

Admission Policy



Symbiosis Skills and Professional University

(Recognized by UGC & Established under Govt. of Maharashtra Act No. XXXVII of 2017) (Formerly known as Symbiosis Skills and Open University)

Address: Adjoining, Mumbai - Pune Expressway Kiwale, Pimpri-Chinchwad,
Maharashtra 412101, **Phone:** 020 27187768
Website: www.sspu.ac.in **Email:** admissions@sspu.ac.in



Symbiosis Skills and Professional University

(Recognised by UGC & Established under Govt. of Maharashtra Act No. XXXVII of 2017)

(Formerly known as Symbiosis Skills and Open University)

Ref. No. SSPU / R / 2024 / 583

Date: 26 / 06 / 2024

NOTIFICATION


Subject: Admission Policy for UG and PG Programmes offered by Symbiosis Skills and Professional University, Pune.

It is hereby notified for information of all concerned that the Academic Council in its meeting held on 24th June, 2024 has approved the Admission Policy for UG and PG Programmes and is hereby published for your information and record.

The **Admission Policy** will serve as detailed guideline for below:

1. Eligibility criteria for UG and PG admissions
2. Reservation and allocation of Seats
3. Allocation of merit and seat allocation
4. Payment of Fees
5. List of documents
6. Rules for change of programme
7. Annexures and Undertakings

The policy shall be useful for all concerned. This will come into force with immediate effect.


(Dr. Sudhakar Shinde)
Registrar

Copy to:

1. EA to Pro Chancellor for kind information of Hon'ble Pro Chancellor, SSPU, Pune.
2. EA to Vice Chancellor for kind information of Hon'ble Vice Chancellor, SSPU, Pune.
3. All Directors / Programme Heads of constituent schools of SSPU, Pune
4. The Controller of Examinations, SSPU, Pune.
5. The Chief Finance & Accounts Officer, SSPU, Pune
6. Admission Department, SSPU, Pune
7. Web-designer for uploading on Website

INDEX

Sr. No.	Particulars	Page No.
1	Introduction	1 – 1
2	School wise name of the programmes, duration and Intake for Academic Year	2 – 2
3	School-wise name of the programmes and Intake Capacity for admission to Second Year through Lateral Entry	3 – 3
4	Allocation of Seats	3 - 4
5	Reservation of seats	4 – 6
6	Eligibility Criteria for Admission to undergraduate and Post Graduate Programmes	7 – 16
7	Admissions Committee	17 – 17
8	Application form filling, submission and admission process for all undergraduate and postgraduate programmes	17 – 18
9	Allocation of Merit and Seat Allocation	18 - 21
10	Payment of fees	21 – 21
11	List of documents required to be submitted by the students at the time of admission	21 – 22
12	Change of Programme	22 – 22
13	Cancellation of Admission and Refund of fees, return of documents by Institution.	22 – 22
14	Miscellaneous provisions	23 – 23
15	Annexures	24 - 42

Introduction

To crystalize 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, Symbiosis Skills and Professional University (SSPU) has been established in Kiwale, Pune under the able leadership of President and Founder Dr. S. B. Mujumdar and Pro-Chancellor Dr. Swati Mujumdar.

Symbiosis has created a state-of-the-art infrastructure spread over 15 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. The University has specialized skill training machinery imported from Germany to impart hands-on practical training to its students.

This brochure gives information regarding the eligibility and rules of admission to First year of various technical professional postgraduate degree courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and stages of Centralized Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, refund of fees, etc.

Symbiosis Skills and Professional University (SSPU) is Maharashtra's first Skill Development University, established in 2017 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 3000 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, Retail & E-Commerce, Ports & Terminal Management, Logistics & Supply Chain Management, Media, FinTech, Beauty and Wellness, Nutritional Science, Data Science, etc.

In this unique model of Skill Development, top industry leaders such as Daikin Air-conditioning India Pvt. Ltd., Volkswagen India Pvt. Ltd., FIAT Automobile Pvt. Ltd., Auto Cluster Development & Research Institute, Beauty & Wellness Sector Skill Council, Edukerron International, Premium Transmission Pvt. Ltd., Urban Nirvana Wellness LLP etc. are also setting up their bases on the University campus to Provide skill training to students.

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

The admission process at SSPU 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.

1. School wise list of the programmes, duration and Intake

- a. The Sanctioned Intake for First Year Degree Course, Direct Second Year (Lateral entry) shall be as per the approval given by the authority which is competent for giving approval to respective programme. Candidates shall refer the web-site for the revised and final Institute Information before filling the Preference Form.
- b. For admission to Direct Second Year (Lateral entry), the number of seats available shall be calculated as given in this policy.

Sr. No.	School Name	Programme Name	Duration (in Years)	Intake Capacity ***
1	School of Mechatronics Engineering	B. Tech. (Mechatronics Engineering)	4	120
		M. Tech. Mechatronics Engineering (IOT, AI & Robotics)	2	18*
		B.Tech WIP	4	30
2	School of Automobile Engineering	B. Tech. (Automobile Engineering)	4	60
3	School of Construction Engineering and Infrastructure Management	B. Tech. (Construction Engineering & Management)	4	60
4	School of Computer Science and Information Technology	B. Tech in CS&IT Cyber Security)	4	180
		B.Tech AI & ML	4	60
5	School of Sustainability Studies	B.Tech. (Smart and Sustainable Energy)	4	60
6	School of Architecture, Urban Development & Planning	Bachelor of Architecture	5	80+8 EWS**
		B. Des.	2	30
		M. Plan.	2	20
7	School of Ports, Terminal Management & Logistics	BBA (Ports & Terminal Management)	3	60
		BBA (Logistics & Supply Chain Management)	3	60
		MBA (Logistics & Supply Chain Management)	2	60
8	School of Retail Management	BBA (Retail & E-Commerce Management)	3	90
9	School of Media Management	BBA (Digital Media & Marketing)	3	90
10	School of Banking, Financial Services and Insurance Management	BBA (Fintech)	3	90
11	School of Beauty & Wellness	B. Sc. (Beauty & Wellness)	3	60
		B.Sc. (Nutritional Sciences & Dietetics)	3	60
		M. Sc. (Nutritional Sciences & Dietetics)	2	60
12	School of Data Science	B. Sc. (Data Science)	3	120
		M. Sc. (Data Science)	2	60

Note: * Five seats are reserved for Industry sponsored category.

** Subject to annual approval of Additional intake by COA + 8 Seats for EWS

*** Subject to approval, Fifteen percent (15%) supernumerary seats over and above the "Approved Intake" per programme may be sanctioned for admitting students from Foreign Nationals / Overseas Citizen of India / Children of Indian Workers in the Gulf Countries / NRI.

2. School-wise name of the programmes and Intake Capacity for admission to Second Year through Lateral Entry

Sr. No.	School Name	Programme Name	Intake Capacity to Direct II nd Year*
1	School of Mechatronics Engineering	B. Tech. (Mechatronics Engineering)	12
2	School of Automobile Engineering	B. Tech. (Automobile Engineering)	6
3	School of Construction Engineering and Infrastructure Management	B. Tech. (Construction Engineering & Management)	6
4	School of Computer Science & Information Technology	B. Tech. CS&IT (Cyber Security)	18
		B. Tech. AI & ML	6
5	School of Sustainability Studies	B. Tech. Smart and Sustainable Energy	6
5	School of Data Science	M.Sc. Data Science	6
6	School of Beauty and Wellness	M. Sc. Nutritional Sciences and Dietetics	As per availability of Vacancy**

Note: * Unfilled vacancies of the First year of B. Tech Programmes in the last Academic Year can be filled through lateral entry

** If seats remain vacant in the Second year of M. Sc (Nutritional Sciences & Dietetics), lateral entry admission to direct Second year will be given

3. Allocation of Seats.

The percentage of allocation of seats for various types of candidates shall be in accordance with the policy of the Government.

- (i) **Maharashtra State Candidature Seats** - The Candidates having Maharashtra State Domicile, shall be eligible for these seats.
- (ii) **Other than Maharashtra State Candidature Seats** - The Candidates having domicile of other than Maharashtra State but are residents of India shall be eligible for these seats.
- (iii) **NRI Candidature Seats** - A Non-Resident Indian is an Indian citizen who is residing outside India and holds an Indian passport. Only those NRI candidates who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be considered as foreign students.

NRIs will include those candidates who have studied or are studying in schools or colleges situated in foreign countries even if such schools or colleges are affiliated to the Boards of Secondary Education or Universities located in India.

But NRIs will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Examinations or Universities located in foreign countries as external students. Similarly, dependants of NRIs studying in India also will not be considered as foreign students.

- (iv) **International Students** – Candidates holding citizenship of foreign nations. Foreign National are called to the person who has the citizenship of a country other than India and holding a passport of their respective country. Therefore, the citizens of SAARC and LDC countries are also Foreign Nationals. If a foreign National passed the required qualifying exam (i.e. 12th equivalent) from India, even then they will be considered for admission under the FN category.
- (v) **PIO** - Students who is a Person of Indian Origin, who held a passport in a country other than Afghanistan, Bangladesh, Bhutan, China, Nepal, Pakistan, Sri Lanka and provided with an Overseas Citizen of India Card (previously PIO Card) by Govt. of India. If a PIO passed the qualifying exam (i.e. 12th equivalent) from India, even then they will be considered for admission under this category.

NOTE:- *While filling these seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Se-Merit.*

4. Reservation of seats

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time. The Reservation policy shall be governed by the Govert of Maharashtra Rules and amendments received from time to time.

