ADMISSION POLICY

2025 – 26

OBJECTIVE OF ADMISSION CELL

The objective of Admission Cell of SSIU is committed to follow the regulations and guidelines   on admissions stipulated by the statutory bodies such as University Grants Commission (UGC). The Cell will provide necessary guidance to ensure that the interests, rights and needs prospective candidates who are looking for educational opportunities in various courses at SSIU are attended.

ADMISSION FLOW CHART FOR NATIONAL ADMISSION

SSIU releases admission notification on the website.

Link:
https://www.swarrnim.edu.in/admissions/Education/index.html

Candidate learns about the eligibility criteria and process of application with help of counselors of admission cell and fills the online application form through CRM. Forms are also available in Admission Cell, SSIU Campus.

Candidate pays the requisite application fees and attaches the scan copy of all the required documents as per the notification and submit to admission cell crm/office.

Candidate receives the confirmation of application submission

On his/her E-Mail ID.

Student takes admission by paying the requisite fees and submitting original documents in university till last date of admission.

Required Documents at the time of admission:

For UG	For PG
1. Secondary Education Marksheet	1. Secondary Education Marksheet
2. Senior Secondary Education Marksheet	2. Senior Secondary Education Marksheet
3. Leaving Certificate	3. Graduation Transcripts
4. Adhar Card	4. Aadhar Card
5. Migration Certificate	5. Migration Certificate
6. Photograph	6. Photograph
	7. Leaving Certificate

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At : Boyan Rathod, Gandhinagar.

ADMISSION FLOW CHART FOR OVERSEAS ADMISSION

Fill the Application Form & Submit all the Required Documents

Admission team will check the Eligibility and will issue an Admission Offer Letter

(If eligible)*

Make the payment of Registration / One Time University / Enrolment Fee and send the proof of payment to admission@swarrnim.edu.in

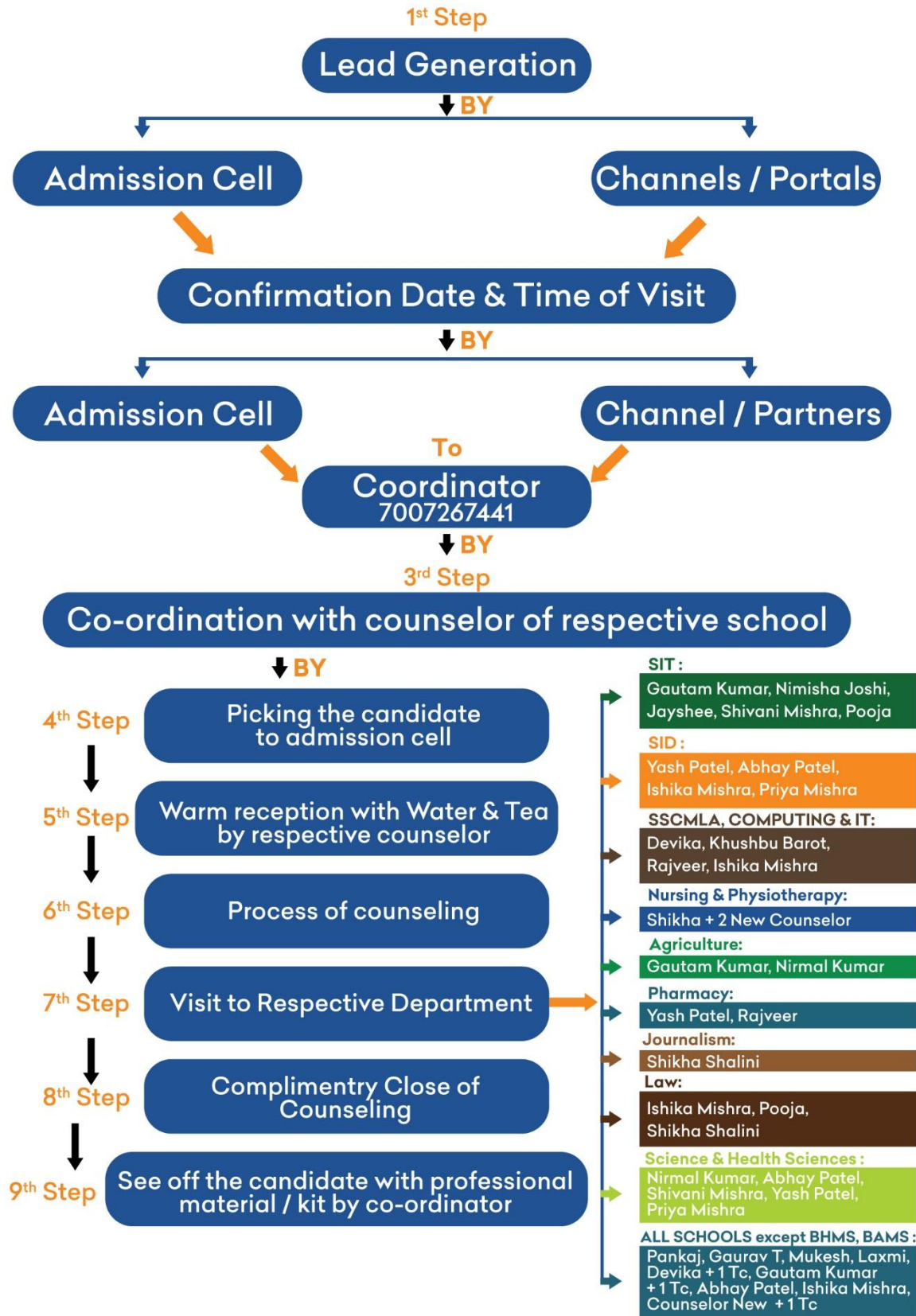A Provisional Admission Letter & Visa Letter will be issued and will be sent via registered E-mail.

