



Ref. No. SU/BOM/2024/1.5

Date 31/03/2024

Admissions Policy

1. Scope, Short title, Commencement and Application :

- 1.1 This policy will be called the Admissions Policy of the University for the Academic Year 2024-25 onwards.
- 1.2 This policy shall come into force from the date of approval by the Board of Management/Governing Body.

2. Purpose

The purpose of formulating this policy is to provide detailed information to the prospective students for admission to various programs being run by the University for the Academic Session 2024-25 such as about the programmes offered, eligibility criteria, documents required for admission, merit listing, rules for refund of academic and other fees, reservation policies, scholarship etc.

3. Principle

The admissions policy of the University will be governed by and/or by the principles as defined below :

- (a) To ensure the eligibility conditions of the prospective students strictly as prescribed by the Governing Bodies or by the University, whichever case may be.
- (b) To ensure the admissions of prospective students with excellent academic competence and potentialities so that the alumni of the University may be able to play their role in the process of nation-building and societal change in a meaningful manner.
- (c) To serve society as large, an adequate number of students from the underprivileged and socially handicapped sections of our society can be encouraged and admitted to the University.
- (d) To maintain the global character of the University by having on its rolls a fair representation of students from different regions of the country.

4. General Rules :

- (a) The University always ensures to provide equal opportunity to all the candidates to realize their full potential and accordingly excel in their careers.


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- (b) Admissions at Sanskaram University are strictly irrespective of caste, creed, colour & religion.
- (c) No student shall be eligible for admission to any programme of study in the University unless he/she has passed the examination or examinations prescribed by the Regulatory Bodies or by the University.
- (d) Only such candidates who have passed an examination of Sanskaram University/an Indian University/Board established or recognized by the State/Central Government or such other examination as has been recognized equivalent by State/Central Government/University shall be considered for admission.
- (e) The admissions of the students to the courses shall be purely provisional subject to verification of their eligibility by the University as per the Rules and Regulations in force. In case, a student is found ineligible at a later stage because of any concealment/misrepresent of fact by the provisional admission granted to him/her by the University will be cancelled and he/she will have no right for admission to the course or refund of fee paid him/her.
- (f) Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to a programme according to the policy guidelines laid down by the Government of India/Statutory Authorities of the University from time to time.
- (g) Admission of students shall be made strictly based on merit adjudged through the All-India Common Entrance Test or the University Entrance Test, wherever applicable, aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/viva/group discussion/personal interview or a combination of these.
- (h) The admission will comprises the following steps :
- (i) Filling up the application form for admission on prescribed and payment of an application fee. **There will be minimum amount of Rs. 10,000/- for registration/seat booking. If any candidate wish to withdraw/cancellation of Registration/Seat Booking, Rs. 5,000/- will be deducted as Administration Charges/Processing Fee.**
 - (ii) Appearing in the University's Entrance Examination followed by GD/PF at a designated centre by the University, wherever applicable.
 - (iii) Visit to the campus, if required.
 - (iv) Issue of offer letter.
 - (v) Deposit of fee and issue of provisional admission letter.
 - (vi) Commencement of Semester
 - (vii) Gap year Certificate, if applicable


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- (viii) Confirmation about online submission of Anti-Ragging Affidavit even by parents also.
- (i) Every student admitted to a School shall be enrolled by the University on receipt of an application from her/him duly forwarded by the concerned Head of the Department, provided that the application for enrolment shall be supported by :
- (i) Mark Sheet(s)/Passing Certificate/Degree(s) of qualifying examination, in original (starting from 10th standard)
 - (ii) Copies of qualifying examination/entrance examination, wherever applicable.
 - (iii) Migration Certificate, in original
 - (iv) Caste Certificate, if applicable
 - (v) Photocopy of Aadhar Card
 - (vi) Character Certificate
 - (vii) Medical Fitness Certificate
 - (viii) Receipts of Fee paid, as prescribed by the University.

However, provided that in the case of courses where the intake of students is small, admission may be made based on the merit adjudged through the marks obtained in the qualifying examination.

- (k) The Entrance Examination shall be held at the university campus and/or other such places as notified by the University from time to time.
- (l) Admissions to the various programs of studies shall be made by the University's Admission Committee comprising of the Dean as Chairperson, and other teachers as nominated by the Vice Chancellor. The Syllabi, Pattern, Duration, and Scheme of Examination/Evaluation of the Entrance Examination shall be as decided by the University.
- (m) Minimum qualifications for admission to the programs in various Departments will be as prescribed by the University which are available in the Information Brochure as well as on the University's website.

5. Late Admissions

Late admissions may be accepted purely at the discretion of the Vice-Chancellor subject to fulfillment of the guidelines as prescribed by the Regulatory Bodies from time to time.

6. Mid-Programme Admissions


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Mid-programme admissions will be made by the University as per the Multiple Entry/Exit policy as recommended by NEP 2020 to fill the vacant seats caused by a mid-programme withdrawal. No Objection Certificate or Migration/Transfer Certificate for a mid programme withdrawal shall only be given by the University after the student meets the exit eligibility policy as notified by the Competent Authority of the university as well as a student has deposited the balance year's fees including any other dues outstanding as per Affidavit submitted by him/her at the time of admission.