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates. Backward class candidates shall claim the category to which they belong to at the time of submission of application form along with valid documents.

*In case, the reserved category seats remain vacant then such seats shall be converted to open category as per the policy laid down by the State Government or regulatory bodies.

*In case the student is not able to provide a valid certificate of the caste / category claimed he shall be considered as open category student.

Programme-wise Reservation of Seats

Sr. No	Name of the School	Name of Programme	Duration (Yrs.)	Intake Capacity*	SC 13%	ST 7%	VJ-DT/ NT-A 3%	NT-B 2.5%	NT-C 3.5%	NT-D 2%	OBC 19%	Gen. 50%	OMS
1	School of Mechatronics Engineering	B. Tech. (Mechatronics Engineering)	4	120	6	4	1	1	2	1	9	24	72
		M. Tech. Mech. Engineering (IOT, AI & Robotics)	2	18	1	1	0	0	0	0	1	4	11
		B.Tech Mechanical and Smart Manufacturing (WILP)	4	30	1	1	1	1	0	0	2	6	18
2	School of Automobile Engineering	B. Tech. (Automobile Engineering)	4	60	3	1	1	1	1	1	4	12	36
3	School of Construction Engineering and Management	B. Tech. (Constr. Engg. & Mgmt.)	4	60	3	1	1	1	1	1	4	12	36
4	School of Computer Science and Information Technology	B. Tech in CS&IT (Cyber Security)	4	180	9	3	3	3	3	3	12	36	108
		B.Tech AI & ML	4	60	3	1	1	1	1	1	4	12	36
5	School of Sustainability Studies	B.Tech. (Smart and Sustainable Energy)	4	60	3	1	1	1	1	1	4	12	36
6	School of Architecture, Urban Development & Planning	B. Arch.	5	80 + 8 (EWS)	4	2	1	1	1	1	6	16	48
		B. Des.	4	30	1	1	1	1	0	0	2	6	18
		M. Plan.	2	20	1	1	1	0	0	0	1	4	12
7	School of Retail Management	BBA (Retail & E-Commerce Management)	3	90	5	2	1	1	2	1	6	18	54

8	School of Ports, Terminal Management & Logistics	BBA (Ports & Terminal Management)	3	60	3	1	1	1	1	1	4	12	36
Sr. No	Name of the School	Name of Programme	Duration (Yrs.)	Intake Capacity *	SC 13%	ST 7%	VJ-DT/NT-A 3%	NT-B 2.5%	NT-C 3.5%	NT-D 2%	OBC 19%	Gen 50%	OMS
		BBA (Logistics & Supply Chain Management)	3	60	3	1	1	1	1	1	4	12	36
		MBA (Logistics & Supply Chain Management)	2	60	3	1	1	1	1	1	4	12	36
9	School of Media Management	BBA (Digital Media & Marketing)	3	90	5	2	1	1	2	1	6	18	54
10	School of Banking, Financial Services and Insurance Management	BBA (Fintech)	3	90	5	2	1	1	2	1	6	18	54
11	School of Beauty & Wellness	B. Sc. (Beauty & Wellness)	3	60	3	1	1	1	1	1	4	12	36
		B. Sc. (Nutritional Sciences & Dietetics)	3	60	3	1	1	1	1	1	4	12	36
		M. Sc. (Nutritional Sciences & Dietetics)	2	60	3	1	1	1	1	1	4	12	36
12	School of Data Science	B. Sc. (Data Science)	3	120	6	4	1	1	2	1	9	24	72
		M. Sc. (Data Science)	2	60	3	1	1	1	1	1	4	12	36
** Subject to Approval of Council of Architecture													

5. A. Eligibility criteria for admission to first year of undergraduate and postgraduate programmes

(List of qualifying Diploma Courses for Lateral Entry to second year are attached at Annexure I & List of Vocational subject is attached as Annexure II)

The Eligibility of each programme shall be in accordance with the UGC / Respective Council

Sr. No.	Name of the Programme	Entry Qualification
1	B. Tech. (Mechatronics Engineering)	<p>Eligibility Criteria for Indian Nationals</p> <p>1) Passed 10+2 examination with Physics and Mathematics and one of the subjects from the following: Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture / Engineering Graphics / Business Studies / Entrepreneurship</p>
2	B. Tech. (Automobile Engineering)	<p>AND</p> <p>obtained at least 50% marks (at least 40% marks, in case of reserved category of candidates belonging to reserved category as per guidelines of UGC / AICTE / Respective Council) in the above subjects taken together.</p>
3	B. Tech. (Construction Engineering & Management)	<p>OR</p> <p>Passed min. 3 years Diploma examination with at least 50% marks (40% marks in case of candidates belonging to reserved category as per guidelines of UGC / AICTE / Respective Council) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted. (The Universities will offer suitable orientation courses for Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to prepare Level playing field and desired learning outcomes of the programme).</p>
4	B. Tech. Computer Science & IT (Cyber Security)	<p>2) Qualifying score in JEE OR MH-CET OR any other State level Engineering Entrance Exam OR National level Engineering Entrance Exam OR Common University Entrance Test (CUET) OR Symbiosis Engineering Entrance Test (SEET) conducted by SSPU OR Symbiosis International (Deemed) University's SET Score Card and Candidate also need to appear for counselling session</p>
5	B. Tech. AI&ML	<p>3) Candidates will be selected based on their performance in the selection process as set by SSPU.</p>
6	B.Tech. (Smart and Sustainable Energy)	<p>Eligibility Criteria for NRI / International Students</p> <p>1) Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies or Electronics or Entrepreneurship</p> <p>2) Student should have obtained at least 50% marks (at least 40% marks, in case of reserved category of candidates belonging to reserved category as per guidelines of UGC / AICTE / Respective</p>

		<p>Council) in the above subjects taken together and must obtain an equivalence certificate from the Association of Indian Universities (AIU). The application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf</p> <ol style="list-style-type: none"> 2) All foreign qualifications need to be verified by the AIU by the candidate before seeking provisional admission. 3) To promote international understanding between Indian and Foreign candidates, SSPU has reserved seats for NRIs/International candidates in every division (Supernumerary Quota). 4) Qualifying score in JEE or Symbiosis Engineering Entrance Test (SEET) conducted by SSPU. 5) Candidates will be selected based on their performance in the selection process as set by SSPU.
	<p>Lateral Entry for Second Year B. Tech. Programmes (All B. Tech Programmes)</p>	<p>Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination with at least 50% marks (40% marks in case of candidates belonging to reserved category as per guidelines of UGC / AICTE / Respective Council) in ANY branch of Engineering and Technology.</p> <p style="text-align: center;">OR</p> <p>Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 50% marks (40% marks in case of candidates belonging to reserved category as per guidelines of UGC / AICTE / Respective Council) and passed 10+2 examination with Mathematics as a subject.</p> <p style="text-align: center;">OR</p> <p>Passed D. Voc. Stream in the same or allied sector. (The Universities will offer suitable orientation courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme) Refer to table 1.10 of Appendix – 1</p> <p>Note: Lateral Entry admission will be subject to a minimum of 70% course mapping and/or as per Annexure I.</p>
7	<p>M. Tech. Mechatronics Engineering- (IoT, AI & Robotics)</p>	<p>Eligibility Criteria for Indian Nationals.</p> <ol style="list-style-type: none"> 1) A Candidates who have acquired BE / B. Tech or Equivalent degree in Instrumentation Engineering / Electrical / Electronics & Telecommunication / Electronics / Medical Electronics Mechanical Engineering/ Automobile Engineering / Manufacturing Science / Aeronautical Engineering, by securing not less than 50% marks in aggregate are eligible. 2) However, in the case of candidates belonging to SC / ST / Group I aggregate percentage of marks in the qualifying examination should not be less than 45%. 3) Qualifying valid GATE / SSPU Entrance Examination Score / Equivalent Examination Score as per Govt. Guidelines. 4) Candidates will be selected based on their performance in the selection process as set by SSPU 5) Candidates in their final year of graduation can also apply for the course on a provisional basis.

		<p>Eligibility Criteria for NRI / International Students</p> <ol style="list-style-type: none"> 1) Candidates who have acquired BE/ B. Tech or Equivalent degree in Instrumentation Engineering / Mechanical Engineering/ Automobile Engineering / Manufacturing Science / Aeronautical Engineering, by securing not less than 50% marks in aggregate are eligible. 2) Must obtain an equivalent certificate from the Association of Indian Universities (AIU). All foreign qualifications need to be verified from Association of Indian Universities (AIU) by the candidate (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf before seeking provisional admission to any programme of SSPU. 3) Candidates will be selected based on their performance in the selection process as set by SSPU.
8	B.Arch.	<p>The Eligibility of B.Arch. shall be as per Council of Architecture.</p> <p>Eligibility Criteria for Indian Nationals</p> <ol style="list-style-type: none"> 1) No candidate shall be admitted to architecture course unless he has passed an examination at the end of the 10+2 scheme of examination with at least 50 percent aggregate marks in Physics, Chemistry and Mathematics and also at least 50 percent marks in aggregate of the 10+2 level examination or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 50 per cent. marks in aggregate. 2) The candidate needs to qualify an Aptitude Test in Architecture conducted by the Council complying with the Admission Norms prescribed in Appendix-D of COA Regulation. 3) The institutions shall give weightage of 50 per cent. marks for aptitude tests and 50 per cent. marks in the qualifying examination in the matter of admissions. 4) In addition to the above-mentioned Mandatory Eligibility criteria set by the Council of Architecture, the candidates seeking admission to the Programme will have to qualify the selection process with a portfolio conducted by SSPU. <p>Eligibility Criteria for NRI / International Students</p> <ol style="list-style-type: none"> 1) No candidate shall be admitted to an architecture course unless she/ he has passed an examination at the end of the 10+2 scheme of examination with Physics, Chemistry & Mathematics subjects or passed 10+3 Diploma Examination with Mathematics as compulsory subject from any Foreign Board must obtain an equivalent certificate from the Association of Indian Universities (AIU) (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf) 2) Qualified through the recognized aptitude test in Architecture (NATA). 3) In addition to the above-mentioned Mandatory Eligibility criteria set by the Council of Architecture, the candidates seeking admission to

		the Programme will have to qualify the selection process with a portfolio conducted by SSPU.
9	B.Des.	<p>Eligibility Criteria for Indian Nationals.</p> <ol style="list-style-type: none"> 1) H.S.C or Equivalent: Passed in the H.S.C. of the Maharashtra Board for Higher Secondary education or equivalent from the any other State Boards. 2) S.S.C + Two Year's or Three Years' Diploma course from DTE (MSBTE) Government approved State Board of Technical Education. 3) S.S.C + Any other equivalent Diploma from other state Government approved Board of Technical Education / University. 4) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination. <p>OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p> <ol style="list-style-type: none"> 5) Candidates will be selected based on their performance in the selection process as set by SSPU. <p>Eligibility Criteria for NRI / International Students</p> <ol style="list-style-type: none"> 1) No candidate shall be admitted unless she/ he has passed an examination at the end of the 10+2 scheme of examination with Physics, Chemistry & Mathematics subjects or passed 10+3 Diploma Examination with Mathematics as compulsory subject from any Foreign Board must obtain an equivalent certificate from the Association of Indian Universities (AIU) (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf 2) All foreign qualifications need to be verified by the AIU by the candidate before seeking provisional admission. 3) Candidates will be selected based on their performance in the selection process as set by SSPU
	Lateral Entry for B. Des.	<p>Eligibility Criteria for Indian Nationals.</p> <ol style="list-style-type: none"> 1) SSC + Three years' diploma in Interior Designing or Architectural Asst. ship from Government approved State Board of Technical Education. 2) Any other equivalent Three Year's Diploma from Government approved State Board of Technical Education / University. 3) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination. <p>Note: Lateral Entry admission will be subject to a minimum of 70% course mapping</p>
10	M. Plan (Masters in Planning)	<p>Eligibility Criteria for Indian Nationals.</p> <ol style="list-style-type: none"> 1) Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering OR Passed Master Degree of Geography/ Economics/Social Sciences or equivalent Degree. 2) Candidates will be selected based on their performance in the selection process as set by SSPU.

		<p>Eligibility Criteria for NRI / International Students</p> <ol style="list-style-type: none"> 1) Candidates who have acquired Bachelor Degree in Planning/ Architecture/ Civil Engineering OR Passed Master Degree of Geography/ Economics/Social Sciences or equivalent Degree. 2) Must obtain an equivalent certificate from the Association of Indian Universities (AIU). All foreign qualifications need to be verified from Association of Indian Universities (AIU) by the candidate (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf before seeking provisional admission to any programme of SSPU. 3) Candidates will be selected based on their performance in the selection process as set by SSPU.
11	BBA (Retail & E-Commerce Management)	<p>Eligibility Criteria for Indian Nationals</p> <ol style="list-style-type: none"> 1) Passed 10+2 examination or equivalent course in any discipline (Arts, Science, and Commerce) from any recognized Board / Council / University with a minimum of 50% marks for the General (Open) Category and 45% marks for the Reserved Category 2) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission. 3) The final Merit list shall be prepared on the basis of performance in the selection process as set by SSPU. <p>Eligibility Criteria for NRI / International Students</p> <ol style="list-style-type: none"> 1) A candidate who has passed 10+2 examination or equivalent course in any discipline (Arts, Science, and Commerce) from any recognized Board/ Council/ University with minimum 50% marks for the General (open) Category and 45% marks for the Reserved Category and must obtain an equivalent certificate from the Association of Indian Universities (AIU) 2) All foreign qualifications need to be verified by the Association of Indian Universities (AIU) by the candidate (The application format is available on link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf before seeking provisional admission. 3) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission. 4) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.
12	BBA (Ports & Terminal Management)	
13	BBA (Logistics & Supply Chain Management)	
14	BBA (Digital Media & Marketing)	
15	BBA (Fintech)	
16	MBA (Logistics & Supply Chain Management)	<p>Eligibility Criteria for Indian Nationals</p> <ol style="list-style-type: none"> 1) Passed 3 Year Bachelor’s Degree programme with minimum 55% marks or equivalent grade. AND 2) Passed SKILL- CAT Exam to be held on 23rd June 2024 OR Any National Entrance Exam MAT / CAT / SNAP / GMAT. 3) Candidates have to also appear in GD and PI.

		<p>4) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p> <p>Eligibility Criteria for NRI / International Students</p> <p>1) Passed 3 Year Bachelor’s Degree programme with minimum 55% marks or equivalent grade</p> <p>2) AND</p> <p>3) NRI / International Students with GMAT / GRE valid scores can apply.</p> <p>4) All foreign qualifications need to be verified by the Association of Indian Universities (AIU) by the candidate (The application format is available on link:</p> <p>5) https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf before seeking provisional admission.</p> <p>6) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>7) Candidates have to also appear in GD and PI.</p> <p>8) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p>
17	B. Sc. (Beauty and Wellness)	<p>Eligibility Criteria for Indian Nationals</p> <p>1) Passed 10+2 examination or equivalent course in any discipline from any recognized Board/ Council/ University</p> <p>And</p> <p>2) Candidates will be selected based on their performance in the selection process as set by SSPU.</p> <p>3) The final Merit list shall be prepared on the basis of marks obtained by the candidate at 12th standard and selection process as set by SSPU.</p> <p>Eligibility Criteria for NRI / International Students</p> <p>1) A candidate who has completed 10+2 examination or equivalent examination from any Foreign Board must obtain an equivalent certificate from the Association of Indian Universities (AIU) (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf)</p> <p>2) All foreign qualifications need to be verified by Association of Indian Universities (AIU) by the candidate before seeking provisional admission</p> <p>3) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p>
18	B. Sc. (Nutritional Sciences & Dietetics)	<p>Eligibility Criteria for Indian Nationals</p> <p>1) Passed 10+2 Examination in Science Stream with minimum 50% Marks for open category and 45% marks for Reserve category from the state of Maharashtra</p>

		<p>2) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>3) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p> <p>Eligibility Criteria for NRI / International Students</p> <p>1) A candidate who has completed 10+2 examination or equivalent in Science Stream and obtained minimum 50% from any Foreign Board must obtain an equivalent certificate from the Association of Indian Universities (AIU) (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20for%20m.pdf</p> <p>2) All foreign qualifications need to be verified by the Association of Indian Universities (AIU) by the candidate before seeking provisional admission</p> <p>3) Candidate passed in Personal interview conducted by the University.</p> <p>4) Scholastic Assessment test (SAT) scores are accepted</p> <p>5) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>6) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p>
19	<p>M. Sc. (Nutritional Sciences & Dietetics)</p>	<p>Eligibility Criteria for Indian Nationals</p> <p>1) Graduate with Home Science / Family and Community Science / Nutrition & Dietetics / Food Science & Nutrition / Food Technology / Food Service Management and Dietetics / Food Quality Control / Clinical Nutrition & Dietetics Life sciences (Botany, Zoology, Biochemistry, Biotechnology, Microbiology and Chemistry) / Beauty and wellness / Pharmacy / MBBS – BDS – BAMS – BHMS doctors, Nursing, Naturopaths and any other Biological sciences from any recognized University / Institution of National Importance with a minimum of 50% marks or equivalent grade (45% marks or equivalent grade for reserve category students from Maharashtra).</p> <p>2) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>3) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p> <p>Eligibility Criteria for NRI / International Students</p> <p>1) Graduate with Home Science / Family and Community Science / Nutrition & Dietetics / Food Science & Nutrition / Food Technology/ Food Service Management and Dietetics / Food Quality Control / Clinical Nutrition & Dietetics Life sciences (Botany, Zoology, Biochemistry, Biotechnology, Microbiology and Chemistry) / Beauty and wellness / Pharmacy / MBBS</p>

		<p>– BDS – BAMS – BHMS doctors, Nursing, Naturopaths and any other Biological sciences from any recognized University / Institution of National Importance with a minimum of 50% marks or equivalent grade.</p> <p>2) Must obtain an equivalent certificate from the Association of Indian Universities (AIU). All foreign qualifications need to be verified from Association of Indian Universities (AIU) (The application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf by the candidate before seeking provisional admission.</p> <p>3) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>4) The final Merit list shall be prepared on the basis of marks obtained by the candidate at 12th standard and selection process as set by SSPU.</p> <p>Exit Policy after one year</p> <p>1. A student can exit the M. Sc Nutritional Sciences and Dietetics programme with PG Diploma in Dietetics after one year.</p> <p>AND</p> <p>Students aspiring to enrol for PG Diploma in Dietetics from non-Life Sciences background, should apply for Bridge Course in Nutrition and Dietetics from Symbiosis Skills and Professional University for getting acquainted with basics of dietetics (The notification on bridge course will be published separately).</p>
	M. Sc. in Nutritional Sciences and Dietetics (Lateral Entry)	Life Science graduates with PG Diploma in Dietetics / Nutrition / Sports Nutrition / Public Health Nutrition, can apply for second year.
20	B. Sc. (Data Science)	<p>Eligibility Criteria for Indian Nationals</p> <p>1) Passed 10+2 examination or equivalent course any stream with minimum 50% marks for general (Open) category and 40% marks for students of reserved category.</p> <p>2) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>3) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p> <p>Eligibility Criteria for NRI / International Students</p> <p>1) A candidate who has completed 10+2 examination or equivalent with minimum 50% from any Foreign Board must obtain an equivalent certificate from the Association of Indian Universities (AIU) (the application format is available on AIU website link: https://www.aiu.ac.in/documents/index/downloads/evaluation%20form.pdf)</p>