Required Documents at the time of admission:

For UG	For PG
1. Secondary Education Marksheet	1. Secondary Education Marksheet
2. Senior Secondary Education Marksheet	2. Senior Secondary Education Marksheet
3. Leaving Certificate	3. Graduation Transcripts
4. Residential proof	4. Residential Proof
5. Visa and Passport	5. Visa and Passport
6. Provisional admission letter	6. Provisional admission letter
7. Medical Certificate	7. Medical Certificate
8. Photograph	8. Photograph
9. FRRO Registration copy	9. FRRO Registration copy
	10. Leaving Certificate

Registrar
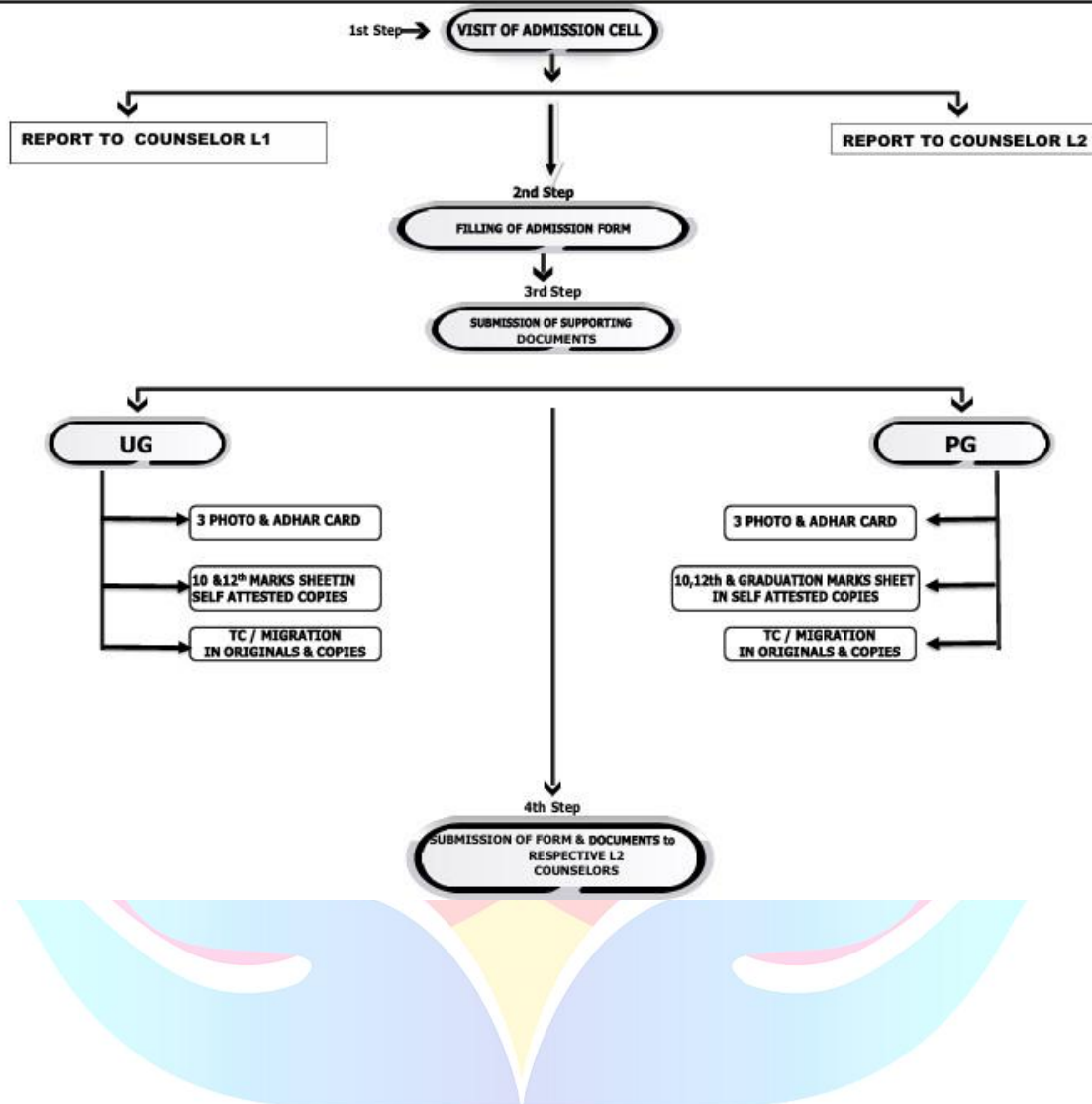Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE.

Pre Admission Process (9 Steps)

1st Step

Lead Generation

↓ **BY**

Admission Cell — **Channels / Portals**

Confirmation Date & Time of Visit

↓ **BY**

Admission Cell — **Channel / Partners**

To

Coordinator
7007267441

↓ **BY**

3rd Step

Co-ordination with counselor of respective school

↓ **BY**

4th Step — **Picking the candidate to admission cell**

5th Step — **Warm reception with Water & Tea by respective counselor**

6th Step — **Process of counseling**

7th Step — **Visit to Respective Department**

8th Step — **Complimentry Close of Counseling**

9th Step — **See off the candidate with professional material / kit by co-ordinator**

SIT :
Gautam Kumar, Nimisha Joshi, Jayshee, Shivani Mishra, Pooja

SID :
Yash Patel, Abhay Patel, Ishika Mishra, Priya Mishra

SSCMLA, COMPUTING & IT:
Devika, Khushbu Barot, Rajveer, Ishika Mishra

Nursing & Physiotherapy:
Shikha + 2 New Counselor

Agriculture:
Gautam Kumar, Nirmal Kumar

Pharmacy:
Yash Patel, Rajveer

Journalism:
Shikha Shalini

Law:
Ishika Mishra, Pooja, Shikha Shalini

Science & Health Sciences :
Nirmal Kumar, Abhay Patel, Shivani Mishra, Yash Patel, Priya Mishra

ALL SCHOOLS except BHMS, BAMS :
Pankaj, Gaurav T, Mukesh, Laxmi, Devika +1 Tc, Gautam Kumar +1 Tc, Abhay Patel, Ishika Mishra, Counselor New +1 Tc

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SWARRNIM STARTUP & INNOVATION UNIVERSITY- ADMISSION FLOW CHART

4 STEPS (POST ADMISSION PROCESS)
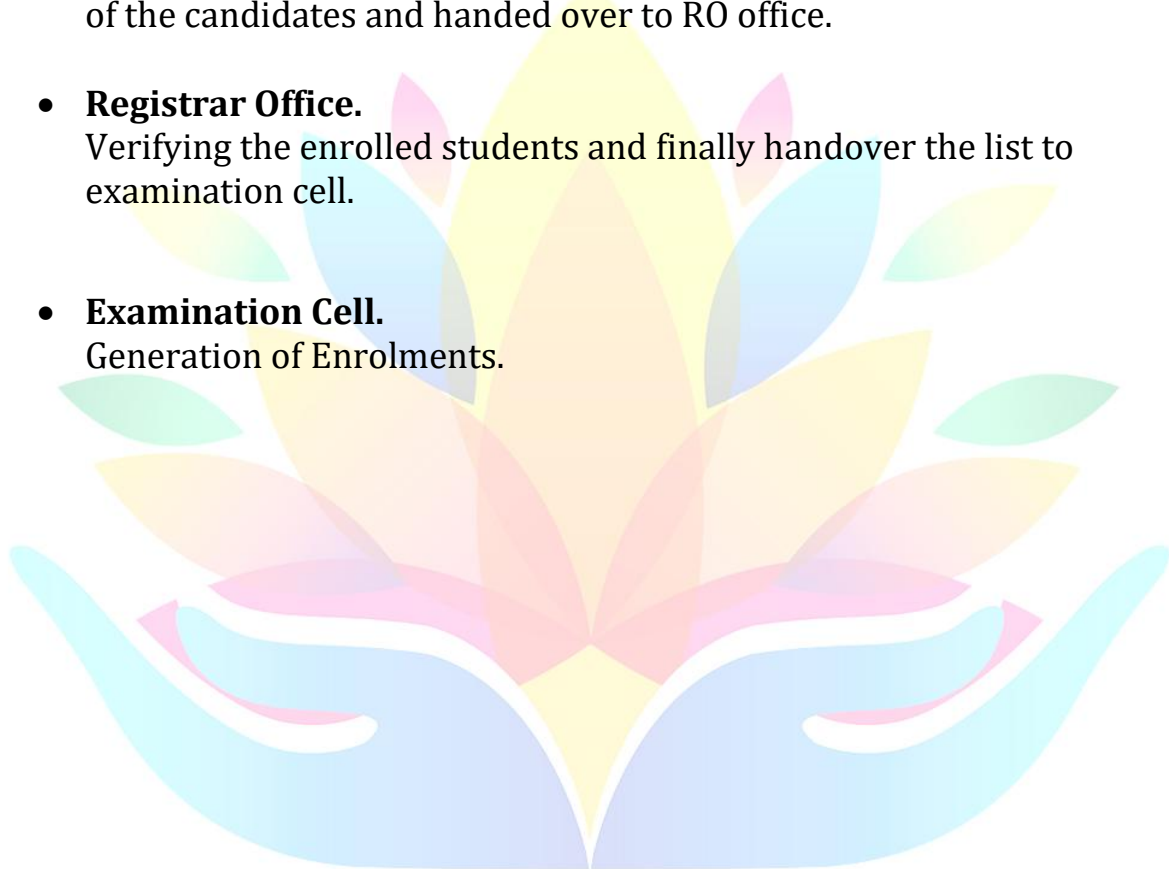
1st Step → **VISIT OF ADMISSION CELL**

REPORT TO COUNSELOR L1   **REPORT TO COUNSELOR L2**

2nd Step
FILLING OF ADMISSION FORM

3rd Step
SUBMISSION OF SUPPORTING DOCUMENTS

UG   **PG**

UG	PG
3 PHOTO & ADHAR CARD	3 PHOTO & ADHAR CARD
10 &12th MARKS SHEET IN SELF ATTESTED COPIES	10,12th & GRADUATION MARKS SHEET IN SELF ATTESTED COPIES
TC / MIGRATION IN ORIGINALS & COPIES	TC / MIGRATION IN ORIGINALS & COPIES

4th Step
SUBMISSION OF FORM & DOCUMENTS to RESPECTIVE L2 COUNSELORS

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SOP FOR ENROLLMENT OF CANDIDATES

- **Admission cell.**
  Counselling, doing admission formalities, Initial compilation & Verification of Documents. Handed over to respective departments.

- **Respective Departments.**
  Filling of enrolment forms with complete verification of documents of the candidates and handed over to RO office.

- **Registrar Office.**
  Verifying the enrolled students and finally handover the list to examination cell.

- **Examination Cell.**
  Generation of Enrolments.

COURSES ELIGIBILITY AND SELECTION CRITERIA

SCHOOL	COURSE NAME	DEGREE	Eligibility	SEAT INTAKE	DURATION	Selection Procedure
SWARRNIM SCHOOL OF ENGINEERING	Diploma in Electrical Engineering	Diploma	Passed 10th	30	3	On merit basis
	Diploma in Computer Engineering	Diploma		60	3	
