SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (UP)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2019/**449** February 2, 2019

Notification

Policy for 'Admission and Migration of Students, 2019' is hereby notified for all concerned.

It has due approval of the Competent Authority.

(Amal Kumar)
Registrar

Enclosure: Policy for Admission and Migration of Students, 2019.

To,

- The Dean
  (SET/SBS&R/SAP/SCADMS/SOL/SHSS/SBS/SOE/SOP/SMS&R/SDS/SNS&R *and* SAHS)

Copy to;

1. Chancellor/ Pro-Chancellor
2. Vice-Chancellor/ Pro Vice-Chancellor
3. Principal Advisor
4. All Deans/ Directors/ Executive Director
5. Dean, Academic Affairs/ Students' Welfare/ Research ***and*** Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Medical Superintendant (Sharda Hospital)
8. General Manager (PPM)/ Chief Warden/ Sr. Security Officer (SSO)
9. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
10. Notification file

SHARDA UNIVERSITY
Beyond Boundaries

POLICY FOR ADMISSION
AND
MIGRATION OF STUDENTS, 2019

0		Issued for Implementation
Rev.	Date 02-2-19	Description
SHARDA UNIVERSITY GREATER NOIDA		Policy on Admission and Migration of Students

SHARDA UNIVERSITY

REGULATIONS FOR ADMISSION AND REGISTRATION OF STUDENTS, 2019

1. PRELIMINARY

1.1 Short Title, Applicability and Commencement

(a) These Regulations may be called "Sharda University Regulations for Admission and Registration of Students, 2019.

(b) These Regulations shall apply to all the undergraduate and postgraduate programmes offered by the Sharda University (SU).

(c) These Regulations shall come into force from the date of approval by the Executive Council of Sharda University.

1.2 Definitions

In these Regulations, unless there is something repugnant in the subject or context:

(a) **"Academic Council"** means the Academic Council of the University constituted under Section 22 of the Sharda University Act 2009;

(b) **"Academic Programs"** means the academic programs of the University as approved by the Academic Council.

(c) **"Admission Committee"** means the Committee constituted by the University to approve the intake capacity and eligibility criteria of the students into various academic programs of the University;

(d) **"Controller of Examination"** means the Controller of Examination of the University

(e) **"Director Admissions"** means the Director Admissions of the University;

(f) **"Dean"** means the Dean of the Faculty or a School/College/Centre of the University;

(g) **"Fee"** means the fee prescribed by the University to be charged from students;

(h) **"Fee Committee"** means the Fee Committee constituted by the University to approve fee and other charges for approved programs.

(i) **"Registration"** means registration of a student who has been duly admitted to the University for a full-time academic program offered by the Sharda University;

(j) **"Registrar"** means the Registrar of the University;

(k) **"Student"** means a student who has registered for a full-time academic program offered by the Sharda University and is progressing as per schedule;

(l) **"Director International Affairs"** means the Director of International affairs.

(m) **"Pro-Vice Chancellor"** means the Pro-Vice Chancellor of the University;

(n) **"Vice Chancellor"** means the Vice Chancellor of the University;

(o) **"University"** means the Sharda University (SU), Greater Noida, Uttar Pradesh, India;

2. ADMISSION POLICY

2.1 The admission policy of the University shall be consistent with the vision/mission and philosophy of the University.

2.2 The admission of students in the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed, race, nationality or place of birth of a student.

2.3 The merit for admission in the University may be determined on the basis of grades/marks obtained in the qualifying examination together with attainments in co-curricular and extra-curricular activities etc and/or on the basis of marks or grades obtained in the entrance test conducted by the University or by any State/National level agency.

Provided that admission in the professional and technical programs/courses shall be made through an Entrance Test.

2.4 Except for professional and technical programs, the University may allow relaxation from entrance test and provide weightage in terms of co-curricular and extra-curricular activities and/or interview/group discussion to the deserving students.

