

No:

Name : .....

Date : .....

Academic Year : .....

**PGDM EQUIV. TO MBA**  
**Application Form**  
Along with  
**Sponsorship Application**  
**& Admission Policy & Rules**



**श्रीसीम् | SRISIIM**

श्री शारदा भारतीय प्रबन्धन शोध संस्थापनम्  
SRI SHARADA INSTITUTE OF INDIAN MANAGEMENT - RESEARCH  
Under the Aegis of Sri SIIM Foundation

# Application Form

Please type or print clearly in black or blue ink

(See Rule 13 of SriSIIM Admission Policy & Rules)

## Section 1 : Personal Details

About you

Title	<input type="text"/> Mr./Ms.
Surname	<input type="text"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	<input type="text"/> ...../...../..... DD/MM/YY
Nationality	<input type="text"/>
Proposed year of Programme entry	<input type="text"/> Age at entry <input type="text"/>

Affix a recent passport-size photograph here

## Home contact details

Postal address	<input type="text"/>		
	City	Pincode	
Permanent address	<input type="text"/>		
	City	Pincode	
Home telephone	City dial code + <input type="text"/>		
Cell phone	City dial code + <input type="text"/>		
Email	<input type="text"/>		

## Section 2 : Academic Achievements

### Undergraduate & Postgraduate Qualifications (Starting from 10th)

Please provide information about your undergraduate and postgraduate qualifications

Course Year	Institution & location	Subjects	Degree/Diploma awarded % marks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree/Diploma/certificates	<input type="checkbox"/> enclosed	<input type="checkbox"/> not enclosed	

Signature of Candidate.....

### Professional qualifications

Please provide information about your professional qualifications

Course Year	Institution & location	Subjects	Degree/Diploma awarded % marks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree/Diploma/certificates	<input type="checkbox"/> enclosed	<input type="checkbox"/> not enclosed	

Signature of Candidate.....

## Section 3 : Tests & Language Ability

### Admissions Test (CAT/MAT/XAT/CMAT) results

Please note that the MAT/CAT/XAT is compulsory for all applicants

Please indicate your test results

Test date	Written score	Roll No.
Cumulative Mark sheet	<input type="checkbox"/> enclosed	<input type="checkbox"/> not enclosed

Signature of Candidate.....

## Language skills

Please rate your competence in the languages you speak, in each of the following categories out of ten

Please use the following scale :

1. Ability to read and converse in simple language.
2. Competence in a broad range of factual, persuasive and expressive Mother tongue language tasks performed in a variety of contexts.
3. Mother tongue/bilingual.

Language	Speaking	Listening	Reading	Writing
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother Tongue.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 4: Employment & Work Experience (If any)

### Details

Please list your three postgraduate positions held, starting with your current position and including significant promotions and achievements. Do NOT include part-time work, summer internships and/or jobs.

Name of company/organization	Employed from/to
City	Country
Job title/position held	Department
Number of employees	Annual/starting salary
Annual turnover/sales	present salary

Please provide a description of your job to include the nature of work undertaken, your responsibilities, size of budget and the number of employee under your supervision, details of any clients and/or products and results attained.

.....

.....

.....

.....

Handwriting practice area with 25 horizontal dotted lines on a light pink background.

Hostel Accommodation is compulsory for outstation girl candidates only

Yes/No

## Section 5: Choosing an MBA/PGDM

Please list, in order of preference, the other MBA / PGDM Programmes to which you are applying.

1. ....
2. ....
3. ....

Please list, in order of importance, the factors that will ultimately determine your choice to select MBA/PGDM Programme.

1. ....
2. ....
3. ....
4. ....
5. ....

Please indicate how did you first hear about the full-time Sri SIIM PGDM Programme

- Personal recommendation     University recommendation     Sri SIIM Alumni recommendation
- Printed publication (Please specify).....     Word Wide Web (Please specify).....
- Advertisement (Please specify).....     MBA fair/forum (Please specify).....
- Other (Please specify).....

Please indicate how will you be funding your PGDM Programme

- Self-financed     Loan     Company sponsorship
- Trust scholarship     Other scholarship (Please specify)

## Section 6: References

Please provide contact details for your references. (other than relatives)

Name		
Position in Company/Organization		
Company/Organization		
Postal address		
	City	Pin Code
Telephone number	Office	Mobile :
Email		
Name		
Position in Company/Organization		
Company/Organisation		
Postal address		
	City	Pin Code
Telephone number	Office	Mobile :
Email		

# Career Perception

Please write in the space below - My perception of a career in management, my strengths and weakness and why I should qualify for an academic career at Sri SIIM (200 words)

A large rectangular area with a light pink background, containing horizontal dotted lines for writing.

# Value Awareness

Please write in the space below - What are Indian Values, how could they contribute to management and how can I acquire them.  
(250 words)



## Interest & extra-curricular activities

Please outline any involvement in sporting/extra-curricular/voluntary activities or other interests, giving examples of your involvement and achievements.

A large rectangular area with a light pink background, containing numerous horizontal dotted lines for writing.



### Applicant's Declaration

I certify that the particulars given by me in the previous pages and documents enclosed in support of my candidature are true to the best of my knowledge and belief. I understand that the Institute will have the right to ask me to withdraw from the programme if any discrepancies are found in the information furnished, or my performance does not meet the Institutes values and academic standards as given in the prospectus. I also undertake to abide by the rules, general discipline, dress code and norms of conduct of Sri SIIM during the programme. In case I am offered admission, I will be in a position to organize payment of fees within the stipulated time without asking for any extension of deadline.

Place.....

Date.....(DD/MM/YY)

Signature of Candidate .....

Name of Candidate: .....

(First)

(Middle)

(Surname)

### PARENTS/GUARDIAN'S DECLARATION

We will fully back Mr/Ms.....financially during his/her studies for PGDM course at Sri SIIM in 2012-2014 batch, if offered admission and ensure his/her meeting the attendance requirement, academic standards, dress code & general behavior according to Institute's rules and practices. We have read the rules & regulations of the institute and have duly signed on the relevant form as a confirmation of our acceptance.

Name of Father.....

Name of Mother.....

Name of Guardian .....

Address & Ph no. of Guardian .....

Signature.....Date.....Place.....

### CHECKLIST OF ENCLOSURES

- Two passport size photographs (one to be pasted on the form and one extra)
- Attested Photocopy of (CAT/MAT/XAT) score.
- Attested copies of mark sheets/certificate of degree/diploma/proof of Date of Birth/Character Certificate.
- Certificate of details of your work experience till date.
- Two references

Send to:

Head / Director (Admissions)

Sri Sharada Institute of Indian Management - Research

7, Institutional Area, Phase II, Vasant Kunj, New Delhi - 110070

Tel: +91 11 26124090/91 Fax : +91 11 26124092 Direct Fax: +91 11 26122115

Email: admission.pgdm@srisiim.ac.in, admission@srisiim.ac.in | Website: www.srisiim.ac.in

**FOR OFFICE USE ONLY [NOT TO BE FILLED BY THE APPLICANT]**

1. Application Received on..... D.D. No.....Dated.....
  
2. Category of Student      General              Sponsored              Foreign/NRI
  
3. Accommodation Needed.....(Yes/No)
  
4. CAT/MAT Score.....
  
5. Eligibility.....
  
6. Interview/Group discussion Result.....
  
7. Fee Status.....

**Checked, Verified & Found Correct**

\_\_\_\_\_  
Signature of Verifying Officer

\_\_\_\_\_  
Signature of Executive (Admissions)

\_\_\_\_\_  
Approval of Admission Committee

\_\_\_\_\_  
Signature of Admission Head

\_\_\_\_\_  
Signature of  
Director/ Head of the Institution

Approved

Chairman cum Managing Trustee



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SRI SHARADA INSTITUTE OF INDIAN MANAGEMENT - RESEARCH  
Under the Aegis of Sri SIIM Foundation

# SPONSORSHIP

**ACCESSIBLE  
FINANCIAL  
SUPPORT**

**STUDY THROUGH  
SPONSORSHIP PROGRAMME**

**SPONSORED BY  
SRI SIIM FOUNDATION TRUST**

- Sponsorship Upto .....
- Immediate Funding on Admission
- Insurance Protection

# SPONSORSHIP FUNDING

## APPLICATION FORM

Version - 06

(See Rule 5 (I) Class-II of SriSIM Admission Policy & Rules)

### APPLICANT

FILL ALL FIELDS IN CAPITAL LETTERS. ALL FIELDS MARKED IN 'BLUE' ARE MANDATORY.

#### PERSONAL DETAILS

Please tell us about yourself

Title:  MR  MS  DR

**Applicant name** (Leave one space between names)

\_\_\_\_\_

First Name

Middle Name

Last Name

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Date of Birth **DDMMYYYY** Sex:  Male  Female Are you:  Married  Single No of dependents: \_\_\_\_\_

PAN No. \_\_\_\_\_ Valid Passport Y / N Passport No. \_\_\_\_\_ Date of expiry \_\_\_\_\_

Present Address (Residence) \_\_\_\_\_ Permanent Address (Residence) \_\_\_\_\_

\_\_\_\_\_

Landmark \_\_\_\_\_ Landmark \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_ State \_\_\_\_\_

Tel. No. with STD code (R) \_\_\_\_\_ Tel. No. with STD code (R) \_\_\_\_\_

E-mail \_\_\_\_\_ Mobile no. \_\_\_\_\_

Present Residence (Tick one)  Owned  Company Provided  Parents  Shared Accommodation  Rented Monthly Rent (Rs.) \_\_\_\_\_

Years of current residence \_\_\_\_\_ Years in the City \_\_\_\_\_

Preferred Mailing Address (Pl. tick)  Current  Permanent  Office Religion \_\_\_\_\_ ( SC / ST / OBC )

I/we hereby declare that information furnished above is true and accurate. Signature \_\_\_\_\_

Please affix your Photograph here & sign (✓) across (Applicant)

Applicant Signature (✓).....

#### EDUCATION DETAILS (From S.S.C. till Date)

Examination Passed	Institution & University	Year of Passing	Percentage of marks	Class obtained

Institution's Name and Address \_\_\_\_\_

Course applied for  Management  Engineering  Medical  Architecture  Others \_\_\_\_\_

Course Name \_\_\_\_\_

Course Category  Diploma  Under-graduate  Post-graduate Course Type  Full Time  Part Time

Course begin from **DDMMYYYY** Course ends on **DDMMYYYY**

#### ACKNOWLEDGEMENT SLIP

Name of the applicant \_\_\_\_\_

Date of application \_\_\_\_\_ Institutions \_\_\_\_\_ Date & Time of Receipt \_\_\_\_\_

Education Sponsorship \_\_\_\_\_ Institutions Stamp / Signature \_\_\_\_\_

Introducer Name \_\_\_\_\_ Contact No. \_\_\_\_\_

Application processing & loan disbursement: (including < Rs. 2 lacs) Sponsorship within 7 working days from the time of completion & submission of all relevant loan documents as per criteria.

Applicant Signature (✓).....

