- Practical work;
- Case studies;

- Viva voce;
- Attendance/participation; or
- A combination of these.

The assessment pattern shall be communicated to students at the commencement of the programme.

10.26 Examination and Evaluation

Where a formal examination is conducted, the concerned academic unit shall establish:

- Examination schedule;
- Question paper procedure;
- Evaluation mechanism;
- Passing requirements;
- Reassessment/reexamination provisions; and
- Result publication procedure.

10.27 Passing Requirements

The minimum marks/grade required for successful completion shall be specified in the programme regulations. A student failing to satisfy the prescribed requirements may be allowed reassessment/reexamination where such provision is approved.

10.28 Certificate/Diploma Award

A Diploma or Certificate shall be issued only to a student who has:

1. completed the prescribed programme;
2. Satisfied attendance requirements;
3. passed the prescribed assessment;
4. Fulfilled all academic requirements; and
5. cleared applicable institutional dues.

10.29 Nature of Qualification

The admission notification and certificate shall clearly identify the nature of the qualification.

A Diploma or Certificate Programme shall not be represented as equivalent to a degree unless such equivalence is specifically recognized by a competent authority.

10.30 Admission of Working Professionals

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Working professionals may be admitted to programmes specifically designed for professional development, subject to programme eligibility. Where employer permission/NOC is required, the applicant shall submit the same. Professional experience may be considered for admission only where specified in the programme regulations.

10.31 Admission of Foreign/NRI Applicants

Foreign/NRI/OCI applicants may be admitted to eligible Diploma/Certificate Programmes subject to the provisions of Chapter VIII – Foreign/NRI Students and applicable Government/regulatory requirements

10.32 Cancellation of Admission

Admission may be cancelled where:

- The student fails to meet eligibility;
- Documents are found to be false;
- Material information is suppressed;
- Prescribed fees are not paid;
- Admission was obtained through misrepresentation; or
- Cancellation is required under applicable regulations.

The consequences shall be determined according to the Fee Refund Policy and institutional regulations.

10.33 Withdrawal

A student seeking withdrawal shall submit a written request to the Admission/Academic Office.

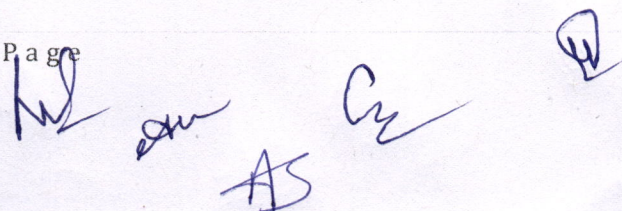
The request shall be processed according to the applicable withdrawal and refund rules.

10.34 Change of Programme

A student may request a change from one Diploma/Certificate Programme to another before commencement or within the period specified by the Institution.

Approval shall depend upon:

- Eligibility;
- Seat availability;
- Fee adjustment;
- Academic schedule; and



- Approval of the competent authority.

10.35 Code of Conduct

All Diploma and Certificate students shall comply with the Institution's:

- Student Code of Conduct;
- Anti Ragging Policy, where applicable;
- Examination regulations;
- Academic integrity requirements;
- Disciplinary rules; and
- Grievance redressal mechanism.

10.36 Academic Integrity

Students shall maintain academic integrity in:

- Assignments;
- Examinations;
- Projects;
- Research;
- Presentations; and
- Other academic work.

Plagiarism, impersonation, cheating, fabrication or other forms of academic misconduct shall be dealt with under the applicable institutional regulations.

10.37 Grievance Redressal

Students may submit grievances relating to:

- Admission;
- Eligibility;
- Fees;
- Assessment;
- Examination;
- Certificate issuance;
- Academic services;

Dr. Rajendra Singh Tomar
(Chairman A&B Committee)

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- Faculty conduct; or
- Other institutional matters.

Grievances shall be handled through the Institution's designated grievance redressal mechanism.

10.38 Records and Documentation

The Institution shall maintain appropriate records, including:

- Applications;
- Merit/selection lists;
- Admission approvals;
- Identity documents;
- Academic documents;
- Fee records;
- Attendance records;
- Assessment records;
- Examination results;
- Certificates issued;
- Withdrawal/cancellation records; and
- Grievance records.

Records shall be retained according to the Institution's record retention policy.

10.39 Institutional Declaration

IMIRC College of Law (Autonomous) shall conduct admission to Diploma and Certificate Programmes through a transparent, fair and documented process.

The Institution shall clearly disclose the eligibility, duration, mode, fee, selection process, assessment requirements and certification status of each programme before admission.

No Diploma or Certificate shall be represented as a degree or as carrying recognition/equivalence beyond that actually granted by the competent authority.

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Chapter 11: Anti-Ragging Regulations

(Committees, undertakings and penalties.)

11.1 Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P), adopts a Zero-Tolerance Policy towards Ragging.

Ragging is prohibited within the Institution, its hostels, academic buildings, transport facilities, sports facilities, and events, online/digital spaces associated with the Institution, and any place or situation where students of the Institution are involved in activities connected with the Institution.

The Institution shall take preventive, protective, disciplinary and remedial measures against ragging in accordance with the applicable laws, regulations, judicial directions and guidelines of the competent authorities, including the University Grants Commission (UGC) and other applicable statutory authorities.

Every student, parent/guardian, faculty member, employee and visitor is expected to contribute to maintaining a safe, respectful and dignified academic environment.

11.2 Objectives

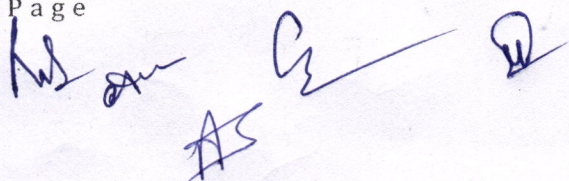
The objectives of the Anti-Ragging Regulations are to:

1. Completely prohibit ragging in and around the Institution;
2. Create awareness regarding the consequences of ragging;
3. Establish preventive mechanisms;
4. constitute Anti-Ragging and related committees;
5. Provide safe and confidential reporting mechanisms;
6. Ensure prompt action on complaints;
7. Protect complainants and witnesses;
8. Provide due process to the alleged offender;
9. Prescribe appropriate disciplinary consequences; and
10. Maintain records and statutory compliance.

11.3 Applicability

These Regulations apply to:

- * All students;
- * Newly admitted students;



- * Senior students;
- * Students residing in hostels;
- * Day scholars;
- * Students participating in institutional activities;
- * Student organizations and clubs;
- * Faculty and staff in relation to prevention/reporting responsibilities; and
- * Any person acting on behalf of or in association with students of the Institution.

These Regulations apply irrespective of whether the conduct occurs:

- * On campus;
- * In classrooms;
- * In the library;
- * In laboratories;
- * In sports facilities;
- * During transportation;
- * During educational tours;
- * During institutional functions;
- * At off-campus student activities; or
- * Through electronic/digital communication platforms.

11.4 Definition of Ragging

For institutional purposes, ragging includes any conduct, act, communication or behaviour that causes, or is likely to cause, physical, psychological, emotional, academic, social or financial harm to a student. Ragging may include, but is not limited to:

1. Teasing, insulting or humiliating a student;
2. Verbal abuse;
3. Threatening or intimidating;
4. Forcing a student to perform an act;
5. Forcing a student to introduce themselves in a humiliating manner;
6. Compelling a student to engage in unwanted activities;

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7. Physical assault;
8. Inappropriate or abusive gestures;
9. Harassment based on gender, caste, religion, disability, language, region, nationality or other status;
10. Demanding money or property;
11. Forcing consumption of substances;
12. Confinement or restriction of movement;
13. Damaging personal belongings;
13. Threatening academic or social consequences;
14. Creating hostile or humiliating conditions;
15. Sexual harassment or sexually abusive conduct;
17. cyber-ragging;
18. Circulation of humiliating photographs/videos/messages;
19. Abusive social-media activity;
20. Coercion through messaging applications; or
21. Abetment, encouragement, conspiracy or participation in ragging.

The absence of physical injury shall not by itself mean that an act does not constitute ragging.

11.5 Cyber-Ragging

Ragging conducted through electronic or digital means shall be treated as a serious violation.

Cyber-ragging may include:

- * Abusive messages;
- * Humiliating posts;
- * Threatening emails;
- * Creation of abusive groups;
- * Forced online introductions;
- * Circulation of embarrassing content;
- * Unauthorized recording;

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- * Impersonation;
- * Online harassment; or
- * coordinated digital intimidation.

Digital evidence may be collected and preserved in accordance with applicable law.

11.6 Zero-Tolerance Principle

The Institution shall follow a Zero-Tolerance Policy towards ragging.

No student shall be permitted to claim that:

- * ragging is a traditional practice;
- * The victim consented;
- * The conduct was intended as a joke;
- * The conduct was harmless;
- * The student was instructed by seniors; or
- * Similar conduct had occurred previously.

Such circumstances shall not automatically excuse prohibited conduct.