3. ADMISSION DEPARTMENT

3.1 There will be an Admission Department at the University level to plan, coordinate and organize admission related activities of the University, such as:

(a) Preparing/notifying admission schedule;

(b) Publicity and outreach measures;

(c) Processing admission applications/ scrutiny;

(d) Preparing admission lists and taking approval from the Admission Committee;

(e) Sending offer letters to the candidates;

(f) Conduct SUAT (Sharda University Admission Test);

(g) Processing the admission of students

(h) Coordinate with schools for organizing orientation programs for newly admitted students;

3.2 The Admission Department shall also coordinate with the concerned schools for processing lateral entry and migration cases as per the policy.

3.3 The Admission Departments shall be headed by the Director's Admission and have requisite support staff.

3.4 The Admission Department shall function as per the SU admission policy under the regulation and direction of the Admission Committee of the University.

4. ADMISSION COMMITTEE

4.1 The Admission Committee is a statutory authority of University constituted in terms of Section 20(g) of the Sharda University Act, 2009.

4.2 The composition of the Admission Committee, as specified in the University Statutes, is as under:

(a) **Vice-Chancellor - Chairman**

(b) Pro-Vice-Chancellor

(c) Registrar

(d) Dean Academic Affairs

(e) Deans of all Schools

(f) Director International Affairs

(g) Director Admission - Convener/Member-Secretary.

4.3 As per section 3.07(iii) of the University Statutes, the Admission Committee shall, subject to the superintendence of the Academic Council, lay down the minimum qualification for admission to various programs of studies, the number of seats in each of the programs and the date(s) of the commencement and conclusion of the admission process.

4.4 Roles and responsibilities of the Admission Committee;

4.4.1 To approve the programs of study and recommend additions/deletions in the existing programs based on:

(a) Market trend analysis

(b) Feedback from various Schools/Stakeholders

(c) Last year's trend analysis

(d) Student prospective

(e) Industry requirement

(f) Change in Government policies

(g) Scope of the program

4.4.2 To lay down the duration and intake capacity of the programs;

4.4.3 To recommend admission eligibility criteria for each program to the Academic Council for approval;

4.4.4 To adopt the eligibility/selection criteria and admission norms/schedule as prescribed by the respective Statutory Councils for Council driven programs;

4.4.5 To approve the admission schedule for each year;

4.4.6 To approve and notify the final admission lists and decide the commencement date(s) of the classes and the last date of admission; except in case of Council-driven programs (like Medical, Dental, Nursing, Architecture, etc.) which are governed through notification of the respective regulatory bodies;

5. PROGRAM DURATION

5.1 The program duration and sanctioned student intake for each program of study shall be as approved by the Admission Committee and Academic Council.

5.2 The current duration of academic programs is:

(a) Diploma Programs - 6 Months, One year, Two years

(b) Undergraduate Programs - 3 years (wherever applicable)

(c) B.Tech. Programs - 4 years

(d) Master's degree Programs - 2/3 years

(e) Integrated Programs (B. Sc/Law/B.Ed.) - 4 Years

(f) Undergraduate Programs (B. Sc Nursing, Allied Health, B. Design) - 4 years

(g) Undergraduate Integrated Programs (Law, Education/Management) - 4/5 years

(h) Ph.D programs-Part-time/full time.

5.3 However, the program duration for Council driven programs shall be as prescribed by the respective Regulatory Councils.

5.4 Unless otherwise provided in the academic calendar, an academic year of the University shall normally commence in July/August of a calendar year and end in May of the following calendar year.

5.5 Every academic year shall be divided into two semesters. While the Odd semester will normally commence in July/August and end in December, the Even-semester will begin in January and end in May. However, few council-based programs runs on annual exam system.

6. ELIGIBILITY/SELECTION CRITERIA

6.1 The eligibility/selection criteria for enrolment to various academic programs of the University shall be as recommended by the Admission Committee and approved by the Academic Council from time to time.

