



**Admission Procedure - Academic Year 2024-25**

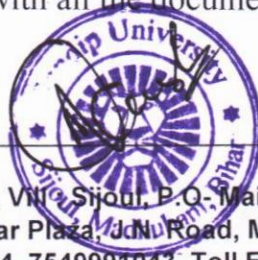
**The Admission Committee has framed the process for the Admissions for the Academic Year 2024 – 25.**

The Admission Announcement for admission to various courses to be published in the leading newspapers of the region.

Admission to the University is open to all who fulfill the prescribed qualifications without any distinction of race, caste, creed, language or sex. The selection is made strictly on the basis of the entrance examination.

**The Admission process is divided into the following steps:**

1. The Entrance Examination for admission to various programmes of study is held at the University in the third week of March and June every year on the dates determined each year by the Admission Committee on Admissions.
2. One question paper of two hours duration is set for each programme. The Entrance Examination is held as per the students enrolled and center made for the entrance exam. This enables the University to have a far wider regional reach giving opportunity to a far larger number of candidates to seek admission in Sandip University. The question paper shall carry the Multiple Choice Questions.
3. The admission committee shall appoint the faculty to assess the OMR sheet of the entrance exam.
4. The merit list shall be displayed on the Notice Board and Website of the University.
5. The students who have qualified the entrance exam have to report the University on first come first serve basis with all the documents as required for the further process.





6. The University always reserves the right to change/cancel any Entrance Examination without assigning any reason. Admissions and then placed before the competent authority for approval. Upon the final selection the candidate have to complete all the admission formalities and deposit the requisite fee.
7. The candidate shall proceed immediately to deposit the requisite fee, through Demand Draft at the Fee Counter. Rest of the fee could be deposited as per the fee schedule and date specified in the notice.
8. Candidates shall get their certificates/ testimonials checked and verified at the time of the admission.
9. A seat shall be deemed to be allotted only when the candidate has deposited the fees for the first semester. In case the students have applied for the Government scholarship the students have to submit the acknowledgment of the proposal submitted to the respective Authorities. In case the Government does not sanction the loan or proposal the students have to deposit the fees to the University.
10. If a candidate after allotment of seat by the Admission Committee fails to deposit the fee on the spot, he / she shall forfeit the right of admission on the seat allotted. However he/ she may be considered for allotment of seat at a later date / time as per the availability at that point of time.
11. The candidate is then required to report and enroll himself/herself with the HOD / Deans of the respective Schools within 15 days of depositing fees.
12. Commencement of classes as per the schedule.

### **Admission Rules & Regulations**

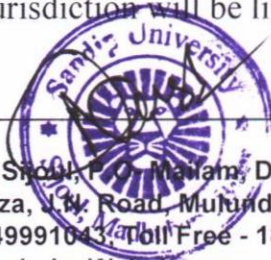
1. Go through all the instructions given in the admission brochure carefully.
2. If you have appeared in a qualifying examination and the result thereof is awaited, you can take provisional admission.







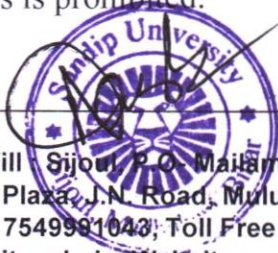
3. However, in all circumstances, you shall have to submit the result in the university latest by October 31, except where Regulatory Council's norms prescribe otherwise.
4. Attach self-certified copies of your mark sheets/testimonials with the application form. At this stage, do not send any original copies of mark-sheets/ testimonials.
5. Paste your latest photograph in the space provided in the application form.
6. Before submitting/ mailing the duly filled-up application form, go through all the points contained in the form.
7. The merit list declared by the University shall be final and binding.
8. If any document/declaration submitted by the candidate is found to be false/ forged at any stage, his or her admission shall be canceled and he/she may be liable for prosecution under law.
9. Involvement of candidate in any form of criminal activities debars the candidate from seeking admission in any program of the university. Concealment of information on this account will lead to cancellation of admission, if detected subsequently.
10. If the University is not satisfied with the character, past behavior or antecedents of a candidate, it may refuse to admit him/her to any program of study in the University.
11. It is advisable that students seeking admission in the University should visit along with their parents/guardians to see the infrastructural facilities such as classrooms, laboratories, library, hostel, and transportation. This may facilitate their decision
12. at the time of counseling/admission.
13. At the time of admission, students are required to submit an undertaking duly signed by him/her along with their parents/guardians with regard to disciplinary behavior during the entire period of the program. If any violation is found, he/she shall be subjected to the punishment/suspension/rustication as per the University rules and regulations.
14. In case of any legal dispute, the jurisdiction will be limited to Madhubani court only.





### **Disciplinary Rules & Regulations for Students**

1. Students are expected to maintain decorum in their behavior and habits, at all times, befitting the prestige of the University. Students are also expected to dress decently in all public places.
2. Students are advised to attend all classes and to ensure that they maintain the attendance criteria as laid down in the university ordinance governing the same. A minimum of 75% attendance (except in cases where the concerned regulatory council has stipulated a higher percentage) in lectures, presentations and practical classes individually in each course/subject is mandatory to appear in end/final term examinations. In case of deviation, university is empowered to detain the student from appearing from end semester/year examinations. For details, students are advised to read the university ordinance carefully which is available at [www.sandipuniversity.edu.in](http://www.sandipuniversity.edu.in).
3. Participation of students in academic activities such as seminar/workshop, industrial visits is compulsory. Non participation without prior permission, may adversely affect the student's internal assessment performance.
4. If a student absents himself/herself from the classes for seven consecutive working days without prior permission his/her name may be struck off the rolls.
5. During teaching hours students are not allowed to leave the campus without written permission from the Head of Department.
6. Students are prohibited from engaging in acts of intimidation, violence or abuse against any of the students, employees, staff and faculty members of the university. Students are expected to show sincere, decent and cordial attitude towards their classmates, students of other programs, staff, faculty and other employees of the university.
7. Students' loitering in the campus is prohibited.







