



ADMISSION POLICY

BHAGWAN MAHAVIR UNIVERSITY

Vision:

To emerge a "Centre for Excellence" Offering technical education and research opportunities of quality standards to students and to serve the society by educating young and budding students with latest technological advancements for dynamic and global carries.

Mission:

To govern education institutions and research centers. Enable students with quality education and allied facilities. Also creating a pool of multi domain skilled persons under one platform and run the institutions for providing better and value based teaching and learning in every domain of education sector.

Bhagwan Mahavir University

Director Admissions

Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

U/G Registrar

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Page | 1

Provost

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Index:

Chapter No.	Content	Page No.
1	Introduction	3
2	Admission process	5
3	Role of Admission coordinator	9
4	Enrollment Generation Policy	15
5	Admission Cancel and Refund policy	18
6	Course /college transfer before enrollment	22
7	Guidelines for institute transfer	24
8	Intensive Policy for Counsellor/Coordinator/BMU staff/BMU Student for Admission to BMU	26
9	Consultant policy	29
10	Policy for Verification of Student Documents	34
11	Document Upload Process	38
12	ABC ID Creation Policy for Students	41
13	Retention of Students' Original Documents Policy	44
14	Document Upload Policy	48
15	Name Correction Policy	50
16	Name Conventions Policy for ERP Entry	54
17	Marketing Policy	56

1. Introduction :

To crystallize the 'Make in India' mission of Hon'ble Prime Minister and to provide opportunities for Skills Development along with vertical mobility leading to gainful employment to our youth, **BHAGWAN MAHAVIR UNIVERSITY (BMU)** has been established at Surat. BMU has created a state-of-the-art infrastructure spread over 20 acres of land including Administrative Block, Engineering Block, Management Block, Architecture Block, Girls and Boys hostel, Skill Centre, specialized training labs, workshops and School of Interdisciplinary Sciences are the symbol of this University. The University has specialized skill-training machinery imported from Germany to impart hands-on practical training to its students.

Preface:

Bhagwan Mahavir University (BMU) established in 2019 with a vision to provide Skill-Based education in high growth sectors. Skill Development initiative at University has been immensely successful and today more than students are pursuing various degree programmes in the University. The University offers Undergraduate, Postgraduate, Postgraduate Diploma and Certificate programmes in high-growth sectors of Mechatronics, Automobile, Construction, Computer Science & IT, Smart and Sustainable Energy, Architecture, Beauty and Wellness, Nutritional Science, Data Science etc. In this unique model of Skill Development.

Purpose:

The policy shall provide details of programmes offered, eligibility criteria, documents required for admission, merit listing, rules for refund of academic and other fees, etc. The policy is framed for stakeholders like students, parents, industry partners, statutory bodies and teachers.

Fair and Lawful Admission Process:

The admission process at Bhagwan Mahavir University, Surat is transparent, courteous, consistently reliable and valid. Also it is in accordance with the prevailing legal framework of the State Government and other regulatory bodies. The University aims to provide opportunities for lifelong personal and professional skills development through this fair admission policy. The University provides equal opportunity to candidates to realize their full potential and accordingly excel in their careers. Admissions to all the programmes offered by Symbiosis Skills & Professional University shall be strictly on basis of merit and the rules and regulations laid down in this policy.

2. Admission Procedure:

2.1. For Indian Candidates:

- Notifications regarding admissions will be published on the university website and other appropriate platforms, including print and digital media, to ensure maximum outreach.

Bhagwan Mahavir University

Admission Policy

Page | 3

Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

- Candidates must fill out an online application form on the official university portal or physically visit university admission cell.
- Selection will be based on performance in national or state-level entrance tests such as JEE Main, GUJCET, or university-conducted entrance exams (BMU-CET). Candidates are encouraged to refer to the program-specific eligibility criteria on the website.
- Final admission will be determined based on rank, merit, and applicable personal interviews, ensuring a fair and transparent process for all candidates.

2.2. For International Candidates:

- Admission will be based on academic records or grades from qualifying examinations (e.g., 10+2 or equivalent).
- Seats will be allocated on a first-come, first-serve basis, subject to availability and fulfilment of eligibility criteria outlined by UGC and other regulatory bodies.
- Applicants must provide valid documentation, including proof of nationality, academic transcripts, and language proficiency (if applicable).

2.3. Eligibility Criteria:

2.3.1 Undergraduate Programs:

- Candidates must have completed Class 12 (or equivalent) from a recognized board (CBSE, ICSE, state boards, or international boards like IB) with a minimum aggregate score as specified for individual programs.
- Specific eligibility criteria, including subject combinations and qualifying marks, will apply for programs such as B.Tech, BBA, and B.Sc. These details are available on the respective program pages.

2.3.2 Postgraduate Programs:

- Candidates must hold a bachelor's degree in the relevant field from a UGC-recognized university with the minimum percentage or CGPA required for specific programs.
- For certain courses, candidates may need to qualify for additional entrance tests or interviews conducted by the university.

2.3.3. International Candidates:

- Eligibility includes completion of equivalent educational qualifications approved by the government and relevant authorities.
- Specific program eligibility is outlined on the university website, with detailed requirements for undergraduate, postgraduate, and doctoral programs.

2.4. Admission Steps for confirming admission:

2.4.1. Detailed Admission Process:

1. Student Visit to the College

- The prospective student visits the college campus to inquire about the admission process, available courses, and facilities.

