



Annexure A
**Symbiosis University of
Applied Sciences, Indore**
India's First Skill University

Notification No. SUAS/RO/21/275, Dated 04/01/2022

Admission Policy 2022-23

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ADMISSIONS POLICY FOR UNDERGRADUATE AND POSTGRADUATE PROGRAMS FOR THE ACADEMIC YEAR 2022-23

1. 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 University of Applied Sciences has been established in Indore under the able leadership of President and Founder Dr. S. B. Mujumdar and Dr. Swati Mujumdar Vice-President, Symbiosis Foundation.

Symbiosis has created a state-of-the-art infrastructure spread over 30 acres of land including Academic blocks, Boys and Girls Hostel, Centre of Excellence, specialized training labs, workshops and School of Interdisciplinary Sciences are the hallmark of this University. The University has specialized skill training machinery imported from Germany to impart hands-on practical training to its candidates.

The University offers degree programs in high growth sectors of CSIT, Mechatronics, Automobile, Retail and BFSI. In this unique model of Skill Development, top industry leaders such as Reliance Capital, HDFC Bank, Future Group and Mahindra and Mahindra are also setting up their bases on the University campus to provide skill training to candidates.

Purpose

To provide policy information to enquirers, applicants, parents and advisors about the process and procedures for admissions at the University. It is the policy framework for all stakeholders who are part of admission activities.

Scope

This policy covers applications and their process for our Certificate, Diploma, Undergraduate and Postgraduate programs leading to the award of a degree, diploma or certificate. Programs may be offered in one or more of the following study modules: full-time and part-time.

The syllabus and the program structure for each course will be available in detail in the prospectus. The policy document shall cover the admission policies, practices and procedures for registrations, payments, counselling, seat allocation, meriting and documentation for programs offered by the University.

Fair and Lawful Admission Process

The admission process at Symbiosis University of Applied Sciences, Indore is transparent, courteous, consistent and expedited. Also, it is in accordance with the prevailing legal framework of the State

Government and other regulatory bodies.

Through this fair admission policy, the University aims to provide opportunities for lifelong personal and professional skills development along with learning for all candidates who wish to pursue university-level education in a specified subject area with a focus on skills development.

Equal Opportunities

The University at all times ensures diversity and equality of opportunities for all applicants.

The University is committed to creating a stimulating and supportive learning environment based on mutual respect and trust. It allows candidates to realize their full potential regardless of their gender, caste, ethnicity, disability or any other similar irrelevant factor.

2. School-wise name of the programs, duration and intake capacity for admission to the first year of UG and PG Programs for the Academic Year 2022-23.

Sr. No.	School Name	Program Name	Duration	Intake Capacity
1.	School of Mechatronics Engineering	B. Tech. (Mechatronics Engineering)	4 Years	60
2.	School of Automobile and Manufacturing Engineering	B. Tech. (Automobile Engineering)	4 Years	60
3.	School of Computer Science and Information Technology	B. Tech. (CSIT)	4 Years	120
4.	School of Retail Management	BBA (Retail & E-Commerce Management)	3 Years	60
		MBA (Marketing)	2 Years	60
5.	School of Banking, Financial Services and Insurance Management	BBA (BFSIM)	3 Years	120
		MBA (BFSIM)	2 Years	60
6.	School of Digital Media	BBA (Digital Media & Marketing)	3 Years	60
7.	School of Data Science	B. Sc. (Data Science)	3 Years	60
8.	School of Logistics and Supply Chain	BBA (Logistics & Supply Chain Management)	3 Years	60
			TOTAL	720

Admissions to all the programs run by Symbiosis University of Applied Sciences, Indore in the Academic Year 2022-23, shall be strictly on basis of merit and the rules and regulations as laid down in this policy.

3. a) School-wise name of the programs, duration and intake capacity for direct admission to the second year (Lateral entry) of B. Tech. Engineering programs

Sr. No.	School Name	Program Name	Intake Capacity to Direct II Year* (10% of the approved intake)
1	School of Mechatronics Engineering	B. Tech. (Mechatronics Engineering)	6
2	School of Computer Science & Information Technology	B. Tech. (Computer Science and Information Technology)	12

* Unfilled vacancies of the First year of B. Tech. programs in the Academic Year 2022-23 will be added to the intake capacity.

3. b) School-wise name of the programs, duration and intake capacity for direct admission to the second year in other Undergraduate programs.

