

Admission Rules and Procedure for academic session 2026-27

The applications are invited from eligible candidates who are willing for admissions in the various courses offered in Constituent Institutions and Teaching Department of University as per the admission guidelines and procedure laid down by the competent authority of RKDF University, Gandhinagar, Bhopal.

The information about the various courses offered under various constituent institutions and teaching department of University along with the details of seat intake and minimum eligibility is attached at Annexure – 1 for kind reference on the University website i.e. www.rkdf.ac.in

- 1 Candidate may apply online for registration of admission through university website link www.rkdf.ac.in/admissions in various courses available for admission between 05th March 2026 and 31st July 2026 or till last date as decided from time to time by the university.
- 2 Candidate must fill all the entries of online application form and pay portal registration charges (Rs. 283/-) along with counseling fee candidates may also visit University campus in-person and fill the online admission form at the Admission Counseling & Help Center (open during office hours) with the help of dedicated counsellors except on Sunday and holidays.
- 3 Under special circumstance/for differently abled students offline applications shall be considered by the admission committee with due information to the competent authority.
- 4 The applicants must provide their valid Email ID & Mobile Number further, communication in concern of admission counseling shall be on the Email / Mobile No. as provided by applicant.
- 5 Hostel facility is available on first cum first serve basis. Students shall be required to deposit Hostel fees in advance in the university account for allocation of room in university hostel.
- 6 University has Zero tolerance policy for ragging. Every admitted student is required to fill anti ragging affidavit (link).

- 7 Completely filled application form shall be considered for admission process the applicant is required to upload all requisite documents as applicable:
- i. Marksheet of 10th or Secondary examination
 - ii. Marksheet of 12th or Higher Secondary examination (as/if applicable)
 - iii. Marksheet of Graduation or equivalent examination (If applicable)
 - iv. Marksheet of Diploma Examination or equivalent (if applicable)
 - v. Marksheet of ITI or equivalent examination (if applicable)
 - vi. Marksheet of Post- Graduation or equivalent examination (If applicable)
 - vii. Aadhar Card
 - viii. Transfer or School/ College leaving certificate (Optional but must be provided at the time of counselling)
 - ix. Character Certificate (Optional but must be provided at the time of counselling)
 - x. Migration certificate (Optional but must be provided at the time of counselling)
 - xi. Relevant category certificate (If applicable)
 - xii. Domicile Certificate (Only for M.P. state candidates)
 - xiii. Income Certificate (If applicable)
 - xiv. Valid Score card of applicable Entrance Examination (JEE/ NATA/ NEET/ GPAT/ CMAT/ GATE/ CUET) (If available)
- 8 The eligible applicant who have appeared and qualified in Entrance examination like JEE / NATA / NEET/ PAT / CMAT / GATE / GPAT / CUET / CAT / MPPNST / MPGNMTST / etc for admission in Engineering (UG) / Architecture / Medical Sciences courses / Agriculture / MBA / Engineering (PG) / Pharmacy (PG) / etc will be given preference for admission over basic eligibility qualification for concerned course.
- 9 The counseling and further admission process for the online/ offline applications received will be carried out as per below schedule:

S. No.	Registration for counseling	Counseling Round	Counseling dates
1	For all application received between 05 th March and 30 th June 2026	Round 1	01 st July to 05 th July 2026
2	For all application received between 01 st July and 10 th July 2026	Round 2	11 th July & 16 th June 2026
3	For all application received between 11 th July and 20 th July 2026	Round 3	21 st July & 25 th July 2026

4	For all application received between 21 st July and 31 st July 2026	Round 4	01 st Aug. & 02 nd Aug. 2026
5	For all applications received CLC day wise till last date of admission or vacancy exhausted	CLC Round	On day to day basis from 04 th Aug. 2026 and onwards till last date of admissions depending on availability of seats and on first come first serve basis. (course wise).

In every round of counseling and admission, the Merit list shall be prepared from amongst the received applications after verification of fulfillment of minimum eligibility criteria for admission as per Annexure – 1. Shortlisted applicants as per merit list shall report at University along with the original documents as under for completing the remaining formalities of admission & allotment of seat by the admission committee.