11.7 Awareness and Prevention

The Institution shall undertake preventive measures including:

1. anti-ragging orientation during admission;
2. Awareness programmes;
3. Display of anti-ragging notices;
4. Publication of regulations on the institutional website;
5. Anti-ragging undertaking from students and parents/guardians;
6. Monitoring of vulnerable areas;
7. Hostel monitoring;
8. Faculty sensitization;
9. Student mentoring;
10. induction/orientation programmes;
11. Dissemination of emergency contact information; and
12. Periodic review of anti-ragging measures.

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11.8 Anti-Ragging Committee

The Institution shall constitute an Anti-Ragging Committee as required under applicable regulations.

The Committee may include:

1. Principal – Chairperson;
2. Senior faculty members;
3. Representatives of teaching staff;
4. Representatives of non-teaching staff;
5. Representatives of students;
6. parent/guardian representative, where appropriate;
7. Local administration/police representative, where required;
8. Civil society/community representative, where appropriate; and
9. Anti-Ragging Coordinator – Member Secretary.

The composition shall be reviewed periodically and updated as necessary.

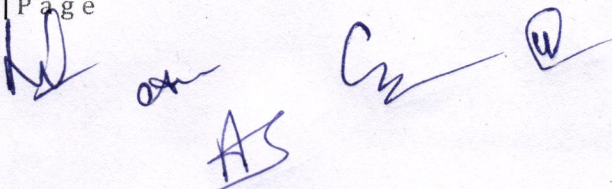
11.9 Functions of the Anti-Ragging Committee

The Committee shall:

- * formulate preventive measures;
- * monitor implementation;
- * conduct awareness activities;
- * review vulnerable areas;
- * supervise anti-ragging arrangements;
- * examine reports received;
- * coordinate with institutional authorities;
- * recommend appropriate action;
- * maintain records; and
- * submit periodic reports to the competent authority.

11.10 Anti-Ragging Squad

The Institution may constitute an Anti-Ragging Squad for active monitoring and immediate response.

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The Squad may consist of:

- * Faculty members;
- * Administrative staff;
- * security personnel, where appropriate; and
- * Other persons authorized by the Principal.

The Squad may conduct surprise inspections of:

- * Canteens;
- * Corridors;
- * Common rooms;
- * parking areas;
- * sports facilities;
- * transport areas; and
- * Other locations identified as vulnerable.

11.11 Functions of Anti-Ragging Squad

The Squad shall:

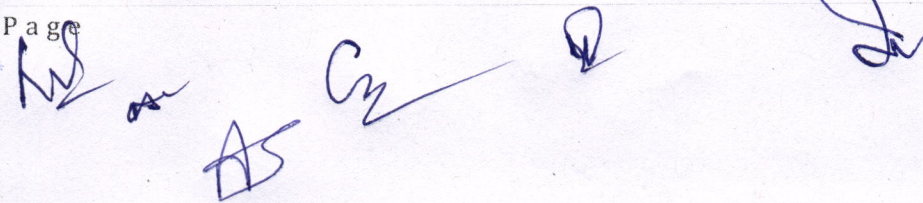
1. Maintain vigilance;
2. Respond to complaints;
3. Intervene in suspected incidents;
4. Protect affected students;
5. Report incidents promptly;
6. Preserve relevant evidence;
7. Assist the Anti-Ragging Committee; and
8. Coordinate with security and local authorities where necessary.

The Squad shall not conduct a disciplinary adjudication beyond its authorized role.

11.12 Anti-Ragging Nodal Officer

The Principal may designate an Anti-Ragging Nodal Officer/Coordinator responsible for coordinating anti-ragging activities.

The Nodal Officer shall:

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- * maintain the anti-ragging register;
- * coordinate committees and squads;
- * receive complaints;
- * maintain confidentiality;
- * coordinate preliminary action;
- * assist in statutory reporting; and
- * maintain records of compliance.

11.13 Admission-Time Undertaking

Every newly admitted student shall submit an anti-ragging undertaking/declaration in the prescribed format.

The undertaking shall confirm that the student:

- * understands what constitutes ragging;
- * shall not participate in ragging;
- * shall not encourage ragging;
- * shall report incidents;
- * shall cooperate with investigations; and
- * understands the possible disciplinary consequences.

11.14 Parent/Guardian Undertaking

Where applicable, a parent/guardian shall submit a declaration acknowledging:

- * The Institution's Anti-Ragging Regulations;
- * The student's responsibility;
- * The prohibition on ragging; and
- * The consequences of violation.

11.15 Existing Students

Continuing students may also be required to reaffirm compliance with the Anti-Ragging Regulations at the beginning of an academic year where considered necessary.

11.17 Admission Records

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The Admission Office shall ensure that anti-ragging undertakings are collected and appropriately recorded. Where required, admission/enrolment may be kept provisional until mandatory anti-ragging documentation is completed.

11.18 Awareness Programme

The Institution shall conduct anti-ragging awareness activities as part of:

- * Student induction;
- * Orientation;
- * Hostel orientation;
- * Legal awareness programmes;
- * Student welfare activities;
- * Faculty development/sensitization; and
- * Other appropriate institutional programmes.

11.19 Display of Information

The Institution shall prominently display anti-ragging information at appropriate locations, including:

- * Entrance;
- * Admission office;
- * Notice boards;
- * Hostel;
- * Library;
- * Academic blocks;
- * Website;
- * Student handbook; and
- * Other relevant locations.

The display should include:

- * Definition of ragging;
- * Prohibition;
- * reporting mechanism;
- * contact details;

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- * Committee information; and

- * Consequences.

11.20 Reporting of Ragging

Any student, parent, employee or other person may report suspected ragging.

A complaint may be made:

- * In writing;

- * Through email;

- * Through an institutional grievance/complaint portal;

- * By telephone;

- * To a faculty member;

- * To the Anti-Ragging Nodal Officer;

- * To a member of the Anti-Ragging Committee;

- * To a hostel warden; or

- * Through another officially notified mechanism.

A complaint need not use any prescribed legal terminology.

11.21 Anonymous Complaints

The Institution may consider anonymous information where it contains credible and sufficiently specific information indicating a risk of ragging.

Anonymous information may be used for preventive monitoring even where it is not possible to initiate a formal disciplinary proceeding solely on the basis of the anonymous communication.

11.22 Immediate Response

Where an incident appears to involve an immediate threat to life, bodily safety, sexual safety or serious violence, the Institution shall prioritize immediate protection of the affected person.

Depending upon the circumstances, the Institution may:

- * separate the parties;

- * provide medical assistance;

- * contact parents/guardians;

- * secure the location;

- * preserve evidence;

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- * inform the Principal;
- * contact police/emergency authorities where required; and
- * initiate appropriate institutional proceedings.

11.23 Protection of Complainant

The Institution shall take reasonable measures to protect a complainant from:

- * Retaliation;
- * Intimidation;
- * Threats;
- * Coercion;
- * Academic victimization;
- * Social pressure; or
- * Further harassment.

The complainant's academic continuity and safety shall be given appropriate consideration.

11.24 Confidentiality

Information relating to a complaint shall be handled with appropriate confidentiality.

Details shall be shared only with persons who require the information for:

- * Protection;
- * Investigation;
- * Disciplinary decision;
- * Statutory reporting; or
- * Other legitimate purposes.

Confidentiality shall not prevent disclosure where required by law.

11.25 Preliminary Assessment

Upon receiving a complaint, the designated authority shall make a preliminary assessment to determine:

1. Whether the complaint appears to involve ragging;
2. Whether immediate protection is required;
3. Whether medical assistance is required;

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4. Whether evidence needs preservation;
5. Whether parents/guardians should be informed;
6. Whether police/statutory authorities must be informed; and
7. Whether a formal disciplinary inquiry should be initiated.

11.26 Inquiry/Investigation

Where formal action is required, the competent authority shall initiate an inquiry in accordance with applicable regulations.

The inquiry shall ordinarily include:

- * Recording of the complaint;
- * Identification of persons involved;
- * Collection of statements;
- * Examination of available evidence;
- * Examination of witnesses;
- * Review of CCTV/digital evidence where lawfully available;
- * Consideration of the student's response; and
- * Preparation of an inquiry report.

11.27 Penalties for Ragging

Subject to applicable UGC/statutory regulations and the seriousness of the offence, disciplinary action may include one or more of the following:

1. Warning;
2. Written apology;
3. Undertaking of good conduct;
4. Counselling;
5. Community/institutional service where legally and institutionally permissible;
6. Fine;
7. Withholding of scholarships or other institutional benefits, where permissible;
8. with holding of examination results;
9. with holding of academic privileges;
10. Suspension from classes;

- 11. Suspension from hostel;
- 12. Suspension from the Institution;
- 13. Cancellation of admission;
- 13. Expulsion from the Institution; and/or
- 14. Other action permitted by applicable law/regulations.

The actual penalty shall be proportionate to the misconduct and consistent with applicable statutory requirements.

11.28 Serious Cases

Serious cases involving:

- * Physical violence;
- * Sexual violence or harassment;
- * Threats to life;
- * Serious injury;
- * Confinement;
- * Extortion;
- * Criminal intimidation;
- * Use of weapons;
- * forced consumption of substances; or
- * Other potentially criminal conduct

shall be dealt with with appropriate seriousness and may require reporting to the police or other competent authorities in accordance with law.

Institutional disciplinary proceedings shall not prevent or substitute for legally required action by competent external authorities.

