

Admission Procedure

Admission Procedure

Overview

1. For Out-Campus programmes : The student must have attained the age of 18 years as on 10-01-2025 for programmes in which OJT will be offered in 2nd Semester on 15-08-2024 where OJT shall be started in 1st Semester (BVoc Mechatronics Hero Motocorp) For D.Voc. programmes, In case of deviation, the decision of CA shall be final. Only those students who meets the eligibility of age for admission during OJT will be admitted
2. For In-Campus programmes: there is no minimum age of applying for admissions.
3. No. of seats may increase or decrease without any personal communication to the candidates.
4. In such programmes where the industry partner has yet to be finalised, detailed information will be released later.
5. The stipend will be paid at the discretion of the industry partners and will be paid exclusively during the OJT period. It is not a matter of right.
6. If the number of students admitted in a programme is less than 30% of sanctioned intake, programme will not be offered. However 100% fees will be refunded on the request of student or student may be allowed to select other programmes based on his or her eligibility subject to availability of seats, however student will have to comply with the selection procedure.
7. The programmes are offered in collaboration and consultation with Industry partners. If proposed industry partner does not accord consent, the programme may not be offered session 2024- 25. The Industry partners are tentative and may change.
8. This is for applicable cases for relaxation in minimum eligibility marks for reserved category (SC/ST) Candidates. The Chief Secretary to Govt. Haryana, Chandigarh conveyed the instructions vide letter No. 22/129/2013-1GS III dated 16.07.2014 regarding prescribing minimum eligibility qualification for the various courses for reserved candidates as per the procedure in compliance with the judgment of Hon ble Supreme Court passed in CWP No. 7084/2011 e.g.“A General candidate requires to have 50% marks, then as per Govt. instructions by giving 5% relaxation the minimum eligibility marks for a reserved caste candidate should be calculated as under:-
Out of 100 marks needs to less = 5
Out of 1 Marks needs to less = 5/100
Out of 50 marks needs to less = $(5/100) \times 50 = 2.50$
This way, minimum fewer marks where general category candidates are required to have 50% in a prescribed qualification, the total required marks for reserved candidates will be $50 - 2.50 = 47.50$ and not 45.”

Distribution And Reservation of Seats

Category	Percentage
a) All India Open Category Seats (Including Haryana State) (AIC)	15% of the sanctioned intake
Economically Weaker Section (EWS) as per Central Govt. Policy	10% of All India Open Category seats
b) State Quota	85% of the sanctioned intake
(b-1) Haryana Open General Category(HOGC)	50% of the State Quota i.e., 42.5 % of total intake
Economically Weaker Section (EWS)	10% of Haryana Open General Category (HOGC) i.e., 4.25% of total intake
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e., 42.5% of total intake
Scheduled Caste (SC)	20% of State Quota (17% of total intake) i) 10% of State Quota to Scheduled Castes (8.4% of Total Intake) ii) 10% of State Quota to Deprived Scheduled Castes (8.4% of Total Intake)
Backward Classes of Haryana	27% of State Quota (22.95% of total intake)
i. Backward Classes of Haryana (BC-A)	16% of State Quota (13.6% of total intake)
ii. Backward Classes of Haryana (BC-B)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	3% of State quota (2.55% of total intake).