2. Counselling Session with Admission Counsellor

- The admission counsellor conducts a counselling session with the student to provide detailed information about the available programs, course structure, fee details, and career opportunities.
- The counsellor also addresses the student's queries and helps them make an informed decision.

3. Student's Decision to Enrol

- Based on the counselling session, if the student agrees to proceed with admission, they confirm their intention to enrol in the course.

4. Filling of Admission Form in ERP System

- The admission counsellor assists the student by filling out the admission form using the college's ERP (Enterprise Resource Planning) system.
- The form captures the student's personal details, academic history, and course preferences.

5. Submission of Required Documents

- The student provides all the necessary documents such as:
- Mark sheets and certificates from previous education
- Proof of identity (e.g. Aadhaar card, passport)
- Passport-size photographs
- Any other documents as required by the institution
- The documents are verified and recorded in the system.

6. Generating and Printing the Admission Form

- After the form is filled, the counsellor generates a printout of the completed admission form from the ERP system.
- The student reviews the printed form to ensure all details are correct, and signs it as confirmation.

7. Tuition Fee Payment

- The tuition fee details, as mentioned in the admission form, are shared with the student.
- The student proceeds to pay the tuition fee through the available payment modes (online payment, demand draft, cash, etc.).
- Once the payment is made, a receipt is generated and provided to the student for their records.

8. Confirmation of Admission


Bhagwan Mahavir University

Director Admissions

Bhagwan Mahavir University

VIP Road, Vesu
Surat.

Admission Policy

Page | 5

- Upon successful submission of the documents and fee payment, the admission is confirmed.
- The student is provided with a copy of the admission confirmation, ID card details (if applicable), and further instructions regarding the commencement of the course.

3. Role And Responsibility of Admission Co-ordinator:

3.1 Objective: The major objectives of Admission Coordinators are to ensure end-to-end smooth admission management of BMU with all validations and documentation.

3.2 Role: Admissions coordinators are in charge of admissions to a College, department or faculty. Admissions coordinators act as points of first-contact with parents, students. Their work includes assisting with paper work, front desk assistance, organizing admissions, answering questions, Data Management, CRM Lead liquidation, ERP Data Management and Document Verification.

3.3 Reporting: Admission Coordinator will directly report to the Central Admission Director/Head functionally and Head of the Institution as well as work with all Faculties/staff members in synchronization

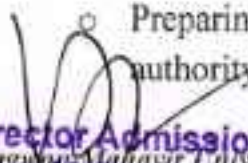
3.4 Major Responsibilities:

- To work in close coordination and under the directions of Central Admission Director/Head and Admission Cell
- To attend all the meeting related to the Admissions Processes and strategies
- Assisting with client queries and admissions procedures.
- Managing the admissions and on boarding for the College.
- Organizing and inputting information to databases.
- Handling phone calls and emails from prospective parents, students, Associates, or clients.
- Planning and coordinating with the admissions team about events and other important dates.
- Answering application and enrolment inquiries from the public.
- Maintaining excellent front-of-desk relations with Parents, Students, Associates, clients and customers.
- Maintaining relevant records and documentation as required by the Role and compliance.
- Providing input on how to improve processes based on Parents, Students, Associates, client feedback.
- Performing other work-related duties like project planning and general administration.
- Admission Coordinator will work in close coordination with Central Admission Cell and Administration of College

- Admission coordinator will work with close coordination with college administration for Data verification team and validation
- Provide administrative support including document filing, book-keeping, and faxing during the admission process.
- Assist in student admission processes based on state and various council's laws.
- Explain the College/University policies and enrolment process to the students and their families.
- Provide assistance to students in completing admission forms and other related paper work.
- Provide assistance for hostel need sand fees collection for the students
- Schedule student appointment sand interviews for admission process.
- Collaborate with team members to complete and validate the admission files of students.
- Implement strategic plans and initiatives to achieve the enrolment objectives.
- Organize educational presentations as per the direction of the Admissions Head.
- Plan and organize admission related events and activities.
- Provide support to Admission Direct or in managing a team of Admission representatives.
- Address student queries and complaints in timely fashion.
- Co-ordinate with the admission team to schedule admission and recruitment programs.
- Maintain a student admissions database with clear and complete student enrolment files.
- Maintain a cordial relationship with the management, students, faculties and Administrative teams for smooth operations.
- Coordinate with marketing communications team for preparing or updating admission materials, college publications and web sites.
- To maintain the highest level of punctuality while attending the admission cell.
- To follow the central administration working time and holiday calendars intimated time to time.
- To Facilitate and support admissions from other Universities under the Transfer as well as Migration policy of University (BMU)

3.5 Micro Activities to be performed:

- Planning of School Visit and Promotion all activities in advance.
- To initiate and manage the Calling activities along with all record keeping and management reporting.
- To track the CRM Leads on regular basis and arrange for liquidation.
- To distribute the CRM leads within the Team members forgetting response from interested candidates/parents.
- Preparing the MIS Reports based on the CRM data and reporting before the concern authority.


Director Admissions,
Bhagwan Mahavir University,
VIP Road, Vesu
Surat.