11.29 Collective or Group Ragging

Where ragging is committed by a group, each student's role shall be examined separately.

A student who:

- * Actively participates;
- * encourages;

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- * assists;
- * facilitates;
- * conceals;
- * records and circulates;
- * organizes; or
- * Knowingly supports

ragging may be subject to disciplinary action according to the applicable rules.

11.30 False Complaints

The Institution shall protect genuine complainants. At the same time, knowingly making a deliberately false and malicious complaint may constitute misconduct.

A complaint shall not be treated as false merely because it is not ultimately substantiated.

Action for a knowingly false complaint shall be considered only where there is sufficient evidence of deliberate and malicious fabrication.

11.31 Witness Protection

Students or employees providing information may be protected from retaliation to the extent reasonably possible.

Threatening or intimidating a witness may constitute separate misconduct.

11.36 Parents/Guardians

Parents/guardians may be informed of serious allegations or disciplinary action involving a student, subject to applicable privacy and legal requirements.

Parents/guardians may be requested to participate in counselling or disciplinary proceedings where appropriate.

11.37 Appeals

A student against whom disciplinary action has been taken may submit an appeal to the designated appellate authority within the period prescribed by the Institution or applicable regulations.

The appeal shall state:

- * Disciplinary decision;
- * Grounds of appeal;
- * supporting material; and

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- * Relief sought.

The appellate authority shall review the matter in accordance with applicable rules.

11.38 Emergency Reporting

Students shall be encouraged to immediately report any incident involving imminent danger.

The Institution shall publish appropriate emergency contact information, including institutional anti-ragging contacts and, where applicable, relevant statutory/emergency authorities.

11.39 Digital Evidence

Where an incident involves digital communications, the Institution may preserve relevant evidence such as:

- * Messages;
- * Emails;
- * Screenshots;
- * Photographs;
- * Videos;
- * Social-media posts;
- * Call records where lawfully available; and
- * Other digital material.

Collection and handling shall be consistent with applicable law and institutional procedure.

11.40 CCTV and Surveillance

Where CCTV systems are installed, relevant footage may be reviewed in accordance with institutional policy and applicable privacy requirements.

CCTV shall be used for legitimate safety and disciplinary purposes and not for unauthorized disclosure.

The Institution may identify areas requiring enhanced vigilance, particularly during:

- * Commencement of academic sessions;
- * Student induction;
- * Examination periods;
- * Student events; and

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* Other high-risk periods.

11.41 Student Responsibility

Every student shall:

1. Refrain from ragging;
2. Discourage ragging;
3. Report incidents;
4. Cooperate with inquiries;
5. Respect fellow students;
6. Avoid humiliating or coercive conduct;
7. Comply with institutional instructions; and
8. Protect the dignity and safety of others.

11.42 Faculty and Staff Responsibility

Faculty and staff who become aware of suspected ragging shall promptly report the matter through the appropriate institutional mechanism.

Ignoring or concealing a serious incident may result in administrative action where warranted.

11.43 Record Maintenance

The Institution shall maintain appropriate records of:

- * Anti-ragging undertakings;
- * Awareness programmes;
- * Committee constitution;
- * Complaints;
- * Preliminary assessments;
- * Inquiries;
- * Disciplinary decisions;
- * Appeals;
- * Preventive inspections; and
- * Statutory reports.

Records shall be maintained securely and retained in accordance with applicable requirements

11.44 Annual Anti-Ragging Report

The Institution may prepare an annual Anti-Ragging Compliance Report containing:

Particular	Number/Status
Anti-Ragging Committee Constituted	Yes/No
Anti-Ragging Squad Constituted	Yes/No
Awareness Programmes	_____
Student Undertakings Collected	_____
Parent/Guardian Undertakings	_____
Complaints Received	_____
Cases Investigated	_____
Cases Substantiated	_____
Disciplinary Actions	_____
Appeals	_____
Preventive Inspections	_____

11.45 Website Disclosure

The Institution shall publish appropriate anti-ragging information on its official website, including:

- * Anti-Ragging Regulations;
- * Definition of ragging;
- * Committee/squad details;
- * contact information;
- * Student undertaking;
- * parent undertaking;
- * reporting procedure; and
- * Applicable consequences.

11.46 Review and Amendment

The Anti-Ragging Regulations shall be reviewed periodically and whenever there is a change in applicable law or regulatory requirements.

The Academic Council/competent authority may recommend amendments for approval through the prescribed institutional process.

11.47 Institutional Declaration

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Below these, the initials "AS" are written.

IMIRC College of Law (Autonomous) is committed to maintaining a safe, respectful, inclusive and dignified learning environment.

Ragging in any form is prohibited.

The Institution shall take preventive and corrective measures, provide appropriate reporting mechanisms, and protect affected students and initiate disciplinary and, where required, legal action against persons found responsible

No student shall be permitted to use tradition, seniority, peer pressure, consent, humour or any other justification as a basis for engaging in prohibited ragging.



Chapter 12: Grievance Redressal

Admission grievance mechanism.

12.1 Admission Grievance Mechanism, IMIRC College of Law (Autonomous)

12.1.1 Purpose and Scope

IMIRC College of Law is committed to transparent, fair, and merit-based admissions. This mechanism gives applicants, and their parents or guardians, a formal way to raise concerns about any stage of the admission process, from application to final enrolment, for [3-year LL.B. / 5-year integrated B.A. LL.B. / B.B.A. LL.B. / LL.M. / other programmes].

12.1.2 Grounds for Grievance

- Errors in the merit list, rank, or score calculation
- Wrong application of eligibility criteria or minimum qualifying marks
- Denial or incorrect application of reservation (SC/ST/OBC/EWS/PWBD/other categories)
- Rejection or wrongful objection to documents
- Irregularity in counselling, seat allotment, or waitlist movement
- Charging of fees beyond the notified structure
- Delay or refusal of refund on withdrawal or cancellation
- Misleading information in the prospectus, website, or advertisements
- Discrimination or misconduct by any staff member during admissions

Excluded: Challenges to the published eligibility rules or reservation policy themselves, which are matters of policy rather than individual grievance, and complaints about decisions of an external agency (for example, the entrance test body), which should go to that agency.

12.1.3 Admission Grievance Redressal Committee (AGRC)

Position	Member
Chairperson	Principal / Director, or a senior professor nominated by the Principal
Member	Dean / Head of Academic Affairs
Member	Chairperson, Admission Committee (as an invitee, not a decision-maker on their own decision)
Member	A senior faculty member, preferably a woman

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Member	A representative of SC/ST/OBC/minority communities, as applicable
Member-Secretary	Admission Officer

Rules of procedure: quorum is three members. Any member who took part in the decision under challenge must recuse themselves. The Committee is constituted by the Principal and reviewed each academic year.

12.1.4 Procedure and Timelines

Stage	Action	Time limit
Filing	Written or online complaint to the Member-Secretary, with supporting documents	Within 3 working days of publication of the list, result, or action complained of
Acknowledgement	Registration with a unique reference number	Within 1 working day
Hearing	Complainant may be called to present documents or explain	Within 5 working days of filing
Decision	Reasoned written order communicated by email and post	Within 7 working days of filing
Implementation	Correction of list, allotment, or refund	Within 3 working days of the order

During the admission season, urgent complaints affecting seat allotment will be heard on a priority basis, so that the seat position of the complainant is not lost while the matter is pending.

12.1.5 Contents of a Complaint

Name and application number, programme applied for, a concise description of the grievance, the relief sought, copies of supporting documents, and contact details. Anonymous complaints will not ordinarily be entertained, except where they allege serious misconduct supported by verifiable details.

12.1.6 Appeal

A complainant dissatisfied with the AGRC's order may appeal in writing to the Principal / Governing Body Chairperson / Grievance Appellate Authority within 7 days of receiving the order. The appellate authority will decide within 14 days, and that decision is final within the institution.

12.1.7 External Remedies

The complainant retains the right to approach:

- The **Ombudsperson** of the affiliating university, where applicable, under the UGC (Redress of Grievances of Students) Regulations, 2023
- The **UGC grievance portal**
- The **Bar Council of India**, in matters relating to legal education norms
- The **State admission or fee regulatory authority**, where admissions are through centralised counselling
- A competent court or High Court

12.1.8 Safeguards

- No retaliation against any complainant
- Confidentiality of complainant details, except as needed for inquiry
- Fraud, forged documents, or false complaints may lead to cancellation of admission and action under institutional rules and law

12.1.9 Transparency and Records

- This procedure, the committee's composition, and contact details will be published in the prospectus and on the website
- The Member-Secretary will keep a grievance register and records of every order
- An annual summary of complaints received and disposed of will be placed before the Governing Body and the Academic Council

12.1.10 Contact Details

Member-Secretary, AGRC, IMIRC College of Law: Garh Siyana Road Bhaina (Near Ganga Expressway), Hapur (U.P.) | imircindia@gmail.com | 919458690543 |
Grievance portal/form: <https://imircclawcollege.ac.in/>

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Chapter 13: Admission Committees

Constitution and functions.