Sr. No.	School Name	Program Name	Intake Capacity to Direct II Year* (10% of the approved intake)
1	School of Retail Management	BBA (Retail Management)	6
2	School of Banking, Financial Services and Insurance Management	BBA (BFSI)	12
3	School of Digital Media and Marketing	BBA (DMM)	6

* Vacancies of the First year in these programs in the Academic Year 2022-23 will be added to the intake capacity.

4. Reservation of seats

Seats for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Specially Backward Category and Handicapped candidates, shall be reserved as per the policy of the

Central/State Government provided that, the total reservation, in any case, shall not exceed fifty per cent of total intake capacity.

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

5. Eligibility and Selection Criteria for Admission to Undergraduate and Post Graduate Programs

(List of qualifying Diploma Courses for lateral entry to the second year are attached at Annexure I & List of Vocational subject is attached at Annexure-II)

Sr. No.	Name of the Program	Eligibility criteria for admission to I Year
i.	B. Tech. (Mechatronics Engineering)	<p>a) Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices / Biotechnology/ Technical Vocational subject / Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship.(Any of the three)</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p> <p>OR</p> <p>Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.</p> <p>(The University will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)</p> <p>b) The Candidate should have appeared in all the subjects and should obtain a nonzero (positive) score in JEE MAIN 2022 or any other State or National level Entrance Exam or SET 2022 Entrance Test conducted by respective engineering school of SUAS.</p> <p>c) Candidates are selected based on their performance in the entrance test (National/State/ SUAS).</p> <p><u>For NRI / International Candidates</u></p> <p>a) The candidate should have passed the XII (10+2) or its equivalent examination with Physics/ Mathematics / Chemistry/ Computer Science / Electronics /Information Technology / Biology / Informatics Practices/ Biotechnology / Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship.(Any of the</p>
ii.	B. Tech. (Automobile Engineering)	
iii	B. Tech. (Computer Science and Information Technology)	
iv	Lateral Entry for Second Year B. Tech. Programs	

		<p>three), and obtained at least 45% marks in the above subjects taken together and must obtain an equivalence certificate from the AIU.</p> <p>d) All foreign qualifications need to be verified by the AIU by the candidate before seeking provisional admission to any program of Symbiosis University of Applied Sciences. To promote international understanding between Indian and Foreign candidates, SUAS has reserved 5% seats for NRIs/International candidates in every division (Supernumerary Quota).</p> <p>e) The Candidate should have appeared in all the subjects and should obtain a nonzero (positive) score in JEE MAIN 2022, or any other State or National level Entrance Exam or SET 2022 Entrance Test conducted by respective engineering school of SUAS.</p> <p>f) Candidates are selected based on their performance in the entrance test (National/State/SUAS).</p>
Iv	<p>BBA (Banking Financial Services & Insurance Management)</p> <p>BBA (Retail & E-Commerce Management)</p> <p>BBA (Digital Media & Marketing)</p> <p>B. Sc. (Data Science)</p> <p>BBA (Logistics & Supply Chain Management)</p>	<p>a. Passed XII (10+2) or equivalent course in any discipline (Arts, Science, and Commerce) from any recognized Board/Council/University with minimum 50% marks for general (open) category and 45% marks for candidates of reserved category (with Maths as a compulsory subject for B.Sc. Data Science program).</p> <p>b. Candidates are selected based on their performance in personal interview conducted by the University.</p> <p><u>NRI / International Candidates</u></p> <p>c. A candidate who has completed XII (10+2) or equivalent examination course in any discipline (Arts, Science, and Commerce) from any Foreign Board/Council/University recognized by AIU with the minimum of 50% marks and has obtained an equivalence certificate from AIU.</p> <p>d. All foreign qualifications need to be verified from AIU by the candidate before seeking provisional admission to any program of Symbiosis University of Applied Sciences (SUAS). To promote international understanding between Indian and Foreign candidates, SUAS has reserved 5% seats for NRIs/International candidates in every division (Supernumerary Quota).</p> <p>e. Candidates are selected based on their performance in personal interview conducted by the University.</p>
v	MBA (Banking Financial Services & Insurance Management)	<p>a) Candidate should have passed Bachelor Degree of minimum 3 years duration (UGC approved or Equivalent). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination and valid score in any national/state level entrance examination. For</p>

