

# SAGE UNIVERSITY, INDORE

## ADMISSION POLICY & SELECTION PROCEDURE

### 1 INTRODUCTION

- This policy shall be called the “ADMISSION POLICY & SELECTION PROCEDURE (APSP) for admission to PG & UNDERGRADUATE DEGREE and DIPLOMA COURSES awarded by SU, INDORE. Pursuant to the Section 28(1) (e & f) of MP Act 17 of 2007 and the Ordinance no.5 of SAGE University, Indore (laying down the process for SAGE University Online Admission), and Regulations for Admission Process are hereby notified for immediate implementation. These Regulations must be read along with the various provisions of Ordinance 2 of SAGE University which shall prevail in case of overlapping. The Provision not stipulated in these Regulations, shall be as stipulated in the Ordinance 2.
- This policy has been prepared strictly in accordance with merit in a fair and transparent manner in the interest of all concerned.
- Admissions in the courses which are governed by any regulatory authorities will be made on the basis of recommendation given by the competent authority of the university in accordance with the guidelines of regularity authorities. Provision of conducting “**Joint Entrance Examination – SAGE-JEE**” by the university shall be open to all the candidates who are eligible (fulfill the eligibility as per criterion) whereas recommended by the competent authority of the university for one or all courses. The competent authority of university may recommend admission on the basis of qualifying examination merit in accordance to the directives of regulatory body. The admission procedure will be completed as per Govt. Directives or before the commencement of the academic session or the last date of the admission decided by the Academic Council/Regulatory Bodies.

### 2 APPLICABILITY

- This “Admission Policy and Selection Procedure- is generic and updated customized version of it will be published by before the start of each academic year by FETS valid for respective year and shall be applicable for admissions of resident Indian students to all PG/UG/DIPLOMA programmes. Admission to children/wards of Non Resident Indian (NRI’s)/International students shall be made in

accordance with the “Admission Policy and Selection Procedure for NRI’s/International students”.

### **3 MINIMUM ELIGIBILITY CRITERIA**

- To be eligible for admission to the first year of any of the programmes of SU, a candidate must be an Indian National and must fulfill the minimum eligibility criteria defined as under
- The applicant should have passed 10<sup>th</sup>/12<sup>th</sup>/UG (which ever is applicable) for admissions in Certificate/Diploma/UG/PG from a recognized board/University in respective stream with an overall aggregate of minimum 50% (As per SU ordinance) Or As per UGC or Govt. guidelines. A student from a university / board NOT recognized by CBSE / AICTE / UGC /AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.
- In case a student has completed his/her equivalent examination from an overseas board, he/ she shall necessarily have to obtain and submit a certificate of equivalence from the AIU (Association of Indian Universities) at the time of admission.
- For Age criteria SU follows government norms for various programs. The date of birth printed on the Class X mark sheet issued by CBSE or equivalent board shall be considered for determining the age of the candidate for UG courses. In case of student(s) who may have passed their equivalent examination from an overseas board, the age mentioned on his/her passport shall be considered.
- Since the application cum processing fee is not refundable under any circumstances whatsoever, before submitting an application for admission, the applicant must ensure that he/ she fulfils the minimum eligibility conditions applicable to the category(s) under which admission is being sought by him/ her.
- Applicants must only apply after having fully read and understood the Admission Policy and Selection Procedure, particularly the fee structure and the refund / cancellation/ withdrawal policy of the University for Academic Session which is clearly enunciated in this booklet.

### **4. GENERAL CONDITIONS**

- In the event the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.
- A student who furnishes particulars or submits documents which are found to be false, or suppresses

material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.

- Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as spelt out in this “Admission Policy and Selection Procedure” applicable to his/her category.
- A student who wishes to be admitted after a gap period of one year and/ or, more (after passing the 10+2/UG or qualifying exam) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / university or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college / university during the gap years he/she shall have to provide an NOC from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria.