13.1 Preamble

IMIRC College of Law (Autonomous), Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P), shall establish appropriate Admission Committees to ensure that the admission process for all academic programmes is conducted in a manner that is **transparent, fair, merit-based, inclusive, accountable, student-friendly and consistent with applicable statutory and regulatory requirements.**

The Admission Committees shall function within the framework of the University's autonomous status, decisions of the Governing Body and Academic Council, applicable regulations of the University Grants Commission (UGC), Bar Council of India (BCI), affiliating university wherever applicable, Government of India, Government of Uttar Pradesh, and other competent regulatory authorities.

The Committees shall ensure that admission decisions are based on approved eligibility criteria, notified admission rules, merit, reservation provisions and availability of sanctioned seats.

13.2 Objectives

The Admission Committees shall pursue the following objectives:

1. To ensure a transparent and systematic admission process.
2. To verify the eligibility of applicants.
3. To ensure admission strictly against approved and sanctioned seats.
4. To implement applicable reservation and inclusion policies.
5. To prepare and publish merit/selection lists in accordance with approved criteria.
6. To verify original academic and other supporting documents.
7. To prevent irregular, fraudulent or unauthorized admissions.
8. To provide equal opportunity to eligible applicants.
9. To maintain complete admission records and documentary evidence.
10. To address admission-related grievances in a timely manner.
11. To ensure compliance with the approved Admission Regulations of the Institution.
12. To provide accurate admission information to applicants and parents/guardians.

13.3 Scope

The provisions of this Chapter shall apply to admissions to all programmes offered by the Institution, including, as applicable:

- B.A. LL.B.

- LL.B.
- LL.M. – Two-Year Programme
- LL.M. – One-Year Programme
- Post Graduate Diploma Programmes
- Certificate Programmes
- Ph.D. Programme in Law, when approved and operational
- Any new programme approved by the competent authority.

Separate sub-committees may be constituted for specific programmes whenever the volume, regulatory requirements or nature of admissions so warrants.

13.4 Authority for Constitution of Admission Committees

The Admission Committees shall be constituted by the **Principal/Director/Head of the Institution** with the approval of the competent authority, in accordance with the governance structure of the Institution.

The constitution, tenure and responsibilities of the Committees shall ordinarily be approved before the commencement of the admission cycle.

Where required, the Governing Body or Academic Council may prescribe additional oversight mechanisms for admissions.

13.5 Institutional Admission Committee

The Institution shall constitute a central **Institutional Admission Committee (IAC)** for overall supervision and coordination of admissions.

13.5.1 Suggested Composition

S. N.	Name	Position	Role
1	Dr. Ajeet Kumar Singh	Principal	Chairperson
2	Dr. Salim Khan	Senior Faculty Member	Convener
3	Mr.Pravesh Kumar	Head/Coordinator of the concerned programme	Member
4	Dr.Shiva Saran Patel	Senior Faculty Member	Member
5	Mr.Adarsh kumar singh	Faculty Member nominated by the Principal	Member
6	Mr.Manoj Kumar	Administrative/Office Representative	Member
7	Mr.Lakhender Kumar	Accounts/Finance Representative	Member

8	Miss.Jyoti	Admission Cell In-charge	Member-Secretary
9	Mr.Himanshu Srivastav	IT/Website Coordinator, where required	Special Invitee
10	Adv.Mohit Dwivedi	Legal/Regulatory Expert, where required	Special Invitee

The Principal may nominate additional members depending upon the programme and regulatory requirements.

13.6 Tenure

1. The Admission Committee shall ordinarily have a tenure of **one academic admission cycle**.
2. The competent authority may extend or renew the Committee for subsequent admission cycles.
3. In case of resignation, transfer, retirement or other inability of a member to function, a replacement may be nominated.
4. The Committee shall continue to function until a new Committee is constituted or the competent authority otherwise directs.

13.7 Programme-wise Admission Sub-Committees

Where necessary, separate Programme Admission Sub-Committees may be constituted for:

- B.A. LL.B.;
- LL.B.;
- LL.M. Two-Year;
- LL.M. One-Year;
- Post Graduate Diploma Programmes;
- Certificate Programmes;
- International/NRI admissions; and
- Any newly introduced programme.

The Programme Admission Sub-Committee shall function under the overall supervision of the Institutional Admission Committee.

13.8 Functions of the Institutional Admission Committee

The Institutional Admission Committee shall:

13.8.1 Admission Planning

1. Prepare the institutional admission plan for the academic session.
2. Review sanctioned intake and available seats.

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3. Coordinate with academic, administrative, examination and finance sections.
4. Prepare the proposed admission schedule.
5. Ensure that the admission calendar is consistent with the academic calendar.

13.8.2 Admission Notification

The Committee shall supervise preparation of admission notifications containing:

- programme name;
- duration;
- sanctioned intake;
- eligibility;
- admission criteria;
- entrance examination requirements, wherever applicable;
- application procedure;
- important dates;
- reservation provisions;
- fee details;
- required documents;
- mode of application;
- counselling/verification schedule;
- contact details; and
- Grievance mechanism.

13.8.3 Eligibility Verification

The Committee shall ensure that:

1. applicants satisfy prescribed minimum qualifications;
2. qualifying examinations are recognized;
3. required subjects have been studied wherever prescribed;
4. age requirements, where applicable, are satisfied;
5. category certificates are valid;
6. equivalence certificates are obtained wherever required; and
7. All programme-specific regulatory requirements are fulfilled.

13.8.4 Merit and Selection

The Committee shall supervise:

- preparation of applicant lists;
- verification of marks and credentials;
- calculation of merit;
- application of approved admission criteria;
- preparation of merit/selection lists;
- preparation of waiting lists;

- tie-breaking procedures; and
- Publication of results.

No member shall alter a merit list except through an authorized and documented correction process.

13.13 Admission Grievance Committee

An **Admission Grievance Committee** may be constituted to consider complaints concerning:

- eligibility;
- merit position;
- document verification;
- reservation;
- counselling;
- fee;
- admission confirmation;
- waiting list;
- rejection of application;
- technical/application difficulties; and
- Other admission-related matters.

Functions

The Committee shall:

1. receive written complaints;
2. acknowledge complaints;
3. examine relevant records;
4. provide the applicant an opportunity to present the case;
5. obtain clarification from the concerned Admission Committee;
6. make a reasoned recommendation; and
7. Communicate the decision within the prescribed institutional timeline.

Where a matter falls within the jurisdiction of another statutory authority, the applicant shall be informed accordingly.

13.18 Conflict of Interest

Every member of an Admission Committee shall disclose any actual, potential or perceived conflict of interest.

A member shall not participate in the evaluation or decision-making process where:

- the applicant is a close relative;

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- the member has a financial interest;
- the member has a personal relationship that may affect impartiality; or
- Any other circumstance may reasonably compromise neutrality.

The Chairperson shall nominate another member where recusal is necessary.

13.19 Confidentiality

Members of Admission Committees shall maintain confidentiality concerning:

- applicant data;
- marks;
- merit calculations;
- category information;
- financial information;
- personal documents;
- complaints;
- committee deliberations; and
- Sensitive institutional records.

Information shall be disclosed only to authorized persons or authorities.

13.20 Meetings of Admission Committees

1. The Committee shall meet as frequently as necessary during the admission cycle.
2. The Convener shall issue the agenda and convene meetings.
3. Minutes shall be prepared for important decisions.
4. Decisions shall ordinarily be taken by consensus.
5. Where voting is necessary, the decision shall be based on the majority of members present and voting.
6. In case of a tie, the Chairperson shall have a casting vote, subject to institutional rules.
7. Minutes shall be authenticated by the Chairperson/Convener.

13.21 Quorum

Unless otherwise prescribed by the competent authority:

- at least **one-half of the total members** shall constitute the quorum;
- the Chairperson or authorized representative should ordinarily be present;
- Where a statutory expert is specifically required, the applicable regulatory requirement shall prevail.

No final admission decision requiring statutory approval shall be taken in the absence of the prescribed quorum or required member

Handwritten signatures and initials:
 H, AS, C, and a circular stamp.

13.22 Admission Records

The Admission Committee shall ensure maintenance of:

1. admission notifications;
2. applications received;
3. applicant registers;
4. eligibility verification sheets;
5. merit lists;
6. waiting lists;
7. reservation records;
8. document verification records;
9. counselling records;
10. fee payment records;
11. admission confirmation records;
12. withdrawal/cancellation records;
13. refund records;
14. grievance records;
15. meeting minutes;
16. committee recommendations;
17. final admission lists; and
18. Annual admission reports.

Records shall be maintained in physical and/or digital form as permitted by institutional policy.

13.23 Digital Admission and Data Security

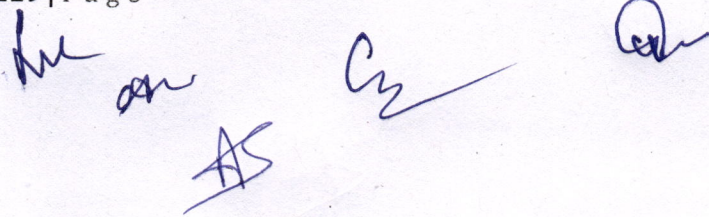
Where admissions are conducted through an online system, the Admission Committee shall ensure:

- secure application processing;
- controlled access to applicant data;
- authentication of users;
- protection against unauthorized alteration;
- regular data backup;
- audit trails;
- controlled publication of merit lists; and
- Compliance with applicable data protection and institutional information-security requirements.