Admission Policy

Page | 7



- Managing the Admission Cell Front Desk.
- Counselling and providing guidance to all Students/parents visiting admission cell.
- Validation of documents submitted for Admission with respect to its validity and legality.
- ERP Entry and Data Management.
- To maintain the records related to the Scholarship /discount /Cancellation offered.
- Partner/Associate Data verification and confirmation to the University Admission Head.
- Monitoring and planning Admissions documents management in file along with proper sequence.
- Verification of all data entered in the ERP with respect to all personal and required details used for Enrolment generation and Analytics at the time of Admission.
- To keep track of admission trend and cut-off date & merit of other colleges university

3.6. Who will Support:

- All Faculties member, staff ,Lab assistants and Librarians of the college
- College Administration for Data verification and documents management
- College Admission Cell /Team/ Coordinator

3.7 Key Requirements:

The candidate should be honest with integrity along with maintaining confidentiality

- a) The candidate should be neutral and impartial
- b) Understanding of all concern college Programs/courses, Teaching Schemes, Curriculum, Fees structure, Advantage and disadvantages over other University course
- c) Planning skills
- d) Very good communication and Teamwork
- e) Sharpness with analytical skills
- f) Ability to present the cases before the Senior Management with great maturity
- g) Pleasant personality along influencing power.

3.8 Deliverables:

- a) School Visit Schedule and execution
- b) Enquiry Generation
- c) Admission Confirmation
- d) CRM Lead data completion
- e) Calling status updation
- f) Documents control
- g) ERP Data Entry and validation


Bhagwan Mahavir University
Director Admissions

Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 8

- h) Records related to Scholarship /Discount /Cancellation
- i) CRM Data entry and enquiry updation
- j) Enrolment Generation

3.9 Exemption:

During the admission session and occupancy at Central Admission Cell, the Admission Coordinator will be exempted from all the academic activities.

4. Enrolment Generation Policy:

4.1. Detailed Enrolment Generation Process:

1. Verification of Student Profiles in ERP

- o All admission coordinators ensure that the required fields in each student's profile within the ERP system are complete.
- o Verify and correct any errors in student details, including name corrections.

2. Action on Cancelled or Held Admissions

- o Identify and remove students who have cancelled their admissions.
- o Mark students whose admissions are on hold due to specific circumstances, ensuring they are excluded from the enrolment process.

3. Preparation of Enrolment List

- o Create a list of students eligible for enrolment number generation.
- o Ensure that only students with confirmed and complete profiles are included in the list.
- o The list is reviewed and signed by the Principal/Director of the college to authenticate it.

4. Submission to Assistant Registrar (AR)

- o Submit the signed enrolment list to the Assistant Registrar (AR) in the Admissions Office for processing.

5. Enrolment Number Generation

- o The Assistant Registrar generates Enrolment Numbers for the eligible students using the ERP system.
- o Each student is assigned a unique Enrolment Number.

6. Compilation of Final Enrolment List

- o The finalized enrolment list, including the generated Enrolment Numbers, is prepared.
- o The list is reviewed and signed by both the Assistant Registrar (AR) and the Director of Admissions for validation.

7. Forwarding Letter Generation

- o The Affiliation Department of BMU generates an official forwarding letter for the finalized enrolment list.


Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

- This letter serves as an official communication document accompanying the enrolment list.

8. Distribution of Enrolment List

- The finalized enrolment list, along with the forwarding letter, is distributed to the following stakeholders:
 - Concerned colleges or departments
 - Director of Admissions Office
 - Accounts Department

9. Completion and Record Maintenance

- All stakeholders, including the colleges, Admissions Director Office, and Accounts Department, receive their copies of the enrolment list for their records.
- The process is documented and archived in the Admissions Office for future reference.

This step-by-step process ensures accuracy, accountability, and seamless communication among all stakeholders involved in the enrolment process

4.2. Enrolment Pattern:

4.2.1 for Other Course:

23	01	01	01	01	001
Year of Admission	College Code	Program Code	Course Code	Semester <ul style="list-style-type: none"> • For Regular Student "01" • For D2D or C2D "03" • For transfer student in which semester they want to transfer put the digit e.g. "04" if want to transfer in 4th sem 	Enrolment, no

4.2.2. For Ph.D.:

23	08	01	01	22/33	001
Year of Admission	College Code	Program Code	Course Code	<ul style="list-style-type: none"> • 22 indicated Winter intake • 33 Indicated Summer intake 	Enrollment no

5. Admission Cancel and Refund Policy:

Bhagwan Mahavir University
Director Admissions

Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 10

Student Admission Cancellation Process

1. Student Submits Application

- The student submits a written application for admission cancellation.
- The application must include a valid reason for cancellation.

2. Submission to College Coordinator

- The student submits the application to the concerned college coordinator.

3. Forwarding to AR-Admission

- The college coordinator reviews the application and forwards it to the Admission Director.

4. Review and Approval by AR-Admission

- The Admission Director reviews the application.
- Provides remarks and approval (if applicable).
- Signs the application and forwards it to Management for final approval.

5. Management Approval

- The management reviews the application.
- If approved, the management signs the application and forwards it to the accounts section.

6. Processing by Accounts Section

- If management allows a refund, the accounts section processes the refund as per policy.
- The student's name is removed from the enrolment records.

7. Refund Calculation:

Refund Given to the Student according to the UGC Norms.

The refund is calculated based on:

- Date of cancellation or withdrawal
- The portion of the semester completed
- Any non-refundable administrative or registration fees
- Based on UGC guideline issued (Copy attached)

Refund Method:

- The refund issued by check only. The check issue on the student Name only.

