Shobhit University

EDUCATION EMPOWERS

ADMISSION POLICY

SHOBHIT UNIVERSITY, GANGOH

INTRODUCTION

Shobhit University, Gangoh, Saharanpur has been notified by the Government of Uttar Pradesh vide Shobhit Vishwavidhaylaya, Uttar Pradesh Adhiniyam, 2011 (U.P. Act No.3 of 2012) passed by Uttar Pradesh Legislature and assented by the H.E. Governor of Uttar Pradesh. The University is established under section 2(f) of the University Grant Commission (UGC) Act, 1956 is committed to nurturing innovation, inclusivity, and excellence in education. In line with its vision to empower youth and its mission to contribute meaningfully to societal development, the university has developed a comprehensive Admission Policy. This policy outlines the procedures, criteria, guiding principles, and quality standards for admission into various academic programs.

The Admission Policy ensures transparency, equity, meritocracy, and inclusivity across all faculties, including Engineering, Management, Law, Agriculture, Pharmacy, Naturopathy, Paramedical Sciences, Education, and the Basic & Applied Sciences.

OBJECTIVES OF THE ADMISSION POLICY

The primary objectives of the Admission Policy are:

- To ensure a fair, merit-based, and transparent admission process.
- To attract students from diverse cultural, geographical, and socio-economic backgrounds.
- To comply with the regulations of statutory bodies like UGC, AIU, BCI, PCI, NCISM, CCRYN and NCTE.
- To promote access to quality higher education in rural and semi-urban regions.
- To maintain academic standards and institutional integrity.

GENERAL ADMISSION GUIDELINES

- Admissions are open to Indian nationals and foreign nationals, subject to relevant eligibility and equivalency standards.
- All admissions are governed by the norms of statutory bodies and university ordinances.
- The academic session generally commences in June every year.
- Applicants are advised to apply online/offline via the University Admission Portal or offline by visiting the Admission Cell.
- Provisional admission may be granted subject to fulfilment of eligibility criteria.
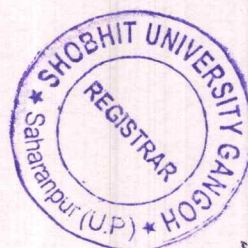
ELIGIBILITY CRITERIA

Undergraduate Programs

Program	Minimum Qualification	Selection Basis
B.Tech (CSE)	10+2 with Physics, Chemistry, Math; min. 50%	Merit Based
BBA	10+2 in any stream; min. 50%	Merit/Personal Interview
BCA	10+2 with Mathematics; min. 50%	Merit/Personal Interview
B.Sc. (Agri/Microbiology)	10+2 with Science; min. 50%	Merit/Personal Interview
BAMS	NEET Qualified	NEET
B.Pharm.	10+2 with PCB/PCM; min. 50%	Merit/Personal Interview
BNYS	10+2 with PCB; min.50%	Merit Base
B.Ed	Graduation with 50%	Merit/Personal Interview
BA LLB	10+2 in any stream; min. 50%	Merit/Personal Interview
LL.B (3-year)	Graduation in any discipline; min. 50%	Merit/Personal Interview

Postgraduate Programs

Program	Minimum Qualification	Selection Basis
M.Tech	B.Tech in relevant branch	GATE/ Merit/Personal Interview
MCA	Any Graduation degree with Mathematics	Merit/Personal Interview
MBA	Graduation in any discipline with 50%	Merit/Personal Interview
M.Sc MB	B.Sc in relevant field	Merit/Interview
M.Pharm.	B.Pharm with 55%	GPAT/Merit/Interview
MD/MS Ayur.	AIAPGET Qualified	AIAPGET

Doctoral Programs (Ph.D.)

- Master's degree with minimum 55% marks in relevant discipline.
- UGC-NET/JRF/SLET qualified candidates are exempted from the university entrance exam.
- Admission based on entrance exam, followed by interview.

ADMISSION PROCEDURE

Online Admission Process

- Visit the official website: www.sug.ac.in / https://admission.sug.ac.in/
- Fill out the online application form.
- Upload required documents and pay the application fee.
- Submit and await communication from the Admission Cell.

Offline Admission Process

- Visit the Admission Cell at the university campus.
- Collect and fill the application form manually.
- Submit the form with relevant documents and application fee.
- Participate in the entrance test (if applicable) and counselling.

DOCUMENTS REQUIRED FOR ADMISSION

At the time of counselling or admission, the following documents must be submitted:

1. Mark sheets of 10th and 12th (and graduation if applicable).
2. Valid NEET/AIAPGET Score Card
3. Transfer Certificate (TC)/School Leaving Certificate.
4. Migration Certificate (for non-UP Board candidates).
5. Recent passport-size photographs.
6. Character Certificate.
7. Domicile Certificate (if applicable).
8. Caste Certificate (SC/ST/OBC, if applicable).
9. Income Certificate (for scholarship purposes).
10. Valid ID proof (Aadhar/Passport/PAN).
11. Entrance Exam Scorecard (if applicable).

