

# SHRI VENKATESHWARA UNIVERSITY

## Admission Policy 20 21-22

### 1.0 Short title and comment-

- 1.1 These rules will be called as Rules for ADMISSION PROCESS 2021-22 of Shri Venkateshwara University, Gajraula Uttar Pradesh.
- 1.2 These rules shall be applicable for each and every campus/centers if any of the university.
- 1.3 Violation of the admission rules, willingly or unwillingly shall be liable up to the cancelation of the admission.
- 1.4 Every admission shall be treated as provisional admission unless the required documents are not to be submitted to the concern admission department.
- 1.5 Enrollment generation would be done only after the physical presence of the candidate in the university and other campuses.
- 1.6 Enrolment number of the student could only be generated after the submission of the required document.
- 1.7 No any temporary enrolment number would be generated.
- 1.8 Admission data would be uploaded on the website on daily basis.
- 1.9 Course wise sanction intake of seats would be share to the admission directors.
- 1.10 Admission directors would ensure that admission shall be granted only in approved courses by the university's academic council.

### 2.0 Pre. Admission work

- 2.1. Candidate walks- in for enquiry of the courses. This enquiry may also be done by the guardian or any relative of the students.
- 2.2. University's counselors shall provide counseling to the students about courses and other details.
- 2.3 Interested candidate or on behalf of candidate their guardian may purchase /fill the form either by online or by self in university campus.
- 2.4. On line form shall be purchase or filled on university website- by paying Rs.1000 in university payment gateway. Then after transaction receipts shall be generated by website and showed by the applicant during the time of admission test if applicable or admission.
- 2.5. Candidate can purchase admission form from the university's admission department by paying Rs.--- -- cash. The receipt generated for this deposition is in triplicate out of which one would be for student's copy and other two is for accounts and admission department of the university.

### **3.0 Entrance Test**

3.1 Other than Council approved general seats an, online test (applicable for PhD courses also) would be conducted for the students for analyzing their basic knowledge. On the basis of student's performance in the test provisional registration shall be done on the same day or few days with registration fee or full fee.

3.2 In case of PhD admission written test would be further followed by the interview and then the final merit list would be made and accordingly students would get registration fort PhD courses.

### **Registration fee**

3.3 Registration fee shall be Rs.10000/- or as decided by the higher authority of the University. This amount shall further adjust in Sem./Year fee.

### **4.0 Consultancy Charges**

4.1 Consultancy charges shall be provided for both Council and non council approved courses. Consultancy charges shall be applicable only in first year (during the time of admission)

4.2 After the approval of Vice chancellor the amount of consultancy would be release.

### **4.3 Payment of the Consultancy Charges**

Consultancy charges shall be payable as per the direction of the higher management of the university, if otherwise not given any direction in this regard-payment shall be as-

- a. If onetime fee is deposited – Onetime payment of the consultancy.
- b. In the event of partial payment of fee – partial payment of the consultancy would be allowed.

Note- In case of admission cancelation- paid consultancy if any shall be deducted from the total refund.

### **5.0 Cash Handling**

No cash shall be taken by the admission department or anyone else except the account department. It would be preferable to accept online payment.

### **6.0 Admission**

6.1 Provisional admission shall be given to the students after qualifying the entrance test / any other method of the admission approved by the University management, successfully. Registration of the students would be done thereafter as mentioned above. All the necessary information of the students shall be mentioned above.

6.2 Admission cell will make student file of admission, where check list about the documents required for admission would be mentioned.



Admission fill so prepared AND DULLY SIGNED BY THE Marketing head, A.R. Admission shall be sent to the Registrar/Vice Chancellor/Pro-Chancellor for signature.

All the information of the students and submitted document shall be uploaded on the software by the admission team.