#### **5. CATEGORY WISE INTAKE AND DISTRIBUTION OF SEATS**

- As per Government of MP norms if applicable

#### **6. COURSE WISE DISTRIBUTION OF SEATS**

- As per Government of MP norms if applicable

#### **7. WHO IS ELIGIBLE FOR EACH CATEGORY**

- As per Government of MP norms if applicable

#### **8. ADMISSION COMMITTEE**

- Admissions shall be made by an Admission Committee comprising of faculty and administrative staff of the University to be nominated by the Vice Chancellor/Registrar. The Committee will be headed by the Director Admission and Counseling or a person who is not less than the rank of a Professor.
- The Committee shall scrutinize the application forms for admission of the candidates in accordance with the conditions of admission prescribed in this “Admission Policy and Selection Procedure”.
- The decision of the Admission Committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as per Para (In Grievance Redressal) below.

## 9. ADMISSION NOTICE

- To fill seats of Undergraduate/PG Programs/Other for academic session the University shall publish an admission notice inviting applications from interested candidates.

### HOW TO APPLY

- There are three ways students can apply:-
  - (a) **Online on University** Students can fill in the form online and also pay the processing fee of Rs.1000/- online. They should upload scanned copies of documents mentioned below **along with the online application**. They will receive an email confirmation for their online application and this confirmation will also constitute an acknowledgement of having received the processing fee.
  - (b) **Second option** is that the applicant can download the application form and duly filled form can be submitted by hand / by post enclosing all documents listed below along with a DD of Rs.1000/- payable to ‘SAGE University, INDORE, ’ as application processing fee (or as decided by Finance Committee).
  - (c) **Offline Application Forms :-** Application Forms can either be obtained
    - (i) By hand from the University Campus on payment of Rs. 1000/-
    - or**
    - (ii) From designated branches of designated banks of Rs. 1000/-
    - or**
    - (iii) Requesting by post on payment of Rs. 1000/-

Request for Application Forms by post from the University should be addressed to ‘SU, INDORE’ and giving their postal address and enclosing a bank draft of Rs. 1000/-in favour of ‘**SAGE University**, payable at **Indore** only. The applicant must write his / her full name, address and mobile number on the reverse of the bank draft.

Application forms can be submitted by hand or by post at the University Campus along with the documents mentioned below. Those who are sending the forms by post **must** enclose a copy of the receipt of Rs. 1000/- (Application and Processing Fee) issued by the bank or the University, as the case may be.

**Documents to be submitted along with the application form and other instructions:-**

Self attested copies of following certificates are required to be submitted by post/hand while applying for admission to SU, **INDORE**:

The candidates have to report to the university with the following documents:

- Any one ID Proof (Voter ID/Driving License/PAN Card/Aadhar Card./Bank Pass Book
- 10<sup>th</sup> Mark sheet (Original) with 2 Sets of Xerox Copy
- 12<sup>th</sup> Mark sheet (Original)/Online Print (If Mark sheet is not Available) with 2 Sets of Xerox Copy. (Whatever is Applicable)
- Graduation Degree Certificate/Mark sheet (Original)/Online Print (If Mark sheet is not Available) with 2 Sets of Xerox Copy (All Semester) [For PG Courses]
- JEE /CAT/GATE/CMAT/Pre-MCA/SAGE-JEE Score Cards (Whatever is Applicable)
- TC (Original) with 2 Sets of Xerox Copy
- Migration (Original) with 2 Sets of Xerox Copy
- Two Recent Colored Passport Size Photographs
- All other documents instructed by Government MP if applicable.
- Incomplete application forms and/or applications submitted without the processing fee/ required enclosures shall be invalidated.
- Students should submit only one application form using any one of the three methods i.e. online, offline printed form or downloaded application form, and otherwise the application is liable to be rejected.
- It is made clear that admissions shall be made strictly on merit only from amongst candidates in their respective categories, who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Policy & Selection Procedure published by the University and have deposited the processing fee and whose application has not been invalidated due to any shortcoming. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents shall be rejected.

#### **10. APPLICATION AND PROCESSING FEE**

- For Online application forms, the processing fee of Rs. 1000/- can only be paid online(or as decided by finance committee). For Offline Application forms whether obtained from the university/ designated branch of Bank, the application/ processing fee of Rs.1000/- shall be paid at the time of

purchase from the university/ bank. In the case of applications downloaded from the website, applicants will have to submit the processing fee of Rs.1000/- at the time of submitting the form in cash or by Demand Draft or send with DD by post.