- a. Marksheet of 10th or Secondary examination
- b. Marksheet of 12th or Higher Secondary examination (if applicable)
- c. Marksheet of Graduation or equivalent examination (If applicable)
- d. Marksheet of Diploma Examination or equivalent (if applicable)
- e. Marksheet of ITI or equivalent examination (if applicable)
- f. Marksheet of Post- Graduation or equivalent examination (If applicable)
- g. Aadhar Card
- h. Transfer or School/ College leaving certificate
- i. Character Certificate
- j. Migration certificate
- k. Relevant category certificate (If applicable)
- l. Domicile Certificate (Only of for M.P. state candidates)
- m. Income Certificate (If applicable)
- n. Valid Score card of applicable Entrance Examination (JEE/ NATA/ NEET/ CMAT/ GATE/GPAT/CUET) (If available)

Note: Applicant must carry original Transfer or school/college leaving certificate & Migration Certificate/Original Gap Certificate and two self-attested sets (Photocopies)

of above applicable documents, which shall be required to be submitted at Institute/ Department of the university.

- 10 The reservation policy for admission shall be as per Annexure – 2.
- 11 The shortlisted applicant will have to pay full/partial course fees at the time of reporting for admission through bank (University branch) / online mode / others options.
- 12 Applicant must ensure to fill true and correct information in the online/offline application form and about fulfillment of minimum educational and age criteria (if applicable). The admission in cases of untrue applicants shall be deemed to be canceled at any time, if any discrepancy / untrue information is found in the submitted data/ documents at any stage.
- 13 University can change eligibility criteria, counseling schedule, seat intake from time to time as per directives of state govt. / concern regulatory body, which shall also be updated and displayed at the University website.
Candidates or parents are advised to visit University website regularly for the latest updated information.
- 14 In case of cancellation of admission, candidates needs to apply for cancellation of admission to the office of Principal or Dean of respective Constituent Institute or Teaching Department before 10 days from the last date of admissions. Only tuition fees will be refunded after deduction of 10% and other fees will not be refunded.
- 15 The vacant seats of reserved category may be converted in the order ST→SC→OBC→ OPEN, in the fourth round of the admission counselling.
- 16 The admission in the CLC round shall be open to all students against vacant seats and seats shall be provided on first come first serve basis.
- 17 In case of any dispute, the decision of the Vice Chancellor of RKDF University, Bhopal shall be final and binding on all concerned.

Reservation Policy

- 1 Reserved seats for SC/ ST/ OBC/Physically challenged person will be available as per ordinance of RKDF University or guidelines of relevant regulatory bodies of courses Government of Madhya Pradesh from time to time
 - a. 5% reservation for wards of freedom fighters/wards of Martyrs of Indian Army/Permanently disabled defense personals/wards of Central Armed police force and for differently abled persons within categories.
 - b. 5% seats reserved for differently abled applicants within the concerned category.
 - c. 30% seats reserved for female students within categories.
 - d. 5% seats reserved for wards of officials under department of MP higher education, (Regular employee/Retired/deceased officers/Principals/Faculty members/Librarian/Sports Officer/Registrar/Class III and IV employees within categories.
- 2 Tuition fees Waiver seats as supernumerary will be available maximum up to 5% of “Approved Intake” per course shall be available as per provision of AICTE Approval Process 2026-27 in Diploma Engineering Programme(s), Under Graduate Programme(s), MCA and MBA courses.
- 3 Supernumerary seats for the Union Territories J& K and Ladakh under Prime Minister’s Special Scholarship Scheme (PMSS) will be available only to candidates allotted by AICTE or any Govt. authority.
- 4 Admission under EWS (Economic Weaker Section) seats as supernumerary will be available maximum up to 10% of approved Intake per courses shall be available as per provision mention under Govt. of MP vide letter no circular no , Q&07&11@2019@vki z@d Hki ky fnulal 02 t ylb 2019 and letter of Commission, Higher Education bearing ref. 444@243@vkmfk@शक&5 ^*@2019 Hki ky fnulal 15 t ylb 2019

Roles and Responsibilities of the admission Counseling Committee

- That the committee will be responsible for the complete conduction of admission counseling, and meeting all deadlines in time as per the schedule published/outlined in University admission notification. This includes all stages of document verification to seat allocation and final admission confirmation.
- That the committee should check/verify the documents thoroughly physical and online which were submitted along with admission applications by students for completeness and appropriateness and also check whether documents uploaded by students on portal are viewable or not.
- That the committee should check the eligibility of admission w.r.t. courses as per the latest norms of their respective regulatory/ statutory bodies (if any implied i.e. AICTE, PCI, BCI, INC, MPNRC, MPPMC, COA, NCH, NCISM etc.) or the university norms.
- That the committee should not hold file for long time to verify the eligibility and documents.
- That the committee should submit the final list of admitted students after the completion of all phases of admission counseling to Registrar Office.