### **6.3 Fee Submission**

It is if not mandatory then desirable to submit full fee of sem/year at the time of admission. Other wise the fee shall be deposited in the ratio of 60% and 40% i.e 60 % of total fee shall be deposited in first sem on or before 15<sup>th</sup> of the November and 40% of the year fee in 2<sup>nd</sup> sem on or before 15<sup>th</sup> of the March. . Same procedure shall be applicable in case of yearly mode also.

### **Penalty/Fine**

Beyond the given time period as mentioned above fine /penalty shall be imposed, as decided by the higher authority of the University.

Fine so imposed may waved off by the Vice chancellor if he is satisfied that the reason is valid to do so.

### **7.0 Document Process**

7.1 All the relevant documents shall be submitted by the students with required fee before getting admission letter. In case of incomplete file or lack of document, student would give undertaking on stamp paper about when he or she would submit the it. Failing to this student's registration may be liable to cancel.

Student must have to furnish required document before first sem.exam, otherwise he or she would not be allowed to sit into the examination.

7.2 Admission letter shall be generated by admission team dully, signed by the registrar/ assistant registrar admission.

7.3 If students are seeking education loan ,he or she should produced all the necessary documents for getting bonafied certificate from the university .The list of provisionally admitted students (course wise) shall be send to the HODs for the classes arrangement.

### **8.0 Verification of the admission and handover of files –**

8.1 At the time of reporting, and during the orientation program of students, admission cell with the help of faculties, verifies the student's record and thereafter files shall be handed over to the registrar office for enrolment generation.

8.2 Assistant Registrar (admission) shall generate a note sheet dully signed by the Registrar/Vice Chancellor/Pro Chancellor for enrolment generation and send it to IT Department.

8.3 Once enrolment has been generated the admission shall be treated as confirmed.

8.4 Other campuses of university (if any) would also follow the same procedure. The admission incharge of that campus would send the students file to the Registrar (campus) office for enrolment of the students.

### **09.0 Fee Refund**

09.1 After getting registration in any course, students can take his/her fee refund (100% of tuition fee only) within 10 days from the date of registration. After 10 days and before starting classes 50 % could be refundable.

09.2 No any fee shall be refund to the student if he/she would have taken or attended any class in which he/she has taken admission in any case if otherwise not permitted by the higher authority of the University.

09.3 No deposited fee could be adjusted in the fee of any other relatives/friends in any case if otherwise not permitted by the higher authority of the University.

09.4 Deposited fee could be carry forwarded for the next academic session in case of drop out students with valid reason and prior information and approval of the vice chancellor.

09.5 Only tuition fee would be subject matter of refund.

09.6 Any kind of fee discount if given to the students would not be carry forwarded in any case.

09.07 Any guide lines of UGC/HE in this regard shall be followed irrespective if it is superseding the above mentioned rule.

### **10. Fee Discount**

10.1 Discount shall be decided and allocated at the time of admission registration and should be properly endorsed in the university website.

10.2 Any kind of discount shall be verified by the admission Director.

10.3 Approval letter of any kind of discount in fee must be duly approved and communicated to the students and other concern department like examination cell/ dean of school etc.

10.4 After processing the letter it would be kept in students file for future reference.

### **12.0 Samaj Kalyan Scholarships**

12.1 Eligible Students (as per norms) would apply for scholarship. No admission of SC and ST shall be taken on ZERO fee.

12.2 Student may fill scholarship form by their own self or provide the relevant document to the department of scholarship in this regard.

12.3 If students are filling form by their own self and by any or many reason schororship are not granted by the government, in this case they are liable to pay full fee.

12.4 If scholarship is not granted by the government due to policy matter in that case, students would deposit course fee of that particular year. University may give relaxation in this regard.

12.5 Scholarship department will check the eligibility criteria of the students and make a separate student fill.

12.6 Student list must be dully signed by the vice chancellor before and after authenticating the student's forms on scholarship portal.

12.7 Students must be informed about the fee deposition in case of partial grant of scholarship by the government.

Assistant Registrar

Director Marketing

Registrar

Vice Chancellor

Pro- Chancellor

Hon'ble Chancellor