



# SWAMI VIVEKANAND SUBHARTI UNIVERSITY MEERUT (U.P.)



**ADMISSION POLICY**



# Admission Policy

Sl. No.	Particulars	Description
1	Policy Number	U-07/SVSU/2015/225
2	Policy Structure	The policy describes the procedure followed by the University while providing the admission in various constituent Colleges
3	Scope of the Policy	The policy details the admission process like advertisement for admission through offline and online medium, entrance examination like NEET (MD, MS, MBBS, MDS, BDS, BNYS) and Subharti University Entrance Test (SNET)] or on the basis of merit in the qualifying examination and spot test as may be applicable.
4	Policy Status	Original
5	Originated By	Vice-Chancellor's Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	22/07/2015
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	U-85(i)/SVSU/2016/1445
		U-85(i)/SVSU/2019/324
		U-49(iii)/SVSU/2019/726
10	Effective Date of Amended Policy	09-11-2016
		17-06-2019
		06-03-2019



Ref. No.: U-07/SVSU/2015/

Dated: 22-07-2015

**OFFICE ORDER**

Having discussed with the unit heads and admission cells, Hon'ble Vice Chancellor has decided the following:

1. The Central admission cell/college admission cell will register the student on deposition of nonrefundable registration fee and/or part or full fee. The cell will collect self attested copies of the required documents from the student, issue Registration number and will then forward to the Principal of the college for verification.
2. After registration, student will report to the Principal of the college or the officer of the college deputed by the Principal for admission. The Principal of the college or the officer of the college deputed by the Principal will verify the documents for eligibility of admission.
3. Admission will be made after the eligibility is cleared by the Principal of the officer.
4. Original documents of the student will be kept by the college at the time of admission. After fees deposition and all other formalities are completed, an Admission Number will be allotted to the student by the college.
5. A duly filed "Student Data Sheet" having complete details of the student will be submitted by the student and will be kept in his/her file. The informations from "Student Data Sheet" will be uploaded on ERP system by the college and it would be available to all concerned through ERP as soon as it is uploaded.
6. Enrollment form and other documents including Migration certificate will be submitted by the student. The college will forward Enrollment form of the student to the Assistant Registrar (Enrollment) under office of the Registrar alongwith a copy of duly verified marksheet of qualifying examination and Mtgration certificate in original as soon as possible but not later than one month from the last date of admission.
7. Enrollment section will issue Enrollment number to the student if all documents are complete in all respect.
8. No enrollment number will be issued without receiving Migration certificate in original and student should be informed at the time of admission itself that without Enrollment number he/she will not be eligible to appear in university exams.
9. If migration certificate has been issued from SVSU to a student, he/she will be issued new enrollment number in case of re-admission on submission of migration certificate by the student.
10. Last date of admission will be 30th September for all Non-Medical courses unless extended by the Hon'ble Vice Chancellor by specific order.
11. The following affidavits as prescribed, to be submitted by the student at the time of admission:
  - (a) Anti-Ragging affidavit by student
  - (b) Anti-Ragging affidavit by parents
  - (c) Affidavit by SC/ST students (if applicable)
  - (d) Affidavit by J & K Students
  - (e) Affidavit by students (whose fee to be paid by the concerned Govt.)
  - (f) Any other affidavit in addition to the above mentioned, as prescribed by the college.
12. **Vide Office Order No. SVSU/2015/098-15 Dated 03.06.2015 permission was given to take admissions through Subharti National Eligibility Test for various University run programmes. Admission Cell take prior permission of Hon'ble Vice-Chancellor for dates on which SNET to be conducted.**



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## Swami Vivekanand Subharti University

### Student Data Sheet (USE CAPITAL LETTERS ONLY)

Regn. No.: \_\_\_\_\_

Session: \_\_\_\_\_

Admission No.: \_\_\_\_\_

Enrol. No.: \_\_\_\_\_

Student's Name\*: (in English) \_\_\_\_\_

छात्र का नाम: (हिन्दी में) \_\_\_\_\_

Date of Birth\*: 

D	D	M	M	Y	Y	Y	Y
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Course &amp; Branch \_\_\_\_\_