Seat Matrix

Academic Programs	Intake	Breakup of Seats as per state Govt. Reservation Policy										Supernumary seats			
		AIC (15%)	AIC (EWS) 10%	HOGC	SC	SC (D)	BC-A	BC -B	DA/ PwD	EWS	Women category	Dudhola	J & K	Industry Sponsored Candidate	
Bachelor of Vocation (B. Voc.) Agriculture	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
Master of Vocation (M. Voc.) Agriculture	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
Diploma in Vocation (D.Voc.) Horticulture	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Sc Clinical Psychology	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
M.Sc Clinical Psychology	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
PG Diploma Criminal Forensics	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
M.Phil Clinical Psychology	12	2	0	4	1	1	2	1	0	1	1	2	1	0	
PG Diploma Public Policy	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
Undergraduate Certificate in Japanese Language	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
Undergraduate Certificate in Music (Folk Art-Banchari/Instrumental/Vocal)	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
Undergraduate Certificate in Graphics and communication Design	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
B.Sc. (Yoga & Spiritual Science)	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
M.Sc. (MLT) Microbiology	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
M.Sc. Geo-informatics	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
B.Voc. (Medical Laboratory Technology)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
M.Voc. (Public Health) Executive	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
Undergraduate Certificate German Language	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Voc(Public Services)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
Diploma (Computer) Generative AI/ Cyber Security	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Tech for working Professionals	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Tech in CSE Artificial Intelligence and Machine Learning	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
B.Tech. Computer Engineering	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
B.Tech. Mechanical and Smart Manufacturing	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Tech. Electrical Engineering	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
M.Tech Robotics and Automation	18	3	0	7	1	2	2	2	0	1	2	0	0	0	
D.Voc (Industrial Electronics)	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
Undergraduate Diploma in Interior Design	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
Diploma in Computer Engineering	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
Diploma Mechanical Engineering (Tool and Die)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B. Voc. (Solar Technology)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Voc. (Mechanical- Manufacturing)	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
B.Voc. (Robotics and Automation)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B.Voc. (Mechatronics)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
D.Voc. (Mechanical Manufacturing)	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
D.Voc in Draughtsmanship (Civil)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
Undergraduate Diploma in Airlines Management	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
B. Com Hons./Hons. with Research	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
B.Voc. (Management - Financial Services)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
Executive MBA	40	6	0	14	2	4	6	4	2	2	4	4	2	2	
MBA	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
MBA (Business Analytics)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
Bachelor of Hotel Management	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
D.Voc Office Management	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
M.Voc-Management Banking & Finance Service	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
BBA-BPM and Analytics (Hons. / Hons. With Research)	30	4	0	12	2	3	4	3	1	1	3	2	1	1	
BBA (Retail Management)	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
M.Voc. Management (HRM)	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
MBA (Working Professional)	20	3	0	7	1	2	3	2	1	1	2	2	1	1	
BBA	60	8	1	23	5	5	8	6	2	2	6	4	1	1	
UG Certificate in Food Production & Traditional Sweets	20	3	0	7	1	2	3	2	1	1	2	2	1	1	

Note (Supernumerary Seats)

- 02 seats will be available in each programme with an intake up to 30 for the domicile/ residents of Dudhola village Panchayat (s), who have gifted their land free of cost/on-lease to the state government (As per notification of the State Government).
- 01 seat is reserved for migrants from J&K in each programme.
- 10% seats are offered to women candidate in each programme (Except B.Tech/M.Tech/MBA/MBA Executive/ Lateral Entry) Details mentioned in Annexure A-1.
- 01 seat for the industry sponsored women candidate in each programme (Except B.Tech/M.Tech/MBA/Executive MBA/ M.Phil (CP)/Lateral Entry). Details mentioned in Annexure A-2.

In the event of quota reserved for Physically Handicapped remains unutilized due to non-availability for suitable category of Handicapped Candidates, it may be offered to the Ex- Servicemen and their wards (1%) and the dependents of Freedom Fighters (1%). Further, 3% reservation is also provided to Ex-servicemen/ Freedom Fighters and their dependents by providing reservation within reservation of 1% out of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block-A of Backward Classes are given seats in academic year 2024, the next Block i.e., (B) Block of Category of Backward Classes will be given seats in the next academic year 2025 and so on. Further, a roster register for reservation of seats for ex-servicemen/freedom fighters shall be maintained and carry forward all fractions, till one seat is accumulated through different fractions over the years. As and when the total comes to one, a seat will be provided.

Fifty percent of the twenty percent seats reserved for Scheduled Castes for admission in any educational institution shall be provided to candidates belonging to deprived Scheduled Castes as enumerated in the Annexure: B-1.

Where a seat is reserved for candidate from the deprived Scheduled Castes for admission in Government Educational Institution is not filled up in any academic year due to non-availability of candidate of the deprived Scheduled Castes possessing the requisite qualification, the same shall be made available to the candidate of Schedule Caste.

- The reservation of seats in various programmes is per the reservation policy of the Government of Haryana and is subject to change/amendments made by the Government from time to time.