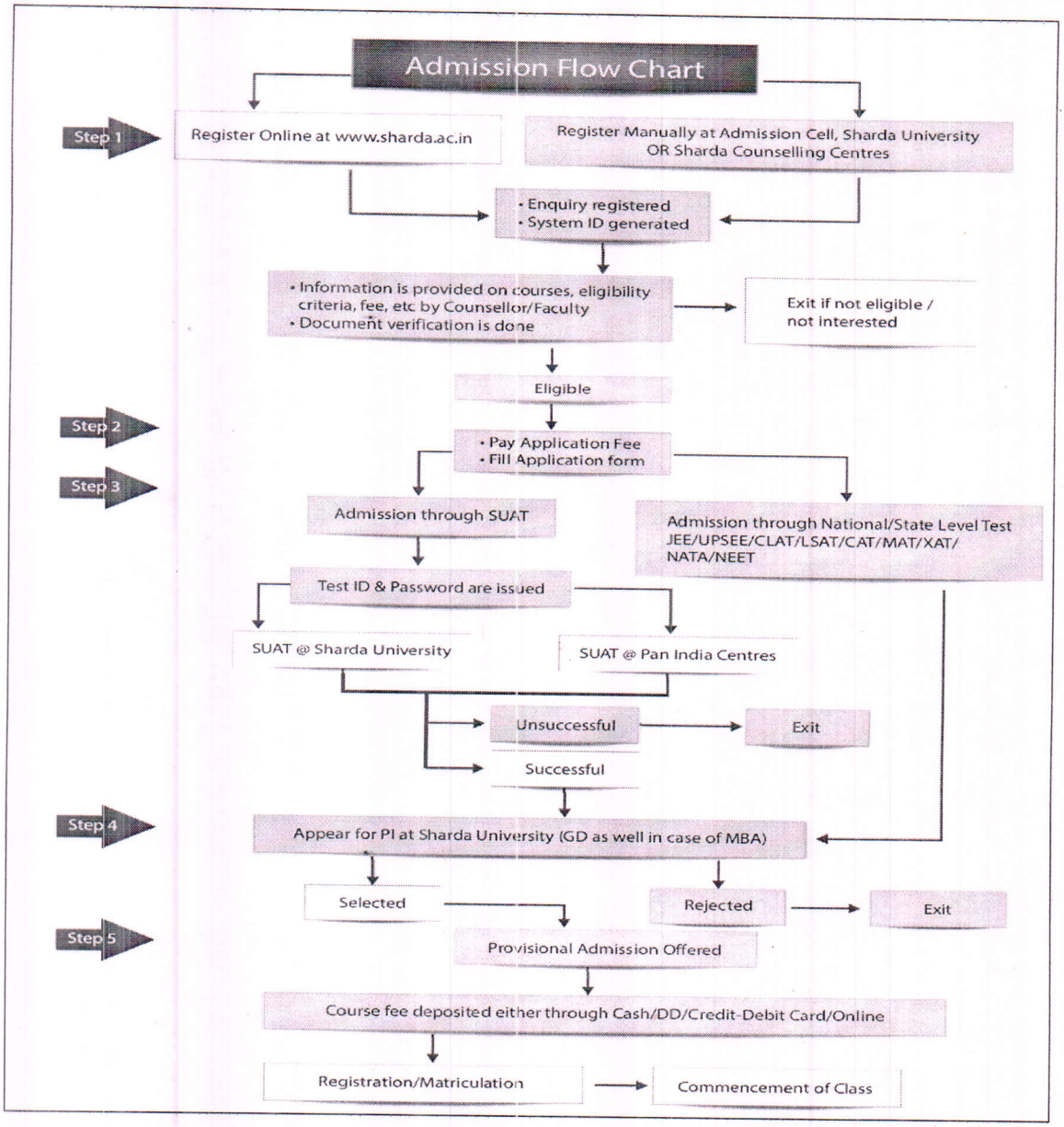
7. ADMISSION PROCESS

7.1 The Admission Process shall comprise of the following steps:

a) Release of Admission Notifications through various publicity modes. The applicants can apply for admission, both online and offline.

b) Education Counsellors/Faculty representatives from Schools should take care about the admission enquiries and counsel the candidates/parents about the programs/courses etc and clear their doubts.
c) Examine the admission forms received for eligibility check.
d) Plan/make arrangements for the conduct of Sharda University Admission Test (SUAT) for entrance, wherever required, for eligible applicants. The test will be conducted at the University Campus and designated centres. The Test will be of 60-120 minutes duration comprising questions on quantitative/qualitative aptitude, subject knowledge, general English, general awareness, etc.
e) Candidates who have cleared SUAT will be further assessed through a personal interview by the Faculty of respective program offered by concerned school for their subject knowledge, overall behavioural pattern, English communication and personality, etc. by way of a personal interview.
f) The documents of such candidates as are found fit shall be scrutinised by the admission audit team and the final selection list shall be put up to the Admission Committee for approval.
g) The candidates in the approved list shall be offered admission, and after payment of requisite fees their admission will be confirmed.
h) The documents of the admitted student shall be sent to the concerned school for further processing.