Father's Name\*: (in English) Mr. \_\_\_\_\_

पिता का नाम:(हिन्दी में) श्री \_\_\_\_\_

Mother's Name: (in English) Mrs. \_\_\_\_\_

माता का नाम:(हिन्दी में) श्रीमती \_\_\_\_\_

Student's Phone No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

Parents' Phone No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

Gender: Male / Female

Blood Group: \_\_\_\_\_

Diabetic: Yes / No

Student's Permanent Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Name &amp; Address of Local Guardian (if any): \_\_\_\_\_

Contact No.: \_\_\_\_\_

Contact Person in case of emergency: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Requirement of Hostel: Yes / No

\* as per High School Certificate

**Student's Signature****Date:****Checked By:****Verified by Head of Institution/  
Principal/Dean**

I verify that the above information has been uploaded on ERP correctly.

**Student's Signature**



Having discussed with the unit heads and admission cells, Hon'ble Vice Chancellor has decided the following Admission Policy:

**Amended by vide office order no. U-85(i)/SVSU/2019/324 dated 17-06-2019:**

*“The seats for admission will be advertised for admission through offline and online medium. The students may obtain information about the courses from the website or from the counselors in the admission cell by directly approaching the campus.*

**(A) Procedure**

*The students may register for those courses in which they are interested in. Admissions to the courses offered by Swami Vivekanand Subharti university will be done either through Entrance Examination NEET (MD, MS, MBBS, MDS, BDS, BNYS\*)/ or **Subharti University Entrance Test (SNET)**] or on the basis of merit in the qualifying examination and spot test as may be applicable.*

*If seats remain vacant after the Entrance Examination in any course and students are not available in the waiting list made on the basis of marks obtained in the Entrance Examination, admissions will be made from another list compiled considering the marks obtained in the qualifying examination and spot test conducted by the University.*

*A notification will be issued in newspapers and will also be posted at the website of the University regarding the date of personal interaction with the student along with other relevant details related to the examination. The applicant will be required to go to the specified place on specified date along with all the original certificates and fee of the course, to be deposited then and there, if selected.*

*\*subject to Government Policy*

*Admissions are offered by Swami Vivekanand Subharti University to the following categories of students:*

- (a) General Category – Indian Nationals*
- (b) NRI/Foreign National Category – Foreign Nationals, NRIs and Indian Nationals sponsored by NRIs – as per policy of the Indian Government.*

*In all admissions, whether through any Entrance Test or on the basis of merit, reservation policy for students of SC/ST/OBC categories (as per law\*) of that time and other eligibility criteria fixed by the University will apply. The student is required to have attained 17 years of age by 31st December of the year of admission or as specified by the governing body for the particular course, in graduation courses after 10+2.*

*The student may obtain a form for registering in the University by obtaining a prospectus by registering in the admission cell or by downloading it from the website.*

*A separate form shall have to be filled for SNET. Dates for SNET shall be declared on the website and through advertisement in newspaper.*



*Students appearing in various other entrance exams will have to fill the form prescribed for them separately on their own.*

*Updates, if any, will be notified on the University website and no individual communication will be sent to the candidates. All differences and dispute arising in the interpretation and implementation of any section in this Prospectus will be referred to the Vice Chancellor and his decision shall be final and binding.*

*After a student registers into a course, his/her eligibility will be checked by admission cell followed by respective college through his/her documents. A copy of self-attested documents is submitted in the student file in the admission office for future reference. The student is given a time of one month to submit his/her fee. If student does not submit atleast 50 percent of fee then the University reserves the rights to cancel his/her admission and allot the seat to some other student."*

12. The Central admission cell/college admission cell will register the student on deposition of nonrefundable registration fee and/or part or full fee. The cell will collect self attested copies of the required documents from the student, issue Registration number and will then forward to the Principal of the college for verification.

***Amendment vide office order no. U-85(i)/SVSU/2016/1445 dated 09-11-2016: for registration in addition to Central Admission Cell/College Administration Cell, Special Cell was added.***

13. After registration, student will report to the Principal of the college or the officer of the college deputed by the Principal for admission. The Principal of the college or the officer of the college deputed by the Principal will verify the documents for eligibility of admission.