13.24 Prevention of Malpractice

The Admission Committee shall take measures to prevent:

1. submission of forged documents;

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2. impersonation;
3. manipulation of marks;
4. unauthorized admission;
5. admission against non-sanctioned seats;
6. preferential admission contrary to approved rules;
7. unauthorized fee collection;
8. manipulation of merit lists;
9. duplicate admission; and
10. Concealment of material information.

Where malpractice is detected, the admission may be cancelled in accordance with applicable rules and the matter may be referred to the competent authority.

13.25 Admission without Proper Authorization

No faculty member, employee, agent or other person shall have authority to independently promise, confirm or grant admission unless specifically authorized.

Any admission made contrary to the approved admission procedure shall be subject to review by the competent authority.

The Institution shall not recognize unauthorized commitments regarding:

- admission;
- seat allocation;
- fee concessions;
- programme eligibility;
- examination eligibility; or
- Employment/placement.

13.26 Role of the Admission Cell

The Admission Cell shall function as the administrative support unit for the Admission Committees.

Its responsibilities shall include:

1. receiving applications;
2. maintaining applicant databases;
3. communicating admission schedules;
4. coordinating document verification;
5. preparing admission lists as approved;
6. maintaining correspondence;
7. supporting counselling;
8. coordinating fee confirmation;
9. issuing admission communications;



10. maintaining records; and
11. Preparing statistical and annual admission reports.

13.27 Role of the Principal

The Principal shall:

1. provide overall administrative supervision;
2. constitute/approve Admission Committees as authorized;
3. ensure implementation of approved admission rules;
4. approve admission schedules;
5. monitor compliance;
6. resolve matters requiring administrative intervention;
7. ensure that no unauthorized admission takes place; and
8. Report significant admission matters to the competent authority.

13.30 Accountability of Committee Members

Every member of an Admission Committee shall:

- act impartially;
- follow approved regulations;
- maintain confidentiality;
- avoid conflict of interest;
- maintain accurate records;
- refrain from unauthorized commitments;
- report irregularities;
- protect applicant interests; and
- Comply with institutional directions.

Any deliberate violation of admission rules may attract appropriate administrative action.

13.31 Communication with Applicants

All-important admission decisions shall be communicated through authorized channels, including:

- official website;
- admission portal;
- official notice board;
- registered institutional email;
- SMS/approved digital communication; or
- Written communication.

Applicants shall not be required to rely upon unofficial agents or intermediaries for admission information.

13.32 Annual Admission Report

At the conclusion of every admission cycle, the Institutional Admission Committee shall prepare an **Annual Admission Report** containing, as applicable:

1. programme-wise sanctioned intake;
2. applications received;
3. eligible applications;
4. selected candidates;
5. category-wise admissions;
6. gender-wise statistics;
7. admissions completed;
8. vacant seats;
9. withdrawals/cancellations;
10. refunds processed;
11. grievances received and resolved;
12. significant admission issues;
13. compliance status; and
14. Recommendations for improvement.

The report shall be submitted to the Principal and placed before the appropriate academic/administrative authority.

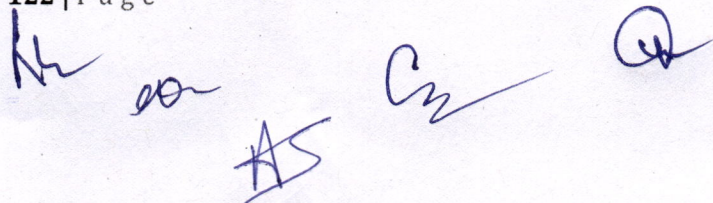
13.33 Review of Admission Committees

The constitution and functioning of Admission Committees shall be reviewed annually.

The review shall consider:

- efficiency of the admission process;
- applicant feedback;
- grievances;
- regulatory changes;
- digital admission performance;
- document verification issues;
- reservation implementation;
- fee-related issues;
- transparency measures; and
- Recommendations for improvement.

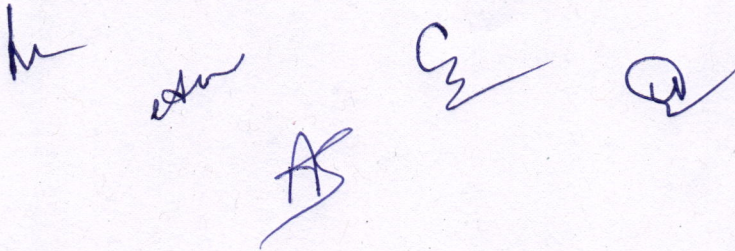
13.34 Institutional Declaration

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IMIRC College of Law (Autonomous) shall maintain an admission system that is **transparent, merit-based, accountable, inclusive and compliant with applicable law and regulatory requirements.**

The Admission Committees shall function as institutional mechanisms for ensuring that every eligible applicant receives fair consideration and that every admission is supported by proper documentation, authorization and an auditable record.

No individual member of an Admission Committee shall exercise authority contrary to the approved regulations of the Institution or the applicable directions of competent statutory/regulatory authorities.

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Chapter 14: Discipline and Code of Conduct

Student responsibilities and penalties.

14.1 Purpose

This chapter sets out the standards of behavior expected of all students, their responsibilities, and the penalties that follow when those standards are not met. Discipline exists to protect the safety, dignity, and learning environment of the whole community, and to help students develop self-control and accountability. It is not meant to be merely punitive.

14.2 Student Responsibilities

Academic conduct

- Attend classes regularly and punctually. A minimum of [75]% attendance is required.
- Complete assignments, tests, and examinations honestly and on time.
- Do not cheat, plagiarize, impersonate another student, or falsify records.

Personal conduct

- Treat teachers, staff, visitors, and fellow students with courtesy and respect.
- Follow the dress code and wear the prescribed uniform or ID card on campus.
- Speak and behave in a manner that is free from abusive, threatening, or discriminatory language.

Care of property and environment

- Keep classrooms, laboratories, libraries, hostels, and grounds clean.
- Do not damage, deface, or misuse institutional property. Students are liable for the cost of repair or replacement.

Safety and compliance

- Follow safety instructions in laboratories, workshops, transport, and during emergencies.
- Obey all lawful instructions from faculty and authorized staff.
- Report bullying, harassment, ragging, or safety concerns promptly to a teacher or the designated authority.

14.3 Prohibited Conduct

The following are treated as violations of the Code of Conduct:

1. Ragging, bullying, or any form of physical, verbal, or cyber harassment.
2. Possession or use of alcohol, tobacco, narcotics, or other banned substances on campus.
3. Possession of weapons or dangerous objects.

Handwritten signatures and initials: HS, AS, and a circled 'u'.

4. Academic dishonesty, including cheating, plagiarism, and tampering with results or attendance.
5. Theft, vandalism, or misuse of institutional facilities, including computer and network systems.
6. Use of mobile phones or electronic devices in violation of institutional rules.
7. Sexual harassment or any behavior that violates the dignity of another person.
8. Absence without permission, leaving campus without authorization, or repeated late arrival.
9. Participation in unauthorized strikes, disruption of classes, or incitement of others to indiscipline.
10. Giving false information or misrepresenting facts to staff or the administration.

14.4 Classification of Offenses and Penalties

Category	Examples	Possible Penalties
Minor	Late arrival, uniform violation, littering, minor classroom disruption	Verbal warning, written warning, detention, informing parents/guardians
Moderate	Repeated minor offenses, phone misuse, minor property damage, disrespect to staff, unauthorized absence	Written apology, community service, fine or recovery of damages, loss of privileges (events, trips, sports), suspension for [1-3] days
Serious	Cheating, plagiarism, bullying, vandalism, possession of banned substances, fighting	Suspension for [up to 14] days, cancellation of exam or assignment results, parent meeting and behavior contract, counselling
Severe	Ragging, sexual harassment, use of weapons, drug trafficking, serious assault, repeated serious offenses	Long-term suspension, rustication, expulsion, withdrawal of degrees or certificates, reporting to police or relevant authorities

Penalties may be combined. The authority imposing a penalty will consider the seriousness of the act, the student's prior record, and the circumstances.

14.5 Disciplinary Procedure

1. **Report:** The incident is reported in writing to the class teacher, warden, or Discipline Committee.

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 [Signature] [Signature] [Signature] [Signature]
 AS

2. **Preliminary inquiry:** The facts are verified and the student is informed of the allegation.
3. **Opportunity to respond:** The student is given a fair chance to explain their side, in writing or in person, with a parent or guardian present where appropriate.
4. **Decision:** The Discipline Committee or Principal/Head decides on the outcome and records it.
5. **Notification:** The student and parents or guardians are informed in writing of the decision and reasons.
6. **Record keeping:** Serious disciplinary actions are recorded in the student's file.

Cases involving ragging, sexual harassment, or criminal acts are referred immediately to the relevant statutory committee or law enforcement, as required by law.

14.6 Appeals

A student may appeal a disciplinary decision within [7] working days of receiving it by submitting a written appeal to the [Principal/Director/Appellate Committee]. The appeal should state the grounds clearly. The decision on appeal is final unless the institution's regulations provide otherwise. Penalties stay in effect during the appeal unless the appellate authority orders otherwise.