### EMPLOYMENT / BUSINESS DETAILS

Firm / Company Employer's Name																													
Firm / Company Employer's Address																													
										City					Pin														
Phone No.					Ext.					Mobile No.																			
<b>A. Salaried</b> (Tick one) <input type="checkbox"/> Pvt. Ltd. <input type="checkbox"/> Public Ltd. <input type="checkbox"/> PSU <input type="checkbox"/> Central Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> MNC <input type="checkbox"/> Others _____ (Dept. _____)																													
No. of years in current job					Designation					Total years in Employment																			
If employed in the current job for less than a year										Name of the previous employer _____										No. of years									
Details of previous Employment _____																													
<b>B. Self Employed Professional</b> (Tick One) <input type="checkbox"/> Doctor <input type="checkbox"/> CA <input type="checkbox"/> CS <input type="checkbox"/> Architect <input type="checkbox"/> Other _____																													
Types of Firm / Company (Tick One) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Others _____																													
Nature of Business <input type="checkbox"/> Manufacturing <input type="checkbox"/> Services <input type="checkbox"/> Trading <input type="checkbox"/> Agriculture																													
Industry _____																													
No. of years in Profession					No. of years in Business																								
<b>C. Self Employed Business</b> (Tick One) <input type="checkbox"/> Manufacturing <input type="checkbox"/> Service Provider <input type="checkbox"/> Trader/Retailers/Wholesalers <input type="checkbox"/> Others _____																													
Status of Firm / Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd. Co. <input type="checkbox"/> Others _____																													
About the Partners / Directors (for Partnership / Private Ltd. / Public Ltd. Co.)																													
(1) Name _____										(2) Name _____																			
Residential Address _____										Residential Address _____																			
City _____					Pin _____					Phone No. _____					City _____					Pin _____					Phone No. _____				

### INCOME / BANKING DETAILS

Annual Income Rs.					Obligations Rs.					Occupation									
<b>Our primary banker, please give details of your primary bankers</b>																			
Name of the Bank										Branch									
Account Number										Year in which Account opened									
<b>Please mention details of all loans currently taken by you</b>																			
(1) Bank / Co. Name					Loan Type					Loan Amount (Rs.)					Monthly Instalment (Rs.)				
(2) Bank / Co. Name					Loan Type					Loan Amount (Rs.)					Monthly Instalment (Rs.)				
Assets owned (Tick One) <input type="checkbox"/> Computer <input type="checkbox"/> Car <input type="checkbox"/> Two Wheeler <input type="checkbox"/> Home																			

### INCOME (ANNUAL) LAST YEAR & CURRENT

#### SALARY

Gross \_\_\_\_\_  
 Total Deductions \_\_\_\_\_  
 (To include all deductions like PF TDS Tax other etc.)  
 Rent Paid \_\_\_\_\_  
 Repayments for Borrowing \_\_\_\_\_  
 Net Surplus \_\_\_\_\_

#### BUSINESS

Business Income as computed \_\_\_\_\_  
 Income Tax Levied Paid \_\_\_\_\_  
 Other Institutes \_\_\_\_\_  
 Payable within Year \_\_\_\_\_  
 Surplus \_\_\_\_\_

### PERSONAL REFERENCE

<b>Friend</b>	Name & Address of reference living in the same city:	<b>Relative</b>
(1) Name		(2) Name
Relationship with applicant		Relationship with applicant
Residential Address		Residential Address
City	Pin	City
Phone No. with STD Code		Phone No. with STD Code
Mobile		Mobile
e-mail		e-mail

**CO-APPLICANT - 1**

**PERSONAL DETAILS**

Please affix your Photograph here & sign (✓) across (Co-Applicant)

**Co-Applicant name** (Leave one space between names) \_\_\_\_\_ Title  MR  MS  DR

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth **D D M M Y Y Y Y** Sex:  Male  Female Are you:  Married  Single No of dependents: \_\_\_\_\_

Present Address (Residence) \_\_\_\_\_ Permanent Address (Residence) \_\_\_\_\_

Landmark \_\_\_\_\_ Landmark \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_ State \_\_\_\_\_

Tel.No. \_\_\_\_\_ Tel.No. \_\_\_\_\_

Mobile \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Present Residence (Tick one)  Owned  Company Provided  Parents  Shared Accommodation  Rented Monthly Rent (Rs.) \_\_\_\_\_

Years of current residence \_\_\_\_\_ Years in the City \_\_\_\_\_ Preferred Mailing Address  Current  Permanent  Office (Please tick)

Valid Passport Y / N \_\_\_\_\_ Passport No. \_\_\_\_\_ Date of expiry \_\_\_\_\_ PAN No. \_\_\_\_\_

Relationship with Applicant \_\_\_\_\_

Father  Mother  Brother  Sister  Spouse  Others (Please specify) \_\_\_\_\_

Relationship proof \_\_\_\_\_

Ration Card  Birth Certificate  Passport  School Leaving Certificate

Religion \_\_\_\_\_ ( SC / ST / OBC )

**I/we hereby declare that information furnished above is true and accurate.** \_\_\_\_\_

Signature

Applicant Signature (✓).....

**EMPLOYMENT / BUSINESS DETAILS**

Firm / Company Employer's Name \_\_\_\_\_

Firm / Company Employer's Address \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_

Phone No. \_\_\_\_\_ Ext. \_\_\_\_\_ Mobile \_\_\_\_\_

**A. Salaried** (Tick one)  Pvt. Ltd.  Public Ltd.  PSU  Central Govt.  State Govt.  MNC  Others \_\_\_\_\_ (Dept. \_\_\_\_\_)

No. of years in current job \_\_\_\_\_ Designation \_\_\_\_\_ Total years in Employment \_\_\_\_\_

If employed in the current job for less than a year Name of the previous employer \_\_\_\_\_ No. of years \_\_\_\_\_

Details of previous Employment \_\_\_\_\_

**B. Self Employed Professional** (Tick One)  Doctor  CA  CS  Architect  Other \_\_\_\_\_

Types of Firm / Company (Tick One)  Sole Proprietorship  Partnership  Private Limited Company  Others \_\_\_\_\_

Nature of Business  Manufacturing  Services  Trading  Agriculture

Industry \_\_\_\_\_

No. of years in Profession \_\_\_\_\_ years No. of years in Business \_\_\_\_\_

**C. Self Employed Business** (Tick One)  Manufacturing  Service Provider  Trader/Retailers/Wholesalers

Agriculturist/Farmer\*  Others \_\_\_\_\_ \*Land holding \_\_\_\_\_ acres

Status of Firm / Company  Sole Proprietorship  Partnership  Pvt. Ltd. Co.  Others \_\_\_\_\_

About the Partners / Directors (for Partnership / Private Ltd. / Public Ltd. Co.)

(1) Name \_\_\_\_\_ (2) Name \_\_\_\_\_

Residential Address \_\_\_\_\_ Residential Address \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_ Phone No. \_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_ Phone No. \_\_\_\_\_

**INCOME / BANKING DETAILS**

**Annual Income Rs.** \_\_\_\_\_ **Obligations Rs.** \_\_\_\_\_ **Occupation** \_\_\_\_\_

Name of the Bank \_\_\_\_\_ Branch \_\_\_\_\_

Account Number \_\_\_\_\_ Year in which Account opened \_\_\_\_\_

**Please mention details of all loans currently taken by you**

(1) Bank / Co. Name \_\_\_\_\_ Loan Type \_\_\_\_\_ Loan Amount (Rs.) \_\_\_\_\_ Monthly Instalment (Rs.) \_\_\_\_\_

(2) Bank / Co. Name \_\_\_\_\_ Loan Type \_\_\_\_\_ Loan Amount (Rs.) \_\_\_\_\_ Monthly Instalment (Rs.) \_\_\_\_\_

Assets owned (Tick One)  Computer  Car  Two Wheeler

**PERSONAL REFERENCE**

Friend	Name & Address of reference living in the same city:	Relative
(1) Name _____	(2) Name _____	(2) Name _____
Relationship with applicant _____	Relationship with applicant _____	Relationship with applicant _____
Residential Address _____	Residential Address _____	Residential Address _____
City _____ Pin _____	City _____ Pin _____	City _____ Pin _____
Phone No. with STD Code _____	Phone No. with STD Code _____	Phone No. with STD Code _____
Mobile _____	Mobile _____	Mobile _____
e-mail _____	e-mail _____	e-mail _____

Applicant Signature (✓).....



Sri Sharada Institute of Indian Management - Research  
7, Institutional Area, Phase II, Vasant Kunj, New Delhi-110070  
Toll Free: 1800-213-0403  
Tel.: +91 11 26124090/90 Fax.: +91 11 26124092  
Direct Fax : +91 11 26122115  
Email: [admission@srisiim.ac.in](mailto:admission@srisiim.ac.in) Website: [www.srisiim.ac.in](http://www.srisiim.ac.in)



# SRI SIIM ADMISSION POLICY & RULES

Signature at Pages: Please Confirm with

Cover Page

Page No. 1

Page No. 3

Page No. 6

Page No. 14

Page No. 16

Enclosed Copy of Documents

1. Copy of Identity Proof

2. Copy of Address Proof

Signature of the Applicant Student \_\_\_\_\_



## CLAUSE I: FOREWORD

### 1. Introduction and Clarification:

- Sri SIIM Admission Policy & Rules is the standard statute for admission in institutions, schools and academic units under Sri SIIM Foundation and thus shall be applicable to all the units and shall not be amendable and modifiable unilaterally by any units and its functionaries.
- The Institute and its units under Sri Sharada Institute of Indian Management Research Foundation had been practicing these prevailing rules and norms for Admission which are presently unwritten. By virtue of this document, these have been formulated in a structured format.

### 2. Interpretation on Scope of Power

- These Rules shall govern admission to all academic courses, be it formal Course under any statutory body or any constitutional body established by the Federal or State Government or non-formal course and programmes run under Sri SIIM Foundation.
- Except the Boards, no other bodies or councils of Sri SIIM Foundation shall have authority to infringe upon these Rules. Nor an interpretation of these Rules shall lie in their domain.
- No administrative or academic head or Department of Admission shall have the power to tinker with the rules or by pass these Rules.

### 3. Definition

**Application:** Means a formal request seeking Admission to an Academic /Professional Course submitted through a Specified Format.

**Board :** Means Board of Trustees or Board of Governing Directors.

**CA:** Means Competent Authority of an Institution or Unit.

**Cancellation:** Means cancellation of admission by an appropriate authority of an institution.

**Concerned Officer:** Means any officer in Admission Dept. or head of academics or administration.

**Documents:** Means document(s) of academic, non-academic such as Mark Sheet, Grade Sheet, Completion Certificate, Degree, Migration, Transfer Certificates, Affidavits, Undertakings, Bond, Agreement and any other papers and documents from any academic institution or university or an authority required.

**Drop out:** Means Discontinuance from a course after the last date of withdrawal of admission.

**Economic Backward:** BPL category or whose family income below National per capita income.

**Exigencies:** means an urgent need or demand or an emergency or that which is required in a particular situation.

**Form:** Means Admission Form for seeking Admission in Formal or Non-formal Courses leading to conferring a Degree, Diploma, Training, Certificate Course etc.

**Fees:** Tuition Money paid in exchange of study & teaching and would exclude charges payable under various heads as given in Fee structure & footnotes therein.