	Diploma in Civil Engineering	Diploma		30	3	
	Diploma in Mechanical Engineering	Diploma		30	3	
	Diploma in Automobile Engineering	Diploma		30	3	
	B.Tech Electrical Engineering	UG	Passed 10 + 2 with Physics and Maths as compulsory Subject along with Chemistry/ Biotech/Bio/ Technical Vocational Subjects/ CS/ IT/ Agri with 45 % Marks	30	4	CUET/JEE Score card
	B.Tech Civil Engineering	UG		30	4	
	B.Tech Computer Engineering	UG		60	4	
	B.Tech Information Technology	UG		30	4	
	B.Tech Mechanical Engineering	UG		30	4	
	B.Tech Chemical Engineering	UG		30	4	
	B.Tech Environmental	UG		30	4	
	B.Tech cyber Security	UG		30	4	
	B.Tech Cloud Tech & Information Security	UG		30	4	
	B.Tech Artificial Intelligence	UG		30	4	
	M.Tech Structural Engineering	PG	Candidates must have passed their B.E/ B.Tech/ MCA/ M.sc Physics, Math, CS, IT with a minimum of 50 % marks	9	2	GATE/NET & PI
	M.Tech Environmental	PG		18	2	
	M.Tech Advance Manufacturing System	PG		6	2	
	M.Tech Artificial Intelligence	PG		6	2	
	M.Tech Computer Engineering (Cyber Security)	PG		6	2	

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COURSES ELIGIBILITY AND SELECTION CRITERIA

SCHOOL	COURSE NAME	DEGREE	Eligibility	SEAT INTAKE	DURATION	Selection Procedure
SWARRNIM SCHOOL OF SCIENCE	B.Sc Mathematics	UG	10+2 Passed with Science	30	3	On Merit Basis
	B.Sc Chemistry	UG		60	3	
	B.Sc Biotechnology	UG		60	3	
	B.Sc Physics	UG		60	3	
	B.Sc Microbiology	UG		60	3	
	M.Sc Microbiology	PG	Passed Graduation in Science with 50%	60	2	Personal Interview
	M.Sc Biotechnology	PG		30	2	
	M.Sc Chemistry	PG		180	2	
	M.Sc Physics	PG		30	2	
	M.Sc Mathematics	PG		30	2	
	M.Sc Environment Science	PG		30	2	