14.7 Support and Rehabilitation

Where appropriate, disciplinary measures are accompanied by counselling, mentoring, or behavioral support. Students who show improvement may be considered for early restoration of privileges.

14.8 Acknowledgment

Every student, and parent or guardian where applicable, must sign a declaration confirming that they have read, understood, and agree to follow this Code of Conduct. Ignorance of the rules is not an acceptable defense.

HS etc Cz @
AS

Chapter 15: Power to Remove Difficulties

Interpretation, amendments and repeal.

15.1 Purpose

This chapter provides how the handbook is to be interpreted, how it may be amended, and what happens to earlier rules. It also gives the institution authority to resolve difficulties that arise in applying these rules, so that no genuine case is left without a fair and workable answer.

15.2 Power to Remove Difficulties

1. If any difficulty arises in giving effect to the provisions of this handbook, the [Principal/Director/Governing Body] may, by written order, make such provisions not inconsistent with this handbook as appear necessary or expedient to remove the difficulty.
2. No such order may be made after [two] years from the date this handbook comes into force.
3. Every order made under this section must be recorded, communicated to the affected students, parents or guardians, and staff, and placed before the [Governing Body/Academic Council] at its next meeting.
4. This power may not be used to impose a new penalty, reduce a student's right of appeal, or override any applicable law, statutory regulation, or direction of the affiliating board or university.

15.3 Interpretation

1. **Authority to interpret:** Any question about the meaning or application of this handbook is decided by the [Principal/Director], whose interpretation is final subject to Section 15.5.
2. **Purpose-based reading:** Provisions are read according to their ordinary meaning and in light of their purpose, which is to maintain a safe, fair, and orderly learning environment.
3. **Headings:** Headings and marginal notes are for convenience only and do not affect interpretation.
4. **Terms:** Words in the singular include the plural and vice versa. References to "parent" include a legal guardian. References to "days" mean calendar days unless stated as "working days."
5. **Conflict with law:** If any provision conflicts with an applicable law, regulation, or binding direction of a statutory authority, the law prevails. The rest of the handbook remains in force.

6. **Severability:** If any provision is held invalid or unenforceable, the remaining provisions are not affected.

15.4 Amendments

1. This handbook may be amended, added to, or revised by the [Governing Body/Academic Council] on the recommendation of the [Principal/Discipline Committee/Handbook Review Committee].
2. Amendments take effect from the date stated in the notification. If no date is stated, they take effect on the date of publication.
3. Amendments are published on the [notice board/website/student portal] and communicated to students and parents or guardians at least [14] days before they take effect, except where urgent changes are required by law or for safety.
4. Amendments do not apply retrospectively to the disadvantage of a student. A student cannot be penalised under a rule for an act that was not a violation when it was committed.
5. The handbook will be reviewed at least once every [academic year/two years] to keep it current.

15.5 Review of Interpretation and Orders

A student or parent who is aggrieved by an interpretation under Section 15.3 or an order under Section 15.2 may submit a written representation to the [Governing Body/Appellate Committee] within [14] days. The authority will consider it and give a written reply within [30] days.

15.6 Repeal and Savings

1. All earlier rules, circulars, notices, and codes of conduct on the matters covered by this handbook are repealed from the date it comes into force, to the extent they are inconsistent with it.
2. The repeal does not affect:
 - any action taken or penalty imposed under the earlier rules before this handbook came into force;
 - any inquiry or disciplinary proceeding pending on that date, which will be completed under the earlier rules unless the student would benefit from the new provisions;
 - Any right, privilege, or obligation already acquired or incurred under the earlier rules.
3. Where the new rules are more favourable to a student, the student may choose to be dealt with under them.

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HL, CH, AS, and others.

15.7 Residuary Matters

Matters not covered by this handbook are dealt with by the [Principal/Director] in accordance with principles of natural justice, institutional policy, and applicable law. Any decision on such a matter must be recorded in writing and reported to the [Governing Body/Academic Council].

15.8 Commencement

This handbook comes into force on [date] and applies to all students enrolled in the institution from that date.

ANNEXURE – I

Fee Refund Checklist

Particular	Status
Withdrawal application received	☐
Application/registration number verified	☐
Admission record verified	☐
Fee payment verified	☐
Date of withdrawal verified	☐
Refund rule identified	☐
Refund calculation prepared	☐
Outstanding dues checked	☐
Refund approved	☐
Refund processed	☐
Transaction reference recorded	☐
Student informed	☐

Handwritten signatures:
HS, AS, C2, Qu

ANNEXURE – II

Refund Appeal Form

Name of Student: _____

Registration No.: _____

Programme: _____

Refund Application No.: _____

Date of Refund Decision: _____

Amount Claimed: ₹ _____

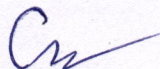
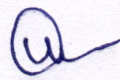
Amount Approved: ₹ _____

Grounds of Appeal:

Documents Attached:

Student Signature: _____

Date: _____

h/s  AS  @ 

ANNEXURE – III

Website Refund Disclosure

Fee Refund Policy – Academic Session 2026–27

IMIRC College of Law (Autonomous) provides a transparent mechanism for withdrawal, cancellation and refund of eligible fees. Students seeking withdrawal shall submit the prescribed refund/cancellation application to the Admission Cell/Accounts Office. Refunds shall be calculated according to the applicable regulations and the approved fee-refund schedule for the relevant academic session.

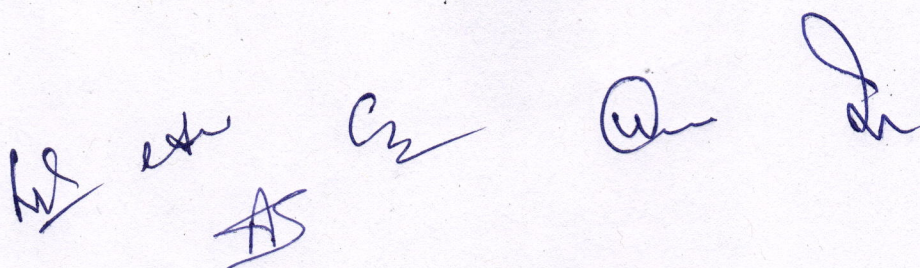
Refunds shall ordinarily be made through traceable electronic payment channels. Students dissatisfied with a refund decision may seek review through the institutional appeal mechanism.

For refund queries:

Admission Cell / Accounts & Finance Office

IMIRC College of Law (Autonomous)

Garh Siyana Road, Bhaina, Garhmukeshwar, Dist- Hapur (U.P).



ANNEXURE – IV

Suggested Admission Prospectus Statement

Fee Refund: Refund of fees on cancellation/withdrawal of admission shall be governed by the refund rules applicable to the relevant academic session and the directions of competent regulatory authorities. Students seeking withdrawal shall submit the prescribed application within the applicable period. Eligible refunds shall be processed through an authorised and traceable payment mechanism. The College shall provide a refund calculation and students shall have the right to seek review/appeal against a refund decision in accordance with the Fee Refund Policy.

ANNEXURE VIII-A

Foreign/NRI Student Admission Checklist

Sr.No.	Document/Requirement	Submitted	Verified
1	Application Form	☐	☐
2	Passport	☐	☐
3	Visa, where applicable	☐	☐
4	OCI Card, where applicable	☐	☐
5	NRI Status Proof	☐	☐
6	Sponsor Documents	☐	☐
7	Sponsorship Undertaking	☐	☐
8	10th/Equivalent Certificate	☐	☐
9	12th/Equivalent Certificate	☐	☐
10	Degree Certificate	☐	☐
11	Character Certificate	☐	☐
12	Migration/Transfer Certificate	☐	☐
13	Medical Certificate, where required	☐	☐
14	Anti-Ragging Undertaking	☐	☐
15	Student Declaration	☐	☐
16	Fee Payment Proof	☐	☐
17	Photographs	☐	☐
18	Other Required Documents	☐	☐

Handwritten signatures and initials:
Three signatures at the top: "K...", "C...", and "D...".
A large "AS" signature in the center.

ANNEXURE VIII-B

Foreign/NRI Admission Process Flow

Advertisement/Admission Notification

↓

Online Application

↓

Preliminary Scrutiny

↓

Category & Status Verification

↓

Academic Eligibility Verification

↓

Equivalence/Recognition Verification, where applicable

↓

Entrance Test/Merit/Interview, as applicable

↓

Selection/Provisional Offer

↓

Original Document Verification

↓

Fee Payment

↓

Visa/Immigration Compliance, where applicable

↓

Final Admission Approval

↓

Enrolment/Registration

Orientation Programme

↓ Commencement of Academic Programme

HS AS CS

AS

ANNEXURE VIII-C

Suggested Admission Prospectus Statement

Foreign/NRI/OCI Admissions:

Eligible Foreign Nationals, NRIs and OCI applicants may apply for admission to the programmes offered by IMIRC College of Law (Autonomous), subject to programme-specific eligibility, availability of seats and applicable rules of the Government of India, UGC, Bar Council of India and other competent authorities. Applicants holding foreign qualifications shall submit equivalence/recognition documentation wherever required. Admission shall be confirmed only after verification of documents, fulfilment of statutory requirements and payment of prescribed fees. Visa and immigration compliance, wherever applicable, shall remain the responsibility of the student.