**GDPI or PI:** Means "Group Discussion & Personal Interview" and 'PI' is personal Interview.

**HCA:** Means Highest Competent Authority of an Institution or Unit or of the organization as the case may be.

**Last day of Admission:** means 15th August of a calendar year (as set by the Hon'ble Supreme Court on its judgment on WP 853 of 2014 in the case of Varun Saini & Others Vs G.G.S.I.P University) for Under Graduate / Post Graduate courses but for other courses, guidelines of Federal / Provincial Government and its concerned statutory body be adhered to.

**Last day of withdrawal of Admission:** means 31st August of the calendar year (as set by the Hon'ble Supreme Court on its judgment on WP 853 of 2014 in the case of Varun Saini & Others Vs G.G.S.I.P University for Under Graduate / Post Graduate courses but for other courses, guidelines of Federal / Provincial Government and its concerned statutory body be adhered to.

**NOC:** Means No Objection Certificate by the concerned authority/department or the concerned person/student

**Other Charges:** Means all other charges / Expenses payable while undergoing a course excluding the Fees specified in Fee structure, charges for obtaining the Documents and towards Cost of Uniform or any other charges as specified in Sri SIIM Annual Financial Directives.

**Programme or Course:** Means any Formal or Non-formal Courses whose completion leads to conferring a Degree, Diploma, Training, Certificate

**Refund:** Means refund of deposited fee amount after defraying permissible expenses before the commencement of the course and last date of withdrawal of admission as per Regulatory provisions. Accordingly, the amount payable is computed and specified for refund to the bonafied beneficiary.

**Registration:** Means a written request for registration for participating in the admission process to an approved course of studies.

**Rule:** Means Sri SIIM Admission Policy & Rules.

**Sri SIIM Foundation:** Means the Sponsoring Body of an institution or its units

**Scholarship:** Means an award of financial aid granted to a student for pursuing his studies on fulfillment of laid down criterion, norms relating to merit and or need etc. to be made to support a student's fee for education on the basis of academics and other achievements.

**Sponsorship** means when the sponsoring Trust of the Institution/Unit i.e. Sri SIIM Foundation Trust undertakes funding of shortfall in the gross fee amount represented by sponsored amount or by any other nomenclature either partially or fully on the own or in collaboration with a Corporate body or a funding agency or any such other avenue for meeting repayment obligation towards sponsored component of the Fee structure applicable to the student concerned.

**Verification:** Means the process of establishing the truth or validity of documents, supporting evidences, papers submitted for seeking admission to an academic course.

**Withdraw:** Means cancellation of admission by the student concerned before commencement of the course and before the last day of withdrawal admission

Signature of the Applicant Student \_\_\_\_\_

## CLAUSE II: GENERAL POLICY OF ADMISSION

### 4. Scholarship etc

- (a) The scholarship is not a matter of right it is a matter of privilege to be determined and awarded by the Institutional Authority.
- (b) Scholarship shall be given on the basis of the following :
  - (i) Merit (Academic/Non-academic)
  - (ii) Academic Track Record/Score
  - (iii) Outstanding Co-curricular Track Record
  - (iv) Recognition latent talent
  - (v) Achievement in Field & Track events/competitions National/International level only
  - (vi) Extra ordinary past performance(s) in areas which may reckoned with on a case-to-case basis. Need based
    - (aa) Unmet Financial needs assessed on the basis of laid down norms.
    - (ab) Qualifying norms based on gender, religion, family, medical history or any other student specific factor.
- (c) The exact criteria for awarding a scholarship shall require to be formulated prior to the beginning of the admission process by the Admission Department in coordination with Admission Committee and Head of Institution with the Approval of CA/HCA.
- (d) Once the criteria is fixed for the specific academic year, shall not be diluted or lowered down or scaled up.
- (e) Consideration of scholarship is subject to the submission of appropriate and valid supportive evidence accompanying the application for scholarship.
- (f) The Institutional Authority shall be vested with the right to withdraw the scholarship or lower down the quantum of scholarship if an awardees student is found:
  - (i) Involved in Anti-Institutional activities.
  - (ii) Violating Sri SIIM Rules of Student Code of Conduct amounting to gross misconduct
  - (iii) Involved in ragging or advocating / inciting, aiding & abetting, supporting the ragging oriented activities.
  - (iv) Causing moral turpitude or indulging in criminal offences or participating in any activity amounting to infraction of Law of the Land.
- (g) The student(s) who has / have been awarded scholarship must maintain academic track record and adhere to the academic and non-academic norms as may have been stipulated while awarding a particular scholarship.
- (h) Failure to comply with the standard norms governing the award of Scholarship shall call for and management review of decision for continuance of award of Scholarship availed by awarding the student concerned.
- (i) No appeal shall be lie against the withdrawal or scaling down of the scholarship; the latter under provision of Section 4 (f) of these Rules.

### 5. Sponsorship

- (a) The Institution/Unit may mobilize the sponsorship amount to meet out short fall in fees amount payable otherwise in absence of sponsorship.
- (b) Sponsorship amount is to be determined within the structure of the fee and thus would form a part of the quantum of Fee payable otherwise by a student. Provision for sponsorship aims at providing to a student an alternative source of funding to eliminate recourse to loan facility by a student. Thereby, sparing him of meeting out repayment obligations towards an Education Loan. The Institute/Unit shall not persuade or encourage or canvass or student for availing sponsorship. The sole discretion in the matter lies with the student concerned.
- (c) Sponsorship is not a scholarship. This is an arrangement secured by monetary bond as it is in place of Education loan granted by a Bank from Bankers to support funding of the cost of studies for completing a particular course of studies by the borrower student. Sponsorship is not a grant. It is a financial assistance secured by execution of Monetary Bond by a student.
- (d) Sponsorship should make every student's entertained if he/she prefers to obtain so.
- (e) The quantum of sponsorship shall be determined prior to the beginning of the admission process by Head of Institution with the approval of CA/HCA.
- (f) The Institution's Authority shall have the sole discretion to withdraw the sponsorship if a student is found:
  - (i) Involved in Anti-Institutional activities.
  - (ii) Indulged in violation of Sri SIIM Rule of Student Code of Conduct amounting to gross misconduct
  - (iii) Involved in ragging or advocating or supporting the ragging activities.
  - (iv) Involved in causing moral turpitude or in offences attracting a provision of Law of the Land.
- (g) No appeal shall be entertained/considered against sponsorship withdrawal or its lowering down due to reasons as enumerated under Section 5(f) of these Rules.
- (h) Once the student has opted the sponsorship scheme and its funding is secured by a Bond executed by the beneficiary student, the said student shall be bound to return the sponsored amount to the sponsoring Trust, Corporate body, funding agency or any such agency which has taken responsibility of funding if the student concerned fails to pursue the course/programme for which he sought enrolment.
- (i) Student has to execute a sponsorship bond sought on a prescribed format which is to be submitted along with the Admission Form while obtaining admission under sponsorship scheme. (See Format Appendix).
- (j) Once the sponsorship Bond is executed by a Student, the Institute/Unit shall not undertake any delegation towards sponsoring Trust, Corporate body, funding agency or any such agency which has taken responsibility of to fund his/her fees representing the sponsored component.

### 6. Admission under Quota

- (a) The admission under quota shall be governed by the guidelines of Federal /Provincial Government and its concerned statutory

- body if any, which shall require to be adhered to.
- (b) In absence of the guidelines of Federal / Provisional Government and its concerned statutory body, Institute/Unit can formulate/ device its own system quota intake in an Admission to a particular course/programme.
  - (c) In Admission process merit consideration shall be accorded the top priority over other consideration that may have been set out for a particular course/programme.
  - (d) Under any circumstances, the merit of a student shall not be subverted or undermined, in favour quota considerations..

### 7. Muslim Girls & J&K Quota

- (a) Institute should encourage the Girls Education in general and specially the Muslim girls in particular. Therefore, a special privilege shall be granted to Muslims girls for admission to a particular Course/Programme.
- (b) A specific quota shall also be determined and reserved for the Muslim Girl(s).
- (c) The criteria/privilege or the quantum of reservation shall be formulated over and above the general category, or normal category, prior to commencement of the admission process and be notified accordingly.
- (d) The criteria privilege and quantum of scholarship/sponsorship or other privileges shall also be determined prior to the commencement of the admission process and be notified.
- (e) Quota for the students from J&K shall be governed as per rules, norms, and guidelines by Federal or Provincial Government for all formal courses.
- (f) For all Non-formal Courses, Certificate Courses or Diploma Courses, the Board of Governing Directors shall be formulating the quantum of fees and quota for admission reservation.

### 8. Waiver of Fees

- (a) The waiver of fee may be considered for awarding on the following basis:
  - (i) Extra-ordinary and outstanding merit
  - (ii) Outstanding track record in co-curricular activities.
  - (iii) Outstanding achievements in Field/Track Events/Competitions in World/International Level.
  - (iv) Meritorious but orphan student with extreme economic backward condition.
  - (v) Meritorious & Economically Backward condition
- (b) The exact criteria for waiver of fees shall require to be formulated prior to the beginning of the admission process by the Admission Department in coordination with Admission Committee and Head of Institution with the Approval of CA/HCA.
- (c) Once the criteria is fixed for the specific academic year, shall not be diluted or lowered down or scaled up.
- (d) Consideration of waiver of fees is subject to the submission of appropriate and valid supportive evidence in accompanying with the application for scholarship.
- (e) The Institutional Authority shall be vested with the right to withdraw the waiver of fees or lower down the quantum of scholarship if an awardee student is found:
  - (i) Involved in Anti-Institutional activities.
  - (ii) Violating of Sri SIIM Rules of Student Code of gross misconduct
  - (iii) Involved in ragging or advocating / inciting, aiding & abetting, supporting the ragging related activities.
  - (iv) Causing moral turpitude and indulging in criminal offences.
- (f) The student(s) who has / have been awarded waiver of fees must maintain academic track record and adhere to the academic and non-academic norms as may have been stipulated while awarding a particular waiver of fees.
- (g) Failure to comply with the standard norms governing the award of waiver of fees shall call for and management review of decision for continuance of award of waiver of fees availed by awarding the student concerned.
- (h) No appeal shall be lie against the withdrawal or scaling down of the waiver fees; the latter under provision of Section 8(e) of these Rules.
- (i) No application for waiver of fees shall be entrained/accepted by the Administration or by the Department of Finance.

### 9. Rule for Collegiate/Non-Collegiate/Dis-Collegiate Candidates

Selected candidates are required to attend their classes from the very beginning of the session. Candidates who take admission after commencement of the session will have their percentage of class attendance counted from the very next day of their admission.

- (a) **Collegiate Candidates-** Students are required to attend at least 95% (inclusive of approved medical leave as per rule) of the total lectures delivered to them in the session to complete the said course. They are eligible to appear at the each End term/ Semester Examination (As defined in Rule 10.2 (a)(i) of Sri SIIM Rule Students Code of Conduct and Rule 16 (v)(a) of Sri SIIM Rules Student Code of Conduct).
- (b) **Non-Collegiate Candidates-** The Students whose percentage of class attendance is less than 95% and above 80% of the total lectures delivered to them in the session will be treated as Non-Collegiate candidates as defined Rule 10.2 (a) (ii) of Sri SIIM Examination Rules and Regulations and Rule 16 (v) (b) of Sri SIIM Rules Student Code of Conduct, such candidates shall be allowed to seat in supplementary re-examination without any additional fine except re-examination fees per paper. But students whose attendance percentage below 80% and above 65%, shall also be allowed to seat in re-examination with an additional fine alongwith re-examination fees per paper.
- (c) **Dis-Collegiate Candidates-** The candidates whose percentage of class attendance falls below 65% of the total lectures delivered to them in the session will be treated as Dis-Collegiate candidates. They are not eligible to appear at the End Term / Semester Examination. They have to repeat the particular Trimester/Semester to establish the credible attendance as per Rule.