		<p>2) All foreign qualifications need to be verified from Association of Indian Universities (AIU) by the candidate before seeking provisional admission.</p> <p>3) In order to promote international understanding between Indian and Foreign students, Scholastic Assessment test (SAT) scores are accepted</p> <p>4) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>5) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p>
21	M. Sc. (Data Science)	<p>Eligibility Criteria for Indian Nationals:</p> <p>1) Candidates having 50% aggregate marks from any recognized University in India or abroad recognized by UGC / AIU in any of the following programme are eligible to apply: B.Sc. (Data Science) / B.Sc. (Comp. Sci.) / B.Sc. (IT) / BCA / or UG Degree in Engineering or Technology in CSE / IT / ECE / EEE / E&I with Mathematics in 12th standard.</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Statistics / Mathematics / Chemistry / Physics / Electronics), UG Degree in Engineering or Technology in Mechanical / ECE / EEE / E&I with Mathematics in 12th standard</p> <p>2) Candidates will be selected based on their performance in the selection process as set by SSPU. Selected Students will be granted for provisional admission.</p> <p>3) The final Merit list shall be prepared on the basis of their performance in the selection process as set by SSPU.</p> <p>Eligibility Criteria for Foreign/NRI Students:</p> <p>1) Candidates having 50% aggregate marks from any recognized University in India or abroad recognized by UGC / AIU in any of the following programme are eligible to apply: B.Sc. (Data Science) / B.Sc. (Comp. Sci.) / B.Sc. (IT) / BCA / or UG Degree in Engineering or Technology in CSE / IT / ECE / EEE / E&I with Mathematics in 12th standard.</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Statistics / Mathematics / Chemistry / Physics / Electronics), UG Degree in Engineering or Technology in Mechanical / ECE / EEE / E&I with Mathematics in 12th standard along with:</p> <p>a) Candidates will be selected based on their performance in the selection process as set by SSPU.</p> <p>b) A student can exit the M. Sc. Data Science programme with PG Diploma in Data Science after one year.</p> <p>2) Student must obtain an equivalent certificate from the Association of Indian Universities (AIU). All foreign qualifications need to be verified from Association of Indian Universities (AIU).</p> <p>3) The application format is available on AIU website link https://www.aiu.ac.in/documents/index/downloads/evaluation%20f</p>

		<p>orm.pdf by the candidate before seeking provisional admission.</p> <p>Exit Policy after one year</p> <p>1) A student can exit the M. Sc Data Science programme with PG Diploma in Data Science after one year</p>
	<p>M. Sc. (Data Science) Lateral Entry</p>	<p>Eligibility Criteria for Indian Nationals: PG Diploma in Data Science / AI / Data Science & AI from any recognized university / Institute.</p> <p>Eligibility Criteria for NRI / International Students PG Diploma in Data Science / AI / Data Science & AI from any recognized university/Institute. Student must obtain an equivalent certificate from the Association of Indian Universities (AIU). All foreign qualifications need to be verified by Association of Indian Universities (AIU).</p>

While deciding the eligibility of the Candidates following procedure shall be adopted:

1. The percentage of marks shall be calculated by rounding off to nearest integer. i.e. if the percentage of marks comes out to be 49.50% to 49.99% then it shall be rounded to 50% and if the percentage of marks comes out to be 49.01% to 49.49% then it shall be rounded to 45% for deciding the eligibility.
2. In case the maximum marks in an individual subject is other than 100, the marks will be converted out of 100 for individual subject without rounding. If sum of the converted marks of individual subjects without rounding off works out to be a figure with fraction then fraction up to two decimal places shall only be considered for calculation of percentage of marks considering maximum marks as 300 (for B. Tech) and If the percentage comes in fraction, then rounding off shall be done as above to decide the eligibility.

5. B. Eligibility criteria for admission to second and subsequent year of undergraduate and postgraduate programmes

- a. Admission to the second year and onwards shall be given as per the examination rules.
- b. All students studying in the Second year and onwards have to complete their admission to the senior class as per the notification issued in this regard.
- c. If a student fails to complete the admission procedure to the senior class as the per dates mentioned in the notification issued in this regard, shall not be allowed to participate in any academic activities.

For Admission to 2nd and Subsequent Years:

A student is required to acquire 50% credits (excluding credits of internship) for the current year in theory, skills and practical's he will be eligible for admission to subsequent year, else the student will be given Year down (YD).

For 3rd year

If he/she has passed his first year (i.e. Semester I and II) in all subjects (theory, skills and practical's)

For 4th year

If he/she has passed his Second year and all previous years (i.e. Semester III and IV) in all subjects (theory, skills and practical's)

For 5th year

If he/she has passed his Third year (i.e. Semester V and VI) and all previous years in all subjects (theory, skills and practical's)

6. Admissions Committee

There shall be Admission Committee for regulating the admissions to all Programmes offered in the University. The Committee shall:

1. Scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time.
2. Conduct the Admission Test(s) and/or Interview or as otherwise provided.
3. Admissions Committee shall call a reasonable number of candidates from each Category, on the basis of merit, for admission to the Course/Programme concerned.
4. Prepare the merit list based on the marks obtained by the candidates in the Admission Test and Selection Process.
5. Prepare a list of the candidates selected for admission.
6. The members of the Committee other than ex-officio members shall hold office for a term of one academic year.
7. The Chairperson of the Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialization under intimation to the Vice-Chancellor.
8. The quorum for the meeting of the Admission Committee will be 50% of a total number of members of the Committee.
9. The decision of the Admission committee shall be final & binding on the student(s).

7. Application form filling, submission and admission process for all undergraduate and postgraduate programmes

1. The University shall invite Online Applications from Candidates for seeking admission to the Professional programmes offered by SSPU.
2. The University shall invite online applications in the prescribed form, from the eligible candidates for participating in Admission Process for seeking admission to the undergraduate and postgraduate programmes.
3. The University shall invite online application form, from the eligible candidates for participating in Admission Process to the under-graduate and postgraduate programmes for which the entrance test is conducted by the University and shall be applicable for seeking admission to such professional courses, as per the rules and regulations made there under.
4. The Candidates seeking admissions to the professional courses for the seats provided in –
 - a. Maharashtra State Candidature Seats,
 - b. Other than Maharashtra State Candidature Seats,
 - c. Foreign Nationals / NRI Candidature Seats
5. The Candidate should submit the necessary documents / certificates issued by the concerned Authority, along-with the application, in the given Proforma. The list of documents to be submitted is given in this Admission Policy.
6. The eligible candidate shall fill the Online Application Form within the notified schedule, as per the method prescribed by the University.
 - a. Candidate will apply for admission online <https://applyonline.sspu.ac.in/>
 - b. Candidate will fill up application form and pay registration fee
 - c. The basic eligibility of the candidate will be scrutinized by the University based on data filled

- by the candidate.
- d. Candidates will apply for selection process as set by SSPU as per Annexure III.
 - e. Post scrutiny of eligibility criteria and selection process, University shall prepare a Merit list on the basis of their performance in the selection process as set by SSPU.
 - f. and the same shall be published on University website.
 - g. The admission to desired programme will be strictly as per the merit list prepared by the University after following selection criteria for preparing merit list
 - h. All the candidate appearing in the merit list shall be issued a Provisional Admission Letter.
 - i. The candidate whose name appears on the merit list will proceed with verification of documents and payment of fees.
 - j. The students who complete the verification of documents and payment shall be issued PRN No.
 - k. If eligibility documents and/or fees are not submitted within the prescribed timeline then the admission shall stand canceled & student shall not be eligible for any refund.

8. Merit List

The merit list of the students for the programme shall be prepared by the University as per the selection process and Tie-Break policy as mentioned below. After preparing merit list, University will inform the same to the candidates and will call for the rounds for confirming admissions in appropriate rounds.

The candidates qualifying in the selection criteria will be admitted provisionally subject to them qualifying the basic eligibility criteria which shall remain the basic admission criteria. Notification regarding the dates of the Merit Lists will be displayed on the Website from time to time.

Criteria for preparing merit list

B. Tech Programme

The University shall prepare the Final merit list for B. Tech admission on the basis of the scores of the following entrance test

- a. National level (JEE) **OR**
- b. MH-CET OR any other State level Engineering Entrance Exam OR National level Engineering Entrance Exam OR Common University Entrance Test (CUET) score will be accepted in Allotment Round against Vacant Seat **OR**
- c. Symbiosis Engineering Entrance Test (SEET) conducted by SSPU (please refer to separate notification issued in this regard uploaded on University website). To book slot for Entrance Test contact Admission Team & Entrance Test Coordinator **OR**
- d. Symbiosis International (Deemed University)'s SET Score Card
AND
- e. Weightage for Selection Criteria

* MH-CET OR any other State level Engineering Entrance Exam OR National level Engineering Entrance Exam OR Common University Entrance Test (CUET) score will be accepted in Allotment Round against Vacant Seat.

The weightage of marks shall be as under:

Sr. No.	Name of the Programme	Weightage for Selection Process
1	B. Tech. (Mechatronics Engineering)	100
2	B. Tech. (Automobile Engineering)	100

3	B. Tech. Computer Science & IT (Cyber Security)	100
4	B.Tech. AI & ML	100
5	B. Tech. (Construction Engineering & Management)	100
6	B. Tech. (Smart and Sustainable Energy)	100
7	B.Tech. Mechanical and Smart Manufacturing (WILP)	100

M. Tech. Programme

The University shall prepare the Final merit list for M. Tech Admission on basis of the scores of GATE /Equivalent Examinations. The weightage of marks shall be as under:

Sr. No.	Name of the Programme	Weightage for Selection Process
1	M. Tech. Mechatronics Engineering - (IoT, AI & Robotics)	100

B.Arch.

The University shall declare the merit list for B.Arch. admission on basis of the scores of NATA, qualifying examination and the Personal Interview of the candidate. The date for seat allocation shall be communicated to the students through website and through email. The weightage of Marks shall be as under

Sr. No.	Name of the Programme	Weightage for Entrance Test (NATA)	Weightage for 10+2 examinations Marks	Weightage for Selection Process and Portfolio
1	B. Arch.	50	50	50
2	B. Des.		50	50
3	M. Plan.		50	50

BBA, B. Sc. And M. Sc.

The University shall prepare the Final Merit list on the basis of marks obtained by the candidate in the last qualifying examination and selection process. The weightage of Marks shall be as under

Sr. No.	Name of the Programme	Weightage for Selection Process
1.	BBA (Digital Media & Marketing)	100
2.	BBA (Logistics & Supply Chain Management)	100
3.	BBA (Ports & Terminal Management)	100
4.	BBA (Retail & e- Commerce Management)	100
5.	BBA(Fintech)	100
6.	B. Sc. (Beauty & Wellness)	100
7.	B. Sc. (Nutritional Sciences & Dietetics)	100
8.	B. Sc. (Data Science)	100
9.	M. Sc. (Data Science)	100
10.	M. Sc. (Nutritional Sciences & Dietetics)	100
11.	M.B.A (Logistics and Supply Chain Management)	100

Tie- break Policy

In case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below:

B. Tech Programme

First year

1. Higher marks or score in Mathematics at CET or equivalent examination
2. Higher marks or score in Physics at CET or equivalent examination
3. Higher marks or score in the third subject at CET or equivalent examination
4. Higher percentage of marks in Board or qualifying examination for Physics, Mathematics and the third subject taken together
5. Higher percentage of marks in the subject Mathematics at 10+2 or equivalent examination
6. Higher percentage of marks in the subject Physics at 10+2 or equivalent examination
7. Higher percentage of marks in Aggregate at 10+2 or equivalent examination.

Lateral entry to second year

The merit list of Diploma Candidates shall be prepared on the basis of percentage of Marks obtained by the Candidate in the Diploma examination.

Provided that, in case of tie, the relative merit of different candidates shall be resolved in the following order of preference and the methodology as specified below:

1. Higher percentage of marks in SSC;
2. Higher percentage of marks in Mathematics at SSC;
3. Higher percentage of marks in Science at SSC;
4. Higher percentage of marks in English at SSC.

M. Tech. Programme

Higher marks or score in Final year of Graduation.

B. Arch. Programme

1. Higher Score of NATA
2. Higher percentage of marks in aggregate at 10+2 examination.
3. Higher percentage of marks in Board or qualifying examination for Physics, Mathematics and Chemistry taken together;
4. Higher score in Personal Interview (PI)
5. Higher percentage of marks in the subject Mathematics at 10+2 examination.
6. Higher percentage of marks in the subject Physics at 10+2 examination.
7. Higher percentage of marks in the subject Chemistry at 10+2 examination.

BBA, B.Sc. (Beauty and wellness) & B. Sc (Nutritional Sciences & Dietetics) programme

Higher percentage of marks in English in 10+2 examination.

B. Sc. (Data Science)

Higher percentage of marks in Mathematics at 10+2 examination.

M. Sc.

Higher percentage of marks in personal interview.

NOTE:

- a. Spot admissions against vacant seats and cancellations will be done after round 3.
- b. Last date of Admission: For BBA, B. Tech, B. Sc, M. Sc. & M. Tech the notification will be

published separately and uploaded on University website and for B.Arch. last date will be as per COA Notification.

- c. Last date for submission of eligibility or other necessary documents for confirmation of admission will be 15 days from the issuing letter/email of provisional admission to the student.
- d. Admission after the last date of admission will be treated as late admission and such students have to submit an undertaking attached at Annexure-IV.
- e. Refund policy is not applicable for late admitted students.
- f. The notification of refund policy will be published separately and uploaded on University website

9. Payment of fees

- a. Every student seeking admission to various programmes offered under SSPU has to pay the fees at the time of admission either in full or in two installments only.
- b. If a student wants to avail of the facility for payment of fees in two instalments, the first installment shall be paid at the time of admission and the second installment shall be paid as per the schedule of payment of fees notified by the University from time to time.
- c. If a student fails to pay the fees as per the schedule declared by the University Rs. 50/- per day for UG and Rs. 100/- per day for PG shall be charged as a penalty.
- d. The Vice-Chancellor, shall have the power to waive any rule mentioned above.

Mode of Payment

- a. The students have to pay the Academic fee and Caution money through the “SSPU” portal only. No Cheque/ NEFT will be accepted.
- b. Link for the payment of fees will be provided with the notification.

10. Documents to be submitted at the time of admission:

- a. Students seeking admission to various Programme offered under SSPU shall be admitted to a particular programme after verification of eligibility documents given below
- b. After checking eligibility criteria, if a candidate is found eligible, a provisional admission letter will be sent to the candidate

Candidate has to submit the eligibility documents within the prescribed time to the Registrar’s office, failing which the admission shall stand canceled.

Sr. No.	Name of Documents
1.	Initial Eligibility Form
2.	Online Application Form
3.	Entrance Test Score Card (External or SSPU whichever is applicable for Engineering & Management (and NATA for Architecture Students Only)
4.	Admission Form
5.	10th Standard Self Attested Copy of Marksheet and Passing Certificate (Compulsory)
6.	11th Standard Self Attested Copy of Marksheet
7.	12th Standard Self Attested Copy of Marksheet and Passing Certificate (Compulsory)
8.	Graduation or equivalent Marksheet for PG Admissions (Compulsory)
9.	Graduation or equivalent Certificate for PG Admissions (Compulsory)

10.	Leaving Certificate (Original Compulsory)
11.	Migration Certificate (Original Compulsory if applicable)
12.	Medical Certificate
13.	Diploma Marksheet All
14.	Diploma Passing Certificate
15.	GAP Certificate (if applicable)
16.	All Undertakings
17.	Domicile / Birth Certificate for Maharashtra State Students
18.	Caste Certificate
19.	Disability Certificate (if required)
20.	Caste Validity Certificate
21.	Non-Creamy Layer (Except SC / ST Category)
22.	Fees Receipt
23.	Aadhar Card
24.	4 Passport Size Photographs
25.	Passport Copy (for NRI / Foreign Students) with valid Stamp (Visa for Foreign Students)
26.	Police Verification for NRI / Foreign Students
27.	AIU Equivalence Certificate for NRI / Foreign Students

11. Change of Programme

The Candidate seeking for a change programme or shift after successfully securing the admission can do so only within 1 month of such admission subject to the availability of seats in the programme to which the candidate wants to shift.

The Director / Head of School shall be responsible for ascertaining the eligibility of the Candidates as laid down by the University for the course to which the Candidate is seeking transfer.

The power to authorize such transfer shall lie with the Vice Chancellor without whose approval the transfer shall not be allowed.

12. Cancellation of Admission and Refund Rules.

- a. A student shall apply for cancellation of admission in the prescribed format **(attached as Annexure I)** to the University within stipulated time frame as per the Refund Policy of University.
- b. The University after following due procedure will cancel the admission of the applicant and shall refund the fees as applicable to the student within 30 working days from the date of his / her submission of written application.
- c. Along with the application, students are required to submit a copy of the fee receipt & copy of the cancelled cheque or bank account details from which the fees paid.
- d. The refund shall be given only if the student has submitted application for refund in the prescribed format failing which refund cannot be given.

13. Miscellaneous provisions

a) Conduct and Discipline

- i. Failure of the candidate in making **full and correct Statements** in the application form and/or **suppression** of any information and/or submission of false documents shall **lead to disqualification** of the candidate from the examination or at later stage during the Admission Process such candidate will be debarred from the entire selection process.
- ii. Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, “Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982” and disqualify him/her for examination.
- iii. Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- iv. Students while studying in any programme, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.
- v. **Action against ragging:** Maharashtra Prohibition of Ragging Act 1999 and UGC Regulation on curbing the menace of ragging in Higher Education Institutions, 1999 and their amendments which may be published from time to time. The Regulations has the following provisions for Action against Ragging.
- vi. Ragging within or outside of any educational institution is prohibited,
- vii. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- viii. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- ix. The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

a) Hostel accommodation:

Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc. from the Rector of the Hostel to which they intend to take admission.

b) Others:

The medium of instruction for degree courses is English.

The candidates are advised to ensure before applying that he/she is eligible for admission to the programme as per the prevailing eligibility norms of the University. Admission of candidate will be

List of qualifying Diploma Courses for Admission through Lateral Entry directly to Second Year B. Tech. Programmes is given below

Computer, Electronics, Electrical, Engineering Group	Instrumentation & Bio-Medical
Sub-Group: A	
<ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. 3D Animation and Graphics 5. Computer Science and Engineering 	<ol style="list-style-type: none"> 1. Computer Science and Engineering 2. Computer Engineering 3. Information Technology 4. Computer Technology 5. Computer Science and Technology
Sub-Group: B	
<ol style="list-style-type: none"> 1. Digital Electronics 2. Electronics and Communication Engineering 3. Electronics and Video Engineering 4. Sound and Television Engineering 5. Electronics and Telecommunication 6. Industrial Electronics 7. Electronics and Radio Engineering 8. Electronics Engineering 9. Electronics Production and Maintenance 10. Electronics 11. Electronics Engineering Industry Integrated 12. Electronics and Communication Technology 	<ol style="list-style-type: none"> 1. Electronics Product Design Technology 2. Electronics and Communication Engineering 3. Electronics and Telecommunication Engineering 4. Electronics Engineering 5. Electronic and Communication Technology 6. Electrical and Electronics [Power System] 7. Electronics system Engineering
Mechanical Engineering Group	
Sub-Group: A	
<ol style="list-style-type: none"> 1. Automobile Engineering 2. Fabrication Technology 3. Mechanical Engineering 4. Fabrication Technology and Erection Engineering 5. Mechatronics 6. Robotics and Mechatronics 7. Advanced Diploma in Tool and Die Making 8. Mechatronics Engineering 	<ol style="list-style-type: none"> 1. Aeronautical Engineering 2. Automobile Engineering 3. Mechanical Engineering 4. Mechanical Engineering [Sandwich] 5. Aeronautical Engineering 6. Mechanical & Automation Engineering 7. Mechatronics Engineering 8. Mechatronics Engineering [Sandwich]
Sub-Group: B	
<ol style="list-style-type: none"> 1. Machine Tool and Maintenance 2. Plant Engineering 3. Production Technology 4. Production Engineering 5. Advanced Diploma in Tool and Die Making 	<ol style="list-style-type: none"> 1. Industrial Engineering 2. Production Engineering 3. Production Engineering [Sandwich]
Sub-Group: C	
<ol style="list-style-type: none"> 1. Packaging Technology 	

Sub Group: D	
1. Metallurgy 2. Metallurgy (Foundry Technology)	1. Metallurgical Engineering
Mechatronics	
1. Automobile Engineering 2. Fabrication Technology 3. Mechanical Engineering 4. Fabrication Technology and Erection Engineering 5. Machine Tool and Maintenance 6. Plant Engineering 7. Production Technology 8. Production Engineering 9. Advanced Diploma in Tool and Die Making 10. Digital Electronics 11. Electronics and Communication Engineering 12. Electronics and Video Engineering 13. Sound and Television Engineering 14. Electronics and Telecommunication 15. Industrial Electronics 16. Electronics and Radio Engineering 17. Electronics Engineering 18. Electronics Production and Maintenance 19. Electronics 20. Medical Electronics 21. Mechatronics	1. Mechatronics Engineering 2. Mechatronics Engineering [Sandwich]

Annexure II

**LIST OF TECHNICAL VOCATIONAL SUBJECTS FOR ADMISSION TO B. TECH.
PROGRAMMES**

Maharashtra State Board of Secondary & Higher Secondary Education

Sr. No.	Subject Name	Subject Code
1	General Civil Engineering	(A4)
2	Electrical Maintenance	(A1)
3	Mechanical Maintenance	(A2)
4	Scooter and Motor Cycle Servicing	(A3)
5	Electronics	(C2)
6	Computer Science	(D9)
7	Information Technology, Writ petition No. 4872/2013 In the case. Granted by the order of the Mumbai Bench of the High Court, Aurangabad	(97)

CBSE

Sr. No.	Name of the Course	Subject Name	Subject Code
1	Automobile Technology	Auto Engineering	627
		Auto Shop Repair Practice	628
2	Electrical Technology	Electrical Machine	787
		Electrical Appliances	788
3	Electronics Technology	Operation & Maintenance of Communication Devices	789
		Consumer Electronics	790
4	Civil Engineering	Construction Technology	797
		Estimation in Civil Engineering	798
		Elementary Structure Mechanics	799
5	IT Applications	Data Management Applications	795
		Web Applications II	796
6	Geo -Spatial Technology	Geospatial Technology II	740
7	Foundry Technology	Foundry Technology -II	755
8	Diary Technology	Dairy Production	760
		Milk Marketing & Entrepreneurship	761
9	Air Conditioning & Refrigeration Technology	Air Conditioning & Refrigeration - III	632
		Air Conditioning & Refrigeration -IV	633

ICSE

Sr. No.	Subject Name	Subject code
1	Electricity & Electronics	66
2	Engineering Science	67
3	Computer Science	68
4	Geom.& Mechanical Drawing	69
5	Geom.& Building Drawing	70

SELECTION PROCESS AND FORMAT OF SELECTION LIST

1. Applicant will apply for the programme by paying required application fees.
2. For Engineering applicants, any national level entrance exam score will be considered. Eligible students will also have to appear for selection process comprising of PI, SOP, Problem Solving & Presentation.
3. For Admission in BBA and B.Sc. Data Science programme; admissions will be based on XII Board Exam Marks and Selection Process comprise of Problem Solving, personal interview & SOP Presentation.
4. All the students must refer - Assessment criteria, Instructions to students, Personal Profile, Parameters for assessment (based on personal profile, SOP, Presentation, PI and problem statement)- **UG Programme**
5. Merit list will be displayed within 5 days of the personal interview.
6. Applicant, whose name is appearing in merit list, need to take admission by paying required fees within 7 days of communication.

A. Assessment Criteria:

For BBA, B.Sc. (Data Science), B.Tech., MTech. merit list will be displayed on the following criteria

Part A – 50%

- **Statement of Purpose –Goal Clarity (10), Domain Suitability (20), Potential (5), Communication/Presentation Skills (15)**
- **Presentation of SOP – Weightage**

Part B – 50%

- **Performs Activity/Problem Solving/Simulation etc.**
- **Weightage – Problem Solving (30), Aptitude (15), Etiquettes (5)**

Allocation of Marks:

1. 50% marks will be awarded based on academic & entrance examination. {60% - 10+2 Marks (in best 3 relevant subjects as per AICTE norms) & 40% - Entrance}
2. 50% marks will be awarded based on Personal Interviews.

B. Instructions for students

1. Students will have to fill the “Annex. 3 – Personal Profile” before the personal interview, which will be sent to them along with the mail of personal interview. Students can either fill the annex. 3 in word format or in ppt format.
2. Dress appropriately: Dress in business casual attire. A professional and presentable appearance can create a positive first impression.
3. Arrive on time: Plan to arrive at least 10-15 minutes before the scheduled interview time. This will give you time to check in, gather your thoughts, and compose yourself.
4. Bring all necessary documents: Make sure to bring all the required documents, such as your application form, mark sheets, certificates, and identification documents. You should also carry a pen and a notepad to jot down any important information.

5. Prepare for the interview: Familiarize yourself with the college and its programme offerings. Read up on current events and industry trends related to your field of study. Practice answering commonly asked interview questions.
6. Be confident and polite: When you meet your interviewer, greet them with a smile and a firm handshake. Be confident in your abilities and achievements. Speak clearly and politely, and maintain eye contact throughout the interview.
7. Answer questions honestly and thoughtfully: Answer questions to the best of your ability, but do not hesitate to ask for clarification if you are unsure. Think carefully before you answer, and give examples or personal anecdotes wherever possible.
8. Be enthusiastic: Show your passion for your field of study and your desire to learn and grow. Highlight your extracurricular activities, leadership roles, and any other accomplishments that demonstrate your potential.
9. For outside of Pune candidate, entrance and interviews can be held online.

C. Personal Profile

Parameters	Questions
	Section 1
Goal Clarity	What is your long term and short-term career goals?
	How will this programme at SSPU help you in achieving these career goals?
	Why do you think you are the right fit for this programme?
	What are your expectations from this programme and the university?
	Section 2
	What has been the growth in the _____ sector in last five years?
	What is the growth potential of the profession in next 5 years? Are there any specific govt scheme, projects or investment plans for this profession?
	What are job roles and salaries offered in this profession?
	List top 5 dream companies, you wish to work after graduation.
	Section 3
Potential	What are your hobbies?
Area of Interest	Tell us about your achievements in co-curricular and extra-curricular activities.

D. Parameters for assessment (based on personal profile, SOP, Presentation, PI and problem statement)- UG Programme

Parameters	Marks (Weightages)
1. SOP	10 (20%)
2. Clarity of thoughts in solving problem statement	10 (20%)
3. Communication Skills & Presentation Techniques	10 (20%)
4. Etiquettes	05 (10%)
5. Domain Suitability	15 (30%)
Total	50 (100%)

Note: Directors of the schools will provide web links of their respective domain for further reading to the applicants.

PROVISIONAL LETTER

Date:

To,

Name of Candidate: -

Application No.: -

Name of Programme: -

Name of School: -

Dear _____ (Name of Candidate)

Congratulations from Symbiosis Skills and Professional University, Kiwale, Pune!

We are pleased to offer you provisional admission to _____ (Name of Programme) at _____ (Name of School) under Symbiosis Skills and Professional University, Kiwale, Pune for the Batch 2024 - 25

This admission is provisional and will be confirmed only after the fulfilment of eligibility criteria, selection process and payment of fees. The details of the same are available on the University website (www.sspu.ac.in).

For confirmation of your admission, you have to submit all eligibility documents applicable including undertakings. The list of documents to be submitted as on date is given below.

1. 3 Photographs
2. Aadhar Card
3. All Undertakings
4. Caste Certificate (if applicable)
5. Caste Validity Certificate (if applicable)
6. Certificate of Medical Fitness
7. HSC/12th Standard or Equivalent Examinations Mark Sheet
8. Income Certificate (if applicable)
9. SSC / 10th or Equivalent Mark List
10. SSC/10th Standard or Equivalent Examinations Passing Certificate
11. SSPU-CET Entrance Test Score Card
12. Transfer/Leaving Certificate (Original)
13. Migration Certificate (Original) (if applicable)

The bank account details for the payment of Academic Fees are given below:

Bank Name: **Bank of Maharashtra Ravet, Pune**

IFSC Code: **MAHB0001594**

Account Name: **SCHOOL OF _____**

Bank Branch: **Bank of Maharashtra Ravet, Pune**

Account No.: _____

Total programme fees is Rs. _____ per year plus Rs. 10000/- caution money(refundable). You are required to pay Rs. _____/- as the first installment of fees on or before 7 days from the receipt of provisional admission letter, failing your admission will stand cancelled and next wait listed candidate will be offered the admission.

Hostel Admission: If you would like to avail hostel facility, please visit <https://sspu.ac.in/hostel-facilities/> and pay the fees for room reservation. Hostel facility is on **first come first serve basis**. Please note, we have limited number of seats for hostel.

Once you pay the prescribed fees as mentioned in the provisional Admission letter, along with documents you will be allocated a mentor for developmental activity before the commencement of the regular course.

The _____ programme is likely to commence from _____.

If you have any query you may contact the Admission Department at admissions@sspu.ac.in

Wishing you the very best.

Regards,

A Declaration and Undertaking

1. I understand my admission will be provisional and subject to fulfillment of all the eligibility criteria, as laid down in the eligibility rules of the Symbiosis Skills and Professional University, Pune (SSPU).
2. I have carefully read and understood the process of admission and the rules pertaining to refund of fees and shall in matter of interpretation accept the decision given by the University in every respect as final and binding. I am well aware of the Non-Refundable component of fees. If I cancel my admission I will give prior notice to SSPU well in advance, in writing.
3. I understand that the admission is being offered to me on the basis of information furnished by me. In case of any information or particulars being found wrong / false or if any fact is concealed by me my admission shall stand automatically cancelled and I shall have no claim what-so-ever with respect to my admission at any point of time. I understand that, SSPU may vary or reverse any other decision made on the basis of incorrect or incomplete information submitted by me.
4. I undertake to authorize Authorities of SSPU to cancel admission at any stage/ time, if revealed that admission has been secured by using fraudulent means.
5. I am aware that I have to submit all required documents for confirmation of eligibility on the date of reporting / induction of the institute.
6. I declare that I fulfil the Eligibility criteria set by SSPU for the programme that I have applied for.
7. I agree to inform SSPU immediately if there is any change in the information that I have submitted.
8. I understand that statements of Marks and Passing certificate of qualifying examination, Migration Certificate, Caste / Category Certificate (if applicable), AIU equivalence (if applicable) may be verified independently by the University.
9. I understand that, SSPU may obtain official records from any educational institutions I have previously attended or from any other body / statutory authority. I understand that only upon verification of the same, my admission and eligibility will be confirmed.
10. I have read and understood the rules, procedures and requirements of the eligibility process and agree to abide by the decision related to my eligibility. I shall fulfil the Eligibility criteria set by SSPU for the programme that I have applied for.
11. I understand that in case the student strength for applied program is insufficient and the said program does not commence, the fees paid by me shall be completely refunded.
12. I shall take note of all communication sent to me by all means of communication like post / courier / email/ uploaded on the website/ etc. of the SSPU and affixed on the Notice Board of the University / School / Hostel [if applicable] and shall follow the same from time to time and shall act accordingly.
13. I understand SSPU will not be responsible for any delays of any kind due to reasons beyond its control.
14. I agree to pay the fees regularly as per the schedule informed to me.
15. I understand attendance / internship and examination of every course work is compulsory and I shall attend all the lectures / tutorials / skills and practicals. I also know that I need minimum 75% aggregate attendance in all semesters and 100% attendance in seminar, conference & guest lectures for being

considered for summer / final placement. I understand that any shortcoming in the prescribed attendance will debar me from participating in summer / final placement.

16. I have noted and accepted that all orientation programmes / camps / seminars / meets / workshops etc. are compulsory and it is obligatory on my part to attend the same as per given schedule.
17. I undertake that I will not indulge in any action using technology and / or social media causing disrepute of institution / students, hurting sentiments of other students, abusive in nature, amounting to racial discrimination or moral turpitude or which is prohibited under any law in India and if found indulging in such acts, I will be liable for strict disciplinary action which may lead to termination of my admission.
18. I further undertake that I will not indulge in any act of indiscipline. If I am found to be involved in any act of indiscipline or misconduct, I shall face the consequences for the same, as decided by the University from time to time.
19. I will not involve myself directly or indirectly in any kind of Ragging activities inside or outside SSPU. I am fully aware that, I will be liable for action under relevant ragging / laws of land in case I am found to be a part of any ragging activity.
20. I undertake that I have not taken admission for any other full time programme in SSPU or any other university.
21. I undertake that, during the course of my studentship at SSPU, I would not carry / possess / consume alcohol or any drug that is banned / prohibited or directly or indirectly, aid / abet consumption or possession or delivery of such alcohol or drug on campus. Also, I would not enter University Campus under influence of alcohol or any prohibited substance.
22. I hereby submit to the disciplinary jurisdiction of SSPU and undertake that I shall observe and abide by all the rules and regulations prescribed by SSPU.
23. I ACCEPT THAT, ALL THE DISPUTES WILL BE SUBJECT TO EXCLUSIVE JURISDICTION OF PUNE, ONLY.

Application No. _____

Signature: _____

Contact No. _____

Name of the Candidate: _____

Program Applied for _____

INDEMNIFICATION UNDERTAKING BY PARENT

I, _____, (Father / Mother / Husband) of _____, (student name) of _____ (Program Name) of Symbiosis Skills and Professional University do hereby declare and undertake as follows:

1. My spouse/ daughter / ward is pursuing _____ (Program Name) at _____ (School Name).
2. I understand and agree that University and / or Schools and/or its Authorized Representatives have no control on activities, which my spouse / daughter / ward decide to engage himself / herself voluntarily and can get hurt. He / She should not engage himself / herself in activities which may cause injury to him / her or property of the University.
3. In case, any injury is caused to person / property by my spouse / daughter / ward due to his / her involvement / engagement in any manner in any activity, which is not authorized by University and / or school or on which University and / or school does not have any direct / indirect control, which may or may not be during the course of performing authorized activities like participation in sports events, presentation, study excursion tour, presentation out bound program, etc. then in such case entire responsibility rests upon my spouse / daughter / ward and I undertake that I shall not hold University and / or schools responsible for causation of such an injury.
4. I have been given to understand by my spouse / daughter / ward that Symbiosis Skills and Professional University also promotes sports, because it believes in the principle of “sound mind in sound body”. The participation in regular sports features or tournament is not mandatory and SSPU shall not be responsible of any associated injury.
5. I am well aware that any sport event has some inherent risks involved in it. I am also aware while playing some sports, accidents may occur. However, since my spouse’s / daughter's / ward's participation to regular sports features of the school / University or any specific tournament is completely voluntary, I shall not make any claim for any amount as compensation or otherwise due to any injury caused to person or property arising out of voluntary participation of my spouse / daughter / ward.
6. I also understand that in case any injury is caused to my spouse/daughter / ward, certain medical procedure needs to be performed by hospitals or other specialized health care centers, to address the medical problem. In certain cases, a consent is required to perform the required medical

procedures. I also understand that any delay in producing the consent may prove to be fatal for my child and under any circumstances medical treatment should not be delayed for want of my consent.

7. I, therefore, in interest of my spouse /ward authorize the Symbiosis Skills and Professional University and /or the school and/or any person designated by the University and/or school, to give consent for me and on my behalf to perform the medical procedures on my spouse / daughter/ ward.
8. I shall stand by this authorization and shall not hold Symbiosis Skills and Professional University and /or the school and/or any person designated by the University / school responsible / liable for giving consent.
9. Symbiosis Skills and Professional University has insured my spouse /daughter/ ward to meet the medical expenses to Rs. 50,000/- in case of non-accidental emergencies (as per the Mediclaim Insurance Policy) & Rs.1,00,000/- in case of Rail/Road Traffic accidents.
10. In all cases where the insurance policy does not sanction the claim and the University / school were required to incur the expenses at the time of emergency. I hereby undertake to pay the total amount within 15 days to the University.
11. I hereby authorize SSPU/ Schools/ Symbiosis Open Education Society to seek information relating to treatment / hospitalization of my ward during his / her studentship with SSPU.
12. I shall stand by this authorization and shall not hold Symbiosis Skills and Professional University and /or the school and/or any person designated by the University / school responsible / liable for giving consent.

Hence this Undertaking and Authorization.