	MBA (Marketing)	<p>candidates who are not having any entrance test score card, the University will be conducting its own entrance test SMAT at the University campus.</p> <p>b) Candidates are selected based on their performance in group discussions and personal interview conducted by the University.</p> <p><u>NRI / International Candidates</u></p> <p>c) Candidate should have passed Bachelor Degree of minimum 3 years duration (from AIU recognized University). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.</p> <p>d) All foreign qualifications need to be verified from AIU by the candidate before seeking provisional admission to any program of Symbiosis University of Applied Sciences (SUAS). To promote international understanding between Indian and Foreign candidates, SUAS has reserved 5% seats for NRIs/International candidates in every division (Supernumerary Quota).</p> <p>e) Candidates are selected based on their performance in group discussions and personal interview conducted by the University.</p>
vi	Documents submission required for admission confirmation.	<ol style="list-style-type: none"> 1. All provisionally admitted candidates are required to submit eligibility documents to Registrar office on or before 31st August 2022. 2. An extension may be granted in case of special situation, however candidate needs to fulfill all eligibility conditions on or before 30th November 2022. 3. If the candidate is not able to submit required eligibility documents within stipulated time, his/her admission stands cancelled.

6. List of documents required to be submitted by the candidates for confirmation of admission.

FOR UNDERGRADUATE PROGRAMS

Type “UA1”:- Madhya Pradesh Domicile or M.P. State Board

For General Category Candidates

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	X passing mark sheet & Certificate (Self-attested photocopy)
03	XII passing mark sheet & Certificate (Self-attested photocopy)
04	Score Card of JEE / SET 2022 or other equivalent tests (Self-attested photocopy) (Only for B. Tech. Candidates)
05	Aadhar Card (Self-attested photocopy)
06	Domicile Certificate / Birth Certificate (Self-attested photocopy)
07	Original Migration Certificate or its equivalent
08	Medical Certificate/ Vaccination Certificate
09	Character Certificate in original
10	Gap Certificate (If applicable)
11	Income Certificate (If applicable)
12	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
13	Admission Form with Undertaking and passport size colour photographs (5)

For OBC/ SC/ ST/ SBC/ NT Category Candidate

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	X passing mark sheet & Certificate (Self-attested photocopy)
03	XII passing mark sheet & Certificate (Self-attested photocopy)
04	Score Card of JEE, SET 2022 or other equivalent tests (Self-attested photocopy) (Only for B. Tech Candidates)

05	Adhar Card (Self-attested photo copy)
06	Domicile Certificate / Birth Certificate
07	Caste Certificate & Caste Validity
08	Non Creamy Layer (Except SC/ ST Candidate)
09	Migration Certificate or its equivalent
10	Character Certificate in original
11	Medical Certificate/ Vaccination Certificate
12	Gap Certificate (If applicable)
13	Income Certificate (If applicable)
14	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
15	Admission Form with Undertaking and passport size colour photographs (5)

Type “UB1”:- Madhya Pradesh Domicile and other State Board

For General Category Candidate

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Score Card of JEE / SET 2022 or other equivalent tests (Self-attested photocopy) (Only for B. Tech Candidates)
06	Aadhar Card (Self attested photocopy)
07	Domicile Certificate / Birth Certificate
08	Medical Certificate/ Vaccination Certificate
09	Character Certificate in original
10	Gap Certificate (If applicable)
11	Income Certificate (If applicable)
12	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)

13	Admission Form with Undertaking and passport size colour photographs (5)
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For OBC/ SC/ ST/ SBC/ NT Category Candidate

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Score Card of JEE, SET 2022 or other equivalent tests (Self-attested photocopy) (Only for B. Tech Candidates)
06	Adhar Card (Self attested photocopy)
07	Domicile Certificate / Birth Certificate
08	Caste Certificate and Caste Validity
09	Non Creamy Layer (Except SC/ ST Candidate)
10	Medical Certificate/ Vaccination Certificate
11	Character Certificate in original
12	Gap Certificate (If applicable)
13	Income Certificate (If applicable)
14	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
15	Admission Form with Undertaking and passport size colour photographs (5)

Type "UC1":- Other Than Madhya Pradesh Domicile

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)

05	Score Card of JEE, SET 2022 or other equivalent tests (Self-attested photocopy) (Only for B. Tech Candidates)
06	Adhar Card (Self-attested photo copy)
07	Domicile Certificate / