

ADMISSION AND REFUND POLICY

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Sathyabama Institute of Science and Technology
(Deemed to be University)

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DOCUMENT CONTROL SHEET

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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

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ADMISSION & REFUND POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology is committed to providing quality higher education through a transparent, fair, student-centric, and merit-based admission process. The Institution strives to attract talented students from diverse academic, socio-economic, cultural, and geographical backgrounds while ensuring equal opportunity and institutional integrity in admissions.

Being a Minority Deemed-to-be Institution, admissions to the Institution are governed by merit, eligibility criteria, institutional regulations, and applicable guidelines issued by the statutory councils, and other competent authorities from time to time.

The Institution also follows the guidelines issued by the Institution Grants Commission regarding refund of fees and student withdrawal. The Institution is committed to ensuring transparency and fairness in the refund of fees to students who withdraw their admission. The refund shall be processed based on the timelines prescribed by regulatory authorities, after deducting a nominal processing fee of Rs. 1,000 wherever applicable.

This policy outlines the framework governing admissions to various programmes offered by the Institution, including eligibility conditions, admission procedures, entrance examinations, counselling, fee regulations, refund mechanisms, grievance redressal, and governance procedures.

2. OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- Ensure transparency, fairness, and accountability in admissions and refund procedures.
- Maintain academic excellence and merit in student selection.
- Facilitate a systematic and efficient admission process.
- Ensure compliance with UGC and statutory body regulations.
- Provide clarity to students and parents regarding admission, fee payment, withdrawal, and refund procedures.
- Facilitate timely processing of refund requests.
- Promote inclusiveness and equal educational opportunity.
- Encourage admissions from diverse backgrounds and regions.
- Prevent unethical admission practices and malpractices.
- Ensure timely dissemination of admission-related information.
- Support student-centric and technology-enabled admission systems.

- Foster global academic diversity by encouraging admissions of international students through inclusive admission processes and comprehensive student support services.

3. SCOPE OF THE POLICY

This policy shall apply to admissions and fee refund procedures for all programmes offered by the Institution, including:

- Undergraduate Programmes
- Postgraduate Programmes
- Doctoral Programmes
- Online and Distance Learning Programmes (where applicable)
- Interdisciplinary and Collaborative Programmes

The policy shall be applicable to all applicants seeking admission to the Institution.

4. GUIDING PRINCIPLES

Admissions to the Institution shall be governed by the following principles:

4.1 Merit and Eligibility

Admissions shall primarily be based on merit, eligibility criteria, entrance examinations, and performance in qualifying examinations as prescribed for respective programmes.

4.2 Transparency

The admission process, fee structure, eligibility criteria, important dates, and selection procedures shall be clearly published through official communication channels.

4.3 Inclusiveness

The Institution shall encourage admissions from students belonging to diverse socio-economic, cultural, and geographical backgrounds.

4.4 Compliance

All admission processes shall adhere to UGC regulations, statutory council guidelines, Government norms, and Institution rules.

4.5 Non-Discrimination

No candidate shall be discriminated against on the basis of gender, religion, caste, community, language, disability, or socio-economic status.

5. ADMISSION CATEGORIES

Admissions may be offered under the following categories:

- Merit Category
- SAEEE Category
- Lateral Entry Category
- Scholarship Category

As a Minority Deemed to be University, admissions are primarily merit based and conducted in accordance with institutional regulations and applicable statutory guidelines. Reservation policies applicable to Government institutions shall not apply except where mandated by statutory or regulatory authorities.

The Institution reserves the right to introduce, modify, or discontinue admission categories based on institutional and regulatory requirements.

6. SAEED (SATHYABAMA ALL INDIA ENTRANCE EXAMINATION)

The Sathyabama All India Entrance Examination (SAEED) shall serve as a major gateway for admission to Undergraduate Engineering Programmes offered by the Institution. The examination shall be conducted online for admissions to the Chennai and Sriperumbudur campuses.

6.1 Examination Pattern

The SAEED examination shall consist of:

- 60 Multiple Choice Questions
- Duration of 60 Minutes
- Questions from:
 - Mathematics / Biology
 - Physics
 - Chemistry
- 20 Questions from each subject area

6.2 Admission through SAEED

Admissions under the SAEED category shall be merit-based and determined primarily by:

- Performance in SAEED
- Eligibility criteria prescribed by the Institution
- Verification of academic credentials

Shortlisted candidates shall be invited for counseling based on rank secured in the examination.