COURSES ELIGIBILITY AND SELECTION CRITERIA

SCHOOL	COURSE NAME	DEGREE	Eligibility	SEAT INTAKE	DURATION	Selection Procedure
SWARRNIM INSTITUTE OF DESIGN	Diploma in Interior Design	Diploma	10th with 45% Marks (Any Stream)	10	3	On merit basis
	Diploma in Fashion Design	Diploma		10	3	
	Diploma in Graphic Design	Diploma		10	3	
	Bachelor of Architecture (B.Arch)	UG	Passed 10 + 2 with Physics and Maths as compulsory Subject along with Chemistry/ /Bio/ Technical Vocational Subjects/ CS/ IT with 45 % Marks + NATA / JEE Qualified	40	5	NATA Qualified/ JEE Score Card
	B.Des Interior Design	UG	Passed 10+2 with 50% (Any Stream)	10	4	On merit basis
	M.Plan Urban Planning	PG	Candidate must have Passed B.Arch/ B.plan/B.Tech Civil with 50 % Or MA/M.sc Geography/Economics/Soci ology/ Statistics with 50 %	40	2	Personal Interview

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COURSES ELIGIBILITY AND SELECTION CRITERIA

SCHOOL	COURSE NAME	DEGREE	Eligibility	SEAT INTAKE	DURATION	Selection Procedure
SWARRNIM SCHOOL OF MANAGEMENT COMMERCE & LIBERAL ARTS	B.Com Honours	UG	Passed 10+2 (Any Stream)	40	4	On merit basis
	BBA Honors - (Entrepreneurship, Marketing, Finance, HRM)	UG	Passed 10+2 (Any Stream)	60	4	On merit basis
	MBA - (Entrepreneurship, Marketing, Finance, HRM)	PG	Graduation with 50 % Marks (Any Stream)	60	2	Personal Interview
	BA Liberal Arts (Psychology, English Literature, Economics)	UG	Passed 10+2 (Any Stream)	90	4	On merit basis
	MA (Psychology, English Literature, Economics)	PG	Graduation with 50 % Marks (Any Stream)	60	2	Personal Interview
SWARRNIM SCHOOL OF COMPUTING & IT	BCA	UG	Passed 10+2 (Any Stream)	60	4	On merit basis
	MCA	PG	Candidates must have passed their BCA/ B.sc CS/ B.sc IT/B.Tech CS/ B.tech IT OR BA/ B.sc/ B.com with mathematics 10 +2 Level with 50 % marks	40	2	Personal Interview
	BSc IT	UG	Passed 10+2 Science	60	4	On merit basis

COURSES ELIGIBILITY AND SELECTION CRITERIA

SCHOOL	COURSE NAME	DEGREE	Eligibility	SEAT INTAKE	DURATION	Selection Procedure
Venus Institute of Physiotherapy	Bachelor of Physiotherapy	UG	Passed 10+2 Science (PCB) with 50% Marks	50	4.5	On merit basis
	MPT (Orthopaedic, Cardiology, Neurology)	PG	Candidates must have passed their BPT with 50% Marks + 6 months Clinical Internship	21	2	Personal Interview
Arihant Institute of Nursing	B.Sc - Nursing	UG	Passed 10+2 Science (PCB) with 50% Marks for General Category & 45% for Category	60	4	On merit basis
	General Nursing and Midwifery (GNM)	UG	Passed 10+2 with 45% Marks Any Stream	60	3	On merit basis
	ANM	UG	10+2 with 45% Marks Any Stream	30	2	On merit basis
	PBBSC	PG	Candidates must pass their GNM with 45% Marks	50	2	On merit basis

COURSES ELIGIBILITY AND SELECTION CRITERIA

SCHOOL	COURSE NAME	DEGREE	Eligibility	SEAT INTAKE	DURATION	Selection Procedure
Arihant Ayurvedic Medical College & Research Center	Bachelor of Ayurvedic	UG	10+2 Science (PCB) with 50% Marks + NEET qualified	100	5.5	NEET Qualified
Arihant Homeopathy Medical College & Research Center	Bachelor of Homeopathy	UG	10+2 Science (PCB) with 50% Marks + NEET qualified	100	5.5	NEET Qualified