- For receiving the application form by post, a Demand draft of Rs.1000/- in favour of ‘**SAGE University**’ payable at **Indore** must accompany the request. (Cheques will not be accepted under any circumstances). Candidates name, address and Mobile No. must be **superscribed** on the reverse of the draft.
- The Processing fee is non – refundable under any circumstances whatsoever. Therefore, students are advised to purchase their application forms only after due consideration of this fact.

## **11. LAST DATE FOR RECEIPT OF APPLICATIONS FORMS**

As per published on University website

## **12. ACKNOWLEDGEMENT OF APPLICATION FORM**

- Applicants must insist on a receipt for the application form if submitted by hand. Online applications shall be acknowledged by e-mail confirmation. Postal applications shall be sent their receipts by post.
- The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form with the processing fee.

## **13. IMPORTANT DATES**

- As per published on University website
- Dates are subject to change solely at the discretion of the University. Change(s), if any, shall be notified on the website

## **14. RANKING PROCEDURE**

- As per displayed by Admission committee based upon the results of SAGE Entrance Test or Qualifying exam based. (Whichever is Applicable)

## **15. VACANT AND DROPOUT SEATS**

- After display of the final list, the vacant / dropout seats from all categories shall be aggregated and offered branch wise, on first cum first serve basis to the candidates from within the applicants who

could not secure a seat in the first and second lists and also from any fresh candidates, subject to the eligibility conditions and merit.

- Since it is necessary to fill all unfilled seats as far as possible, students offered admission against vacant/drop out seats will have to deposit the first semester fee in full **on the spot** to secure their admission. All documents shall also be produced for submission/ verification. Accordingly, in their own interest, students must come fully prepared with the fee in cash / draft, as the case may be and the required documents. In case any document(s) required are not produced in original for submission / verification, admission can be denied.

## 16. SECURING YOUR ADMISSION

- Students whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose, to secure their admission, failing which the offer of admission will stand withdrawn.
- In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

## 17. FEE DETAILS

Once the students are selected and they opt for Bus/Hostel, they will be required to submit additional documents in addition to above documents and deposit following Fees as per fees structure (as per finance committee).

S. No	Fees Type	Fees
1	Tuition Fees	Check Fees Structure
2	Hostel Fees (Optional)	Check Fees Structure ( Type of Occupancy)
3	Bus Fees (Optional)	Check Fees Structure & Bus Route

- **Fees should be deposited Online (Net-Banking/Paytm) or through Demand Draft.**
- Demand Draft (DD) should be in favor of “**Registrar, Sage University**” payable at Indore.
- Examination fees is required to be deposited 30 days before the Semester Exam in the form of Demand Draft in favour of ‘**SAGE University**’ payable at **Indore**

- University Registration fees is required to be paid within 30 days of admission in the form of Demand Draft in favour of ‘**SAGE University**’ payable at **Indore**

**NOTE:** Fee deposit due date will be announced by registrar office for each semester.

## **Mess Rules**

Students opting for hostel facility are required to take the mess service run by authorized contractor only and deposit their Mess fees for each year at the beginning of Academic Session in the Institute.

Mess fee structure for all hostels (Boys & Girls) under SU, INDORE would be as per fees structure. This fee includes daily evening Tea & Snacks in addition to the Breakfast, Lunch (in the college on working days) & Dinner. This will also include daily morning Milk (200ml) or Tea or Coffee opted by the student.

- No other fee / fund (except the hostel fees, where applicable and Rs. 1000/- for a one time Alumni Association charge or as decided by finance committee) by whatsoever, name called, shall be payable by a student, other than that prescribed in the year of his/her admission.
- The total fee for the year excluding hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children / wards of NRI/International students shall pay the fee annually, in advance. Hostel charges will be payable annually.
- Semester fees cannot be paid in part or installments.
- Fees can only be paid by Demand Draft or Cash o. All demand drafts shall be made favouring ‘**SAGE University**’ payable at **Indore** .Fee paid by a student is not refundable under any circumstances in part or whole, unless the vacated seat is filled on or before the last date of admission of vacant/ dropout seats.
- Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.
- Admission/semester fees must only be paid at the Accounts Office of the University on any working day from Monday to Saturday from 9.30 AM to 3:00 PM.

