

**Standard Operating Procedure (SOP) of Admission / Counseling / Refund / Cancellation /
Withdrawal/ Mid Semester Course Withdrawals based on UGC Guidelines**

SRM University Delhi-NCR, Sonapat

In conform to University Grant Commission notification vide D.O.No:- 1-3/2007 (CPB-II) dated 6th December - 2016, regulation and ordinance of SRM University Delhi-NCR, Sonapat, a SOP of complete Admission process has been framed on student centric issues viz admission process, counseling procedures, production and verification of original certificates and testimonials at the time of admissions, remittance of fees and refund thereof in case of cancellation withdrawal of students to smoothen the process and also minimize the student grievances. The below mentioned procedure shall be applicable to all existing UG,PG and Ph.D programmes of SRMUH and shall be effective with immediate effect and also have regularly force on extant as well as future grievances over issues.

1. Admission process:-

Step - I:-

It is mandatory to all aspiring students to appear in the All India Level Entrance Examination conducted by SRM University Delhi-NCR, Sonapat for UG/PG and Ph.D programmes.

Step - II:-

The result will be declared by SRMUH and will be available on University official website www.srmuniversity.ac.in on date as made specified by University for the respective year.

Step - III:-

The students will be called for counseling at the University campus on date and time as specified by University through counseling letter which can download through University official website www.srmuniversity.ac.in by putting ID & password issued by University.

2. Counseling Process:-

Step - I:-

Qualified students shall be charged a non-refundable amount of ₹ 10,000/- (Ten Thousand only) at the time of counseling. After the allotment of seat during the counseling if a student takes admission in the University, the said fee ₹ 10,000/- (Ten Thousand only) will be adjusted in tuition fee. In case, a student fails to take admission within stipulated time frame as per provisional allotment letter by University, the amount of ₹ 10,000/- (Ten Thousand only) shall be forfeited and he/she have no claim to it.

Step - II:-

Verification and Non-retention of students Academic and Personal testimonials:-

- a. A student to submit the original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents at the time of submitting Admission form.
- b. Self-attestation of documents such as mark-sheets, birth certificate etc. by

the applicant where there is a system of verification of the original certificates and testimonials at any stage before the finalization of the process of admission.

- c. University shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity and veracity, keeping the attested copies for their record.
- d. The self-attested testimonials of students shall be held valid and authentic by SRM University Delhi-NCR, Sonapat for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.
- e. In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the university or the Board which issued certificates to the student and the admission be subjected to the authentication, but original certificates shall not be retained under any circumstances.
- f. School leaving /Transfer Certificate are mandatory submission at University at the time of counseling. Once the student admits to the University and enrolled, there is no provision of return of the Original Transport Certificates and School Leaving Certificates. In the absence Original Transport Certificates and School Leaving Certificates at the time of counseling , the admission to this University shall not be considered and student will have no right to claim for admission even if he/she clear the Entrance Examination conducted by University

3. Refund:-

All requests for cancellation/withdrawal of admission must be made in writing along with the original fee receipt quoting the branch in which admission was granted on the basis of Entrance Test & Rank. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained. The details guidelines are as below:-

- a. 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 SRM University Delhi-NCR, Sonapat
1	100%	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission

3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	00%	More than 30 days after formally notified last date of admission
*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)		

In case of (1) in the table above, the University shall deduct an amount not more than 10% of the aggregate fees as processing charges exclusive of counseling charge from the refundable amount.

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

4. Cancellation /Withdrawal / Mid Semester Course Withdrawals of Admission:-

No students will allowed to withdraw his/ her candidature from their respective courses during ongoing semesters. However in case any cancellation, no tuition fee except security fee will be refunded from University to the concern students. In case of migrated from SRM University to another University after the successful completion /stay of one year in their respective courses/ programme, only the transfer /migration certificate will be issued after getting no dues certificates from the account section.