6. Course/College Transfer Process before Enrolment Number Generation (with in University):

1. Meet with Admission Coordinator of Current College/Course



Bhagwan Mahavir University
Director Admissions

Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 11

- The student approaches the Admission Coordinator of the college/course where they are currently admitted.
 - The student obtains the **Course/College Transfer Form** and fills in all the necessary details.
- 2. Approval from Current College**
- The student submits the completed transfer form to the Admission Coordinator of their current college/course.
 - The Admission Coordinator reviews the form and obtains the signature of the **Principal/Director** of the current college as a No Objection Certificate (NOC).
 - The student also submits the original fee receipt from the current college/course as proof of payment.
- 3. Signatures and Approvals**
- The Admission Coordinator of the new college/course forwards the transfer form to the **AR Admission** and the **Director of Admissions** for their signatures and final approval.
- 4. Submission to Accounts Section for Fee Transfer**
- The approved transfer form, along with the original fee receipt, is submitted to the Accounts Section.
 - The Accounts Section processes the fee transfer from the current college/course to the new college/course.
- 5. Verification of Fee Transfer**
- Once the fee transfer is completed, the Accounts Section provides confirmation to the Admissions Office.
- 6. Enrolment Number Generation in New College/Course**
- The Assistant Registrar (AR Admission) generates the Enrolment Number for the student in the new college/course.
 - The Enrolment Number is updated in the ERP system and included in the final enrolment list of the new college.
- 7. Notification and Documentation**
- The final enrolment details are communicated to the new college/course, and the student is officially enrolled.
 - All records of the transfer process, including the NOC, fee transfer confirmation, and enrolment details, are archived by the Admissions Office.

This process ensures transparency and accuracy during course/college transfers, while maintaining proper documentation and coordination between all departments.

7. Guidelines for Institute Transfer:

These guidelines shall come into effect from the date of its publication.

Guidelines of Institute Transfer:



Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

- Students can apply for institute (SFI) transfer from 2nd semester onwards of respective program. Student Studying in last semester of a program will not be allowed to apply for the transfer.
- Students may apply for the institute (SFI) transfer, in the 1st semester, after the admission process is over, only in the case of demise of his/her parent (father/mother).
- Students who have taken admission on Tuition Fees Waiver (TFW) seats or are detained and/or penalized under UFM Rules (excluding the applicant's Detained or UFM status of current semester) should not apply for institute (SFI) transfer, since such applications will not be considered for transfer and no intimation will be sent to such applicants.
- No requests for change of branches/disciplines will be considered. Such applications, if received, will be summarily rejected without any intimation
- Student have to come to university and submit the application .application contain syllabus, result,
- The syllabus of all the subjects of all the previous semesters of both the Universities shall be evaluated for equivalence. If the syllabus is found to be equivalent at acceptable level then only the application will be further processed.
- Transfer will not be given to those students who have already taken transfer before.
- The receiving Institute shall issue the "**No objection Certificate**" to the student only if the seats are vacant in the respective branch/course. Institute has to issue N.O.C on original letter head with the signature and stamp of Principal/Director/head of institute .The Name of the signatory has to be printed below the signature.
- College transfer can be permitted to candidates irrespective of merit/management according to the vacancy position of the college concerned.
- The Principals after admitting the candidates provisionally in the college, applications for college transfer with the required fee with proper recommendations of the Principal with details of the students admitted (Rank No., Merit/ Management etc) has to be forwarded to the University for regularising the college transfer within 15 days from the date of admission of the student.
- Students who are admitted under college transfer should have examination registration in the previous semester. Discontinued/Year out students are not permitted for college transfer.
- College transfer is permitted only once during a programme of study (UG/PG).

7.1. List of Documents to be submitted by the Applicant Student seeking transfer from any other Institution/University to BMU.

- Photo copy of the Teaching Scheme and Syllabus of all the studied subjects and semesters results of the parent/original University, duly endorsed by the competent authority.

- No Objection Certificates duly issued by the parent/original University.
- Institute has to issue N.O.C. on original letter head with the signature and stamp of Principal/Director/Head of the Institute. The name of the signatory has to be printed below the signature.

8. Intensive Policy for Counsellor/Coordinator/Faculty member/BMU student for Admission to BMU:

8.1. To ensure a structured, transparent and accountable admission process at BMU, the following step-by-step procedure must be followed by all counsellors/coordinators:

Step 1: Accompanies the Student

- The counsellor /coordinator must personally accompany the student seeking admission to BMU.
- They should ensure that the student has all required documents, including academic records, identification, and other necessary paperwork.
- The counsellor/coordinator must provide clear information regarding the admission process, eligibility, and fee structure before proceeding to the admission office.

Step 2: Entry in Student Form & Muster Register

- At the time of admission, the counsellor/coordinator must accurately record the student's name and details in the official student admission form.
- A muster (admission record) maintained in the **Admission & Registration (AR) Office** must be updated with the student's details.
- The counsellor/coordinator must sign in the muster to confirm the admission entry.

Step 3: Verification by the College Admission Coordinator

- The referral admission must be reviewed and verified by the **College Admission Coordinator** to ensure accuracy and authenticity.
- The College Admission Coordinator will cross-check the details and documents submitted by the student.
- Any discrepancies or issues must be addressed before proceeding further.