Guidelines for Admission

1. The reservation of seats will be as per the latest Reservation Policy of the State Govt. revised from time to time.
2. All the eligible candidates irrespective of their category shall be eligible for AIC seats.
3. All eligible candidates deemed to be bona fide residents of Haryana for Admission purpose irrespective of their category shall be eligible first for HOGC seats.
4. Candidates who have passed their qualifying examination from a University/ College/ School situated within the State of Haryana, will be deemed Haryana Residents and will not be required to submit certificate of Bona fide Resident of Haryana notwithstanding the intentions in Annexure B-3 VIII(2)
5. The admission process for all Programmes will be held in Physical mode only. No request for attending counselling in online mode shall be entertained.
6. The Provisional Merit List will be prepared category wise for all programmes. Accordingly, Seat Allocation list for all admissions will be displayed on the University website. No personal communication shall be carried out.
7. The candidate(s) will have to deposit fees through online mode (Debit/ Credit card/ Net banking) only as per the dates mentioned in the counseling schedule. Accordingly, the Provisional Admission Letter shall be issued after the fee deposited by the candidate.
8. If a candidate does not deposit the fee, then he/she will not be allowed to participate in the subsequent counseling. However, he/she will be allowed to participate in the subsequent cycles of counseling (if any) and also will be allowed to participate in "On the Spot Admission" counseling (date to be announced later on) on the availability of any vacant seat(s).
9. If at any stage, it is found that the candidate has supplied incomplete and/or false and/or incorrect information, his/her candidature for the programme, if admitted, will be cancelled and he/she will be liable for disciplinary action as per the university rules and the fee deposited by him/her shall be forfeited.
10. The seats remaining vacant in different categories after each cycle of counseling will be offered to the respective categories in the subsequent counseling. The schedule of the counseling(s), if any, will be announced later on and shall be published on University website.
11. If any seat in BC (B) category remains vacant, the same will be filled up from BC (A) category and vice-versa after second counselling or after the candidate of a particular category is exhausted.

12. If any seat in SC category remains vacant, the same will be filled up from SC(D) and vice-versa after second counselling or after the candidates of a particular category is exhausted.
13. The seats reserved for Economically Weaker Sections (EWS) candidates, if remaining vacant after the Physical counselling(s) will be first offered to the candidates of the EWS at the start of the physical counselling as per schedule notified, after being offered to the candidates of EWS if seats still remain unfilled after cutoff time as per schedule, the same will be converted into General Category of Haryana as the case may be.
14. Benefit of reservation will be given to all the reserved categories upto 3rd Merit List. In case reserved seats other than SC seats are vacant even after 3rd Merit List, then these vacant seats will be thrown open to Haryana General Category. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown to All India Open Category.
15. Seats belonging to any reserved category will be converted to unreserved category as decided by the university in accordance with the rules of Government of Haryana. However, candidates belonging to respective reserved category fulfilling other eligibility conditions will also be considered on priority basis within the limits of time as decided by the University. In the event of seats remaining vacant/unfilled, if any, the same shall be filled up before final cut-off date of admissions without any reservation.
16. Further, the Vice- Chancellor is authorized to add any instructions related to counselling for all the programmes.

Selection Criteria

All courses (Except B.Tech./M.Tech./Executive MBA/ Diploma Engineering/ Diploma/D Voc/PG Diploma)	AICTE approved B.Tech/ M.Tech/ Diploma Engineering Programmes:	The details of the selection procedure for PG Diploma/ Diploma/D Voc Programmes Selection criterion:
<p>Step 1: Merit based on marks obtained in qualifying exam (30% Marks)</p> <p>Step 2: Merit based on marks obtained in CUET (50 % Marks)</p> <p>Step 3: Merit based on marks obtained in Personal Interview/Group Discussion with Industry (20%)</p> <p>Step 4: Combined Merit of step 1 to step 3 (100 Marks)</p> <p>Step 5: Counselling based on marks obtained in Combined Merit</p> <p>Step 6: Display of List of admitted candidates</p>	<p>Admission in B.Tech. programmes shall be conducted as per guidelines issued by the Haryana State Technical Education Society under the Department of Technical Education, Haryana for session 2024-25.</p>	<p>Step 1: Merit based on marks obtained in qualifying exam (70% Marks)</p> <p>Step 2: Merit based on marks obtained in Personal Interview/Group Discussion with Industry (30%)</p> <p>Step 3: Combined Merit of step 1 to step 2 (100 Marks)</p> <p>Step 4: Counselling based on marks obtained in Combined Merit</p> <p>Step 5: Display of List of admitted candidates</p>

Selection criteria for B. Tech:

The selection Process for AICTE approved B.Tech Programmes shall be as per the HSTES guidelines.