6.3 Eligibility for SAEED-Based Admission

Candidates seeking admission through the Sathyabama All India Engineering Entrance Examination (SAEED) shall fulfil the eligibility criteria applicable for the relevant admission year, including the minimum academic qualifications, qualifying examination requirements, subject combinations, and programme-specific eligibility conditions, as notified in the official Admission Brochure and published on the Institution's Admissions Portal.

6.4 Short listing and Counselling

Candidates shall be shortlisted for counselling and seat allocation based on the rank secured in SAEED, subject to fulfillment of eligibility criteria and availability of seats. For students who perform exceptionally well, the rewards are significant. Sathyabama offers a prestigious scholarship for the top 25 rank holders.

7. ELIGIBILITY CRITERIA

Candidates seeking admission shall fulfill the eligibility conditions prescribed for the respective programme by the Institution and relevant statutory bodies.

7.1 Undergraduate Programmes Eligibility

B. E. / B.Tech. C.S.E, I.T., ECE, EEE (4 years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with Mathematics, Physics and Any one of 14 AICTE prescribed subjects with an average of 60% marks and above in group

B.E. / B.Tech. Bio.Tech. / Bio Medical (4 years) - 10+2 / HSC / CBSE/ ICSE or equivalent examination with Physics, Chemistry, Mathematics / Biology with an average of 60% marks and above in group

B.E. / B.Tech. MECH / MECHATRONICS / AERO / CHEMICAL / CIVIL (4 years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with Mathematics, Physics and Chemistry with an average of 60% marks and above in group

B.Arch. (5 Years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with Mathematics, Physics and Chemistry with 50% in overall and NATA score of 80 / 200

B. Des. (4 years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with at least 60% marks in the qualifying Examination

B.D.S (5 Years) - NEET Score-Eligible | Pass in 10 + 2 / HSC / CBSE / ICSE or equivalent examination .Admission through NEET-UG Counselling

B.Pharm / (4 Years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with Biology or Maths, Physics and Chemistry with an average of 60% marks

B.Sc. Nursing (4 Years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with Biology /Botany; Zoology, Physics and Chemistry with an average of 60% and English individually

Integrated Law (5 Years) - 12th (10+2) / HSC / CBSE / ICSE or equivalent examination from a government-recognized board with a minimum 60% marks or equivalent grade as per BCI norms

Physiotherapy (5 Years) - A pass in the 10+2 / HSC / CBSE / ICSE or equivalent examination with Biology / Botany, Zoology, Physics and Chemistry with an average of 60% and English individually

B.B.A / B.A / BSW / B.Sc Psychology / B.Sc Fashion Design / B.Sc Visual Communication (3 Years) - 10+2 / HSC/ CBSE / ICSE or equivalent examination with 60% marks

LLB (3 Years) - A pass in any degree with overall 50% marks

B.C.A / B.Sc. CS, CS-AI, DS and IT (3 Years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with General Mathematics Compulsory

B.Com / B.B.A / B.Com FA (3 Years) - 10+2 / first class from HSC / CBSE / ICSE or equivalent examination with minimum of 60% in Accountancy, Commerce, Economics / Computer Science

B.Sc. (3 Years) - 10+2 / HSC / CBSE / ICSE or equivalent examination with overall 60% marks studied in science stream

Lateral Entry for B.E / B.Tech (3 Years) – A pass in minimum three years / two years (Lateral Entry) Diploma examination with 60% marks in any branch of Engineering and Technology.

OR Passed B.Sc. Degree from a recognized Institution as defined by UGC, with at least 60%marks and passed 10+2 examination with Mathematics as a subject.

OR Passed B.Voc /3-year D.Voc. Stream in the same or allied sector Lateral Entry for B.Pharm (3 Years) - Candidates should have passed in Diploma in Pharmacy course with 60% marks

Lateral Entry for BCA (2 Years) - A pass in 10+2 with 1 year Diploma in computer application /IT (or its equivalent) from recognized Institution with Mathematics as course at 10+2 or DIT/DCA level with 60% marks

7.2 Postgraduate Programmes Eligibility

Applicants shall possess a relevant undergraduate degree from a recognized institution with prescribed minimum marks.

M.E / M.Tech (2 Years) - B.E./B.Tech in the respective discipline from any recognized institute/Institution with at least 50% marks in aggregate. Preference shall be given to candidates with a valid GATE score.