Step 4: Submission of Consolidated Report

- After verification is completed, a **consolidated admission report** must be prepared.
- This report should include details of all verified admissions and must be signed by:
 - The **Admission Coordinator** of the concerned college.
 - The **Director of Admissions** for final approval.

Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
 VIP Road, Vesu
 Surat.

Admission Policy

Page | 14

The final report must be submitted to the AR Office for official records.

Step 5: Intensive Amount Processing

- The **intensive amount**, as decided by the BMU Management, will be processed based on the verified and approved admissions.
- The management will determine the final incentive structure and disbursement process.

8.2. Additional Compliance Guidelines

a) **Strict Verification:**

All admissions must be accurately recorded and verified at each stage.

b) **Transparency & Ethics:**

No misleading information or unauthorized commitments should be made.

c) **Accountability Measures:**

Any failure to follow these steps may result in disciplinary action.

d) **Compliance with BMU Policies:**

Admissions must strictly adhere to BMU's official guidelines.

9. Admission Consultation Policy:

1. **Purpose**

The policy ensures a smooth and transparent admission process for all applicants.

2. **Consultation Services**

- We provide guidance on eligibility, required documents, and deadlines.
- Assistance with filling out application forms.
- Information on courses, fees, and scholarships.

3. **Eligibility for Consultation**

- Any student or parent seeking admission can avail of consultation services.
- Consultations are free /premium (as per the institution's policy).

4. **Modes of Consultation**

- In-person at our office.
- Online via email, phone, or video call.
- Through scheduled admission counselling sessions.

5. **Application Process Guidance**

- Step-by-step support for submitting the application.
- Help in preparing necessary documents.
- Clarification on admission tests or interviews (if applicable).

6. **Confidentiality**

- All applicant information will be kept private and secure.

7. **Response Time**

- Queries will be answered within 24-48 hours.

10. Policy for Verification of Student Documents:

1. Purpose

This policy establishes the process for the verification and authentication of student documents submitted during admission at **Bhagwan Mahavir University (BMU)** to ensure accuracy, transparency, and compliance with university regulations.

2. Scope

This policy applies to all students seeking admission to undergraduate, postgraduate, diploma, and lateral entry programs at BMU. It also outlines the responsibilities of appointed **counsellors, admission coordinators, and the college-level verification committee.**

3. Document Verification Process

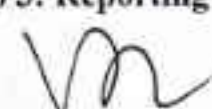

Step 1: Initial Verification by Admission Coordinator

- The **admission coordinator** at the respective college will be responsible for verifying the following:
 - Authenticity of original documents submitted by the student
 - Eligibility criteria as per university norms
 - Correct data entry in the **ERP system**
- The appointed personnel must ensure that all document details (name, date of birth, marks, etc.) match the information entered in the ERP system.

Step 2: Second-Level Verification by College-Level Committee

- After initial verification, the **college-level verification committee** will conduct the **2nd level verification** to ensure the accuracy of documents and data in the ERP.
- The **College Director/Principal** will form a **College-Level Verification Committee**, which will include:
 - Senior faculty members
 - Administrative staff responsible for admissions
 - The appointed counsellor /admission coordinator
- The committee will recheck:
 - Original documents
 - ERP data entry for accuracy
 - Discrepancies, if any

Step 3: Reporting Discrepancies



Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 16

- If any discrepancy is found in student documents or ERP entries during the verification process, the college must:
 1. Immediately report the issue to the Assistant Registrar (AR), Admission.
 2. The AR, Admission will verify the discrepancy and escalate the case to the Director, Admissions, BMU.
 3. The Director, Admissions will present the case to the University Admission Committee for verification and further action.

Step 4: University Admission Committee Decision

The **University Admission Committee** will review the reported discrepancies and take one of the following actions:


- Approve the correction of minor errors in ERP entries.
- Request the student to submit additional supporting documents.
- Reject admission if fraudulent or forged documents are found.
- Recommend disciplinary action if required.
- The final decision of the **University Admission Committee** will be binding.

4. Responsibilities of Key Authorities

Authority	Responsibilities
Admission Coordinator	Verify all student documents and authenticate ERP entries at the college level.
College-Level Verification Committee	Re-check documents and ERP entries, identify discrepancies, and report to AR, Admission.
Assistant Registrar (AR), Admission	Review reported discrepancies and escalate cases to Director, Admissions.
Director, Admissions, BMU	Present cases to the University Admission Committee for verification and resolution.
University Admission Committee	Make final decisions on discrepancies and take appropriate action.

5. Key Considerations

1. Verification must be completed within a specified timeframe to ensure smooth admission and enrolment processing.
2. If a student fails to submit required original documents, their admission may be considered invalid and all fees paid by him/her will be non-refundable.


 Bhagwan Mahavir University
 Director Admissions
 Bhagwan Mahavir University
 VIP Road, Vesu
 Surat.

Admission Policy

Page | 17

3. Any **forged or fraudulent documents** submitted by a student will result in **cancellation of admission** and possible legal action and all fees paid by him/her will be non-refundable.
4. All verification records and reports must be maintained for **audit and compliance purposes**.
5. The **University reserves the right to amend this policy** as needed with appropriate notifications.

11. Document Upload Process

Step 1: Student Login & Profile Update

1. Students will receive their **User ID, Password, and Portal Link** on their **registered email ID**.
2. They must log in to the admission portal or ERP system.
3. Students are required to complete **profile updating in two steps**:
 - o **Step 1:** Basic personal details (name, contact, address, etc.).
 - o **Step 2:** Academic details and document upload.
4. Profile completion is **mandatory** before proceeding with document upload.