8. Ragging is an inhuman act and is banned both inside and outside the campus of the University. The Honorable Supreme Court of India has taken serious cognizance of the offence of ragging and has issued strict directives to ensure its elimination. Students shall not directly or indirectly indulge in, aid or abet any activity that might be construed as ragging. Violators will face necessary disciplinary and legal action. This includes lodging of a criminal case, against the student at the Police Station as per the directive of the Honorable Supreme Court of India as well as expulsion from the University. (For details, refer to Anti-ragging policy of the university available at university website at [www.sijoul.sandipuniversity.edu.in](http://www.sijoul.sandipuniversity.edu.in).)
9. Use of cell phone is strictly prohibited in university teaching areas. The cell phone will be confiscated, if found being used in prohibited area.
10. Smoking, chewing pan, pan-masala, gutka, gambling, consumption of alcoholic drinks and use of hallucinogenic drugs and other illegal substances, or the possession of such substances, anywhere in the University campus, is strictly forbidden.
11. Carrying any explosive/fire arm, and/or weapon inside the campus is strictly prohibited.
12. Students are advised not to indulge in any prohibited, illegal and unethical, immoral activities inside and/or outside the College/ University campus, or else, they will be liable for punishment as per University rules.
13. Safety of all personal valuables/belongings will be the responsibility of the student.
14. If the student is found involved in activities resulting in direct or indirect loss/damage to the College/ University, the same shall be borne by the student. He/ She will be asked to compensate the university for the same.
14. Adherence to dress code is compulsory for academic and allied activities in the campus
15. Each student will be issued an Identity card which is non-transferable. The student is expected to keep the ID card on his/her person while in the university campus and





especially when appearing in tests and examinations, etc. and also when going out of the campus.

16. University would not be liable for any compensation/claim whatsoever under any circumstances, in case of any casualty/injury or otherwise to any student during his/her academic course inside University campus.

17. In case of any dispute on any matter, the decision of the university would be final and binding.

18. Admission Committee of the university possesses the right to modify the aforesaid rules and/or insert/delete from time to time in future and the same shall be binding upon the students.

### **Scholarships**

Right to Education is one of the fundamental rights of every Indian citizen; Sandip University believes that money should not be a road block for a student with innovative ideas in his mind and passion in his heart. We extend Scholarships and Financial assistance to meritorious students based on their academic achievements.

A number of Scholarships are offered to students out of the funds received in the form of gifts from the University benefactors, depending on the academic credentials, achievement in sporting and cultural arena, the University grants full to partial waiver on tuition fees payable by the student

### **Bihar Student Credit Card Scheme**

The Bihar Student Credit Card (BSCC) scheme is an initiative by the Government of Bihar aimed to promote the higher education by providing financial assistance to students. Below are the key benefits of this scheme:

1. Financial Support for Higher Education







- Students can avail of an education loan of up to ₹4 lakh to pursue higher education, covering courses like graduation, post-graduation, or technical/professional degrees in India.
2. Low Interest Rates
    - The loans are offered at very low-interest rates compared to traditional education loans, making higher education accessible to economically weaker sections of society.
  3. No Collateral Requirement
    - Students or their families are not required to provide any collateral or guarantor for the loan, reducing the financial burden on the borrowers.
  4. Inclusive Eligibility Criteria
    - The scheme is open to students who have completed their 12th-grade education and secured admission in recognized institutions.
  5. Covers a Wide Range of Courses
    - The scheme supports various streams, including arts, science, commerce, engineering, medical, and vocational training, ensuring that students from diverse academic interests can benefit.
  6. Support for Marginalized Groups
    - It specifically aims to uplift students from low-income families by enabling them to pursue higher education without financial constraints.
  7. Flexible Repayment Terms
    - The repayment schedule is student-friendly, often starting after the completion of the course and offering ample time to repay the loan.
  8. Additional Benefits





- Expenses such as tuition fees, library charges, hostel fees, and the cost of books and laptops are covered under the loan, ensuring comprehensive support for education-related needs.
- This scheme is a significant step by the Bihar government to empower students, reduce dropout rates, and enhance the state's literacy and employability levels.

### **Education Loans**

Sandip University aims to support deserving/meritorious students in availing financial assistance for pursuing their higher education. In order to encourage students to take up higher education despite their financial shortcomings, nowadays, most banks are providing attractive loan facility to students.

Students can avail loan from any bank. However, for the benefit of its students, Sandip University has tie-ups with the following banks.

### **Fee Refund Policy**

The fee refund against the cancellation of admission is strictly as per the UGC Norms (2023-24). Copy of UGC Fee Refund policy is attached with this notification.

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**Registrar**  
**SANDIP University**  
Sijoul, Madhubani, Bihar