Selection criteria for M. Tech:

B.Tech/ B.E. in appropriate area with valid GATE score.

Instructions for Personal Interview/ Aptitude Test/ Professional Test/ Group Discussion

Personal Interview/Aptitude Test/Professional Test/Group Discussion is an essential component for admission to various programmes for which a list of short-listed candidates shall be prepared keeping in view the reservation policy and number of seats in each category. This list of short-listed candidates shall be displayed on the Notice Board of the University and also on the website. No separate communication will be sent to the candidate. Information regarding location and time of Personal Interview/Aptitude Test/Professional Test/Group Discussion of the short-listed candidates will be available on University website.

Candidates must bring the relevant original documents and two sets of self-attested photocopies of documents/certificates/testimonials for verification at the time of Personal Interview/Aptitude Test/ Professional Test/Group Discussion.

Note:

1. Candidates must qualify in personal interview, aptitude test, professional test, group discussion, and other tests independently, if applicable, in order to be considered for the programme. Merely, Clearing the test or Personal Interview, the student cannot claim for admission, the right to admission is reserved to the University.
2. Candidates in multiples of seven times the sanctioned intake will be contacted for personal interviews/group discussion in the first round, based on the merit of the qualifying examination (step.1).
3. Regardless of merit prepared based on the qualifying examination, candidates who were rejected in personal interviews/group discussions will not be considered for the next stage of the selection process (Step no.1).

Programmes to be offered from Gurugram Campus:

S.No.	Skill Faculty	Programme	Intake	J& K Seat	Dudhola Seat	Industry Sponsored	Women
1.	SFMSR	MBA Working Professional	30	1	2	1	3
2.	SFMSR	BBA/B.Com	20	1	2	1	2
3.	SFMSR	UG Diploma in Airlines Management	30	1	2	1	3
4.	SFET	B Tech for working Professionals #	30	1	2	1	3
5.	SFET	Diploma (Computer) Generative AI/ Cyber Security	30	1	2	1	3
6.	SFASH	B Sc Clinical Psychology	30	1	2	1	3
7.	SFASH	M Sc Clinical Psychology	20	1	2	1	2
8.	SFASH	PG Diploma Criminal Forensics	20	1	2	1	2
9.	SFASH	M Phil Clinical Psychology *	12	1	0	1	1
10.	SFASH	PG Diploma Public Policy	20	1	2	1	2

* Subject to approval from RCI.

Subject to approval from HSTES

Online Application Form Fee

Sr. No.	Category	Fee (Rs.)
1	AIC/HOGC	500/-
2	BC of Haryana / EWS of Haryana/ Jammu & Kashmiri Migrants	250/-
3	Female/SC/ST/PwD of Haryana	NIL
4	Dudhola Candidates	100/-
5	Saksham Yuva of Haryana	50/-
6	Abhinandan: Veer Balidani Kritgayata Yojna (AVBKY) Wards & Spouse of Martyrs and Gallantry awards winners	50/-
7	Transgender	NIL

Fee Structure for Vocational Programme -2024-25

- One Time Fees for B.Tech. (Working Professionals)

1. Security Fund: - NIL

S.No.	Programme	Duration of Course (Semesters)	SEMESTER WISE FEE					
			Tuition Fee	Examination Fee	Student Activity Fund	Development Fund	Misc. Fund	Total (Per semester)
1.	B.Tech	6	34000	3000	3000	7000	3000	50000