MBA (2 Years) - A pass in Bachelor Degree of minimum 3 years duration. Obtained at least 60% marks in the qualifying examination.

M.A/ M.Sc (2 Years) - A pass in Bachelor Degree of minimum 3 years duration with a minimum aggregate of 60% of marks or First class in qualifying for the M.Sc. degree programme is required

MCA (2 Years) - A pass in any graduation degree (e.g.: B.E. / B.Tech./ B.Sc / B.Com. / B.A./ B.Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

M.Pharm (2 Years) – A pass in Bachelor of Pharmacy from a recognized Institution/college, with minimum aggregate score of 60% at the graduate level is also necessary.

Pharm.D (6 Years) - A pass in 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the following subjects Mathematics or Biology

M.Arch (2 Years) - A pass in Bachelor of Architecture with 60% marks from a CoA recognized Institution/Institute.

LL.M (2 Years) - Any Bachelor Degree in Law from a recognized Institution with minimum of 60% marks.

MSW (2 Years) - A pass in BSW degree from any reputable Institution/college with at least 60% marks for MSW qualification

MDS (3 Years) - Based on the merit obtained in the National Eligibility-cum-Entrance Test (NEET-MDS) conducted by the competent authority,

7.3 Doctoral Programmes

Admissions to Ph.D. programmes shall be governed by the Institution Ph.D. Regulations and applicable UGC guidelines.

Selection of candidates shall be based on:

- Written Entrance Examination
- Research Presentation
- Oral Interview / Viva Voce

The selection process shall evaluate the candidate's research aptitude, subject knowledge, academic competence, and suitability for doctoral research.

7.4 Institution Research Fellowship

The Institution may offer Sathyabama Research Fellowships to meritorious full-time research scholars in accordance with institutional regulations and availability of research funding.

Applications from eligible candidates employed in industries, firms, research organizations, and academic institutions may also be considered for admission to Ph.D. programmes subject to fulfillment of prescribed eligibility conditions and approval by the competent authorities.

8. DOCUMENT VERIFICATION

Candidates shall produce original documents for verification during admission.

Documents may include:

- Mark sheets and certificates
- Transfer Certificate
- Migration Certificate
- Identity proof
- Passport and visa documents for international students
- Medical fitness certificate (where required)

Submission of false or fabricated documents shall result in cancellation of admission.

9. FEE STRUCTURE AND REFUND POLICY

9.1 Tuition and Other Fees

The fee structure for all programmes shall be approved by the competent authorities of the Institution.

9.2 Publication of Fees

Fee details shall be published through official admission notifications and the Institution website.

9.3 Eligibility for Refund

Students who wish to cancel their admission are eligible to apply for refund of fees as per the conditions mentioned in this policy.

The application for cancellation and refund must be submitted:

- In writing (physical application), or
- Through a duly signed and scanned letter via email

The request must be submitted by the student with parent/guardian consent.

9.4 Refund Structure

The refund of fees shall be processed based on the time of submission of the withdrawal request.

- A 100% refund of fees will be provided if the withdrawal is made 15 days or more before the formally notified last date of admission.
- A 90% refund will be granted if the withdrawal is made less than 15 days before the last date of admission.
- An 80% refund will be applicable if the withdrawal is made within 15 days after the formally notified last date of admission.
- A 50% refund will be provided if the withdrawal is made more than 15 days but within 30 days after the last date of admission.
- No refund (0%) shall be applicable if the withdrawal request is submitted more than 30 days after the formally notified last date of admission.

9.5 Procedure for Refund Application

- The student shall submit a written request for cancellation of admission.
- The request must include relevant details such as admission number, course, and reason for withdrawal.
- Supporting documents, if any, must be attached.
- The application shall be submitted to the concerned administrative office.
- Refunds shall be processed within a reasonable timeframe as per institutional procedures.

9.6 Processing of Refund

- Refund requests will be processed only after verification of documents.
- The refund amount will be calculated as per the applicable refund percentage.
- The approved refund will be credited through the official mode of payment.
- The processing time may vary as per institutional procedures.

9.7 General Conditions

- A processing fee of Rs. 1,000 will be deducted as per UGC norms wherever applicable.
- No refund shall be applicable beyond the stipulated timelines.
- Incomplete applications will not be considered.
- All decisions shall be taken in accordance with institutional policies and applicable regulatory guidelines.

10. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The Institution may provide scholarships and financial assistance to eligible students in accordance with institutional scholarship policies and decisions of the competent authorities.