Step 2: Uploading Required Documents

1. Students must upload **original scanned copies** of all necessary documents.
2. Documents should be in **PDF or JPEG format** with clear visibility.
3. The required documents include (but are not limited to):
 - o Last academic marksheet
 - o Identity proof (Aadhar card/PAN card)
 - o Caste/category certificate (if applicable)
 - o Migration certificate (if applicable)
 - o Any other document as per admission requirements


➤ **Incomplete document uploads will result in admission delays**

Step 3: Faculty Verification & ERP Update

1. The Admission Coordinator will assign faculty members to verify uploaded documents.
2. Faculty will check the documents for accuracy and authenticity.
3. Verified documents will be marked as "Approved" in the ERP.

Step 4: Handling Missing or Incorrect Documents

1. If any document is missing or incorrect, faculty will:
 - o Mark it as "Provisionally Accepted" in ERP.


 Bhagwan Mahavir University
 Director Admissions
 Bhagwan Mahavir University
 VIP Road, Vesu
 Surat.

Admission Policy

Page | 18

- Write a **remark** in the ERP explaining the issue.
 - Notify the student via email/SMS to re-upload the correct document.
 - Call the student if necessary for further clarification.
2. The student must log in, correct the issue, and re-upload the document within the given time.

4. Compliance & Enrolment Eligibility

1. Profile completion and document verification are mandatory for enrolment generation.
2. If a student fails to update their profile or upload the required documents, they will not be eligible for enrolment generation.
3. Admission will be considered incomplete until all documents are verified.
4. Non-compliance may lead to admission cancellation.
5. Responsibilities:

Task	Responsible Person	Deadline
Send login credentials to students	Admission Team	After admission confirmation
Complete profile & upload documents	Student	Within the given deadline
Verify documents & update ERP	Assigned Faculty	Within 3-5 working days
Notify students for missing/corrected documents	Faculty	Immediately after verification
Re-upload corrected documents	Student	Within 7 days of notification

12. ABC ID Creation Policy for Students:

1. Purpose

This policy guides students in generating their own Academic Bank of Credits (ABC) ID easily and correctly.

2. Eligibility


- All students enrolled in the institution are eligible to create an ABC ID.
- Students must have a valid Aadhaar -linked mobile number for verification.

3. Steps to Generate ABC ID:

1. Visit the Official Portal

- Go to the **ABC ID registration website** [Provide official website link].

2. Login & Verification


 Bhagwan Mahavir University
 Director Admissions
 Bhagwan Mahavir University
 VIP Road, Vesu
 Surat.

Admission Policy

Page | 19

- Click on "Create ABC ID."
- Enter your **Aadhaar number** and verify using OTP sent to the registered mobile number.

3. Fill in Personal Details

- Name, Date of Birth, Gender (as per Aadhaar).
- Email ID and Mobile Number (if required).

4. Institution Details

- Select or enter your **college/university name**.
- Provide your **student enrolment number** (if applicable).

5. Generate & Download ABC ID



- After submitting the details, your **ABC ID will be generated**.
- Download and save the **ABC ID card** for future use.

4. Important Guidelines:

- Ensure that Aadhaar details are updated and correct.
- Use a valid and active mobile number for OTP verification.
- Keep your ABC ID safe for academic record tracking.

4.1 Step-by-step Process to generate Academic Bank of Credits

OPTION-A: On ABC Portal

- 1) Open official website www.abc.gov.in/
- 2) The Click on **My Account** tab  on right hand of the web-page.
- 3) Select **Student**  **Student** from the drop-down list and
 - a) If you have account on the **Digi Locker** follow these steps:
 - Sign-in using your details and OTP.
 - b) If you do NOT have account on the **Digilocker** follow these steps:
 - Click on Sign-up for Meri Pehchaan (www.digilocker.meripehchaan.gov.in).
 - Create an account using your Mobile Number linked with your **Aadhaar**.
 - Sign-in using your details and OTP.
- 4) After sign-in, select the University tab from the options and search University of Allahabad by in the dropdown-list.
- 5) Click on the University of Allahabad to complete the Registration Process on ABC.
- 6) Please note down and keep your **ABC ID** for future references.

OPTION-B: OnDigiLockerPortal (for those who have DigiLocker account)

- 1) Open official website www.digilocker.gov.in
- 2) Click on **Search Documents** at the left panel and type '**ABC ID**' in the search column.
- 3) Click on **ABC ID Card-Academic Bank of Credits**
In the search results.
- 4) Select **University** from the drop-down list in the **Institution Type** option on your click OK.
- 5) Search **University of Allahabad** in the **Institution Name** option.
- 6) Click on the **University of Allahabad** from the drop-down list and click OK.
- 7) Check the consent box and click on Get document button.
- 8) Get your ABC ID by clicking the ABC ID Card option from your Issued Documents list.
- 9) Please note down and keep your **ABC ID** for future reference
- 10) Following YouTube video (of DigiLocker) explains the process to generate ABC ID:
www.youtube.com/watch?v=Gw3DUHaJlc

13. Retention of Students' Original Documents Policy:

1. Purpose:

This policy defines the procedure for collecting, retaining, verifying, and returning students' original documents submitted at the time of admission to ensure eligibility verification, authentication, and enrolment generation.