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RESERVATION OF SEATS

- SSIU acts on the reservation policy as decided by the UGC and State Government from Time to time.
- A student seeking admission on reserved seat is required to produce a Certificate of Caste from the competent authority.
- No caste certificate shall be valid unless it is duly stamped, signed and issued by the competent authority.
- If a candidate fails to submit the necessary caste certificate as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category as per merit.
- Reserved seats remaining vacant in any category shall be converted to open category seats.

For the purpose of admission, the seats shall be reserved for the candidate who are of Gujarat origin and falling under the following categories and in following proportion, Namely,

    a. schedule caste - 07%
    b. schedule tribes - 15%
    c. socially and educationally backward classes, including widows and orphans of any caste -27%
    d. Economically weaker sections - 10%

SCHOLARSHIPS

Objective of Government Scholarship Scheme

The Government Scholarship Scheme aims to provide financial assistance to students from diverse socio-economic backgrounds to support their educational aspirations. This initiative is designed to promote equal access to quality education, encourage academic excellence, and reduce financial barriers for deserving and meritorious students. By offering scholarships across various levels of education—school, undergraduate, and postgraduate—the scheme seeks to empower students, particularly those from economically weaker sections, marginalized communities, and underrepresented groups. The ultimate goal is to foster a culture of inclusive learning, enhance human resource development, and contribute to the nation's socio-economic progress.

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ELIGIBILITY CRITERIA UNDER GOVERNMENT SCHEME

Parameter	Relaxation on fees Subject to
The candidate if applies on Government Scholarship scheme- Digital Gujarat scholarship Portal	The candidate if SC/ST caste, domicile of Gujarat gets the benefit of full fees from the Government as per FRC.
The candidate if applies on Government Scholarship scheme- MYSY.	The candidate if, the domicile of Gujarat gets the partial fees benefit from the Government as per respective programs.
The candidate if applies on Government Scholarship scheme- CMSS.	The candidate if the domicile of Gujarat gets the partial fees benefit from the Government subject to the following conditions: if father is no more, Divorcee, Shramik card, 40 percent physically disabled. Martyrs' son/daughter, if the candidate's father is injured during war.

OBJECTIVE OF SCHOLARSHIP SCHEME BY SWARRNIM STARTUP & INNOVATION UNIVERSITY

The Scholarship Scheme by Swarrnim Startup & Innovation University is designed to support and nurture talented, innovative, and entrepreneurial students. The primary objective of the scheme is to encourage academic excellence by providing financial rewards and recognition to students who demonstrate outstanding performance. Additionally, the scheme seeks to enhance accessibility to higher education by reducing financial barriers for deserving students, particularly those from underprivileged or economically weaker sections of society. Ultimately, the scheme aims to contribute to national development by preparing a skilled and innovative workforce that fosters economic and social progress. Swarrnim Startup & Innovation University, through this initiative, aspires to build a community of future leaders, innovators, and change-makers who will make a positive impact on society.

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ELIGIBILITY CRITERIA UNDER SSIU SCHEME

Parameter	Approved Relaxation on fees	Proposed Relaxation on fees
The candidates If Team members of Swarrnim Group pursue course	50% relaxation on total fees	
The candidate If Son/daughter of the employee of Swarrnim Group		25% relaxation on total fees
The candidate If blood relations/kin and kith of the employee of Swarrnim Group		10% of 1st year fees.
The candidate referred by the employee of Swarrnim Group	Rs 10000 one time on total fees.	
The candidate whose parents' income is less than Rs 1 lakh	Rs 10000 to 20000 one time on total fees.	
The candidate if produces death certificate of parents.	Rs 10000 to 40000 one time on total fees.	
The Candidate if the Alumni of the university	Rs10000 to 20000 per year on total fees.	

