



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No. U-51/SVSU/2025/1469

Date: 19.01.2025

NOTIFICATION

The Competent Authority of the University has approved the "**SVSU Education concession policy For Non-Teaching Employees-2025**". A copy of the same is enclosed herewith.

These **SVSU Education concession policy For Non-Teaching Employees-2025** come into force from 01.01.2025.

The **SVSU Education concession policy For Non-Teaching Employees** notified vide U-507/SVSU/2023/418 dated 22.07.2023 and U-51/SVSU/2020/2522 dated 12.12.2020 are hereby repealed.

This is issued with the approval of the Competent Authority of the University.

M. Yakoob
19.01.2025
Gp Capt M Yakoob
Registrar

Memo No. U-51/SVSU/2025/1469

Date: 19.01.2025

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. CEO
3. EO
4. Pro Vice Chancellor
5. All Deans/HOs/Principals/Directors/HODs/Section Heads
6. Controller of Examination
7. Finance Officer
8. Registrar (o/o)/All additional Registrars/Deputy Registrars/Assistant Registrars
9. CTO. I.T. Dept. With a request to upload the Leave Rules on University Website
10. Admin Officer I & II
11. Personal Dept.
12. Guard File

M. Yakoob
19.01.2025
Registrar



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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA

SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT

SVSU Education concession policy For Non-Teaching Employees

1. Short Title & Application:

- 1.1. This policy is called "**SVSU Education concession policy For Non-Teaching Employees**".
- 1.2. This policy provided Education Concession to the Non-Teaching employees' their wards/dependents/ and or spouse to pursue higher education at SVSU and its constituent Institutions
- 1.3. It shall be applicable from 1st January 2025 and shall supersede any previous policies/ guidelines/ notifications on SVSU Education concession policy for Non-Teaching Employees of the University

2. Organization / Institutions Covered under this policy;

- 2.1. Subharti University, Meerut and Dehradun
- 2.2. Tie Up Institutes under Subharti Group of Institutions; LPH / MARS / E-way / Beehive / KLS / NLB / Shri Ram CT, or any other that may be added after notification or MOU

3. Employee Eligible;

3.1. Eligibility:

- 3.1.1. All non-teaching employees who are on regular rolls of the University or Tie Up institutes at the time of admission of their wards / spouse/ dependents.
- 3.1.2. Employees who are not in service due to superannuation or death or disability sustained during and due to official work.
- 3.1.3. The employee and relatives as described herein below.

3.2. Consideration of conduct: the facility/privilege may not be given to those against whom disciplinary action has been taken.

3.3. Consideration of break in service:

- 3.3.1. In case of employees who have been reappointed, past service duration will not be included unless the break was on academic grounds.
- 3.3.2. In case of transfer of employees between the organizations not for disciplinary reason, the joint experience would be taken into account, otherwise the experience on the present post would be considered. The employees sent on deputation will not be covered in this clause.

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4. Terms Used:

- 4.1. Beneficiary: Employee who shall benefit from the scheme
- 4.2. Candidate: the actual person who has got the admission

5. Family members covered:

- 5.1. Employee and 1st degree relatives (Mother-Father-Brother-Sister)
- 5.2. Spouse of employee
- 5.3. Amongst the offspring's only 2 dependent children will be included,
- 5.4. For 3rd child the decision shall be taken by a committee of VC-CEO-Head of the Unit, where the employee is serving.

6. Courses covered:

- 6.1. All UG and PG courses EXCEPT for MBBS, BDS and their related Post-graduation and in any course, where the admission or fee fixation is by some state or central body
- 6.2. Short term courses will be excluded
- 6.3. Distance education courses will not be included
- 6.4. PHD will be included. Discount percentage will be half of the routine

7. Expectation from candidate:

- 7.1. To enter a contract of serving the institute for at least 3 years after the completion of the course.
- 7.2. To have more than 80% attendance during the course
- 7.3. Candidate and beneficiary to maintain code of conduct of the University
- 7.4. Not to be involved in any anti-institutional or anti national behavior
- 7.5. Not to use any unfair means or influence of the beneficiary in the education or examination procedure of the candidate

8. Expectation from the Beneficiary:

- 8.1. To abide by the rules of the University
- 8.2. To ensure that the candidate works hard in the course enrolled and maintains good attendance
- 8.3. To ensure that the candidate abides to all commitments as above.