2. Scope:

This policy applies to all students taking admission in undergraduate, postgraduate, and lateral entry programs at Bhagwan Mahavir University.

3. List of Required Original Documents:

Students must submit the following original documents based on their admission category:

1. For Undergraduate (B.Tech /BBA/B.Com/BCA,) Admissions:


Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 21

1. **10th Standard Mark Sheet** (Mandatory)
2. **12th Standard Mark Sheet** (For non-Diploma students)
3. **School Leaving Certificate (SLC) / Transfer Certificate (TC)**
4. **Caste Certificate** (if applicable)
5. **Aadhaar Card / Any Government ID Proof**

2. for Diploma to Degree (D2D) Admissions:

1. **10th Standard Mark Sheet**
2. **Diploma Mark Sheets (All Semesters)**
3. **Diploma Certificate**
4. **School Leaving Certificate (SLC) / Transfer Certificate (TC)**

3. For Postgraduate (M.Tech /MBA/MCA) Admissions:

1. **10th Standard Mark Sheet**
2. **12th Standard Mark Sheet**
3. **Graduation Degree Certificate**
4. **Graduation Mark Sheets (All Semesters)**
5. **School Leaving Certificate (SLC) / Transfer Certificate (TC)**

4. For Lateral Entry Admissions (Direct Entry to 2nd or 3rd Year in Any Program):

1. **10th Standard Mark Sheet**
2. **12th Standard Mark Sheet (if applicable)**
3. **Diploma/Bachelor's Degree Certificate**
4. **All Semester/Yearly Mark Sheets of the Previous Course**
5. **School Leaving Certificate (SLC) / Transfer Certificate (TC)**

5. Retention and Verification Process:

Step 1: Submission of Original Documents at the Time of Admission

- Students must submit all required original documents at the time of admission.
- The documents will be collected by the **Admission Office of the respective college/department**.

Step 2: Verification by the Concerned Department

- The concerned department will verify the authenticity of the submitted documents.
- The department will cross-check eligibility as per the university admission criteria.

Step 3: Approval and Confirmation of Admission

- Admission will be confirmed only after successful verification of the original documents.
- Any discrepancies found in the documents will be immediately reported to the admission committee for further action.

Step 4: Retention Period of Original Documents

- The original documents will be retained by the university for **one (1) academic year** for the following purposes:
 - **Enrolment generation at the university level**
 - **Eligibility verification and audit purposes**
 - **Authentication of student records**

Step 5: Collection of Original Documents by Students

- After completion of **one (1) academic year**, students may collect their original documents from their respective **department/college office**.
- Students must obtain **written approval from the Director/Principal of the respective college** before collecting their documents.

5. Important Guidelines for Students:

- No student will be allowed to collect original documents before the completion of one academic year.
- If a student requires an original document for urgent purposes (e.g., passport application, education loan, etc.), a **temporary request** must be submitted along with valid proof, and approval must be obtained from the Director/Principal.
- If a student cancels admission, their original documents will be returned after completing formal cancellation procedures

14. Document Upload Policy

Here's a step-by-step process for collecting and verifying student documents at the time of admission and updating remarks in the ERP system:

Step 1: Collection of Documents from Students

1. After the admission process is completed, students are required to submit their necessary documents.



documents.



Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 23

2. The admission team at the college level provides students with a checklist of required documents (e.g., mark sheets, identity proof, category certificate, etc.).
3. Students submit scanned copies of their documents through the ERP system or physically at the designated office.

Step 2: Verification by the College-Level Team

4. A dedicated document verification team at the college level reviews each document submitted by students.
5. The team cross-checks the uploaded documents with the originals (if required).
6. If documents are missing, unclear, or incorrect, the verification team notes the discrepancies.

Step 3: Updating ERP System

7. The verification team logs into the ERP system.
8. They check each student's uploaded documents and match them against the checklist.
9. If the documents are complete and valid, they mark them as "Verified" in the ERP.
10. If there are issues, they add specific remarks against the student's profile, such as:
 - *Document missing (mention which one)*
 - *Uploaded document not clear*
 - *Mismatch in details (mention issue)*
 - *Resubmission required*

Step 4: Communicating with Students

11. If any issues are found, students are notified via the ERP system, email, or SMS to re-upload the correct documents.
12. A deadline is provided for students to rectify their document submissions.

Step 5: Final Approval

13. Once all required documents are verified, a final approval status is updated in the ERP.
14. Students with unresolved document issues may be placed on hold until they submit the required documents.

This structured approach ensures transparency, accuracy, and smooth processing of student documents during admissions. Let me know if you need any modifications or additional steps.

15. Name Correction Policy:


Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 24

1. Purpose:

This policy outlines the procedure for students who wish to correct or update their name in the university records. The correction must be supported by valid legal documents and follow the verification and approval process outlined below.

2. Scope:

This policy applies to all students enrolled in Bhagwan Mahavir University across all programs who need to correct their name due to spelling errors, discrepancies, or legal name changes.

3. Eligibility for Name Correction:

Students may request a name correction in the following cases:

- Spelling mistakes in the name recorded during admission.
- Name mismatch between university records and official documents (e.g., 10th/12th mark sheet, Aadhaar card, or other legal documents).
- Legal name change due to marriage (for female students) or other valid reasons with supporting government-issued documents.