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MIGRATION POLICY

- Students from other Universities can seek migration to Swarrnim University, subject to following conditions:
  - Migration will be allowed only in 2nd year-3rd semester/ 5 semester if the course duration is of 4 yrs.
  - Students must have successfully completed 1st year/ 1st and 2nd semesters as per the passing criteria laid down by the parent University. Student should not have any backlog.
  - Students must be pursuing a regular programme in the parent University.
    1. Having the same entry eligibility condition as the programme in which he/she is seeking migration.
    2. Students, if he had continued in his/her parent University would have been awarded the same degree in which he/she is seeking migration.
  - Students seeking migration should be having the syllabi in the 1st year/ 1st and 2nd semester at least 50% identical to that of Swarrnim University. In case of deficiencies, candidates shall have to complete the bridge/additional course(s) as may be prescribed by the Equivalence Committee for which a fee may be charged.
  - Student has to confirm the bridge/additional courses, from the head of the concerned department or admission department.
  - The score obtained by the candidates in the Course of Study for the entry level qualifications as recommended by the Equivalence Committee for credit transfer shall be carried over for calculating the CG PA for successful completion of the Programme.
  - Improvement in score of a Course Unit qualified prior to admission to Swarrnim University shall not be permitted.
  - Candidates migrating from other universities shall submit the following documents at the time of their admission:

  i. No objection Certificate (NOC) or Migration certificate from his/her parent University.
  ii. Authentic copy of the detailed syllabus, scheme of teaching and evaluation of the course of study pursued by him at his/her parent University.
  iii. Attested copy of statement of Marks/Grade Card of the courses completed.

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iv. Attested copies of testimonials relating to basic qualifications and experience etc., .which were pre-requisite for admission in his parent University.

- The procedure for selection of candidates shall be as laid down by the admission Committee with the consent of the concerned\department'\Heads.

- Reservation of the seats under this category shall be as per the provisions of Act, Statutes and Ordinances.

REFUND/ CANCELLATION POLICY

प्रा. मनिष र. जोशी
सचिव
Prof. Manish R. Joshi
Secretary

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

D.O. No.F.2-71/2022 (CPP-II)   3 July 2023 / 12 आषाढ़ 1945

Subject: Fee Refund Policy 2023-24

Respected Madam/Sir,

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

Students should be allowed a full refund of fees within a specified period to opt for a course they choose.

The Commission has considered the matter in its 570th meeting held on 27 June 2023, and after considering the relevant factors decided, the following fee refund policy for the academic session 2023-24:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admission/migrations of students up to 30 September 2023 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2023.

- For any admission schedule extending/commencing beyond/after 31 October 2023, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

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

Contd...

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REFUND/ CANCELLATION POLICY

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

The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2023-24 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Any HEI violating the provisions of UGC Fee Refund Policy 2023-24 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

With regards,

Yours sincerely,

(Manish Joshi)

To,

- **The Vice-Chancellors of all Universities**
- **The Principals/Directors of all Colleges / Institutes.**

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

ADMISSION CALENDAR 2025-26

Particulars	Tentative Date
Admission Opening for Academic Year 2025-26	**01March 2025**
Online/ Offline Application& Submission of filled Application form with necessary documents	**01 March 2025- 30 May 2025**
1st Merit Declaration	**1st week of June 2025**
2nd Merit Declaration	**2d week of June 2025**
3rd Merit Declaration	**Last week of June 2025**
Commencement of Academic Term-2025-26	**1 week of August 2025**
Last Day of Payment of Fees and Admission Procedure	**1 week of August 2025**
Admission Seat (Vacant Quota) Matrix Declaration	**2nd week of August 2025**
Spot Admission Process (Reshuffling Round) for Vacant Seats	**Last week of August 2025**
Final Merit Declaration	**1st week of September 2025**
Admission cancellation	**4th week of September 2025**

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