Date: / / 20

Place:

Signature of the Parent

INDEMNIFICATION UNDERTAKING BY STUDENT

I, _____, Age: _____, student of _____ programme under _____ School of Symbiosis Skills and Professional University, do hereby declare and undertake as follows:

1. I have read and understood the Disciplinary Rules, Code of Conduct, Academic Rules, Examination Rules, Dress Code, and Library Rules of the University.
2. As a student, I understand and agree that I have joined this University for academic pursuits and for holistic development of my personality. I agree that University and /or school and/or its Authorized Representatives have no control on activities, which are not related to course curriculum and in which I decide to engage myself voluntarily. It may also sometimes happen that during the course of performing authorized activities, students engage in activities on which there is no direct / indirect control of the authorities of the University / School.
3. I also understand that as a responsible student of the University, I should not engage myself in activities which may cause injury to me in person or property. In case, any injury is caused to me in person / property due to my involvement / engagement in any manner in any activity, which is not authorized by the University and / or school or on which University and / or school does not have any direct / indirect control, which may or may not be during the course of performing authorized activities like participation in sports events, presentation, study excursion tour, presentation, out bound program, etc., then I am the person solely liable to bear its consequences. I undertake that I shall not hold the University / school liable in any manner whatsoever for the same.
4. Symbiosis Skills and Professional University also promotes sports, because it believes in the principle of "sound mind in sound body". The participation in regular sports features or tournament is completely voluntary.
5. I am well aware that any sports event has some inherent risks involved in it. I am also aware while playing some sports, accidents may occur. However, since my participation to regular sports features of the school / University or any specific tournament is completely voluntary, I shall not make any claim for any amount as compensation or otherwise due to any injury caused to person or property arising out of my voluntary participation.
6. Symbiosis Skills and Professional University has insured each student to meet medical expenses up-to Rs. 50,000/- in case of non-accidental emergencies (as per the Mediclaim Insurance Policy) & Rs.1,00,000/- in case of Rail/Road Traffic accidents.

7. But it may happen that in some cases (exclusion clauses), the insurance policy may not be honored. Hence the University/school may have to incur certain expenses at the time of emergency. I and/or my parents undertake to pay the total amount within 15 days of demand by the University / school.
8. I am aware that Symbiosis Health Centre (SHC) has been established on the Campus where the students can avail First Aid Facility. I, therefore understand that Health center responsible only for primary medical assistance and any higher degree of medical care or any medical emergency may be addressed by referral to specialized centers.
9. I also understand that in case of a medical problem, certain medical procedures may need to be performed by hospitals to treat the medical conditions. In such cases, as decided by the doctor, a consent is required to perform the required medical procedures. Any delay in producing the consent may prove to be fatal and under any circumstance, the medical treatment should not be delayed for want of consent from my parents/guardian.
10. I, therefore, in my interest, authorize the Symbiosis Skills and Professional University and /or the school and/or any person designated by the University /school, to give consent for me and on my behalf to perform the medical procedures. I shall stand by this authorization and shall not hold Symbiosis Skills and Professional University and /or the school and/or any person designated by the University / school responsible / liable for giving consent.
11. I, hereby authorize SSPU/Health center/ Symbiosis Open Education Society to seek information relating to my treatment / hospitalization during my studentship with SSPU.
12. I have signed this Undertaking and authorized Symbiosis Skills and Professional University and /or the school and/or any person designated by University /school to give consent for medical procedure on my free will and without any influence / pressure from any person.

Hence this Undertaking and Authorization.

Date: / / 20

Place:

Name of the Candidate:

Signature of the Candidate

ANTI-RAGGING AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr. / Mrs. / Ms. _____ (full name of parent/guardian) father / mother / guardian of _____ (full name of student) have been admitted to _____ (name of school) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “**Regulations**”), carefully read and fully understood the provisions contained in the said Regulations amended from time to time.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against me I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that,
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this day of month of year.

Name & Signature of deponent: _____

Address: _____

Telephone / Mobile No.: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (Place) on this the ____ (day) month of year.

Signature of Deponent

ANTI RAGGING AFFIDAVIT BY STUDENT

Online AntiRagging Reference No.

1. I, _____ son/daughter of Mr./Mrs./Ms. _____ having been admitted to _____ (name of the school) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), amended from time to time carefully read and fully understood the provisions contained in the said Regulations.
4. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
5. I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against me I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
6. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
7. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
8. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am fully aware that my admission is liable to be cancelled.

Declared this day of month of year.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (Place) on this the ____ (day) month of year.

Signature of Deponent

MEDICAL UNDERTAKING

1. I, _____ Age: _____, Son/ Daughter of _____,
do hereby declare that:

I don't suffer from any disease, condition or health problem as on today, which needs medication on a regular basis. **OR**

2. I, do hereby declare that I suffer from

a) _____

b) _____

c) _____

On a regular basis, which are prescribed by Dr. _____

3. I have enclosed herewith the attested photocopy of last / recent prescription.

4. I further declare that, I have not concealed any material information pertaining to my medical condition and medication thereof. In case of any deterioration in my health arising out of non-disclosure of my medical condition, I declare that I will be liable for the same and SSPU shall have no liability in this regard.

5. I further declare that, I have not been allergic to any substance, medicine or climatic condition as on today.

a) _____

b) _____

c) _____

OR

I have been allergic to

6. I further declare that, I will inform to the campus Medical Officer of Health Centre (SCHC), about all my medical conditions and any change in my medical condition and / or my health problems those would arise, after I join Symbiosis.

7. I hereby willingly offer my consent to Symbiosis to utilize my health data for analysis / research purpose.

I understand that the confidentiality will be duly maintained.

Name of the Candidate:

Signature:

Date: // Place:

Undertaking for Submission of Documents

I hereby undertake that, I have to show following original and all desired / relevant documents as and when required by the University. I understand that in case I fail to provide original documents in the stipulated time, my admission shall stand cancelled.

Sr. No.	Name of the Documents	Received
1	Recent 4 passport size colour photographs	
2	Original Transfer Certificate / Leaving Certificate	
3	Original Migration Certificate (Excluding Maharashtra Board)	
4	Self-Attested copy of SSC / 10th Std. or equivalent Marksheet	
5	Self-Attested copy of HSC / 12th Std. or equivalent Passing Certificate	
6	Self-Attested copy of SSC / 10th Std. or equivalent Marksheet	
7	Self-Attested copy of SSC / 10th Std. or equivalent Passing Certificate	
8	Self-Attested copies of all Diploma Marksheets / Passing Certificate (for Lateral Entry Admission)	
9	Entrance Test Score Card (for Engineering students)	
10	Medical Certificate	
11	Domicile Certificate (for Maharashtra Student)	
12	Address Proof: Aadhar Card / Election Voting Card / Passport / Driving License etc. (Any One)	
13	Original Gap certificate (if applicable)	
14	Caste Certificate issued by the competent authority (if applicable)	
15	Non-Creamy Layer Certificate (if applicable)	
16	Certificate of change of name published in the Government Gazette (if applicable)	
17	Necessary Certificate for J&K / NRI Student	
18	Domicile of father in case of ward of Ex-Servicemen	
19	Affidavit in case of Duplicate LC	
20	Self-Attested Colour Copy of Passport (In case of NRI Student)	
21	Self-Attested Colour Copy of Valid Visa with at least 1-year validity (In case of NRI Student)	
22	AIU Equivalence (if Applicable)	
23	FCRA Registration and Verification (for foreign nationals)	

RECEIPT

Two sets of above-mentioned documents as self-attested copies / original received on _____

Name of the Receiver:

Signature of the Receiver:

PROFORMA OF CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Mr./Ms. _____ (Name of the student), who is desirous of admission of _____ (Program Name).

He / She has not given any personal history of any diseases incapacitating him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the professional course.

Certified that he/she fulfils the following criteria:

1. Absence of any incapacitating and / or progressive systemic disease/disorder/condition
2. Absence of any disability of upper limbs
3. Absence of any major visual/auditory disability
4. Absence of psychosis/neurosis/mental retardation
5. Ability to maintain erect posture
6. Reasonable manual dexterity.

I certify him/her to be medically fit to pursue _____ (Program Name)

Date: -

Signature

Dr.

Registration No:

SEAL:

UNDERTAKING

I, _____, Age: _____, student of _____ programme under _____ School of Symbiosis Skills and Professional University, Pune hereby solemnly affirm and declare that:

1. I have read, understand and accept & shall abide by all the rules, regulations and the norms laid down by the Symbiosis Skills and Professional University, Pune and the Act, Statutes and Ordinances, Rules, Regulations Orders, Instructions, Information, Guidelines, Manuals, Code, Circulars etc. issued and amended from time to time by Government of Maharashtra. The University will be at liberty to impose any penalty or any disciplinary action(s) on me being found guilty of, any sort of misconduct or indiscipline or disobedience or malpractice within or outside the precincts of the University, or any act which is detrimental to the interest of Symbiosis Skills and Professional University, Pune. I shall not be entitled for any refund of academic fees, hostel fee, bus fee and any other fee / charges paid to Symbiosis Skills and Professional University, Pune in case of disciplinary action by the University for violation of policy, norms, rules and regulations laid down for the Academic Year. I shall not file case/complaint against the University under any circumstances, if my admission gets cancelled or term not granted due to violation /non-compliance of academic circular/activities/assessments/ attendance.
2. I will approach to the Student Grievance Committee / concerned officers of the University for any Grievances / issues /complaints pertaining to the academic/ administrative etc. prior to approaching to the Government authorities or any court of Law.
3. The Courts in Pune shall have the jurisdiction over all disputes arising out of or in respect of matters relating to students including admission, academics, administration, hostel, transport and all other matters.

Place: _____

Date: _____

Full Name & Signature of the Student