4. Documents Required for Name Correction:

Students must submit the following documents along with the Name Correction Form:


1. Copy of 10th standard mark sheet (Mandatory).
2. Copy of 12th standard mark sheet (if applicable).
3. Copy of Aadhaar card or any other government ID showing the correct name.
4. Gazette Notification or Legal Affidavit (in case of legal name change).
5. Marriage certificate (for name change after marriage, if applicable).
6. Any other supporting documents as required by the university.

5. Name Correction Procedure:

Step 1: Submission of Name Correction Request

- The student must fill out the **Name Correction Form** available at the university admission office or on the university website.
- Attach all required supporting documents as per Section 4.

Step 2: Verification by the Concerned Department


Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

- The student must submit the completed form and documents to the **Head of Department (HOD)/Department Coordinator** of their respective program.
- The department will verify the documents and ensure the request is valid.

Step 3: Approval from the College Director

- After department verification, the student must obtain approval from the **Director/Principal of their respective college**.
- The Director/Principal will review the request and sign the form for further processing.

Step 4: Submission to Assistant Registrar (Admissions)

- The student must submit the verified and approved Name Correction Form along with supporting documents to the **Assistant Registrar (Admissions)** at the university.

Step 5: University Processing & Record Update

- The **Admission Department** will review the request and verify the documents.
- Once verified the request will be forwarded for approval and processing in the university's ERP and academic records.
- The student will be notified once the name correction has been updated in the university system.

6. Important Notes:



- Name corrections will only be processed once per student unless there is a legal requirement for further changes.
- The university reserves the right to reject any request if the provided documents are invalid, incomplete, or do not justify the correction.

Any discrepancy in records after correction should be reported to the admission office immediately.

16. Name Conventions Policy for ERP Entry:

1. Purpose

This policy ensures uniformity and accuracy in entering student names in the ERP system. It aligns with the student's last academic marksheet to avoid discrepancies.



Bhagwan Mahavir University
Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 26

2. Name Format in ERP

All students must enter their names in the ERP strictly as per their **last academic mark sheet**, the name structure is as follows:

- **First Name:** Student's given name (as per marksheet).
- **Middle Name:** Father's name (as per marksheet).
- **Last Name:** Surname (as per marksheet).

3. Guidelines for Entering Names

- The **name must exactly match** the name on the last academic marksheet.
- No abbreviations, nicknames, or modifications are allowed.
- If a student does not have a middle name on their marksheet, the middle name field should be left **blank**.
- Special characters or unnecessary spaces should not be included.
- Any spelling corrections must be requested with proper supporting documents

Responsibility:

- **Students** must ensure the correct name entry at the time of registration.
- **Admission Officers** must cross-check and validate names against the marksheet before final approval.

17. Marketing Policy for Admissions:

1. Introduction

This marketing policy aims to outline the strategies and guidelines for promoting admissions effectively. It focuses on branding, outreach, digital engagement, and partnerships to attract prospective students.

2. Marketing Objectives

- Increase awareness about the institution and its programs.
- Generate quality leads for admissions.
- Improve student engagement and conversions.
- Establish the institution as a preferred choice for education.

3. Target Audience

- High school graduates seeking undergraduate programs.



Director Admissions
Bhagwan Mahavir University
VIP Road, Vesu
Surat.

Admission Policy

Page | 27

- College graduates looking for postgraduate programs.
- Working professionals interested in skill-based or certification courses.
- Parents and guardians making education decisions.

16.1. Marketing Strategies:

1 Digital Marketing Strategies

1. Website Optimization:

- Ensure a user-friendly and mobile-optimized website.
- Include clear admission guidelines, program details, and testimonials.
- Implement chatbot for instant assistance.

2. Social Media Marketing:

- Use platforms like Facebook, Instagram, LinkedIn, Twitter, and YouTube.
- Run targeted ad campaigns highlighting key courses and scholarships.
- Share student testimonials, campus life videos, and alumni success stories.

3. Email & SMS Marketing:

- Send personalized admission offers and event invites.
- Regularly update prospective students on deadlines, scholarships, and campus activities.

4. Webinars & Virtual Open Houses:

- Conduct online sessions with faculty, students, and alumni.
- Address FAQs and provide career guidance.

16.2 Offline Marketing Strategies:

1. School & College Tie-Ups

- Collaborate with high schools, junior colleges, and coaching centres.
- Conduct career counselling sessions and guest lectures.

2. Education Fairs & Seminars

- Participate in national and international education expos.
- Organize scholarship and admission counselling camps.

3. Print & Outdoor Advertising

- Use newspapers, magazines, and local publications for admission ads.
- Display banners, billboards, and posters at strategic locations.

4. Referral & Word-of-Mouth Marketing

- Offer incentives for students referring new applicants.
- Encourage alumni to share their success stories.

5. Community Engagement & CSR Initiatives

- Conduct free workshops and training sessions.
- Partner with NGOs for education awareness programs.

5. Lead Management & Conversion Strategy

- Implement a **CRM system** to track and nurture leads.
- Assign counsellors to follow up with interested students.
- Provide exclusive offers like **early bird discounts and scholarships**.
- Offer a **seamless admission process** with online applications and digital document submission.

6. Monitoring & Performance Evaluation

- Track website traffic, conversion rates, and campaign performance.
- Use analytics tools like CRM reports.
- Conduct surveys to assess student satisfaction with the admission process.



आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12th June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580th meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Cont...

e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein *"delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time"* has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,



(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।