The major scholarship categories may include:

- Anbu Scholarship for economically weaker and deserving students, including fee waivers and financial support based on merit and need assessment.
- Chancellor's Merit Scholarship for outstanding academic performers and top rank holders in respective programmes.
- SAEED Scholarship for meritorious candidates securing top ranks in the Sathyabama All India Entrance Examination (SAEED).
- Government and Private Scholarships facilitated through Central/State Government schemes, private trusts, and foundations.

Scholarships shall be administered through a Scholarship Committee constituted by the Institution, which shall oversee application processing, verification, selection, monitoring, and implementation in a transparent and merit-driven manner.

11. ADMISSION OF INTERNATIONAL STUDENTS

International admissions shall be facilitated through the designated International Relations Office or Admission Office.

International students shall comply with:

- Visa regulations
- Equivalency requirements
- Foreign student registration procedures
- Guidelines issued by relevant authorities

11.1 Guidelines for Admission of International Students

The Institution aims to strengthen its global presence by attracting qualified international students from diverse countries and academic backgrounds. The international admission strategy shall focus on the following:

- Promoting the Institution through international education fairs, digital outreach, collaborations, and institutional partnerships.
- Facilitating admissions for foreign nationals, Non-Resident Indians (NRIs), Overseas Citizens of India (OCI), and Persons of Indian Origin (PIO).
- Providing transparent information regarding eligibility, fee structure, scholarships, hostel facilities, and visa procedures through official communication channels.

- Offering dedicated admission assistance and counseling support for international applicants.
- Ensuring equivalency verification of foreign qualifications as per Association of Indian Universities (AIU) / regulatory norms.
- Supporting international students through orientation programmes, cultural integration initiatives, and student support services.
- Encouraging diversity and multicultural learning environments within the campus community.
- Establishing collaborations with foreign institutions for student mobility, exchange programmes, twinning programmes, and international academic partnerships.

12. LATERAL ENTRY ADMISSIONS

Lateral entry admissions shall be permitted for eligible diploma holders or candidates meeting prescribed criteria.

Admissions shall be subject to:

- Availability of seats
- Eligibility norms
- Approval of competent authorities

13. CANCELLATION OF ADMISSION

Admission may be cancelled under the following circumstances:

- Submission of false information or forged documents
- Non-fulfillment of eligibility criteria
- Failure to pay prescribed fees within stipulated time
- Violation of Institution rules and regulations
- Misconduct during the admission process

The Institution reserves the right to cancel admission at any stage if discrepancies are identified.

14. GRIEVANCE REDRESSAL

The Institution shall establish an admission grievance redressal mechanism to address complaints related to:

- Admission procedures
- Fee-related issues
- Merit list concerns
- Document verification
- Counselling and seat allotment

Students may submit grievances through prescribed procedures within stipulated timelines. The decision of the competent authority shall be final and binding.

15. DATA PRIVACY AND CONFIDENTIALITY

The Institution shall maintain confidentiality and security of applicant information in accordance with applicable data protection regulations.

Personal data collected during admissions shall be used only for academic and administrative purposes.

16. ROLES AND RESPONSIBILITIES

16.1 Admission Office

The Admission Office shall:

- Coordinate admission activities
- Process applications
- Verify documents
- Maintain admission records
- Provide admission-related support to applicants

16.2 Departments and Schools

Academic departments shall:

- Define programme-specific eligibility criteria
- Participate in counselling and selection processes
- Verify academic credentials where required

16.3 Competent Authorities

The competent authorities of the Institution shall:

- Approve admission policies and procedures
- Ensure regulatory compliance
- Resolve admission-related disputes

17. ETHICAL PRACTICES

The Institution shall strictly prohibit:

- Capitation fees
- Unfair admission practices
- Discrimination in admissions
- Misrepresentation of information
- Unauthorized intermediaries or agents

Any violation shall invite disciplinary and legal action.

18. IMPLEMENTATION

This policy shall come into effect from the date of approval by the competent authority of Sathyabama Institute of Science and Technology.

All stakeholders involved in the admission process shall adhere to the provisions of this policy.

19. CONCLUSION

Sathyabama Institute of Science and Technology is committed to ensuring a student-centric, transparent, and merit-based admission process that promotes academic excellence, inclusivity, and institutional integrity.

The Institution shall continuously strive to improve its admission practices in alignment with national educational policies and global best practices.

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