***Amendment vide office order no. U-85(i)/SVSU/2016/1445 dated 09-11-2016: Provisional Admission — In order to facilitate Accounts department to accept fee of registered candidate before confirmed admission, now "Provisional Admission" in ERP is being allowed. The entries for Provisional Admission in ERP can be made by the concerned college/Central Admission Cell/ Special Cell.***

14. Admission will be made after the eligibility is cleared by the Principal of the officer.

***Clarified by vide office order no. U-85(i)/SVSU/2016/1445 dated 09-11-2016: Admission — Entry for confirmed admission in ERP can only be done by the concerned Head of the Institution or his/her authorized representative after checking eligibility criteria, verification of original documents, requisite fee and availability of seat in the course.***

15. Original documents of the student will be kept by the college at the time of admission. After fees deposition and all other formalities are completed, an Admission Number will be allotted to the student by the college.

16. A duly filed "Student Data Sheet" having complete details of the student will be submitted by the student and will be kept in his/her file. The informations from "Student Data Sheet" will be uploaded on ERP system by the college and it would be available to all concerned through ERP as soon as it is uploaded.



17. Enrollment form and other documents including Migration certificate will be submitted by the student. The college will forward Enrollment form of the student to the Assistant Registrar (Enrollment) under office of the Registrar alongwith a copy of duly verified marksheet of qualifying examination and Migration certificate in original as soon as possible but not later than one month from the last date of admission.
18. Enrollment section will issue Enrollment number to the student if all documents are complete in all respect.
19. No enrollment number will be issued without receiving Migration certificate in original and student should be informed at the time of admission itself that without Enrollment number he/she will not be eligible to appear in university exams.

***Clarified by vide office order no. U-85(i)/SVSU/2016/1445 dated 09-11-2016: Enrollment — Enrollment number can only be generated by the office of COE after getting Migration Certificate in Original.***

20. If migration certificate has been issued from SVSU to a student, he/she will be issued new enrollment number in case of re-admission on submission of migration certificate by the student.
21. Last date of admission will be 30th September for all Non-Medical courses unless extended by the Hon'ble Vice Chancellor by specific order.
22. The following affidavits as prescribed, to be submitted by the student at the time of admission:
  - (a) Anti-Ragging affidavit by student
  - (b) Anti-Ragging affidavit by parents
  - (c) Affidavit by SC/ST students (if applicable)
  - (d) Affidavit by J&K Students
  - (e) Affidavit by Bihar students (whose fee to be paid by Govt.)
- (f) Any other affidavit in addition to the above mentioned, as prescribed by the college.

**Amended by vide office order no. U-85(i)/SVSU/2019/324 dated 17-06-2019:**

#### ***B. Cancellation/Withdrawal***

*The student has the right to cancel his/her admission. The fees is refunded as per the University policy guided by UGC advisory depending upon the time of cancellation by the student. The cancellation policy is declared by the Registrar office from time to time.*

#### ***C. Transfer***

*The student has the right to transfer his/her admission from one course to another running in Swami Vivekanand Subharti University campus in the regular mode only. The student has to apply and has to obtain NOC from both the concerned colleges within stipulated time frame. The colleges will provide NOC after duly checking the eligibility of the student for the new course. Also the student application is subject to the final approval of the Hon'ble Vice Chancellor.*

#### ***D. Reservation Policy***



*The University which is governed by the act clearly states that it will follow the Reservation policy as that declared by the state every year. However in case any seats remain vacant they will be filled by the students who have qualified in entrance exam of the University.*

### **E. Allotment of Seats**

*All seats which will be allotted to students will be kept reserved for them for a period of 15 days after declaration of entrance test result. The student will be sent email, text message and called to claim it. In case the student does not claim the seat, a second reminder will be sent. After that the seat will be allotted to the second deserving candidate.*

### **F. Direct Admission**

*In rare circumstance where even after the entrance exam any seat remains vacant, or the Principal comes across an extraordinary student who has missed to give the exam, his/her case may be referred to the Hon'ble Vice chancellor. Such student will have to face the interview board and will be permitted to get direct admission.*

**Based on UGC Guidelines, University added policy for Testimonials, Fee Refund and Change of Programme and latest order was circulated vide Ref.No. U-49(iii)/SVSU/2019/726 Date: 06.03.2019**

