



SHARDA
UNIVERSITY
—AGRA—



REGISTRATION BOOKLET

Academic Session 2024-25

India's Truly Global University
is **Now** also at

AGRA!

System ID
PERSONAL DETAILS OF THE STUDENT:

First Name:	Last Name:
Landline No.:	Mobile No.:
Email Address:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth:	Transgender <input type="checkbox"/>

Address

i. Correspondence: _____

District _____ State _____

Country _____ Pin _____

ii. Permanent: _____

District _____ State _____

Country _____ Pin _____

Religion: i) Hindu <input type="checkbox"/>	ii) Muslim <input type="checkbox"/>	iii) Sikh <input type="checkbox"/>	iv) Christian <input type="checkbox"/>
v) Jainism <input type="checkbox"/>	vi) Buddhism <input type="checkbox"/>	vii) Others _____	

Category: i) General <input type="checkbox"/>
ii) S.C. <input type="checkbox"/>
iii) S.T. <input type="checkbox"/>
iv) O.B.C. <input type="checkbox"/>
v) EWS <input type="checkbox"/>
vi) Differently abled <input type="checkbox"/>

Kindly attach supporting certificate

EDUCATIONAL QUALIFICATIONS :

10 th Board			12 th Board			
Name of the Board	Passing Yr.	Percentage	Name of the Board	Passing Yr.	Percentage	
					PCB/PCM	AGG.

Graduation/Diploma		
Year	University / College	Percentage / Percentile

PERSONAL INFORMATION:

Father's Name:		
Mother's Name:		
Mobile No. with Country Code:	Father	Mother
Landline No. with STD/ISD Code:		
E-mail Address (Father):		
E-mail Address (Mother):		

	Father	Mother
Occupation of Parents		
Educational Qualification of Parents		
Name of Employer/Company (in any)		
Name of Employer (in case of Private Job)		
Name of Organization (in case of Govt. Job)		
Designation		

Verified that the information given above is true to the best of my knowledge and if any fact is found to be incorrect at any time during my stay in the university, the University shall have the right to penalise me as per the rules and regulation of the University.

Date:

Place:

(Signature of the Candidate)

(Name of the Candidate)

UNDERTAKING BY THE STUDENT

- 1) I, _____ (full name of student) System ID _____
S/o, D/o _____, has been admitted to
_____ (programme) at School of
_____, Sharda University Agra, Uttar
Pradesh. I hereby state that I understand the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "Regulations") and that I have carefully read and fully
understood the provisions contained in the said regulations.
- 2) I have, in particular, perused clause 3 of the said regulations and am aware of what constitutes ragging.
- 3) I have also, perused clause 7 and clause 9.1 of the regulations and am fully aware of the penal and administrative
action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or
being part of a conspiracy to promote ragging.
- 4) I hereby solemnly resolve and undertake that
- I will not indulge in any behavior or act that may be construed as ragging under clause 3 of the regulations.
 - I will not participate in or abet or propagate through any act of commission or omission that may be construed
as ragging under clause 3 of the said regulations.
- 5) I hereby affirm that if found guilty of ragging, I am liable for punishment according to clause 9.1 of the regulations,
without prejudice to any other criminal action that may be taken against me under any penal law or any law for
the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on
account of being found guilty of, abetting or being part of a conspiracy to promote ragging and further affirm
that, in case the declaration is found to be untrue, my admission is liable to be terminated.

Declared on _____ day of _____ month of _____ year.

Signature of Student

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is
false and nothing has been concealed or misstated therein.

Verified at (place) _____ on this (day) _____ of (month) _____, (year) _____

Verified by _____

UNDERTAKING BY PARENT/GUARDIAN

1. I, _____ Father/Mother/Guardian of _____ admitted to (programme) _____ at School of _____ Sharda University Agra, Uttar Pradesh have understood the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereafter called the "Regulations") and that I have carefully read and fully understood the provisions contained in the said regulations.
2. I have also, perused clause 3 of the said regulations and am aware as to what constitutes ragging.
3. I have also, perused clause 7 and clause 9.1 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly swear and undertake that:
 - a. My ward will not indulge in any behavior or act that may be construed as ragging under clause 3 of the regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be construed as ragging under clause 3 of the regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging and further affirm that in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared on _____ day of _____ month of _____ year _____

(Signature of Parent)

Name: _____

Address: _____

Tel. No. / Mobile No. _____

Email ID. _____

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of this undertaking is false and nothing has been concealed or misstated therein.