## **18. DOCUMENTS TO BE SUBMITTED AND VERIFIED AT THE TIME OF ADMISSION**

- In addition to the fees, to secure their admission, students will be required to produce for verification/submission certificates in original as prescribed by regulatory body.



- The Original Character and Migration Certificates submitted by students at the time of admission becomes the property of the University and therefore will not be returned.
- Admitted students will be issued a new Character Certificates and Migration Certificates under the seal of the University on completion of the degree.

## **19. GRIEVANCE REDRESSAL**

- Grievance / complaints, if any, against any action/decision of the Admissions Committee can be made in writing to the Vice Chancellor of the University, within 3 days of the decision.
- In case there is any ambiguity whatsoever, with respect to this policy, Vice Chancellor's interpretation / clarification / decision shall be final and binding on all concerned.

## **20. LAST DATE FOR CANCELLATION / WITHDRAWAL OF ADMISSION WITH**

**As declared by University(refer ordinance 2).**

## **21. COMMENCEMENT OF ACADEMIC SESSION**

- **As declared by University**

## **22. LAST DATE OF ADMISSION**

- No admission to any course shall be made after the date declared by University/MPPRUC/State Govt.
- As per the apex court / competent authority, no seat(s) can be filled after the last date of admission for unfilled seats. Under the circumstances, if unfilled seat(s) are not filled before the last date of admission, such seat(s) will remain vacant for the next four years. Therefore, to give the University enough time to find suitable students/ replacements for their vacant / dropout seats, the last date for cancellation / withdrawal of admission has deliberately been kept well before the last date of admission. Accordingly, students desirous of cancelling their admission **must not** confuse the last date of admission to be the last date for cancellation / withdrawal of admission.

## **23. REFUND / CANCELLATION POLICY**

- All requests for cancellations/withdrawal of admission must be made in writing by the applicant

giving reasons for the same and must be accompanied with the original fee receipt quoting the branch in which admission had been granted. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained.

- In case a student withdraws his / her admission before the last date of withdrawal (as declared by SU) the fee deposited by him / her will be refunded after deducting **Rs.1000/- (One Thousand only)** from the total amount of first semester fees (Or as decided by finance committee). As there is no security amount in programme fees, hence there is no refund, whatsoever, after completion of the programme.
- The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within one month from the last date of admission or earlier. There is no need for the student and / or his/her parent to visit the University in this regard.
- In case of withdrawal after the last date of cancellation / withdrawal but before the last date of admission of unfilled seats (published on university website) the fee deposited will **only** be refunded if the vacated seat has been filled before the last date of admission. Refund if at all, in this case as well will be subject to a deduction of **Rs.1000/-**
- **As per the Hon'ble Supreme Court and / or the competent authority, no admissions can be made by the University to fill a vacancy that may arise after the last date of admission for unfilled seats** (as declared by State Counseling Society). **Therefore, in case of withdrawal after the last date of admission for unfilled seats, it will be classified as a mid course withdrawal, as the seat so vacated will continue to remain unfilled for the balance years of the degree. In view thereof, in case of any mid-course withdrawal, no fee, by whatsoever name called is refundable under any circumstances whatsoever.**
- Since children / wards of NRI's/International students are admitted on '**First-cum-first-served**' basis and not on the basis of merit of a common entrance test marks, in case of withdrawal before or after the last date of withdrawal / admission, no fee / fund by whatsoever name called is refundable.
- For Detail refer ordinance 2.

## **24. MID COURSE WITHDRAWALS**

Since no mid-course admissions can be made by the University to fill a vacancy caused by a mid-course withdrawal, No objection certificate or Migration/ Transfer Certificate for a mid-course withdrawal to a student of any category including child / ward of NRI/International students shall

only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University as per Declaration cum Undertaking submitted at the time of admission.