7.2 The complete process flow chart detailing all the steps from registration for admission till the enrolment in the University is tabulated below:



8. FEE STRUCTURE

8.1 Provisions in the Act and Ordinances

a) Section 7(q) of the University Act empowers the University 'to prescribe, demand and receive payment of fees and other charges.

b) Further, Clause 8 of the Ordinances of the University provides, *inter-alia,* which 'the tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Committee and approved by the Executive Council'.

c) The Fee Committee after taking into consideration the revenue and expenditure of the previous year, School-wise/program-wise intake, cost escalation etc, shall recommend the fee structure for various programs for consideration and approval by the Executive Council. The fee structure once approved shall be circulated and also put up on the University website for general information.

9. POLICY FOR MIGRATION OF STUDENTS

9.1 Migration Policy

a) The Policy covers the migration of students from within a Department of Sharda University (intra-University) or from other Universities to Sharda University (inter-University).
b) Such migration will not be the right of a student; though it is a permissive facility and hence not obligatory on the part of the University to allow.
c) Inter-University migration shall be allowed to students coming from Universities/Institutes established under recognized by the Regulatory Bodies.
d) In addition, the academic record of a student shall also be a determining factor for allowing migration.

9.2 Intra-University (Intra-Department/School) Migration

The migration of a student enrolled in an undergraduate or postgraduate program shall be regulated as under:

(a) A Student can apply for Intra-Department/School migration within the University only after the completion of first year of the enrolled program and are academically eligible to register for the third semester.
(b) Such migration shall be allowed after the completion of second semester but before the start of third semester.
(c) However, change of discipline of study shall not be allowed under the migration policy.

9.2.1 Order of preference for Migration

(a) Change of program/branch within the Department, if permissible, shall be carried out at the level of School/Faculty of concerned discipline. The concerned department/school shall check the eligibility criteria for migration of the candidate and if the candidate fulfils the criteria the department shall forward his/her case to the admission cell and office of COE after the approval of the Dean of the concerned school.
(b) Preference shall be given to those students who have cleared all the courses of the first and second semesters.
(c) Further, such students shall be required to submit a "No objection certificate" (NOC) from their parents in support of change of Program/Branch of their ward.
(d) In cases where the student migrates from one program to another, the fee difference must be paid.

9.2.2 Documents Required:

a) Grade cards of first and second Semesters issued by the Controller of Examinations office.
b) Requisite Migration Form duly signed along with the "NOC" for migration form.

9.3 Inter-University Migration

a) The following conditions shall be applicable to cases of migration of students from other Universities/Institutes:
b) Migration of students from other recognized universities/Institutions to Sharda University in undergraduate/postgraduate programs shall be allowed up to 15 days prior to the date of commencement of semester. Such migration shall be regulated as under:

(i) The candidate must have passed all the courses of the previous semester of the University from where he/she is migrating.
(ii) The courses studied by the candidate must be mapped with the courses offered by Sharda University. The student has to pass all those courses which are not mapped, whenever they will be offered by the University.
(iii) The candidate would be required to furnish an undertaking that he/she will attend classes and pass the courses which are not equivalent to courses of Sharda University.
(iv) The candidate will have to produce a NOC from the institute/university where he/she is presently studying.
(v) Such migration will be subject to the availability of seat(s) in programs/branches in which migration is sought.
(vi) Migration will be governed by the rules and regulations of the Sharda University.
(vii) In addition to the above, the admission in UG/PG program, credit transfer will be allowed maximum upto 50% of the credit of the program.

9.3.1 Procedure for Inter-University Migration

a) A candidate seeking migration should obtain 'No Objection Certificate' (NOC) in prescribed format (Annexure 1) from the University/Institute where the student is studying and from Sharda University where migration is sought.
b) The candidate seeking migration should submit an application duly signed by him/her along with "NOC" issued by the University/Institute last studied.
c) Sharda University will authorize migration only if a vacant seat is available in the program/branch in which migration is sought.
d) Such migration will be governed by the rules and regulations of the Sharda University.