### 10. Supports for Incubation of Enterprise

- (a) Sri SIIM encourages and motivates the Entrepreneur skill of student, therefore, support shall be extended for incubation for establishing the entrepreneurship by the student while they are studying in Institute/Unit under Sri SIIM Foundation.

Signature of the Applicant Student \_\_\_\_\_

- (b) Support for incubation of entrepreneur skill shall only be extended to the Under Graduate/Post Graduate student, in formal course duration of 2 Years/3 Years/ 4 Years of study.
- (c) Support for incubation for Entrepreneur skill may be extended by way of providing space, time and any other category subject to the submission of an application with all supporting documents/evidences; CA/HCA may consider the render the same.
- (d) For establishing the incubation centre, the student may seek a collaborative support/co-operation from any external agency, government body, corporate body etc. with the approval of CA/HCA.

### 11. Do's and Don'ts while conducting the GDPI or PI

#### Do's

- (i) Each Interview shall be conducted at least for a minimum duration of 15 minutes and mandatorily not less than that.
- (ii) A prospective student should be asked to relate himself in terms of his dream, views of life and importance of Disciplined life in the professional world.
- (iii) In case an Interviewee wants to seek clarification in respect of any aspect of Institution (Sri SIIM) it must get clarified from either highest authority or from Admission Department, prior to commencement of interview.
- (iv) During discussion, the entire conversation shall and must be focused on motivation, encouragement and to bring home to a student that Sri SIIM shall be the right place for fulfilling his/her dream.
- (v) Highlight the strength of the Institution, such as : (only issustration in nature)
  - (a) Homely/Family like environment in the campus where personal attention is bestowed on each student.
  - (b) Hostlers are taken care of so that they do not feel the absence of home like environment.
  - (c) Opportunity for learning Foreign Language i.e. Spanish/German. Or any other language as may be decided.
  - (d) An Unique course of "Bhagavat Gita for Leadership" which shall not only enhance the capabilities of students but also facilitate excellence in their work and personal life. By attending this course of "Bhagavat Gita" one shall be able to discover one's latent potential paving the way for transformation in their life.
  - (e) Opportunity for creative writing in two International Journals and in house News Letter, One may aspire for being a Student Editor of the same.
  - (f) "Uttaran" Sri SIIM Centre for Social Responsibility a unique platform to exhibit their concerns for societal causes and to deliver services to satisfy their urge to give back to society.
  - (g) Opportunity to actively participate and lead several conferences, seminars and events.
  - (h) Opportunity to participate in International/National seminars, events and to meet with the whose and who.
  - (i) Opportunity to meet several legendary figures and luminaries representing a wide spectrum of pursuits.
  - (j) Opportunity to participate in , competition and debates Enabling them to build perspective on a specified subject matter.
  - (k) Opportunity to work under Incubation centre to start up his/her own enterprise inside the Campus only.
  - (l) Coveted emphasis be given to Sri SIIM ethos in supporting the harmony of religion, castes, colour creed and all faith with a focus on our Indian traditional heritage.

#### Dont's

- (i) Don't communicate any demerits of the Institution. Keep away all your personal likings/disliking relating to campus environment
- (ii) Don't portray the Institution as strict Institution as the strictness is not the objective. Rather Interviewer must portray the Institution as a Centre of grooming for the student as highly disciplined, value based professional with the help of structured regulated way of living life,
- (iii) Don't attempt to mislead or miscommunicate about an issue which you don't understand. In such case, your silence or avoidance in regard to the subject matter is desirable.
- (iv) Don't express your personal emotion and feelings to the candidate as most of the time that is misconceived and misunderstood by the candidate.
- (v) Don't feed a student with an incorrect information on a point of doubt raised by him. This would have a disadvantage of being counter productive
- (vi) In case a student singles out any demerit or the weakness about the Institution, but don't support or accept his views.
- (vii) Don't discuss any topic / subject which is neither beneficial to the candidate nor helpful to the admission.
- (viii) Don't discuss or criticize any political view or your preference for own political affiliation. Such discussions being irrelevant are to be avoided.
- (ix) Don't discuss any topic on religious/communal matter that also definitely makes an adverse impact on the candidate/ admission.

## CLAUSE III : PROCEDURE OF ADMISSION

### 12. Notification for Admission

- (a) The Admission Notification for each course / program is required to be published well in advance at the beginning of admission session.
- (b) The contents of Notification must be approved prior to its publication.
- (c) The publication of the Notification may be through print or digital media as well as inter a Institutional Notice Board(s).

### 13. Application – Eligibility Criterion

- (a) Students applying for a course or program have to apply through specific format along with Identity Proof, Address Proof,

- requisite Mark sheet(s), Degree Certificate(s), Migration/Transfer Certificate etc.
- (b) All students have to apply through online application form as well as submit Hard Copy of the same. (see Format Appendix).
  - (c) The format of the application may vary in case of each course/program as per need and requirement of the specific program.
  - (d) The format of the application may be designed by the Department of Admission in coordination with specific Department or Institution under which the program shall be run and thus shall be approved by the Competent Authority.
  - (e) If there is any specific instruction from the regulatory authority/statutory authority or by the Government in such case the Institution has to abide by those instruction(s) while designing the format of admission application form and for setting eligibility criterion.
  - (f) All the filled application forms along with the documents are required to be screened and verified by the two layers of scrutiny, first by the concerned Department of Admission and thereafter by the Administration or Admission Committee or who so ever authorized by the Competent Authority.
  - (g) Under both layers of verification, the concerned officer has to put the stamp of "checked and verified found correct " alongwith the date and signature.
  - (h) All the pages of the application form are required to be signed in full by the applicant student and any unattended and blank space in application forms shall not be allowed and accepted. All cuttings/substitutions are required to be authenticated by the candidates.

#### 14. Eligibility Criteria

- (a) The eligibility criteria for admission shall be according to the norms and regulations of the Federal/Provincial Government and its concerned statutory body.
- (b) No eligibility criteria is allowed to be set by the concerned Institution over and above the standard set by the Federal/Provincial Government and its Regulatory Authority for the specific program and course.
- (c) In absence of any specific instructions, norms and guidelines by the Federal/Provincial Government and its Regulator body, the concerned Institution or its Department can set its own eligibility criteria and standard with the approval of Competent Authority.
- (d) Once the eligibility criteria and standard is set, and approved by the Competent Authority, No dilution of the said eligibility criteria and standard shall be permitted during the specific year and session of admission unless and until it is approved by the Highest Competent Authority.
- (e) But no dilution shall be permitted below the standard or norm set by the Federal/Provincial Government and its Regulatory Authority.

#### 15. Test & Selection

- (a) The selection of the students for a specific course shall be based on the following parameters :
  - (i) Past Academic Performance
  - (ii) Past Co-curricular performance
  - (iii) Work Experience (required if any)
  - (iv) Score of written/aptitude test
  - (v) Group Discussion
  - (vi) Personal Interview
- (b) Based on the parameters as stated in 15 (a) top scorers shall be selected for admission.
- (c) The Admission Committee with the approval of Competent Authority shall have the liberty to fix the weightage of marks in each parameter as stated under section 15 (a)
- (d) If there are any specific instructions, norms and regulations of the Federal/Provincial Government and its concerned Statutory body, the parameter and its weightage shall be fixed according to that.
- (e) In the case of any admission, under any specific Quota or categories as set by Federal/Provincial Government and its concerned statutory body, thus shall be followed accordingly.
- (f) In absence of any specific instructions, norms and guidelines by the Federal/Provincial Government and its Regulator body, the concerned Institution or its Department can set its own parameters of selection with the approval of Competent Authority.
- (g) Once the parameter and the selection process criteria and standard is set, and approved by the Competent Authority, no dilution of the said selection process shall be permitted during the specific year and session of admission unless and until it is approved by the Highest Competent Authority.

#### 16. Registration

- (a) A student's registration for the course and program has to apply through a specific format. (See Format Appendix).
- (b) All aspiring students have to registrar their names to participate in the admission process.
- (c) The format for registration may be varied from course to course and program to program according to need and requirement of the specific program but should preferably be simple requiring only basic information.
- (d) Registration may be done only through the online process.
- (e) Application for Registration does not constitute application for admission.
- (f) Application registration form must be filled while paying the cost of application form and prospectus.
- (g) The cost of the application form and prospectus may be fixed by the Institute concerned with the approval of Competent Authority and thus may be varied from Course to course and program to program.
- (h) Once the cost is fixed before the admission process, it shall not be lowered down during the process of admission for a particular session or academic year of admission.

**17. Fee Structure & payment**

- (a) Unless and otherwise a particular fee structure is fixed by Federal/Provincial Government and its concerned Statutory body; for the specific course and program, the Institute concerned shall have the liberty to fix its own fees structure and the mode/schedule of payment.
- (b) The date of payment of fee shall be decided by the Admission Department in coordination with Finance Department only for the registration fee and first installment.
- (c) For rest of the installments, Finance Department shall have to maintain the specific schedule of payment as declared in fees structure.
- (d) Unless otherwise approved by the BoG or BOT, the date of payment of fees is neither to be extended nor preponed in case of any student nor in general.
- (e) The Institute shall fix the quantum of Other Charges with the approval of Competent Authority to account for the cost of the services and items to be provided to students during time frame of their study.
- (f) Once the quantum of charges is fixed it shall not be varied for a particular session/ year for the specific course and program unless and otherwise decided by the Board of Governing Directors or Board of Trustees.
- (g) The Cost of Uniform, Overseas study trip and any other extras or add ones shall neither be covered under Tuition Fees or other charges. These charges would be other than Tuition Fees & Other Charges which may have been already specified.
- (h) In each case of late payment of fees, the student concerned has to submit the late fees as may be determined and thus cannot be exempted unless otherwise decided by the BoG or BoT
- (i) The quantum of late fee to be levied would be governed by the Sri SIIM Annual Financial Directives and Rules.
- (j) As much as possible the transactions of fees and charges shall be through online, debit, credit, Demand Draft and non cash mode, except in any exigency provided specifically permitted by an appropriate authority in individual case.
- (k) While fixation of Fees & Other Charges the admission committee/fee fixation committee or the concerned department of the unit concerned must keep in mind that our objective is not profit maximization or any commercial motive, rather its for value based training, professional skill building, academic development and character building and to nurture contributing good citizen for nation building.

**18. Submission of Undertaking (s)**

- (a) Every student irrespective of Course and Program must submit a written undertaking(s) at the time of admission in specified format (See Appendix Format) by way of Oath cum Affirmation for Sri SIIM Student Code of Conduct and all other prevailing Rules and Regulation of Sri SIIM/Sri SIIM Foundation including its all Notification, Standing Order, Directives and Notices along with its all Modifications and Amendments and the Permanent Injunction of Hon'ble High Court on Dharna, Demonstration etc.
- (b) Unless and otherwise the undertaking as stated under Section 18(a) jointly by parent/guardian and student is submitted at the time of Admission, no admission shall be valid.
- (c) If applicant student refuses to submit the said undertaking(s), the Institute shall have the right and authority to cancel the admission with prior notice/information to the concerned applicant.
- (d) In addition and apart from the said undertaking as stated under section 18(a), the Institute Administration may direct to submit any sort of legitimate undertaking during currency of the Course / Program and the student is liable and bound to submit the same.
- (e) In case of non-submission or denial of the same as stated under Section 18(d), Institute shall have the right to initiate appropriate disciplinary and legal action against the erring student including the expulsion from the course and program.