Programme Fee Details

Fee Structure For Session 2024-25

Fee Structure for Vocational Programme2024-25								
• One Time Fees for B.Voc./BBA/ B. Com (H)/ Diploma/D.Voc./M.Voc./B.HM/M.Sc./PGD: -								
1. Security Fund: -1000/-			2. Admission Fees: - 500/-			3. Registration Fees: 360/-		
S.No.	Programme	Duration of Course (Semesters)	SEMESTER WISE FEE					
			Tuition Fee	Examination Fee	Student Activity Fund	Development Fund	Misc. Fund	Total (Per semester)
1.	B.Voc.	6	12000	3000	800	1500	1200	18500
2.	BBA/B. Com (Hons. /Research)	6/8	15000	3000	800	1500	1200	21500
3.	B. Hotel Management	8	30000	3000	800	1500	1200	36500
4.	Diploma	2	9000	3000	800	1500	1200	15500
5.	D.Voc./ Diploma (3 years)	6	7000	3000	800	1500	1200	13500
6.	M.Voc./M.Sc.	4	14000	3000	800	1500	1200	20500
7.	PGD	2	14000	3000	800	1500	1200	20500
8.	#M.Phil (Clinical Psychology)	4	250000	10000	5000	3000	2000	270000
9.	UG Certificate in Music (Folk Art-Banchari/ Instrumental/Vocal)	2	500	3000	800	1500	1200	7000

* **Assessment and Certification Fees:** Rs 800 shall be paid by the students per job role in a Semester as applicable.

Subject to approval from RCI (Additional 1Lakh to be paid by students for OJT)

Fee Structure for Vocational Programme-2024-25

- One Time Fees for B.Tech./M.Tech. /MBA: -

1. Security Fund: -2000/- 2. Admission Fees: - 2000/- 3. Registration Fees: 360/-

S.No.	Programme	Duration of Course (Semesters)	SEMESTER WISE FEE					
			Tuition Fee	Examination Fee	Student Activity Fund	Development Fund	Misc. Fund	Total (Per semester)
1.	B. Tech.	8	34000	3000	3000	7000	3000	50000
2.	M. Tech.	4	21500	3000	3000	7000	3000	37500
3.	MBA	4	21500	3000	3000	7000	3000	37500
4.	MBA (Business Analytics)	4	24000	3000	3000	7000	3000	40000

Fee Structure for Vocational Programme-2024-25

- One Time Fees for Executive MBA

1. Security Fund: - NIL

S.No.	Programme	Duration of Course (Semesters)	SEMESTER WISE FEE					Total (Per semester)
			Tuition Fee	Examination Fee	Student Activity Fund	Development Fund	Misc. Fund	
1.	Executive MBA	4	32000	3000	3000	7000	3000	48000

Fees for courses which will be offered from Gurugram Campus:

1. Security Fund: -2000/- 2. Admission Fees: - 2000/- 3. Registration Fees: 360/-								
S.No.	Programme	Duration of Course (Semesters)	SEMESTER WISE FEE					
			Tuition Fee	Examination Fee	Student Activity Fund	Development Fund	Misc. Fund	Total (Per semester)
1.	B.Sc Clinical Psychology	6	24000	3000	3000	7000	3000	40000
2.	M.Sc Clinical Psychology	4	34000	3000	3000	7000	3000	50000
3.	PG Diploma in Criminal Forensic	2	24000	3000	3000	7000	3000	40000
4.	MBA working Professional	4	42000	3000	3000	6000	6000	60000
5.	Diploma (Computer) Generative AI/ Cyber Security	6	34000	3000	3000	7000	3000	50000
6.	BBA	6	34000	3000	3000	7000	3000	50000
7.	PG Diploma Public Policy	2	20000	3000	3000	2000	2000	30000
8.	D.Voc in Airlines Management	4	20000	3000	3000	2000	2000	30000

***Assessment and Certification Fees:** Rs 800 shall be paid by the students per job role in a Semester as applicable.

Guidelines for Registration and Fees Submission

1. University issues the notice of registration and fee deposition in every semester as per academic calendar.
2. The students are required to deposit their Registration form with applicable fee as per the schedule without late fee.
3. After that, the students are allowed to submit their Registration form with applicable semester fee with a fine of Rs.10 per day as per the schedule notified by the University.
4. University notify the list of registered students who are allowed to attend the classes/OJT
5. Last opportunity is provided to students for re-admission for another 10 days subject to the fulfillment of conditions as per university norms. The Un-registered students may apply for Re-registration/Re-admission with recommendation of Program coordinator and respective Dean/Chairperson with semester fees, a Re-admission fee of Rs.1000/- and a fine of Rs.10 per day by taking into consideration of 75% attendance for Theory and 90% for OJT in the semester from the date of re-admission which is mandatory condition for all the students.
6. The students may attend the classes/OJT from the date of registration/Re-admission.
7. Students who failed to submit the fees as above, their names will be struck off from the University records and will not be allowed to attend the classes.