## **25. ZERO TOLERANCE POLICY TO RAGGING**

- Ragging is strictly prohibited in university and it follows a ZERO Tolerance policy towards Ragging. Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostel(s) / mess, cafeteria is strictly prohibited by law and as held by the Hon'ble Supreme Court of India in its order dated 08/05/2009 in the case titled " University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009. An Anti-Ragging Affidavit available on University Website has to be filled and submitted along with other documents at the time of admission.
- Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or in-disciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.
- Association, active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel (s)/mess is strictly prohibited.
- Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises and/or its hostel (s)/mess is strictly prohibited by law.
- Besides police/legal action, a student found indulging in any of the above activity(s) shall be expelled from the University. In case of expulsion from the University, under such circumstances, the entire fee paid by him/her shall be forfeited.
- Use of cellular/satellite telephones and/or pagers within the University premises (other than the Main Cafeteria area) is strictly prohibited.

## **26. FACULTY**

SU, INDORE has qualified faculty members have a mix of rich academic and industry experience. There is strong emphasis on good quality teaching as well as research in current areas of technology and the entire faculty members keep themselves abreast with latest developments and are engaged in active research resulting in a large number of research publications in leading international and national journals.

## **27. STUDENTS DISCIPLINE**

- The university expects that every student in the University shall at all times display good behaviour, show diligence in studies, maintain decorum and dignity, take due interest in co- curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of an University of National stature and observe rules of discipline of the University and thus ensure free and congenial environment for all its students to pursue their studies without any distraction.
- Each student shall show due respect and courtesy to the teachers, administrators and other employees in and outside the University and good behaviour to fellow students including residents in surrounding areas or around hostels. Students shall pay particular attention to safeguard the dignity and honour of fellow girl students and the lady faculty and shall not do anything directly, indirectly or through social media or aid any one in doing so, which could cause mental or physical harassment, insult, defamation or outrage the modesty of women inside or outside the campus.
- Association, active or passive, with any unlawful organization, including holding and participating in demonstrations, inciting violence, display notices or circulating handbills in the University/and/or its hostels(s) are strictly prohibited.
- Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called with the University premises and/or its hostel(s) is strictly prohibited by law.
- Use of cellular/satellite telephones (other than cafeteria premises) is strictly prohibited.
- Besides, police/legal action, a student found indulging in any such activity (s) is liable to be expelled from the University or face such other punishments by the Disciplinary Committee, as provided for in the Ordinance 8 of the First Ordinance and specified in the Student's Diary issue to each student on joining. In case of expulsion from the University, under such circumstances, the student's tuition or any other fee paid by him/her will be forfeited.
- There is a complete prohibition of ragging and university follows a ZERO tolerance policy towards ragging. The University strictly enforces provisions of the Prohibition of Ragging in Educational Institutions Act 2012 and UGC Regulations on Anti Ragging pursuant to Hon'ble Supreme Court of

India order dated 08/05/2009 in the case titled “University of Kerala Vs Council, principal’s College Kerala

- No student shall practice ragging in any form within or outside the premises of the University, hostels or PGs. In a proven case of ragging wither FIR has been lodged or not, invariably the student shall face suspension for at least a period of two semesters and may also be imposed with any one or a combinations of punishment mentioned in the State Prohibition of Ragging in Educational Institutions Act 2012 and reproduced in the Students’ Diary.
- An Anti Ragging Affidavit is to be filled and submitted by the student/ parent along with the other documents at the time of admission.

### **28. LIMITED LIABILITY**

All admissions made by the Admission Committee are provisional and subject to confirmation by the Chancellor of the University. If the admission of any candidate is not confirmed by the Chancellor of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate and that there shall be no further consequent liability on the University and / or any of its employee.

### **29. JURISDICTION**

Disputes, if any, arising out of this Admission Policy & Selection Procedure shall be the subject matter of exclusively of courts in Indore only.

### **30. HELPLINE**

Queries if any, regarding the admissions process and or any aspect thereof may please be addressed to:

**Chairman,**

**Admission Committee**

Important Telephone Nos.:- 18001007031

### **Note:**

- The candidate will be guided by the admission registration team to complete the admission formalities. After completion of the admission formalities the student will collect the fees receipt & the Admission Slip.
- Original Mark Sheets will be required for the verification purpose and will be returned to the candidate.
- SAGE University offers to deserving & talented student’s merit/Govt. scholarships to study at SU.