LS *SK* AS *Cz* *Q*

ANNEXURE VIII-D

International Student Declaration

I hereby declare that the information and documents submitted by me for admission to IMIRC College of Law (Autonomous) are true, complete and genuine. I undertake to comply with all applicable academic, financial, disciplinary, immigration and institutional requirements. I understand that admission may be cancelled if any information or document is found to be false, forged, misleading or materially incomplete.

Name of Student: _____

Programme: _____

Nationality/Category: _____

Passport/Document No.: _____

Signature: _____

Date: _____

Place: _____

hs an C₂ @
AS

ANNEXURE XA

Diploma/Certificate Admission Checklist

Sl. No.	Requirement	Submitted	Verified
1	Application Form	☐	☐
2	Photograph	☐	☐
3	Identity Proof	☐	☐
4	Address Proof	☐	☐
5	Qualifying Certificate	☐	☐
6	Mark Sheet	☐	☐
7	Degree Certificate, if applicable	☐	☐
8	Experience Certificate, if applicable	☐	☐
9	NOC, if applicable	☐	☐
10	Category Certificate, if applicable	☐	☐
11	Application Fee	☐	☐
12	Admission Fee	☐	☐
13	Student Declaration	☐	☐

Handwritten signatures and initials:
hs, en, AS, C, Q

ANNEXURE XB

Diploma/Certificate Admission Form

Name of Applicant: _____

Date of Birth: _____

Address: _____

Mobile: _____

Email: _____

Programme Applied For: _____

Educational Qualification: _____

Institution/University: _____

Year of Passing: _____

Percentage/CGPA: _____

Professional Experience, if applicable: _____

Category: _____

Mode: Regular / Blended / Online / Other

Declaration:

I declare that the information provided by me is true and complete. I agree to comply with the academic, financial, disciplinary and administrative regulations of IMIRC College of Law (Autonomous).

Signature: _____

Date: _____

by *ex* *C2* *AS* *Q*

ANNEXURE IX-A

Migration/Transfer Application Form

1. Name of Applicant: _____
2. Date of Birth: _____
3. Current/Previous Institution: _____
4. University/Board: _____
5. Programme: _____
6. Semester/Year Completed: _____
7. Programme for which Transfer is requested: _____
8. Credits Earned: _____
9. Credits Requested for Transfer: _____
10. Reason for Migration/Transfer: _____
11. Migration Certificate: Yes / No
12. Transfer Certificate: Yes / No
13. NOC: Yes / No / Not Applicable
14. Academic Transcript: Yes / No
15. Syllabus/Course Details: Yes / No
16. Contact Number: _____
17. Email: _____
18. Applicant's Declaration:

I declare that the information provided above is true and complete. I understand that credit recognition and admission to an advanced semester are subject to verification and approval by the competent academic authority.

Signature of Applicant: _____

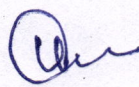
Date: _____

he an C2 @
AS

ANNEXURE IX-C

Migration/Transfer Document Checklist

Sl. No.	Document	Submitted	Verified
1	Migration/Transfer Application	☐	☐
2	Academic Transcript	☐	☐
3	Mark Sheets	☐	☐
4	Degree/Qualification Certificate	☐	☐
5	Transfer Certificate	☐	☐
6	Migration Certificate	☐	☐
7	NOC	☐	☐
8	Course Syllabus	☐	☐
9	Credit Statement	☐	☐
10	Attendance Record	☐	☐
11	Internship/Practical Record	☐	☐
12	Character/Disciplinary Certificate	☐	☐
13	Fee Clearance/No Dues	☐	☐
14	Identity Proof	☐	☐
15	Other Documents	☐	☐

libe on C₂ 
AS

ANNEXURE IX-E

Transfer Decision Format

Name of Student: _____

Programme: _____

Previous Institution: _____

Credits Earned: _____

Credits Accepted: _____

Semester/Stage Approved: _____

Academic Gaps: _____

Decision:

☐ Approved

☐ Approved with Conditions

☐ Partially Approved

☐ Not Approved

Conditions, if any:

Recommended by: _____

Approved by: _____

Date: _____

LS *ext* AS CS *Alu*

ANNEXURE IX-F

Institutional Flow Chart

Application for Migration/Transfer



Document Verification



Eligibility Verification



Programme/Course Equivalence



Credit Mapping



Academic Gap Identification



Committee Recommendation



Competent Academic Approval



Migration/Transfer Formalities



Fee & No-Dues Clearance



Semester Placement



Registration/Enrolment



Academic Record Update

Handwritten signatures: *LS*, *AS*, *Cm*, *Qu*

ANNEXURE XC

Programme wise Admission Information Format

Particular Details

Programme Name _____

Programme Type Diploma/PG Diploma/Certificate

Duration _____

Mode _____

Eligibility _____

Intake _____

Selection Method _____

Application Fee ₹ _____

Programme Fee ₹ _____

Attendance Requirement _____

Assessment _____

Passing Requirement _____

Credit Value _____

Certificate/Diploma Award _____

Admission Start Date _____

Last Date _____

Programme Commencement _____

hss *CS* *Qm*
AS

ANNEXURE XD

Certificate/Diploma Completion Checklist

Requirement Status

Admission Record Verified ☐

Attendance Requirement Completed ☐

Assignments Completed ☐

Examination Passed ☐

Project/Viva Completed, if applicable ☐

Library/Resource Clearance ☐

Financial NoDues ☐

Certificate Approved ☐

Certificate Issued ☐

LS ex CS @ W S
AS

ANNEXURE XE

Admission Process Flow

Programme Approval



Admission Notification



Online/Offline Application



Document Submission



Eligibility Verification



Merit/Selection/Entrance Test



Selection List



Fee Payment



Admission Confirmation



Orientation



Academic Classes



Assessment/Examination



Result Declaration



102 *it* AS *Cz* *a*

Diploma/Certificate Issuance

End of Chapter X

This chapter also aligns with the preceding Chapter IX on Migration and Credit Transfer, so that any credits earned through an approved diploma/certificate programme can subsequently be considered through a documented creditmapping process rather than being treated as automatically equivalent to degreelevel study.

ANNEXURE XII-A

STUDENT ANTI-RAGGING UNDERTAKING

I, _____, son/daughter of
_____, seeking admission/enrolled in

Handwritten signatures:
K2, AS, C2, and a circular stamp.

____ Programme at IMIRC College of Law
(Autonomous), hereby declare that:

1. I have read and understood the Institution's Anti-Ragging Regulations.
2. I understand what constitutes ragging.
3. I shall not participate in, encourage, assist or facilitate ragging in any form.
4. I shall respect the dignity, privacy and rights of all students.
5. I shall immediately report any incident of ragging that comes to my knowledge.
6. I shall cooperate with any legitimate institutional inquiry.
7. I understand that violation of the Anti-Ragging Regulations may result in disciplinary action, including suspension, cancellation of admission or other penalties permitted under applicable rules.
8. I understand that serious conduct may also be reported to competent legal authorities.

Name of Student: _____

Programme: _____

Enrolment/Application No.: _____

Signature: _____

Date: _____

Handwritten signature: AS *Handwritten signature: @*

ANNEXURE XII-B

PARENT/GUARDIAN ANTI-RAGGING UNDERTAKING

I, _____, parent/guardian of
_____, understand the Anti-Ragging
Regulations of IMIRC College of Law (Autonomous).

I undertake to advise my ward not to participate in ragging and to cooperate with the
Institution in maintaining a safe and respectful academic environment.

I understand that involvement of my ward in ragging may result in disciplinary action
in accordance with applicable regulations.

Name of Parent/Guardian: _____

Relationship: _____

Mobile: _____

Signature: _____

Date: _____

Handwritten signatures:
LSS, AS, CS, @

ANNEXURE XII-C

ANTI-RAGGING COMPLAINT FORM

Date: _____

Name of Complainant: _____

Programme/Semester: _____

Contact Details: _____

Nature of Incident: _____

Date and Time: _____

Place/Platform: _____

Name(s) of Person(s) Involved, if Known: _____

Description of Incident:

Witnesses, if any: _____

Evidence Attached: Yes / No

Immediate Assistance Required: Yes / No

Signature: _____

Handwritten signatures: HSL, AS, CS, and a circular stamp.

ANNEXURE XII-D**ANTI-RAGGING INCIDENT REPORT**

Particular	Details
Date of Incident _____	_____
Time _____	_____
Location _____	_____
Complainant _____	_____
Alleged Student(s) _____	_____
Nature of Incident _____	_____
Immediate Action _____	_____
Medical Assistance _____	_____
Parents/Guardian Informed _____	Yes/No
Police/External Authority Informed _____	Yes/No/NA
Evidence Preserved _____	Yes/No
Inquiry Initiated _____	Yes/No
Final Action _____	_____

1st etc C2 @
AS

ANNEXURE XII-E

ANTI-RAGGING COMMITTEE CONSTITUTION FORMAT

Office Order No.: _____

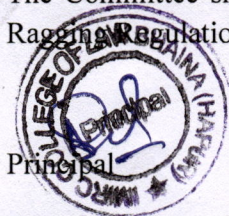
Date: _____

The following Anti-Ragging Committee is hereby constituted for the Academic Session _____:

Sl. No. Name Designation/Representation Role

Sl. No.	Name	Designation/Representation	Role
1		Principal	Chairperson
2		Faculty	Member
3		Faculty	Member
4		Administrative Representative	Member
5		Student Representative	Member
6		Parent/Community Representative	Member
7		Anti-Ragging Coordinator	Member Secretary

The Committee shall perform its functions in accordance with the applicable Anti-Ragging Regulations and institutional policy.



