

# SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

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No. SVSU/2009/141/70

Date: 15-04-2009

Ratified by Executive Council  
(01.10.2009)


## Notification

The following ordinance, as approved by the Hon'ble Chancellor is published herewith for information:

### ORDINANCE No. VII (3)

#### Admission Procedure

1. This ordinance shall be called the "Ordinance for Admission Procedure".
2. The ordinance shall come into force with immediate effect.
3. Admissions are open to Indian citizens, non-resident Indians (NRIs) and foreign nationals, satisfying the eligibility criteria, as laid down by the University for Various Courses. Applicants, who have passed the qualifying examination from any institution outside India, shall have to produce equivalence certificate from the Association of Indian Universities.
4. Applications for admission to various courses shall be invited through advertisements/notifications issued from time to time.
5. Candidates will be required to submit their applications to the Registrar or to an authority as may be specified in the prospectus, in the prescribed form appended to the prospectus. The prospectus can be obtained on payment from the office of the Registrar or from other centres as may be specified in the advertisement/notification.
6. Admission in various courses of the University shall be done, either through an entrance examination or directly on the basis of merit in the qualifying examination followed, if considered necessary, by a spot test and/or interview.
7. It shall be indicated in the prospectus whether the admission to a particular course shall be through an entrance examination or otherwise.
8. All the applications received in the office of the Registrar, whether for admission through entrance examination or otherwise, shall be subjected to preliminary scrutiny to ensure that they are complete in all respects. In case of any deficiency, the applicant may be asked to remove the deficiency or the application may be rejected. Details of all the applications found complete in all respects shall be entered into registers, maintained separately for admission through entrance examination and otherwise.
9. In case of admission through an entrance examination, all the applications, received in the office of the Registrar and entered in the relevant register, shall be sent to the body conducting the entrance examination. In other cases, the applications shall be sent to the office of the Principal concerned with the course in which admission is sought.



10. In case of admission through an entrance examination, the result of the entrance examination shall be sent by the body conducting the examination to the Registrar who, after making necessary entries in respect of each candidate in the relevant register, shall forward the result along with the details/applications of the candidates to the Principal concerned for further action on the lines indicated in clauses 13 onwards, as in the case of other applicants.
11. If seats remain vacant in any of the courses after admission through an entrance examination is completed and candidates are not available in the waiting list prepared on the basis of the marks obtained in the entrance examination, the vacant seats shall be filled up from amongst the following categories of candidates on the basis of marks obtained by them in the qualifying examination and their performance in the spot test and/or interview, if any conducted by the University:
  - (i) Those who had applied for admission through the entrance examination, but could not appear in the examination due to any reason, whatsoever.
  - (ii) Those who did not apply for admission through the entrance examination instead opt to be considered for admission through this mode.
12. For admission under clause 11, notification shall be issued through news papers and the website of the University ([www.subharti.org](http://www.subharti.org)) inviting applications. The applicants shall be informed of the date of spot test and interview either through the aforesaid notification or by any other means of communication, as may be considered appropriate.
13. Every college/institute shall have an admission cell under the control and supervision of the Principal of that college/institute. The Principal shall appoint a teacher as in-charge of admission and he will be assisted by one or more admission clerks. All the applications sent to the Principal shall be received by the admission clerk of the admission cell of the college/institute concerned.
14. Details of all the applications received in the admission cell of the college/institute will be entered in a register serially and the serial number shall be noted on the application.
15. The admission clerk will scrutinize all the applications vis-à-vis the prescribed eligibility criteria for admission and necessary documents required to be attached with an application. He will submit a scrutiny report on each application to the Principal through the teacher in-charge of admission.
16. The Principal shall pass an order on each application in conformity with the rules and regulations laid down for admission in that course.
17. After an applicant is selected for admission, whether through an entrance examination or otherwise, an admission clearance slip shall be issued by the Principal/teacher in-charge of admission of the relevant course for completing documentation.
18. After the documentation is completed, the applicant shall be given a fee submission slip to enable him to deposit the fee.
19. An admission card shall be issued after the documentation is completed and the required fee is deposited.

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20. In all the admissions, whether through an entrance examination or otherwise, the reservation policy for SC/ST/OBC categories, as may be laid down by the competent authority from time to time, shall be followed.

By Order etc.

  
**P.K. Garg**  
Registrar

**Copy to:**

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Chancellor
3. P.S. to Vice-Chancellor
4. P.S. to Pro Vice-Chancellor
5. Dean & Principal Dental College.
6. Dean & Principal Medical College.
7. Dean & Principal Law College
8. Dean & Principal Engg. College
9. Principal Arts, Science & Management
10. Principal Nursing College
11. Principal Physiotherapy College
12. Principal Journalism & Mass Communication.
13. Finance Officer
14. Personnel Officer
15. Guard File

  
**P.K. Garg**  
Registrar