General Instructions For Online Application Form

1. Before filling the Online Application Form, candidates are required to read the Prospectus/ Guidelines/Instructions available on University website carefully. Candidates will submit their Application Forms online on the University's website: www.svsu.ac.in for admission to various programmes.
2. No column should be left blank in the Online Application Form; write N.A. against the column which is not applicable. Otherwise, it will be considered as incomplete and is liable to be rejected.
3. In case any candidate is found to have supplied false information, certificates, documents, etc. or withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission to the programme.
4. If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Faculty may also take further action, as deemed fit, against the candidate and his/her guardian.
5. Any legal dispute relating to admission of students will be subject to Courts at Palwal/Gurugram or Courts having jurisdiction in Palwal/Gurugram.
6. As per directions of Director, Higher Education, Haryana, Panchkula, vide their letter no. 18/30-2015 UNP (4) dated 08.03.2017, linking of AADHAR ID with bank account is mandatory for all students to be admitted in the University Teaching Departments/Faculties and affiliated Colleges/Faculties w.e.f. the session 2017-18. Every student must be in possession of AADHAR number at the time of admission.
7. Any deviation will only be publishes on university website and no separate communication will be made.
8. The university reserves right amend any of the conditions/process without any prior notifications.
For the removal of any discrepancy as noted by the admission committee required for the purpose of admission may be given sufficient time with information displayed on the University's website. Days and Dates would be displayed in the Admission Schedule.

General Instructions for counselling

1. The merit list based on the selection criterion and reservation policy of Government of Haryana shall be published on the University website.
2. The admission-counselling schedule will be published on University website. University will not make any personal communication.
3. All the applicants mandatorily attend the admission counselling as per the notified date and time and location. No request of online attending of the admission counselling shall be entertained.
4. Requisite fees as per the programme will be accepted through Debit card/Credit card/Bank Draft and will not be accepted in cash.
5. Candidates are required to bring all their original certificates along with two sets of self-attested photocopies on the day of the counselling. Departmental Admission Team will check the eligibility of the candidates. In case the candidate is found ineligible as per the published criterion, his/her candidature will be cancelled.
6. Admission slip will be issued to those candidates who are found eligible and after depositing the requisite Fees
7. After closing date and time, no application shall be entertained for admission in respect to the published admission counselling.
8. The following original certificates are required at the time of counselling/reporting:
 - a. Admission form which is available in the Prospectus as per Annexure B-16
 - b. Matriculation certificate for verification of Date of Birth.
 - c. Qualifying examinations—10th, 12th and Graduation—certificates: The result of qualifying examination is mandatory for admission to every programme
 - d. Reserved Category {SC/BC/PH (Differently-abled person)/ EWS/ ESM/ FF, etc. of Haryana} certificate for Reservation in the proper format, if applicable. Specimen formats are given as per annexures at the end of the prospectus
 - e. Proper 'Income' certificate/affidavit in case of SC/BC candidates of Haryana seeking any concession/reservation as per Annexure B6-B8
 - f. Proper 'Income and Asset' certificate in case of EWS candidates of Haryana seeking any concession/reservation as per Annexure B-12
 - g. Migration certificate, if applicable.
 - h. Character Certificate: -Candidates, who have recently passed/appeared in the qualifying examination during 2023, must submit Character Certificate from the head of the institution last attended OR Candidates who have passed the qualifying examination as private candidates, should submit their Character Certificate duly signed by a First-Class Magistrate. Candidates who have gap in their academic career after the qualifying examination must furnish a gap certificate, in the form of affidavit on non-judicial paper or certificate from the employer (if in service) and should also furnish separately the Character Certificate of gap period duly attested by Notary Public as per Annexure B-11
 - i. Anti-Ragging affidavit has to be submitted by Student and his parents in online or offline mode as per Annexure B-14A & B-14B
 - j. Gap certificate, if applicable, as per Annexure B-13
 - k. Medical fitness certificate as per Annexure B-15

Under no circumstances original certificate shall be taken from the candidates.