Principal

IMIRC College of Law (Autonomous)

Handwritten signatures in blue ink, including the signature of the Principal and several other members of the committee.

ANNEXURE XII-F

ANTI-RAGGING SQUAD INSPECTION REGISTER

Date	Location	Inspected	Time	Members	Observations	Action Taken

lib etc Cn @
AS

ANNEXURE XII-G

ANTI-RAGGING RESPONSE FLOW

Complaint/Information Received



Immediate Safety Assessment



Protect Affected Student



Medical/Emergency Assistance, if Required



Principal/Nodal Officer Informed



Preliminary Assessment



Evidence Preservation



Formal Inquiry, Where Required



Opportunity to Respond



Inquiry Report



Competent Authority Decision



Disciplinary Action / Closure



Appeal, Where Applicable



Record & Compliance Reporting

Handwritten signatures and initials:
LS, AS, CR, and a circled signature.

Annexure XIV-A

Format for Constitution of Institutional Admission Committee

IMIRC College of Law (Autonomous)

Academic Session: _____

S. No. Name Designation Role in Committee Signature

1		Chairperson	
2		Convener	
3		Member	
4		Member	
5		Member	
6		Member	
7		Member-Secretary	

Approved

by:

Date:

Order No.: _____

Annexure XIV-B

Admission Committee Meeting Format

Date: _____

Time: _____

Venue: _____

Agenda:

1. Review of admission applications
2. Eligibility verification
3. Merit/selection list
4. Reservation compliance
5. Document verification
6. Counselling/admission status
7. Vacant seats
8. Grievances
9. Any other matter with permission of the Chair

Decision/Recommendation:

Chairperson: _____

Convener: _____

Handwritten signatures:
AS, C2, Q4

Annexure XIV-C

Applicant Document Verification Sheet

Particular	Verified
Application form	Yes/No
Photograph	Yes/No
Identity proof	Yes/No
Date of birth proof	Yes/No
Qualifying examination certificate	Yes/No
Marksheets	Yes/No
Category certificate	Yes/No/NA
Migration certificate	Yes/No/NA
Transfer certificate	Yes/No/NA
Equivalence certificate	Yes/No/NA
Anti-ragging undertaking	Yes/No

Verified

by:

Date: _____

AS *CS* *Qu*

Annexure XIV-D

Admission Committee Compliance Checklist

- ☐ Committee constituted before admission cycle
 - ☐ Admission notification approved
 - ☐ Eligibility criteria published
 - ☐ Sanctioned intake verified
 - ☐ Reservation matrix prepared
 - ☐ Application process activated
 - ☐ Documents verified
 - ☐ Merit list prepared
 - ☐ Waiting list prepared
 - ☐ Counselling conducted
 - ☐ Fee payment verified
 - ☐ Anti-ragging undertakings obtained
 - ☐ Final admission list approved
 - ☐ Admission records completed
 - ☐ Grievances recorded and resolved
 - ☐ Annual Admission Report prepared
-

ful est C₂
AS

②

Annexure XIV-E

Admission Process Flow

Admission Planning



Approval of Admission Criteria



Admission Notification



Online/Offline Application



Preliminary Scrutiny



Eligibility Verification



Document Verification



Merit/Selection Process



Merit List / Selection List



Counselling



Fee Payment



Anti-Ragging & Required Undertakings



Admission Confirmation



Enrolment/Registration



Final Admission List



Record Maintenance & Annual Admission Report

Annexure XIV-F

Declaration by Admission Committee Member

I, _____, appointed as _____
of the Admission Committee of IMIRC College of Law (Autonomous), hereby
undertake that I shall:

1. perform my duties impartially;
2. comply with the approved admission regulations;
3. maintain confidentiality;
4. disclose any conflict of interest;
5. not accept or demand any unauthorized consideration;
6. not make unauthorized admission commitments; and
7. Maintain the integrity and transparency of the admission process.

Name: _____

Designation: _____

Signature: _____

Date: _____

hr edh Cy @

Annexure XIV-G

Admission Grievance Register

S. No.	Date	Applicant ID	Nature of Grievance	Action Taken	Decision	Date of Disposal

lul
AS
Cz
@

Annexure XIV-H

Annual Admission Committee Report

Academic Session: _____

Programme	Sanctioned Intake	Applications Eligible	Selected	Admitted	Vacant
-----------	----------------------	-----------------------	----------	----------	--------

B.A. LL.B.

LL.B.

LL.M.

LL.M. One-
Year

PG Diploma

Other

Major Issues Identified:

Corrective Measures:

Recommendations for Next Session:

Convener, Admission Committee: _____

Principal: _____

Date: _____

Handwritten signatures and initials:
In the center, there are several handwritten signatures and initials in blue ink. One signature appears to be "AS" with a flourish underneath. To the right, there is a circular stamp or signature. Other initials are scattered around.

ANNEXURES

Annexure XIV-A

Format for Constitution of Institutional Admission Committee

IMIRC College of Law (Autonomous)

Academic Session: _____

S. No. Name Designation Role in Committee Signature

1		Chairperson	
2		Convener	
3		Member	
4		Member	
5		Member	
6		Member	
7		Member-Secretary	

Approved by: _____

Date: _____

Order No.: _____

[Handwritten signatures]

Annexure XIV-B

Admission Committee Meeting Format

Date: _____

Time: _____

Venue: _____

Agenda:

10. Review of admission applications
11. Eligibility verification
12. Merit/selection list
13. Reservation compliance
14. Document verification
15. Counselling/admission status
16. Vacant seats
17. Grievances
18. Any other matter with permission of the Chair

Decision/Recommendation:

Chairperson: *hss*
Convener: _____

hss *AS* *Cy* *am*

Annexure XIV-C

Applicant Document Verification Sheet

Particular	Verified
Application form	Yes/No
Photograph	Yes/No
Identity proof	Yes/No
Date of birth proof	Yes/No
Qualifying examination certificate	Yes/No
Marksheets	Yes/No
Category certificate	Yes/No/NA
Migration certificate	Yes/No/NA
Transfer certificate	Yes/No/NA
Equivalence certificate	Yes/No/NA
Anti-ragging undertaking	Yes/No

Verified by: _____

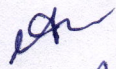
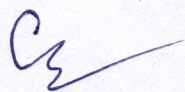
Date: _____

Handwritten signatures and initials:
AS, C, and a circular stamp.

Annexure XIV-D

Admission Committee Compliance Checklist

- ☐ Committee constituted before admission cycle
 - ☐ Admission notification approved
 - ☐ Eligibility criteria published
 - ☐ Sanctioned intake verified
 - ☐ Reservation matrix prepared
 - ☐ Application process activated
 - ☐ Documents verified
 - ☐ Merit list prepared
 - ☐ Waiting list prepared
 - ☐ Counselling conducted
 - ☐ Fee payment verified
 - ☐ Anti-ragging undertakings obtained
 - ☐ Final admission list approved
 - ☐ Admission records completed
 - ☐ Grievances recorded and resolved
 - ☐ Annual Admission Report prepared
-

LS  C  


Annexure XIV-E

Admission Process Flow

Admission Planning



Approval of Admission Criteria



Admission Notification



Online/Offline Application



Preliminary Scrutiny



Eligibility Verification



Document Verification



Merit/Selection Process



Merit List / Selection List



Counselling



Fee Payment



Anti-Ragging & Required Undertakings



Admission Confirmation



Enrolment/Registration



Final Admission List



Record Maintenance & Annual Admission Report



hsh am C @
AS

Annexure XIV-F

Declaration by Admission Committee Member

I, _____, appointed as
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9. comply with the approved admission regulations;
10. maintain confidentiality;
11. disclose any conflict of interest;
12. not accept or demand any unauthorized consideration;
13. not make unauthorized admission commitments; and
14. Maintain the integrity and transparency of the admission process.

Name: _____

Designation: _____

Signature: _____

Date: _____

Handwritten signatures and initials:
LSD, AS, C, and a circular stamp.

Annexure XIV-G

Admission Grievance Register

S. No.	Date	Applicant ID	Nature of Grievance	Action Taken	Decision	Date of Disposal
-----------	------	-----------------	------------------------	-----------------	----------	---------------------

Full etc AS Cy Ch

Annexure XIV-H

Annual Admission Committee Report

Academic Session: _____

Programme	Sanctioned Intake	Applications	Eligible	Selected	Admitted	Vacant
B.A. LL.B.						
LL.B.						
LL.M.						
LL.M. One-Year						
PG Diploma						
Other						

Major Issues Identified:

Corrective Measures:

Recommendations for Next Session:

Convener, Admission Committee: _____

Principal: _____

Date: _____

Dr Rajendra Singh Tomar
(Chairman, Admission Committee)

AS

Upasana Singh

Sh