Verified at (place) _____ on this (day) _____ of (month) _____, (year) _____

(Signature of Parent)



UNDERTAKING BY THE PARENT

Name of Student:

Course:

Year: System ID

Branch:

Name of Father/ Guardian :

1. I understand that as per the Sharda University Agra regulations my ward is required to attend all the classes including lecturers, tutorials, labs and workshops as applicable. I also know that relaxation is available upto 10% on medical and/or other legitimate grounds and a further relaxation upto a maximum 5% is granted in situation of illness needing hospitalization of longer duration and on satisfaction of concerned authorities.
2. I clearly understand that failure to meet the above norms of class attendance will debar my ward from appearing in the Mid-Semester Exam (MSE)/End-Semester Examination (ESE). I, therefore undertake to ensure my ward's class attendance as per above norms.
3. I undertake that my ward will maintain high standards of discipline and follow the University/hostel rules strictly.
4. I affirm that my ward will not indulge in the act of ragging, and if so found, the University will be at liberty to take any disciplinary action in accordance with the orders of the Hon'ble Supreme Court of India.
5. If my ward is found involved in any undesirable activity, directly or indirectly, inside or outside the campus, necessary disciplinary action may be taken against my ward as deemed fit including expulsion from the University. The action taken will be binding on me and I will co-operate with the University authorities.
6. That I/We hereby confirm that we have received detailed Hostel Manual, read the same carefully and commit ourselves to ensure its compliance.
7. I/We certify that the phone nos., personal Email IDs and residential address provided to the University by us are correct. We assure that the Email ID created by the University and its password for our use shall be kept confidential and shall not be shared even with my ward and all the communications will be done through that mail ID.

It is deposed that I have understood the conditions and rules as given above and shall ensure that my ward abides by them

Date:

(Signature of Parent/Guardian)

Full Address:

.....

.....

Phone No: Mobile No:

Email ID:

I as a student undertake the following:-

- a. That I have understood and will follow all the instructions mentioned in Para 01 to 05 listed above.
- b. That I will maintain the sanctity of the campus.
- c. That I will not use offensive language against anybody that may cause him/her embarrassment or may amount to an insult.
- d. That I will maintain discipline and good behavior inside and outside the campus to uphold the dignity and prestige of the University.
- e. That I will not participate in any Dharna, Agitation or group activity that may disturb the peace on the University campus. If I am found indulging in any activity against the rule of the university as mentioned herein, as also duly notified from time to time in the University shall be at liberty to take any action deemed fit and I shall faithfully abide by that.
- f. If I am found indulging in any activity against the rules of the University, the University shall be at liberty to take any action deemed fit and I shall abide by it.

Date:

(Name & Signature of Student)

UNDERTAKING BY PARENT

I hereby solemnly affirm and declare as under:

1. That my ward and I have carefully read and understood the University Ordinances regarding Attendance Requirements and the Notification regarding Examinations and Academic Progression and undertake to abide by the same.
2. That my ward and I further undertake that he/she shall maintain a minimum of 75% attendance in each course (subject), and he may be debarred in that course (subject) in case of his failure to seek requisite attendance.
3. I and my ward undertake to deposit University fee and other charges as per the University schedule. We are aware that in case of default in payment, late fee charges shall be applicable and, pending clearance of any such dues, my ward may not be allowed to attend classes or to take the examination.
4. That my ward and I have carefully read and understood the content of the 'Handbook for Students on Code of Conduct and Ethics' and undertake that if my ward is found involved in any undesirable activities, directly or indirectly, inside or outside the campus, necessary disciplinary action may be taken against him/ her as deemed fit.
5. That it is clearly understood by me and my ward that this disciplinary action may result in expulsion/ rustication from the University after consideration of his/her reply to show-cause notice issued. The action taken will be binding on me and on my ward, and we assure full cooperation with the University authorities.
6. I and my ward understand that ragging is strictly prohibited in any form and if he/she is found guilty, strict action will be taken against him/her, in accordance with UGC Regulation on the subject and the instructions issued by the University in this regard, from time to time.
7. I and my ward undertake that in case he/she is admitted to the University hostel, he/she shall scrupulously follow the Hostel Rules and Regulations.
8. That I and my ward undertake that he/she will submit written application for redressal of grievances, if any, to the Student Grievance Redressal Committee (SGRC).
9. That my ward and I have checked and verified all the biographical details available on our Campus Login i.e. Name, Father's/Mother's Name, Address, Mobile Numbers & Email IDs. My ward and I are fully responsible for the correctness of the same.
10. That I and my ward are aware that all the communications from the University shall be sent to me and my ward on the registered Email IDs and the Mobile Numbers provided herein and any communication on the same shall be construed as due and authorized communication from the University.
11. That my ward and I undertake to submit, in case of any change, our up-to-date postal address, email IDs and mobile/landline numbers under the signature of either of the parents, with self-attested/signed copies of supportive documents like PAN Card, Driving Licence, Passport, uploaded on the Campus Login.

Date:

(Name & Signature of Parent)

DECLARATION OF LOCAL GUARDIAN

Photograph
of Student

Photograph of
Local Guardian

Name of Student	:	
Course	:	
Year & Semester	:	
Branch & Section	:	
Name of Guardian	:	
	:	
Address of Guardian	:	
Mobile No.	:	
Tel No. with STD Code	:	
Tel No.	:	
Office / Work Address	:	
Email ID	:	1.
		2.

I _____ do hereby declare that Mr./Ms. _____ admitted in Sharda University Agra is my relative/known to me. During his entire duration of stay he/she shall be under my local guardianship and I shall monitor his/her conduct and behavior. I can be contacted any time in emergency or otherwise for issues pertaining to his/her conduct and well-being

(Signature of Student)

(Signature of Local Guardian)

(Name of Student)

(Name of Local Guardian)

CHECK LIST OF DOCUMENTATION

Name: Date:

Father's Name: Roll No/ Reg. No.:

The candidate is required to carry the following documents for their registration scheduled on 2024.
Two set of qualifying educational certificates copies duly self-attested are required to be produced for verification.
10 Photographs with student's name and father's name written at the back of photographs to be submitted.

- Class 10th Marks-sheet/Certificate.
- Class 10+2 Marks-sheet.
- Class 10+2 Certificate.
- Birth Certificate.
- Character Certificate
- School Leaving Certificate/Migration Certificate.
- Certificate of extracurricular activities if any.
- Caste Certificate in case of SC/ST/OBC & Parent's Income Certificate from **Tehsildar/SDM/ADM**.
- 5 Passport size photographs with the candidate's name, father's name & year of admission on the reverse of each photographs.
- Undertaking by Student/Parent Anti-Ragging.
- Original receipt of Fee/Hostel Fee.
- Photographs of local guardian.
- Pan Card (Father).
- Aadhar Card (Student).
- Parents address proof (Driving License/Passport/Voter Card/Electricity/Telephone Bill/Ration Card).

Important Note:

- If any certificate which is being submitted is a **Duplicate** of original certificate the necessary explanation /clarification be attached for procuring the same.
- If any marksheet /degree or any other document is pending on account of result declaration, it is the liability of the student to get the same updated in University records before the first semester examination. If the same is missing his/her result may be with held by the University.
- For getting the degree awarded it is the duty of the student to deposit all previous qualification result /documents in case of provisional admissions.

+YEARS OF
28 LEGACY
Building Leaders




SHARDA
UNIVERSITY
— AGRA —

18 Km. Stone, Agra-Delhi Highway (NH-19),
Keetham, Agra, UP - 282 007


🌐 www.agra.sharda.ac.in | 📞 0120-6879222

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