9. Candidates seeking admission for Haryana seats are required to submit a certificate of bonafide resident of Haryana as defined by the Haryana Govt if they have not passed their Qualifying exam from a Board/ University of Haryana. The Certificate of Haryana Resident shall be in the formats prescribed by the Govt. and issued by the competent authority.
10. A complete merit list of all eligible candidates will be prepared for each category.
11. Candidates having passed qualifying examination from self- styled Universities/Institutes/Boards declared bogus/fake by UGC and other govt. bodies shall not be eligible for admission to any programme in Shri Vishwakarma Skill University. This list may vary from time to time as per Notification of UGC/ other govt. bodies.
12. Any attempt on the part of a candidate, his/her friends, or relatives to canvass or bring influence to bear upon the University directly or indirectly for securing admission will lead to disqualification for admission.
13. If a candidate is admitted on the basis of information submitted by him/her but at any subsequent time, it is discovered that any portion of this information is incorrect or false, the student shall be rusticated from the University and all fees and other dues paid until the date of such removal shall be forfeited. The University may take any further action it may deem fit against the said student and his/her guardian.
14. In case of any ambiguity in rules, the interpretation of the same by the Vice-Chancellor shall be final.
15. All the rules and regulations for submission of migration certificate by candidates who have passed the lower examinations from other Universities/Boards will be applicable as per University Rules.
16. The entire University Campus is a 'No Smoking Zone'. As such, smoking is strictly prohibited in the University premises. It is a punishable offence.
17. The University has a provision of uniform for students and every admitted student has adhere to uniform.
18. Nothing contained in this Information Brochure shall be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
19. Every candidate of Haryana has to submit the copy of Parivar Pehchan Patra.
20. Problems regarding admission, if any would be addressed by the Grievance Redressal Committee of the University if the same has not been addressed by the Admission Committee.
21. Discrepancy as noted by the Admission committee will have to be removed by the candidates before they are allowed for the G.D./P.I.

Tentative schedule of admission

Tentative Schedule of Events for D.Voc/B.Voc/UG Certificate/BBA/B.Com/B.Hotel Management

Sr. No.	Event	Date
1.	Online Filling of application form	15th May, 2024 onwards
2.	Last Date for online Submission of application form	25th June, 2024
3.	Result of candidates selected for Personal Interview/ Group Discussion	01st July, 2024
4.	Personal Interview/Group Discussion	4 th July, 2024-10 th July,2024

5.	1st Counselling	15 th July, 2024-19 th July,2024
6.	2nd Counselling	24 th July, 2024-26 th July,2024
7.	Final Merit	25 th July, 2024
8.	Spot counselling (In case of any vacancy only)	27 th July 2024-16 th August,2024
9.	Commencement of Programme	1 st August,2024

Tentative Schedule of Events for PG Diploma/M.Voc/MBA/M.Tech

Sr. No.	Event	Date
1	Online Filling of application form	10 th June, 2024
2	Last Date for online Submission of application form	15 th July, 2024
3	Result of candidates selected for Personal Interview/ Group Discussion by each skill faculty	21 th July, 2024
4	Personal Interview/Group Discussion	25 th to 30 th July,2024
5	1 st Counselling	2 nd Aug, 2024
6	2 nd Counselling	6 th Aug, 2024
7	Final Merit	10 th Aug, 2024
8	Commencement of Programme	16 th August, 2024
9	Spot counselling (In case of vacancy)	16 th -30 th August, 2024

The Schedule of Admission in B.Tech./Diploma Courses shall be the same as notified by HSTES, Haryana.

Note: - These are tentative dates, any change will be notified on University website and no separate communication will be made.

Rules of Refund of Fees after Cancellation of Admission

Rules of Refund of Fees after Cancellation of Admission

The University strictly follows UGC/AICTE guidelines for refund of fees published time to time. In case of the cancellation of admission. The following clause of UGC, vide Notification dated October, 2018, for 'Remittance and Refund of Fees' will be followed: -

4.1.3. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees** remitted by the student.

Sr. No.	Percentage of Refund of fees**	Point of time when notice of withdrawal of admission is received in Higher Educational Institutions (HEI)
1	100%	15 days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally-notified last date of Admission
5	00%	More than 30 days after formally-notified last date of admission

**NOTE:

4.1.4 In case of (i) in the table above, the Higher Educational Institution (HEI) concerned shall deduct an amount not more than 5% of the fees paid by the student/s, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

For B.Tech programmes, guidelines of refund of fees shall be followed as issued by HSTES/AICTE.