SEAT ALLOCATION & RESERVATION POLICY

Shobhit University adheres to Government of Uttar Pradesh and UGC guidelines for seat reservation:

Category	Reservation
Scheduled Caste (SC)	21%
Scheduled Tribe (ST)	2%
Other Backward Classes (OBC)	27%
Economically Weaker Section (EWS)	10%
Persons with Disability (PwD)	5% (Horizontal)
Women Candidates	5% (Horizontal)

- Reserved category candidates must produce valid certificates issued by competent authorities.

- 15% seats are available for management quota, subject to eligibility norms.
- Supernumerary seats for Foreign/NRI students are offered as per UGC norms.

FEE STRUCTURE & PAYMENT GUIDELINES

- The fee structure varies program-wise and is revised annually.
- Detailed fee charts are available on the university website and prospectus.
- Fees can be paid through Demand Draft, Net Banking, UPI, or in-person at the Cash Counter.
- Partial payment plans and EMIs may be available for select programs.
- Fee once paid is non-refundable except under exceptional rules mentioned in the Refund Policy.(Follow the UGC Guidelines)

SCHOLARSHIP & FEE CONCESSIONS

The university offers generous scholarships under the following categories:

- **Babu Vijendra Shourya Samman Scholarships-** For the wards of great Martyrs in uniform: equal to 100% of tuition fee and other charges.
- **Adarsh Vidyadhan Scholarships** – For Girls Candidates: 20% of tuition fee
- **Sports Promotion Scholarships.-** up to 20% tuition fee
- **Chancellor's Scholarship-** For Proud Alumni 20% of tuition fee
- **Merit-Based Scholarships** -up to 100% tuition fee waiver)..
- **Defense Wards Scholarship** – up to 20% of tuition fee.
- **National Integration Scholarship-** For Students from North States and J&K 20% of tuition fee

COUNSELING & ORIENTATION

- After qualifying the entrance test or meeting eligibility, students must attend a **counseling session**.
- Counseling includes:
    - Verification of documents
    - Academic and career guidance
    - Finalization of program and specialization
- An **Orientation Program** is conducted at the beginning of the academic session to familiarize new students with the academic environment, resources, and university culture.

ADMISSION CANCELLATION & REFUND POLICY

As per UGC guidelines:

- 100% refund if admission is cancelled before the start of the academic session.
- 90% refund within 15 days after session commencement.
- 80% refund between 15 to 30 days.
- No refund after 30 days of session start.
- Application and registration fees are non-refundable.
- Refunds are processed within 30 working days after approval.

SPECIAL INITIATIVES FOR DIVERSITY & INCLUSIVITY

Shobhit University promotes inclusive education through:

- **Regional Diversity Drive**: Outreach in underserved districts.
- **Linguistic Support Cells** for Hindi-medium and regional language students.
- **Disability-Friendly Admission Support**.
- **Bridging Courses** for non-science and rural students.
- **Reservation and Fee Concessions** for marginalized groups.

INTERNATIONAL ADMISSIONS

- International students must apply via the **Foreign Student Office**.
- Equivalency of qualifications is determined by AIU (Association of Indian Universities).
- Valid passport, visa, and No Objection Certificate (NOC) from MHRD/MEA are mandatory.
- International students are supported through an **International Student Affairs Cell**.

TRANSFER/MIGRATION ADMISSIONS

- Students from recognized universities may seek lateral admission through migration.
- Applications are subject to seat availability and equivalency approval.
- Migration certificate, previous academic transcripts, and NOC from the parent institution are required.

GRIEVANCE REDRESSAL MECHANISM

- Admission Grievance Cell is established under the Dean of Student Welfare.
- Students can submit grievances at LMS(Digicampus)
- All complaints are addressed within 7 working days.
- An appeal can be made to the Vice-Chancellor in case of dissatisfaction.

MONITORING, REVIEW, & COMPLIANCE

- The Admission Committee monitors policy compliance, ethical standards, and timely execution.
- Annual reviews of the Admission Policy are conducted to incorporate feedback, regulatory updates, and institutional goals.
- Surprise audits and external evaluations ensure integrity and transparency.
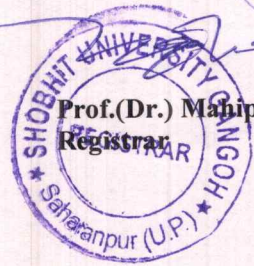
DIGITAL INNOVATIONS IN ADMISSION

- The university employs a fully digitized admission management system:
  - Online Application Tracking
  - Automated Counselling Scheduling
  - e-KYC Verification

- o Digital Document Vault
- A dedicated mobile app for admissions and notifications enhances student engagement.(Digicampus)

Submitted for kind approval of the competent authority.Please

Prof.(Dr.) Mahipal Singh
Registrar