### **TESTIMONIAL, FEE REFUND AND CHANGE OF PROGRAMME**

In superseding to all previous notifications regarding refund of fees and change of programme, I am directed by Hon'ble Vice-Chancellor to convey that clause No.2(d) and (e) have been clarified as under in relation with all the programmes except the UG and PG programmes of Medical, Dental and the Nursing Colleges:

#### **1.Verification and Non-retention of Students' Academic and Personal Testimonials:**

- (a) No institution of higher education shall insist upon a student to submit the original academic and personal certificates and testimonial like mark-sheets, school leaving certificates and other such documents at the time of submitting admission form.
- (b) It shall be responsibility of the Head of Institutions to ensure that if a student is eligible in a particular course, after physically verifying the original documents at the time of admission in his/her presence, return them immediately after satisfying themselves about their authenticity, eligibility and veracity, and keeping the self attested copies for office record before giving confirmed admission.

#### **2. Remittance and Refund of Fees:**

- (a) Institutions shall charge fees in advance only for the year in which a student is to engage in academic activities. However, the Principal/Dean shall have the authority to allow payment of the fee of first semester only for 10% students of the numbers of the annual permitted intake (in courses where semester system is followed) at the time of admission and payment of the fee of the second semester before start of the second semester. If more than 10% students





- apply for permission to deposit the fee semester wise, the principal can recommend the deserving cases to the Hon'ble VC through the CEO for consideration giving reasons
- (b) The result of the first semester shall not be declared and the student will not be allowed to sit in the classes of the second semester till he pays fee for the second semester. Student will be given timely reminder for the deposition of the fee for the second semester (before start of university examination of first semester and immediately after the completion of the examination).
- (c) The same rule shall be applicable for future odd and even semester.
- (d) If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student:

Sr. No.	Percentage of refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100%	15 days or more <b>before</b> formally- notified last date of admission
2	90%	Less than 15 days <b>before</b> formally- notified last date of admission
3	80%	15 days or less <b>after</b> formally- notified last date of admission
4	50%	30 days or less but more than 15 days <b>after</b> formally- notified last date of admission
5	00%	More than 30 days <b>after</b> formally- notified last date of admission

Notes- \* Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

- (e) In case, student chooses to withdraw his/her admission 15 days or before formally notified last date of admission, barring courses governed by NEET, the total fee deposited by the student will be refunded back after deduction of 5% of the fee paid by the student subject to maximum of ₹ 5000/- as processing charges from refundable amount.
- (f) Fees shall be refunded by Institution to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

### 3. Cancellation of Admission on Completion of a year:

If a student wants to leave the programme for any reason on completion of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year but without attending any class of next year, admission may be cancelled on clearing all dues of last year. However, the student shall pay 10% of aggregate fees of the next year as processing fee.

### 4. The Procedure for changing the programme in 1<sup>st</sup> year of study after taking admission:

- (a) **Within same college for different programme:** Student will have to give an application to the Principal concerned who may allow the transfer only once if he/she deems fit. The fee deposited will be adjusted in the new programme of study.
- (b) **Different college of SVSU for different programme:** The following procedure will be followed by the student:
- Student will obtain "No Objection Certificate" from the Principal of the College where he/she is enrolled.
  - Student will also obtain "No Objection Certificate" from the Principal of the College where he/she wants admission along with an application mentioning therein as why he wants to change the program.



- iii) The student will submit the application to the Hon'ble V.C. along with both the NOCs. The Registrar will put up the file before the Hon'ble V.C. for his permission. The Hon'ble Vice Chancellor may permit the transfer of the student from one College to another College in the different program, with or without adjustment of fee.
  - iv) The change of course will be allowed only within the same mode of study i.e. regular mode to regular and distance mode to distance.
  - v) In case, the fee is allowed to be adjusted, the student will fill a fresh Application Form, after paying ₹ 1500/= in regular mode and ₹ 120/- in distance mode, for new program.
- 5. The Procedure for changing branch/specialization on completion of 1<sup>st</sup> year:**

If student has passed his/her 1<sup>st</sup> year without any back paper, he/she may apply for change of branch in 2<sup>nd</sup> year to the Principal. Principal may accept application if he/she deems fit within the norms of the Apex Body.