9. Clauses for withdrawal of concession:

- 9.1. In case any of the expectations mentioned above are not followed
- 9.2. In case of disciplinary action/ termination of services/ resignation of the Beneficiary
- 9.3. In case any terms in the affidavit or contract given by the beneficiary or candidate is not fulfilled
- 9.4. In case either the candidate or beneficiary absconds

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- 9.5. Based on the reason of the withdrawal, the Beneficiary/ candidate may be required to return the benefits under this scheme with interest and penalty.

10. Financial Benefits:

10.1. Concession in amount

- 10.1.1 As per table for UG courses Annexure-I
10.1.2. As per table for PG courses Annexure-II
10.1.3. As per table for PhD courses Annexure-III

10.2. Security fee: 100% discount

- 10.3. Option of deferred payment:** Employees may be allowed to deposit the fee in installment (ZERO interest) starting from first month such that all dues of the particular year are cleared before the final exam of that year.

11. Process for implementation/ Availing service:

- 11.1. Employee will apply to SWO (Staff Welfare Officer) through the head of the unit.
11.2. The Head of the Unit will attach a conduct report of the Employee and attach it with the application.
11.3. The SWO will process the file and mention the clauses under which benefits may be given. He will also obtain the finance report from the accounts office and will attach that with the application, and send the file to the CEO.
11.4. After due assessment, the CEO will take a decision in all routine cases
11.5. The CEO may send the file to the VC for cognition, in cases where a special scrutiny is to be taken for the beneficiary or wherever the CEO desires.
11.5. Once permitted, the file will be sent to the legal department for getting the affidavits signed and to complete any other paperwork.
11.6. The legal department will make a brief note sheet mentioning the sanction and completion of all formalities and will send that to the accounts section with copies to the Unit head, SWO and the sanctioning authority. The file will be sent to the Unit after retaining the scanned copies of the relevant papers.

12. Miscellaneous:

- 12.1. No relaxation will be given on the mandatory requirements of SNET Exam, availability of seat or Interview, where ever required.
12.2. For one student, only one concession facility can be given at any time. If the candidate is getting benefit from some other concession scheme also, then the schemes will not be cumulative.
12.3. For candidates enrolled in courses extending to more than 1 year, a review will be required for the statutory requirements of attendance, disciplinary action etc. on an annual basis and recorded in the candidates file.
12.4. A special consideration may be shown to other relatives of those employees who have a service of more than 5 years on a case to case basis.

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- 12.4.1.1. Up to 50% concession of what is prescribed in the chart may be given to any relative of the employee, on being requested on an affidavit by the employee. The decision shall be taken by a committee having the VC, CEO and the unit head. All the members will have the right to VETO any proposal.

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Annexure-I
SVSU Education concession for UG Program of Studies except MBBS and BDS Program of studies

Length of Service under Subharti (Years)	Tuition Fee Discount	Caution Money	Required Bond
1+	5%	Nil	Affidavit from Candidate / Beneficiary to serve in the University for 3 years post UG Degree
2 to 5	20%	Nil	-same as above-
5 to 8	35%	Nil	-same as above-
8 to 10	40%	Nil	-same as above-
10 to 15	50%	Nil	-same as above-
15 to 20	70%	Nil	-same as above-
20 and above	100%	Nil	-same as above-

Annexure-II
SVSU Education concession for PG Program of Studies except MD/MS and MDS Program of studies

Length of Service under Subharti (Years)	Tuition Fee Discount	Caution Money	Required Bond
1+	5%	Nil	Affidavit from Candidate / Beneficiary to serve in the University for 3 years post PG Degree
2 to 5	20%	Nil	-same as above-
5 to 8	35%	Nil	-same as above-
8 to 10	40%	Nil	-same as above-
10 to 15	50%	Nil	-same as above-
15 to 20	70%	Nil	-same as above-
20 and above	100%	Nil	-same as above-

Annexure-III
SVSU Education concession for Ph.D Program

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Length of Service under Subharti (Years)	Tuition Fee Discount	Caution Money	Required Bond
2-5	5%	Nil	3 Years post Ph.D
5 to < 8	10%	Nil	3 Years post Ph.D
8 to 10	15%	Nil	3 Years post Ph.D
10 to 15	20%	Nil	3 Years post Ph.D
15 to 20	30%	Nil	3 Years post Ph.D
20 and above	40%	Nil	3 Years post Ph.D

Handwritten signature and date:
 15/01/2018