7. Admission through Migration.

The admission through Migration can be considered by the recommendations of the Equivalence Committee, constituted at the University level. The composition/constitution of the Equivalence Committee will be as given below :

- (a) Dean Academics as Chairperson
- (b) Dean of the concerned School as Member
- (c) Registrar as Member
- (d) Head, Admissions as Member
- (e) Two Senior Faculty members from the respective area as Members who will be nominated by the Vice Chancellor
- (f) Controller of Examinations as Member Secretary

8. Cancellation of Admissions

- (a) All students admitted provisionally or otherwise to any program are required to submit their marks sheets, provisional certificates, etc. of the qualifying examination and other documents at the time of counselling for admissions. If any student fails to submit the requisite documents well within the time frame, the Admissions Committee shall have the right to cancel the admission of those students.
- (b) Any student willing to cancel his/her admission is required to send his/her cancellation request in writing duly signed by his/her parents to the Dean Academic with in a period of 10 days before the last date of admissions as notified by the University.

9. Mid Course Withdrawal

Mid course withdrawal is not permitted. If any student opt for mid course withdrawal, No refund of Fees shall be admissible except refundable security. If any student leaves the course mid-stream, for whatever reason, he/she shall be liable to pay fee to the University for the remaining duration of the course, in terms of the judgment of Hon'ble Supreme Court of India in the Islamic Academy Case to this end.

10. Refund of Fees

As per the Refund Policy notified by the UGC in October 2018/July 2023 or amended from time to time, the Competent Authority has approved the University Fee Refund

Policy. The refund shall be processed as per the details mentioned below :

S.N.	Refund Percentage of Fee	Point of time when notice/application of withdrawal of admission is received in the Higher Educational Institution.
1	100%	• 15 days or more before the formally notified last date of admission or commencement of the classes whichever is earlier.
2	90%	• Less than 15 days before the formally notified last date of admission or commencement of the classes whichever is earlier.
3	80%	• 15 days or less after the formally notified last date of admission or commencement of the classes whichever is earlier.
4	50%	• 30 days or less, but more than 15 days, after formally notified last date of admission or commencement of the classes whichever is earlier.
5	00%	• More than 30 days after formally notified of the last date of admission or commencement of the classes whichever is earlier.

Note : Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

Fees shall be refunded by Sanskaram University to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.

Refunds will be effective on the 1st and 16th of every month from October onwards.

The last date of admission/commencement of classes shall be applicable as notified by the University.

11. Reservation Policy

- The University shall follow the reservation policy as prescribed in Section 35 of the Haryana Private Universities Act, 2006 as amended upto date.
- Minimum 25% seats for admission in the University shall be reserved for the students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana. If the reserved seats remain vacant till the last date of admission, the same will be filled from the waiting list of general candidates in the next three days.

12. Haryana Domicile Fee Concession

- As per the Section 36 of the Haryana Private Universities Act, 2006 as amended upto date, the fee concession to the students of the University who will be domicile of Haryana, will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students.
- The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:


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- (i) One Fifth of the twenty-five percent shall be granted full (100%) fee concession
- (ii) Two fifth of the Twenty-Five Percent shall be granted fifty percent (50%) Fee Concession
- (iii) The balance two fifth of the twenty-five percent shall be granted twenty-Five percent (25%) fee concession
- (c) The applications for the fee concession will be processed by the Univeserity after completion of the admission process based on the actual number of enrolments.
- (d) Notwithstanding, all candidates selected for admission will have to deposit their fee to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded via cheque/or can bne adjusted against subsequent semester fee on written request.
- (e) Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down by the University from time to time.
- (f) **Applicability & Continuity of Fee Concession**
 - (i) Haryana Domicile Fee Concession is applicable to both UG and PG Programmes.
 - (ii) This fee concession is awarded on "merit-cum-means" basis. Merit will be considered as the first criteria followed by means.
 - (iii) Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on "Course Credit Regulation and Grading System" and promotion and pass in all the courses.
 - (iv) Must meet the attendance criteria of the University as per relevant Ordinance and should not be debarred from taking the examinations due to shortage of attendance.
 - (v) Must not have been suspended for any grave act of indiscipline as decided by the Disciplinary Committee of the Sushant University in terms of relevant Ordinance
 - (vi) There should not have been any case of use of Unfair Means in examinations.
 - (vii) No case of ragging against the applicant.



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- (viii) Fee concession shall be reviewed yearly. In case the family income surpasses the minimum prescribed limit, the scholarship will be withdrawn.
- (ix) Lateral/Migration entry admission shall not be considered for Haryana Domicile fee concession
- (x) Students should pass all subjects in the first attempt in order to continue* to get the scholarship.
- (xi) Candidate whose parents' annual income is above 6 lakhs shall not be eligible for fee concession in Haryana Domicile category.
- (xii) Once a student is placed under a category of scholarship is eligible for continuation, he/she cannot move to a higher category (percentage of fee concession).


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