**19. Confirmation of Admission**

- (a) Admission shall be confirmed subject to the approval of the Office of the Highest Competent Authority and subject to the compliance of all prevailing sections of the Admission Rules.
- (b) On each case of approval and confirmation of these shall be stamped of the same and signature.

**20. Joining & Induction program**

- (a) Every student admitted to respective course and program has to undergo induction program. It is compulsory and mandatory.
- (b) Absenteeism in the Induction program shall affect overall attendance percentage.
- (c) Each and every student has to maintain specific note book to note & expand all the salient points of lectures, presentations by the respective guest speaker and has to submit to the office of the Competent Authority for scrutiny on each day of Induction Program.
- (d) At the end of the Induction Program there shall be test based on contents of the lectures and presentations delivered during the program and the marks obtained may be incorporated as supplementary marks with the examination score.
- (e) Before valedictory address as concluding part of Induction program, there shall be session for briefing about the Sri SIIM Rule of Students Code of Conduct and other prevailing Rules and Regulations. At this point of time, students may seek clarifications on their specific concerns regarding these Rules
- (f) There shall be valedictory session/program on the concluding day of induction program and Highest Competent Authority shall be invited to deliver the valedictory address to the new entrants.
- (g) On the day of valedictory program some prizes be given to newly admitted students whose performance in Induction Programmes merits recognition on the basis of norms/parameters as may have been determined..

**21. Allocation of Hostel Accommodation**

- (a) The Hostel Accommodation is compulsory for Girls Students who are from Non-Delhi/NCR Area.
- (b) However, allocation of Hostel Accommodation to Non-Delhi/NCR Girl students is subject to the availability of rooms.
- (c) If the student fails to join on the commencement day of session /program, the Institution Administration shall have the right to

Signature of the Applicant Student \_\_\_\_\_



- cancel Hostel Accommodation without prior notice. Normally no appeals would be preferred or entertained in respect of such cancellations.
- (d) In the event of non-reporting to the Hostel and on cancellation of Hostel Accommodation, Hostel fees once submitted cannot be refunded.
  - (e) Once Hostel accommodation is allotted to a student on their requisition, the concerned student has to stay for full academic session and program else he/she has to pay full hostel fee. Under any circumstances, no exemption would be granted in this respect.
  - (f) No application shall be entertained / accepted in respect the said matter by any Department/official of the concerned Institution.
  - (g) The Hostel Room occupancy shall be allotted cross religious, cross cultural, cross linguistic basis with the inter mix of course program and seniority.
  - (h) No deviation or departure from Section 21(e & g) shall be allowed and no application/request of student in such matter shall be accepted by the Institute Administration.
  - (i) Rest of the Hostel matters shall be governed by Hostel Rules and Regulation of Sri SIIM.

## CLAUSE IV: VERIFICATION OF DOCUMENTS & ITS RETURN

### 22. Submission

- (a) The students applying for a course or program have to submit all requisite documents in original as stated in the subsequent paragraphs along with Identity Proof, Address Proof, Migration/Transfer Certificate etc., thus shall be mandatorily original but not any true copy/Photostat copy or any attested copies.
- (b) For UG or Diploma Courses: All Original Mark sheet(s) and Certificates of 10th, 12th, Exam Hall Tickets/Admit Cards, Character Certificates and Migration/Transfer Certificate etc.
- (c) For PG or PG Diploma Courses: All Original Mark sheet(s) and Certificates of 10th, 12th and Degree/s Exam Hall Tickets/Admit Cards, Character Certificates and Migration/Transfer Certificate etc.
- (d) For below the level of UG or Diploma Courses: All Original Mark sheet(s) and Certificates of 10th, 12th or any of these, Exam Hall Tickets/Admit Cards, Character Certificates and Migration/Transfer Certificate etc.
- (e) For Training or any Certificate course or short course: All academic or non-academic documents in original as to be decided by the concerned institution or its unit with the approval of competent authority.
- (f) The candidate must also submit other original documents/supporting evidences that may be needed for availing scholarships, quotas or sponsorships or fee waivers.
- (g) Failure/failing to submit the said documents in original as stated u/s 22(a) to (f) shall render the admission invalid and would thus get nullified with out prior notice.
- (h) Failure to submit the said documents in original as stated u/s 22(f) the privilege granted in the admission of a student shall render it invalid & would get nullified without prior notice..
- (i) The said originals must be attached with the two copies of the Photostat of same documents.
- (j) The original documents so received from the newly admitted students must immediately be digitized by IT department and to be kept in respective year and course wise folder in IT department and that similar copy of CD be kept in the respective file of the concerned students.
- (k) All the original documents should be kept under the custody of the HCA of the Institute/Unit/Organization. The admission department must respective submit those original documents for safe to the said custody of the HCA in a week time along the file of the concerned student.

### 23. Verification

- (a) The purpose for submission of original is for the sole objective of verification of authenticity of the said documents and for such purpose any true copy/Photostat copy or any attested copies shall not be acceptable in substitution of the original.
- (b) The documents, in original, shall be sent to the concerned issuance authority for verification and scrutiny.
- (c) Thus shall also require to be sent to the concerned university, statutory body for verification under whose jurisdiction the concerned student has taken admission for the particular course and completed his studies.
- (d) If the outcome of the verification process is negative surfacing any discrepancies and found to be fake or tampered etc. the admission granted to a student shall be invalid and nullified with out prior notice.
- (e) Any objection on the said rules u/s 23(a) to (d) neither shall be entertained nor shall justify the need for a review/deviation/ departure.
- (f) On reporting of receiving or on receiving any fake or dubious or forged documents, irrespective of cancelling of admission to a course the matter shall also be reported to the police along with initiating appropriate legal course of action..
- (g) Unless and other wise decided by the BoT/BoG no deviation shall be carried out by the concern institute/unit upon u/s 23(e) of this instance.

### 24. Time Duration

- (a) The institution/unit neither can take the responsibility for an expeditious verification nor can guarantee any time bound verification.
- (b) The time duration of verification is subject to the process, taken recourse to discretion of the respective issuance authority as well as the time duration for postal transit and any force majeure situations.
- (c) If any student has taken admission under any sponsorship quota or under any bonded fees or under any highly subsidized fees quota, the time duration of return of documents shall be concurrent with duration of the course to which admitted and

until and unless the student concerned is successfully finishing the course without any loss to the institution or damage to the property of the institution.

- (d) If the case of any student is subjudice or referred to any court of law in such case the documents shall be in the safe custody of the institution and shall not be returned till the time duration of conclusion of the judicial proceedings unless and otherwise any order from the court of law.

### 25. Returning of Documents

- (a) The original documents shall be returned to the concerned student immediately after the completion of verification and on receiving of those documents after verification.
- (b) The due process of returning of original documents must be followed such as: Obtaining of Application in Specified Format, Obtaining an Undertaking along with two(02) witnesses, on receiving the application on specified format thus shall require to be processed through proper channel of clearance along with NOC from all the department of the institution/units and final approval for return from the CA or HCA whichever is applicable.
- (c) The Undertaking along with two(02) witnesses must be obtained from a student while handing over the original documents.
- (d) The original documents must not be handed over to any one other than the concerned student unless he/she is appearing in person and fulfilling the norms and rules applicable for returning the documents.
- (e) The original documents neither be handed over to parents/guardian or any authorized persons of the student nor through postal mode, unless the concerned student is appearing in person and fulfilling the norms and rules meant for returning the documents.
- (f) Unless and otherwise any order from the court of law or by virtue of any prevailing law, the original documents can not be handed over to any police personnel or enforcement agency or any representative of the same.
- (g) If any student has taken admission under any sponsorship quota or under any bonded fees or under any highly subsidized fees quota, the time duration for return of documents shall be synchronous with duration of the course and until and unless the student concerned in successfully finishing the course with out any loss to the institution or damage to the property of the institution.
- (h) When a student's case is subjudice or referred to a court of law in such case the documents shall be in the safe custody of the institution and shall not be returned till the time duration of conclusion of the judicial proceedings unless and otherwise any order from the court of law.
- (i) Unless and otherwise the fulfillment of the requirements as enumerated u/s 25 (a) to (h) any application or request or any approach shall not be entertained and thus shall be dismissed on the face of it.
- (j) In the case of withdrawal of admission or drop out or cancellation after the approval of the same, the original documents immediately be returned to the concerned student if those documents are available with the institution/unit, unless and otherwise contrary to any Clause of the Rule or any other Prevailing Rule of Sri SIIM Foundation
- (k) In case of the non-availability of the original documents with the institution/unit due to non completion of verification process / non return from the issuance authority after verification or due to delay in postal transit, the concerned student has to wait till those are returned and in such cases the institute/unit shall not be held responsible and liable for non-compliance of Rule 25 (a) & (b).

### 26. Loss of Documents

- (a) In custody: If the documents are lost or damaged while in custody of the institute, the concerned institute/department shall be solely responsible for such loss or damage.
- (b) The erring staff or official under whose custody the documents were kept shall render himself with penalty towards cost coupled with disciplinary action be initiated as per Sri SIIM Service Rules and liable for punishment.
- (c) In addition the institute concerned through the erring staff or by resorting to any other means (cost to be born by the erring officials) has to help the concerned student for obtaining from the concerned documents issuing authority.
- (d) In transit :If the documents are lost or damaged while being in postal transit, the concerned institute/department shall not be responsible for such loss or damage.
- (e) While in custody of Issuing Authority: If the documents are lost or damaged while in custody of an issuing authority, the concerned institute/department shall not be responsible for such loss or damage.
- (f) In the event of loss or damage of a document the matter must be reported jointly by the concerned institute and the student to the concerned Police Station
- (g) Institute is not liable to pay any financial compensation to the concerned student or his/her guardian on any such loss or damage.
- (h) Unless and otherwise any order from the court of law or by virtue of any prevailing law, Institute is not liable to adhere to any directions of an enforcement agency or any other agency to pay any financial compensation to the concerned student or his/her guardian and or such like support on any such loss or damage.

## CLAUSE V: WITHDRAWAL & REFUND

### 27. Application

- (a) The student has the liberty and right to withdraw his/her admission and that application for withdrawal be submitted in specified format (See Format Appendix) on or before the last date of withdrawal of admission and before commencement of the course.
- (b) The last date of withdrawal of the admission in UG & PG Courses shall be 31st day of August of the particular year.

- (c) In the case of other courses/programmes that shall be decided by the institution/unit and be announced through a Notice.
- (d) Submission of the withdrawal application after the last date of withdrawal of the admission in UG & PG Courses which shall be 31st day of August of the particular year and in the case of other courses/programmes as decided by the institution/unit and announced through a Notice, shall not be treated/entertained as withdrawal of admission. In such case the student who desires to withdraw be advised to follow the Rules under Clause: VI. and the withdrawal application shall not be received.
- (e) The application for withdrawal shall not be accepted in any form other than on hard copy of the format as specified,
- (f) The last date of admission be decided by the institution/unit for other courses/programmes shall and be announced through a Notice unless and otherwise decided by the BoT/BoG.
- (g) The last date of withdrawal of admission shall be decided by the institution/unit for all courses/programmes other than UG & PG Programmes and be announced through a Notice unless and otherwise any directive or norms and guide lines from the Federal/Provincial Government and its concerned statutory body.
- (h) The last date of admission be decided by the institution/unit for all courses/programmes shall and be announced through a Notice unless and otherwise any directive or norms and guide lines of the Federal/Provincial Government and its concerned statutory body.
  - (i) The date of commencement of the UG & PG course shall be 1st day of September of the year, unless and otherwise any directive or norms and guide lines or regulations from the Federal/Provincial Government or its concerned statutory body or any direction from any Court of Law or any decision to the contrary by the BoT/BOG.
  - (j) To be added

### 28. Processing

- (a) The application so received for withdrawal as submitted in specified format (See Format Appendix) on or before the last date of withdrawal of admission and before commencement of the course shall be processed
- (b) Process be followed such as: The application so received be processed along with the personal file of the particular students by obtaining of Application in Specified Format, the Undertaking according to this Rule under Clause III, Rule 18, Clause IV under Rule 25 (a) to (c), on receiving of the application on specified format thus shall required to processed through proper channel of clearance along with NOC from all the department of the institution/units and final approval from the CA or HCA whichever is applicable.
- (c) No withdrawal application irrespective of being in specified format shall not be accepted or shall be taken cognizance of or considered if it is received through e-mail.
- (d) The application for withdrawal as submitted in specified format shall only be submitted to the Head of Admission and the said department shall initiate to process through Proper Channel.
- (e) The Admission Department after processing the said file along with application and having obtained the necessary NOC and approval from CA/HCA shall initiate the process of returning the original documents as per Rule 25 and Refund of Fees as Per Rule 29 & 30 of this Rule.

### 29. Computation of Refund

- (a) The computation of refund shall be as per specific rule, norms and regulations of the Federal/Provincial Government and its concerned statutory body after due process and NOC from all concern department of the institute as per the application received according to Rule 29.
- (b) Unless or otherwise if any student has taken admission under any sponsorship quota or under any bonded fees or under any highly subsidized fees quota, loan guaranteed by the Trust, the assessment be done keeping in view of these facts and also by assessing the loss if any to the institution or damage to the property of the institution.
- (c) The Department of Finance after having received the file from the Admission Department after processing the said file along with application and having obtained the necessary NOC and approval from CA/HCA shall initiate the process of refund as per Rule.

### 30. Refund

- (a) Refund of fees to students under different circumstances for AICET Courses shall according to AICET rule and AICET guidelines no. - AICET / Legal / 04(01)/2007, April 2007.

Sl. No.	Case of Admission Withdrawal	Refund Amount
i.	When the request is made before the date of start of the academic session and the institute could fill the seat before the cutoff date from the waitlisted candidates.	Entire fee less by Rs 1000/-. The refund amount should include full amount of security, caution money also
	ii. When the request is received on/after the beginning of academic session and the institute could fill the seat before the cut off date from the waitlisted candidates.	Entire fee less the Seat Cancellation Charges on pro rata basis. For calculation of pro-rata basis, 1 month shall be treated as 1 unit. For example if the candidate withdraws within a month after the start of academic session and the seat is filled before the cut off date, the cancellation charges on pro rata basis will be the amount of total fee/12 or Rs.1000/-, whichever is higher.
iii.	When the request is received before/after the start of the academic session and the institute could not fill the seat	No Refund except security deposit shall be made

iv.	Settlement of dispute	Usually the court jurisdiction of the area where the B school is situated is to be exercised. If the dispute is with IIM Ranchi, the jurisdiction area will be Ranchi
v.	As per Sl. No. 3, Since the Sri SIIM does not take any security deposit / caution money for AICTE courses, So if the application for withdrawal is not received on or before last day of withdrawal of admission and not prior to commencement of academic session not refund such be made.	No Refund except security deposit shall be made

- (b) Refund of fees to the student under UGC/University Courses shall also be governed as per under u/s 30 (a) of this Rule.
- (c) Refund of fees to students admitted in course in school education, or any other formal education under Board of Education/ Council of Education under Federal/Provincial Government shall be governed as per norms and guidelines laid down thereto.
- (d) In absence of any particular norms/rules, guidelines as stated u/s 30(b) of the Rule shall be governed under section 30(a) of this rule.
- (e) For any other informal course / Diploma course/Certificate course, no refund shall be made except the caution money (if any) once Admission is confirmed.
- (f) All the refund amount shall be process directly to bank transfer or by the Account Payee Cheque in favour of the particular Students.
- (g) The amount of refund must not be handed over to any one other than the concerned student unless he/she is appearing in person and fulfilling the norms and rules applicable for refund of fees.
- (h) The amount of refund neither be handed over to parents/guardian or any authorized persons of the student nor through postal mode, unless the concerned student is appearing in person and fulfilling the norms and rules meant for refund of fees.
- (i) Unless and otherwise any order from the court of law or by virtue of any prevailing law, the amount of refund can not be handed over to any police personnel or enforcement agency or any representative of the same.

## CLAUSE VI: CANCELLATION & DROP OUT

### 31. Cancellation by the institution

- (a) Consequent upon noticing discrepancy while in process of verification of Documents of academic or non-academic nature submitted for seeking admission, the enrolment of the concerned student shall stand cancelled. Accordingly the Admission of the concerned student shall be cancelled.
- (b) The Institute/Unit shall reserve its right to cancel the admission of a particular student if found that he/she was previously involved in any criminal activity or prosecuted for causing disruptive activities or moral turpitude.
- (c) On finding an adverse report of the enquiry by an enquiry committee, the Institute/Administration shall have the right to cancel the admission of particular student.
- (d) The admission of a student shall be cancelled for following reasons :
  - (i) If found that student has taken admission by misleading the Institution about his/her eligibility,
  - (ii) Any academic document such as degree, certificate, marksheet, grade certificate, transcription, character certificate, migration certificate etc is/are found fake, tempered, manipulated, extrapolated, interpolated.
  - (iii) If found that the score, percentile of the All India Test or Aptitude Test is manipulated, extrapolated or the document submitted in support is fake, tempered or fabricated.
  - (iv) Subsequent to enrolment of a student to a course/programme if the Institution is forced to discontinue the pertinent programme as a result of force majeure event, the institution concerned will notify to that effect as soon as possible and use reasonable endeavours to transfer the affected student to a suitable replacement programme for which the student qualifies. In case the alternative course does not suit a student or institution is not able to provide replacement programme, the admission would be cancelled from the Course. No further liability would be incurred by a student towards payment of remaining tuition fee except what was due payable by the student towards tuition fee upto the period of continuance of his studies. No refund would be entertained.
  - (v) If a student does not conduct himself in accordance with the undertakings executed by him at the time of seeking admission to a course. Or if a student fails to abide by the requirements as are set out by any Professional body's terms and conditions related to the offer of admission under the pertinent tie-up.
  - (vi) In the event of any conflict between a provision in these terms and conditions and the documents forming part of the relationship with the institution (affected person in the capacity of a student and institution as provider of education) these terms and conditions and the Admission Rules shall normally take precedence.
- (e) If any student is found involved or engaged in anti Institutional activity, immediately his/her admission to the related course / programme shall be cancelled.
- (f) If any student is found involved or engaged in Anti-national activities, his/her admission to the concerned course/programme shall be cancelled.
- (g) If a student is unable to pay or refuses to pay the fees, or charges as prescribed his Admission shall be cancelled without giving prior notice.
- (h) If any student refuses to acknowledge & sign written submission in prescribed format (See Format Appendix) meant for

acceptance of Sri SIIM Admission Policy and Rules & Sri SIIM Students Code of Conduct and any other stipulated undertaking his/her admission shall be cancelled without prior intimation or notice..

- (i) Institution reserves this right to cancel the Admission of any Student if he/she is found indulged in manipulation / misleading / spreading misinformation about her eligibility of Quota, to avail privilege on backward Economic Condition or eligibility criteria of Scholarship

### 32. Drop out by the Students

- (a) If any student applying / willing for discontinuation of the course after 15th August of the Calendar Year (as set by the Hon'ble Supreme Court on it's judgment on WP 853 of 2014 in the case of Varun Saini & Others Vs G.G.S.I.P University) or last date of Admission notified if any, shall be treated as case of Drop Out and thus neither be considered as withdrawal of Admission nor Cancellation of Admission by Student.
- (b) In such case as stated in Section 32 (a) the concerned student shall require to apply through a prescribed format, meant for dropping out cases (See Format Appendix).
- (c) Application submitted on a format other than prescribed format as stated in Section 31(b), shall not be entertained under any circumstances.
- (d) Having received the application for dropping out on the prescribed format, the office of the Registrar should initiate the process of dropping out, to channel through Admission Office, Library, Administration Office, Office of the Controller of Examination, Department of IT or Lab, and all other relevant departments for clearance along with obtaining the NOC from the said department of the Institution/Unit and be sent for final approval from Competent Authority or Highest Competent Authority, whichever is applicable.
- (e) Application for dropping out shall only be submitted to the Office of the Registrar and be addressed to Registrar/Admin Officer/ Director/Principal whichever is applicable.
- (f) Registrar Office/Admin Office/Director's Office/Principal's Office whichever is appropriate after processing the said application and having obtained the necessary NOC and approval from Competent Authority/Highest Competent Authority shall initiate the process of returning Original Document as per Rule 25 if the Original Academic document(s) is/are in possession with the Institution/Units.
- (g) If the student is the hosteller, then he/she shall only be permitted to vacate the Hostel after the completion of process of dropping out as stated in Section 32 (a) to (f).
- (h) If any student has taken admission under any sponsorship Quota, the process of returning of Original Academic Documents in dropping out cases shall be in accordance with the Clause IV, Section 25 of these Rules

### 33. Suspension of Admission

- (a) The admission of a student shall be suspended if any enquiry instituted against the student proceeded against is held guilty of charges levelled against him shall be dealt with in accordance with Section 31 of these Rules.
- (b) The Institute/Unit shall have the right to suspend the admission pending enquiry if :
- (i) It is found that the presence of particular student shall be dangerous or injurious to culture, belief and objectives of the Institution /Unit.
  - (ii) Found misbehaving with /insulting officials or the staff of Admission Department or any officials of any Department of the Institution/Unit.
  - (iii) If found involved in any Anti-National/Terrorist, Communal activities.
- (c) The Institution/Unit reserves right to suspend the admission of a student if parent/guardian/relative/friend is found misbehaving/insulting the staff of Admission Department or any officials of any department of Institution/Unit or is found involved in lowering down the image of the Institution/Unit.
- (d) The Institute/Units shall have the right to suspend the admission of any student if he/she is delaying the payment of fees without valid reasons/approval of the Competent Authority/ Highest Competent Authority.
- (e) The Institute/Units shall have the right to suspend the admission of any student if he/she refuses to pay LATE FEES as stated under section 17 (h) & 17 (i).

## CLAUSE VII: COMMITTEES & DEPARTMENT

### 34. Structure & Role of Department.

- (a) The responsibility of managing the entire end to end process of admission shall be the responsibility of Admission Department.
- (b) The Admission Department shall be headed by an official in the rank of Director/Deputy Director whichever is appropriate in prevailing situation.
- (c) The Head of the Department of Admission/Head of the Admission Department shall be the Charge-de-Affairs of the Department and all other staff and officials employed/deployed in the Department shall be reporting to the Head.
- (d) The admission promotion wing of Institute/Unit shall also be working under the subordination and supervision of Head of the Admission Department.
- (e) The admission promotion activities shall be managed and coordinated under the supervision and guidance of the Head of the Admission.
- (f) Except the drop out case, stated under Section 31, Clause VI, the withdrawal of admission, before the last day of admission i.e. 15th August of the calendar year and withdrawal of admission i.e. 31st August of the calendar year (as set by the Hon'ble Supreme Court on its judgment on WP 853 of 2014 in the case of Varun Saini & Others Vs G.G.S.I.P University), shall be responsibility of Admission Department.

- (g) The Head of the Admission Department with the approval of CA/HCA shall be empowered to appoint admission channel partner/consultants/or any such agencies which will co-operate and assist in the admission process.
- (h) With the approval of CA/HCA, by following the due process, the Head of Admission Department shall be empowered to fix the quantum of remuneration(s) for the admission channel partner/consultants/or any such agencies which will co-operate and assist in the admission process.
- (i) The Head of Admission Department also be responsible for releasing of the remuneration of co-ordination with the Department of Finance and Accounts.
- (j) Except the Head of Institute/Unit, the office of the Registrar/Admin Officer or any such department shall have no jurisdiction over the Head of Admission.
- (k) Head of Admission Department shall be working under the guidance/supervision of Head of Institution/Unit/CA/HCA and shall only reporting to him directly.
- (l) Head of the Admission shall be authorized to appoint or nominate the Interview Board consisting of the members in the rank of Assistant Professor or above and all such appointments shall be done in consultation with the Head of Admission Committee.
- (m) But in exigencies the Head of Admission Department can appoint the interview Board directly if required.
- (n) Head of the Admission neither shall have any right or power to revise fee to recommend any revision of fees for any student nor he/she can recommend any extension of date or schedule of payment.
- (o) The possible structure shall be as under :
- (p) Unless or otherwise decided by the Board of Governing Directors or HCA, the Head of Admission Department shall be solely responsible for collection of Registration Fee and 1st Installment of Fees & charges.

### 35. Structure & Composition of Committee

- (a) There shall be one Admission Committee in the Department of Admission to monitor and assist the process of Admission and selection.
- (b) The Admission Committee shall be headed by the CA/HCA/Head of the Admission Department and three other members shall be appointed by the CA/HCA on the recommendation of Head of Admission Department.
- (c) The decision of HCA regarding constitution, dissolution and alteration of Admission Committee shall be absolute.
- (d) Admission Committee shall be constituted prior to commencement of Admission of the particular academic year/session for the term of the ensuing academic year.

### 36. Power & Functions of Committee

- (a) Admission Committee shall be responsible to conduct the admission Interview, Test, GDPI.
- (b) Admission Committee shall be responsible for finalize the list of selected students for admission.
- (c) Admission Committee shall oversee that selection for admission has been done after following the due process of assessment of meritocracy/quota as directed / defined by Federal/Provincial Government and its concerned statutory body or any other prevailing criteria of selection as per statutory norms.
- (d) The Admission Committee shall meet from time to time to review the admission process & scrutiny of selection of the candidates etc.
- (e) The Admission Committee shall also suggest the quantum of fees & charges and its structure, payment schedule etc. in consultation with the Department of Finance and Accounts.
- (f) CA/HCA shall have the absolute right/authority to fix the quantum of fee structure and schedule of payment but approval/ratification of BoG is mandatory.
- (g) Unless otherwise authorized by Board of Governing Directors, the Admission Committee shall not be authorized to finalize the quantum of fees/structure and payment schedule.
- (h) It only can play its role as consultative/advisory body on the matter for fixation of fees & charges, structure and schedule of payment.
- (i) The Admission Committee neither shall have any right or power to revise fee or to recommend any revision of fees for any student nor it can recommend any extension of date for schedule of payment.
- (k) The Admission Committee shall neither have any power to decide/recommend/intervene any matter pertaining to as stated in Clause IV nor in Clause VI.
- (l) The Admission Committee has to play positive and supportive role in students' selection for admission and as well as in retention of admitted student. It is responsible for ensuring pursuit of institutional culture/beliefs/objectives by the students and to extend utmost supportive role for compliance of the Rules and Regulations of the Institution and Students' Rule of Code of Conduct.
- (m) Any instance in which a member(s) of the Admission Committee is found acting contrary to the Section 36 (k) and (l) above shall be deemed as gross violation of the Rules and gross misconduct.
- (n) In such case as stated under Section 36 (m), the HCA shall have the right to remove the particular member(s) from the Admission Committee and to initiate appropriate disciplinary proceedings against the erring member(s).
- (o) The appropriate disciplinary action including the legal action shall be initiated against the member(s) of the admission committee, if found sabotaging or disrupting the admission process.
- (p) The admission committee shall have no power to recommend any case for selection for admission out of turn or by passing the process.

### 37. Selection Committee & Interview Board

- (a) Selection Committee/Interview Board shall be constituted / appointed from the Members of Faculty in the rank of Assistant Professor or above or the Senior Most Level of Officials in the rank of Deputy Director or above.
- (b) Once any members of faculty/official is requested to be member of committee of Interview shall have no right to refuse, except

- to abide by the request.
- (c) Request from the Admission Department to be member of Selection Committee or Interview Board shall be considered as the direction from the HCA and denial to that shall tantamount to violation of rules, negligence of duty and gross misconduct.
  - (d) The Selection Committee neither shall have any right or power to revise fee to recommend any revision of or remission in of fees for any student nor it is empowered to recommend any extension of date or change schedule of payment.
  - (e) The Selection Committee shall neither have any power to decide/recommend/intervene any matter pertaining to as stated in Clause IV nor to Clause VI.
  - (f) Acting contrary to the Section 37 (d) and 37 (e) above by any member(s) shall amount to gross violation of the Rules and gross misconduct.
  - (g) In such case as stated under Section 37 (f), the HCA shall have the right to remove the particular member(s) from the Selection Committee and to initiate appropriate disciplinary proceedings against the erring member(s).
  - (h) An appropriate disciplinary action including the legal action wherever warranted shall be initiated against a member (s) of the Selection Committee, if he is found sabotaging or disrupting the admission process.
  - (i) The Selection Committee shall have no power to recommend any case for an out of turn selection in Admission process.
  - (j) If any member of Selection Committee/Interview Board is found indulging in manipulation or circumvention of selection process shall be held accountable for causing disruptions and shall be punished with the penalty or appropriate disciplinary action as may be deemed appropriate.
  - (k) The Selection Committee shall be obligated to adhere to/ abide by the General Policy of Admission as stated in Clause II of these Rules.
  - (l) The Selection Committee/Interview Board shall be responsible/liable for abiding by the process of assessment of meritocracy/ quota eligibility in selection. and compliance of directives

## CLAUSE VIII : GRIEVANCE &DISPUTE REDRESSAL

### 38. Disputes on Selection

- (a) The following issues shall not be considered as dispute :
  - (i) If the candidate is not selected due to short percentage from the cut off percentage.
  - (ii) If the candidate is not selected due to non-fulfillment of eligibility criteria with respect to qualification, work experience, percentage/CGPA of marks/score of All India Aptitude Test or any other condition laid down for being eligible for a particular course.
  - (iii) If the candidate does not qualify for quota/reservation/for scholarship eligibility.
  - (vii) If the candidate doesn't fulfill any criteria laid down for consideration of merit.
- (b) Save and except for the reasons contained in the preceding sub para (a), the result of the selection can only be challenged for dispute redressal, if there is any serious aberration by the Admission Committee/Selection Committee or the Interview Board regarding in appropriate consideration of eligibility criterion..
- (c) The result of the selection can be challenged for dispute redressal, only if there is human error / typographical error.
- (d) No dispute shall be entertained in terms of objection on presence of certain member in the Selection Board.
- (e) No dispute shall be entertained in terms of objection based on any assessment of competence of the Selection Board or any of its members
- (f) If there is minor difference in percentage, there shall be consideration of round off in case 0.5 and above shall be considered as 1 and below 0.5 shall be considered as Zero.
- (g) Selection Committee/Admission Committee/ Admission Department shall have the only power to act on the percentage difference as stated under section 38(f) not beyond that. Selection contrary to Clause II regarding General Policy of Admission shall also be liable to rejection even though it is communicated in writing or else by the Admission Department.
- (h) The consideration of selection shall not be the decision or option of the Student/Institute/Unit either, that shall be governed as per Clause III of this Rule.
- (i) Grievance relating to selection shall only be submitted in writing to Head of Admission Department.
- (j) A decision on dispute regarding selection can only be appealed against before the HCA. Before deciding on appeal, HCA would seek comments of the Selection Committee.

### 39. Disputes on Communication by the Admission Dept.

- (a) Any verbal communication contrary to the Sri SIIM Admission Rules and Policy shall not be considered as dispute.
- (b) Any reference of verbal communication pertaining to any matter of Admission shall be considered as the personal communication or the personal view of the respective individual/staff/faculty or else and the same if conveyed shall be deemed. contrary to Sri SIIM Admission Rules & Policy
- (c) Once the undertaking is submitted under Section 18 Clause III any objection by the candidate or their guardians pertaining to that shall be liable to be rejected/dismissed even though any content of communication from Admission Department is perceived or interpreted as being inconsistent with these Rules or the contests of the undertaking(s) executed
- (d) Any communication contrary to Clause II regarding General Policy of Admission shall also liable to be rejected/dismissed even though any matter contrary to the said clause is communicated in writing by Admission Department.
- (e) Any communication whether verbal or written not having the sanction of Sri SIIM Admission Rules and Policy shall be considered as invalid and to be dismissed.

**40. Disputes on Withdrawal, Drop out & Cancellation**

- (a) Interpretation as to whether a particular case is of drop out or cancellation shall be governed as per Clause V & VI of these Rules.
- (b) The date of commencement of the Academic Session, last date of withdrawal of admission, can not be a matter of dispute as these dates are already categorically specified in Clause V & VI.
- (c) Even though no dates in respect of section 39 (b) are notified/announced officially, the dates as mentioned in these Rules shall be the final and penultimate.
- (d) In no case the last date for withdrawal of admission for UG & PG Courses can be disputed as it is already directed in the judgment of Hon'ble Supreme Court re : WP 853 of 2014 in the case of Varun Saini & Others Vs G.G.S.I.P University.
- (e) A dispute pertaining to refund of fee can't be considered where a student has taken admission under sponsorship bond or though highly subsidized fees or under fee waiver scheme.
- (f) A case of denial of refund of Admission Fee / Registration Fee or the cost of the Prospectus, can't be considered as dispute and liable to be dismissed.
- (g) An application regarding dispute of refund can be considered only if there is a mistake in calculation of refund amount or the refund does not qualify the norms under Section 30 of Clause V.
- (h) An application regarding dispute on withdrawal, dropout, cancellation shall be submitted before the Head of the Institution through Head of the Admission Department, only if there is no response till 30 days from the date of receipt of application of withdrawal, dropout, cancellation or an unsatisfactory response from the concerned authority.
- (i) Any withdrawal, dropout, cancellation not having the sanction of Sri SIIM Admission Rules and Policy shall be considered as invalid and liable to be dismissed.

**41. Appeal on Decision**

- (a) Any revision or appeal on the decision of the Head of Institution, shall be filed before an Ombudsman of Institute/Unit.
- (b) The decision of the Ombudsman of Institute/Unit shall be final and binding for the student and Institute.
- (c) The Appeal for Revision can't be filed before the Ombudsman until and unless any decision is taken by the Institute/Unit authority.
- (d) An application for revision shall only be filed within 30 days from the date of decision on the dispute filed before the Institute/Unit authority.
- (e) An Ombudsman shall be bound to dispose off the matter, involving revision/appeal within the 30 days from the date of receiving of an appeal.

Signature of the Applicant Student \_\_\_\_\_



## CLAUSE IX : MISCELLANEOUS PROVISIONS

### 42. Student's Advisory

- (a) Every Institute/Unit shall have a "Student Advisory Wing" responsible to address student related issues, other than the Student/Academic Administrative matter.
- (b) Student Advisory wing shall be headed by the Student Advisor:
- (c) The responsibility of Student Advisor shall be
  - (i) to counsel new aspirant Student/candidate for Admission.
  - (ii) addressing all sort of queries relating to Admission during pre-admission phase.
  - (iii) organizing/monitoring/controlling all the counseling sessions for off/on campus admissions..
  - (viii) to meet guardian of an aspirant student, if required also to address their issues pertaining to admission.
  - (vi) To ensure that the responses to a query are invariably consistent with Institutions/Unit's Mission, Vision, Policy, Objectives, Principles, Beliefs and Culture.
  - (vii) The personal views of Student Advisor shall not make any matter in his/her official capacity.
  - (viii) Under NO circumstances responses from a Student Advisor should contain his personal view.

### 43. Counseling After Commencement of Session

- (a) Addressing all sort of queries related to Admission in post admission phase.
- (b) Student Advisor shall be playing the role of Student Welfare Officer equivalent to the rank of Associate Dean or Dean.
- (c) To guide/counsel and help the student to resolve their issues related to admission during post admission phase Student Advisor shall continue to perform such functions until students complete their first Trimester/Semester whichever is earlier.
- (d) Student Advisor shall have no authority to intervene in any matter pertaining to Academic Administration except rendering the advise or performing an advisory role.
- (e) To address an issue even if it is pertaining to a Student's personal matter, in case the student concerned approaches a Student Advisor.
- (f) To guide and monitor Students' Mentors, Class Leaders and Class Prefects regarding Student Related issues.
- (g) To guide and counsel students in matters relating to campus discipline, hostel occupancy and adherence to the Rules and Regulation of the campus.

### 44. Undertaking regarding Sri SIIM Admission Rules & Policy

- (a) Undertaking in regard to Sri SIIM Admission Rules and Policy must be attached to admission form irrespective of any program/ course.
- (b) Students applying for Admission must sign at an appropriate place in token of acceptance an in agreement with Sri SIIM Admission Rules and Policy. Signature need be affixed on each page thereof
- (c) In addition to the signature of acceptance in every page as stated under section 43 (b), every student has also to submit a duly signed separate form of undertaking which is an integral part of Sri SIIM Admission Rules and Policy. (See Format Appendix).
- (d) Once the Admission Form is filled, the signature in token of acceptance of the Sri SIIM Admission Rules & Policy is mandatory.
- (e) Any objection to or conditional acceptance of or an application for revision of Sri SIIM Admission Rules & Policy or any part thereof shall be dismissed and not be entertained.
- (f) Admission to a course / programme shall not be confirmed/no interview/admission test shall be conducted in this respect unless the candidate signs in token of acceptance of Sri SIIM Admission Rules & Policy.
- (g) Head of the Institution, Head of the Admission, Admission Department, Admission Committee or Interview Board shall have no power to intervene/recommend exemption from obtaining undertaking regarding Sri SIIM Admission Policy & Rules and signature for acceptance of the said Rules.
- (h) A candidate aspiring for admission must submit an undertaking meant abiding by anti-ragging policy stating that he/she shall not be involved in any kind of activities of ragging either directly or indirectly or exposes as a supporter of ragging.

## CLAUSE X: AMENDMENTS & POWER TO MAKE RULE

### 45. Amendment Provisions

- (a) Unless or otherwise approved by the Board of Governing Directors, none of the authorities of the Institute/Unit, Head of Institute or Head of Admission shall have any right, power or authority to amend Sri SIIM Admission Rules and policy.
- (b) Authority for effecting any amendment to these Rules is only vested with the Board of Governing Directors.
- (c) The Academic Senate, Board of Studies, Executive Council, Admission Committee or Interview Board shall have no power and authority to amend, modify, rectify or to suspend operation of a Rule or a part thereof.
- (d) The CA/HCA shall also have no power and authority to amend, modify, rectify or to suspend a Rule or a part thereof.
- (e) If so required for amendment, a suggestion for such amendment may be submitted before CA/HCA but the suggestion for amendment shall not be considered/treated as a mandatory for being carried out as an amendment to these provisions.
- (f) All such suggestions as stated in under section 45 (e) must have the consent / concurrence of the Head of the Admission along with Head of the Institution.
- (g) But in exigencies, HCA can exercise the power for issuance of ordinance entailing an amendment/suspension of part of a Clause or part of the Rule except Clause II, IV, V, VI, VIII, IX(Section 44) & X but such Ordinance must be approved as per the

Constitution of Sri SIIM Foundation.

- (h) Unless and otherwise, approved by the Board of Governing Directors or Board of Trustees, the amendment / suspension is prohibited in the Section 45 of Clause IX.
- (i) Amendment shall also be carried out immediately, if there is any direction from the Federal/Provincial Government and its concerned statutory body/by Court of Law and the ordinance be issued immediately to give effect to such directions.

#### **46. Exercise of Provisions of Rule on Alteration on Exigency**

- (a) Section 17 of Clause III of Sri SIIM Admission Policy & Rules shall always be subject to amendment of Sri SIIM Annual Financial Directive of the Financial Directive of the particular Financial Year, and the discretion of HCA by way of ordinance or through the Financial Bill for Sri SIIM Annual General Budget.
- (b) Section 4 & 5 of Clause II may also be applied according to the prevailing condition and HCA shall have the power to issue the ordinance of amendment if so required.
- (c) Section 43 of Clause IX may also be applied according to the prevailing condition and HCA shall have the power to issue the ordinance of amendment if so required.
- (d) Date of commencement of admission is the subject to the discretion of Head of Institution, Head of Admission Department with the approval of HCA/CA.

#### **47. Power to interpret & Make Rule**

- (a) The Board of Governing Directors / Board of Trustees shall only have the power to interpret and to make the rule including addition and alternation of new clause(s)/section(s).
- (b) HCA/CA/Head of Institution/Head of Admission shall have no power to interpret any rule or a part of any rule.
- (c) The Board of Governing Directors/Board of Trustees shall have the ultimate power to suspend/abolish of Sri SIIM Admission Policy and Rules entirely or partially.
- (d) The Board of Governing Directors/Board of Trustees shall have the power to introduce new rule of Admission after suspension or abolition of an existing rule.
- (e) But provisions, norms and guidelines by the Federal/Provincial Government and its concerned statutory body shall remain intact ever after the abolition/suspension of rule or part of rule
- (e) Whereas, there is a conflict between Sri SIIM Admission Policy and Rules and norms and guidelines Federal/Provincial Government and its concerned statutory body, there the norms guidance Federal/Provincial Government and its concerned statutory body shall be prevailed.
- (f) If there is any difference in interpretation in terms of Sri SIIM Admission Policy & Rules and the guidance and norms of Federal/Provincial Government and its concerned statutory body, there Hon'ble High Court or Hon'ble Apex Court shall be appealed to resolve the ambiguity of in interpretation and to obtain its judgment to clarify same.

**Signature of the Applicant Student** \_\_\_\_\_

Attached as the Integral Part of Admission Form along with Rule Book

**SEE RULE 44, CLAUSE IX OF SRI SIIM ADMISSION POLICY & RULE  
UNDERTAKING REGARDING SRI SIIM ADMISSION POLICY & RULE**

I \_\_\_\_\_, S/O, D/O \_\_\_\_\_  
Residence of (full address) \_\_\_\_\_  
Have taken admission in the \_\_\_\_\_ (name of the course) in academic session \_\_\_\_\_  
Batch \_\_\_\_\_. While undergoing the admission process, all my queries were responded to my  
satisfaction and Sri SIIM Admission Policy & Rule.

I, myself have fully read the Sri SIIM Admission Policy & Rules and have well understood the intent and the content of the same. Therefore, after having acquired an understanding of the said rules, I have filled in this application format for seeking admission in the current academic year.

I am attaching \_\_\_\_\_ (mentioned the name of identity proof) as identity proof \_\_\_\_\_  
(giving reference no), issued by \_\_\_\_\_ on along with my address proof \_\_\_\_\_  
\_\_\_\_\_ issued by \_\_\_\_\_.

All these documents are self-attested by me and I do solemnly declare & affirm that these are the attested copies are true and copies of original documents, whose genuineness I also affirm.

If at later stage, if it is found that I have furnished wrong information and/or submitted false documents(s)/certificate(s), I am aware that my admission stands cancelled and fees paid by me be forfeited. Further, I shall be Subject to legal and penal action as per provisions of the law.

I here by undertake to confirm and agree the contents of the Sri SIIM Admission Policy & Rules and have full agreement with said rules that will govern my admission in Sri SIIM.

On being transpired that the basis on which I got admitted to the referred course turns out to be false fabricated and supported by a misleading information found to be unreliable or that I withheld information/Fact/record relevant to my candidature I am aware that my admission shall be cancelled and withdrawn even during the currency of the course. I also understand that consequent upon withdrawal and cancellation of my admission to pertinent course the Fees paid by me shall be forfeited.

I confirm that I have understood each and every clause, section, and paragraph of Sri SIIM Admission Policy and Rules and found therein nothing prejudicial to my interest and do solemnly hereby undertake that I shall abide by the rules in letter and spirit,

I hereby submit myself to the Statutes, Rules & Regulation (including By Laws, Codes, Directive & Policies) of Sri SIIM and of the Faculty and to any amendments, modifications, alternations thereto which may be existing or made till & while I am a student of Sri SIIM and I promise to observe the same.

I do hereby solemnly undertake and understand that the Head of the institution/Board of Governing Director, Sri SIIM & Sri SIIM Foundation shall have the right to initiate action to suspend/expel/rusticate for any infringement of the Sri SIIM Rule Student Code of Conduct and discipline in general.

Date \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Applicant Student**

Full Name of the Applicant Student \_\_\_\_\_

Attachments:

- 1) Identity Proof As above
- 2) Address Proof As Above

Attested by the Public Notary under whose presence undertaking was furnished: \_\_\_\_\_

Stamp of the Public Notary under whose presence undertaking was furnished: \_\_\_\_\_