9.3.2 Documents Required

a) Grade cards of first and second semesters issued by the Controller of Examinations office.
b) Requisite Migration Form duly signed along with the "NOC" for migration form.

9.4 **Migration for Ph.D. programs**

Research Scholars pursuing Ph.D. programs in recognized Universities may be allowed to migrate to Sharda University on the following conditions:

a. The candidate should be a bonafide registered Research Scholar of a recognized University.
b. The candidate should have been fulfilled all the eligibility conditions and has completed the course work with the minimum stay of one year in the University where registered.
c. Submit a status report on the research work completed as on date duly verified by the Research Guide and Ph. D program coordinator.
d. Should have valid and convincing reason for migration.
e. Produces a NOC issued by the Guide and Ph. D Program coordinator, duly forwarded by the competent authority of the University.
f. Submit a research plan in association with proposed Guide in Sharda University.
g. Gives a declaration in writing to abide by the research policies and rules and regulations of the Sharda University.
h. The application must be reviewed and approved by the SRC and RAC.

9.5 **Information to Authorities**

All the migration cases i.e. Intra/Inter/Ph. D must be informed to the office of Registrar, Vice Chancellor, COE and admission cell by the concerned schools.

CONCLUSION

Sharda University Policy for Admission and Migration of Students will be subject to review annually on the basis of suggestions received from stakeholders, impact analysis and considerations by the committee group constituted at the time.

30/01/2019	30/1/2019	30/1/19	30/01/2019
Prof HSP Rao Dean Academics	Prof. R C Singh Controller of Examination	Mr. Rajiv Gupta Director Admissions	Dr. Manish Sharma Associate Professor, Member iGAP

Approved by

31/1/19

Vice Chancellor

SHARDA UNIVERSITY
Beyond Boundaries

APPLICATION FORM FOR MIGRATION
(Intra-Department/School) and Inter- University

Tick on appropriate

Whether Intra-Department/School Migration		
Whether Inter University Migration		
	Name of University/Institute	

1	Name (in Capital Letters)					
2	System ID (if applicable)					
3	Roll Number (if applicable)					
4	Father's Name					
5	Mother's Name					
6	Details of last Examination	(a) Last Examination				
		Year	Session	Semester	CGPA	Result Status (Fail/Pass)
7	Reason of Migration					
8	Name of the program/course/school to which migration is sought:					
9	Full Address of the Applicant (with Mobile No.):					

Date

Signature of the Candidate

Annexure I

NOC FOR MIGRATION

(Issued by the Assistant/Dy. Registrar of the School from where the student is migrating)

This is to certify that ..... S/O ....of Department.....Roll No..... is a regular student of ..... Department. He/She has applied for migration from ..... (Program/Course/University) to ..... (Program/Course/University) This Department has no objection to him/her migration out of this (Program/Course/University).

Further certified that:

(a) The student is eligible to registered for third semester commencing from..... (In case of Program/Course)

(b) She/he has cleared all the subjects of first year

Or

She/he has ..... subject not cleared as on.....

(c) There are no Department dues pending as against the student.

Signature (Assistant/Dy. Registrar) with Seal **Signature-HOD** **Signature-Dean of School**

(Issued by the Assistant/Dy. Registrar of the School to which the student seeks migration)

This is also to certify that this School/University has no objection to Mr/Ms.....S/O.....of.....Department Roll Number.....migrating to this Program/School.

Signature (Assistant/Dy. Registrar) with Seal **Signature-HOD** **Signature-Dean of School**

SHARDA UNIVERSITY
Beyond Boundaries

FORMAT FOR COURSE MAPPING

Name of Student: .....

Enrollment No/System ID:.....

Name of School .....

Name of Existing program and Branch .....

Name of Proposed Programme :.....

Course Mapping:

S.No	Previous Semester		Proposed Semester		Remarks if any
	Courses studied	Credits	Courses	Credits	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Action Plan to cover the Deficiency:

Dean's Approval & Signature

Approval of Equivalence Committee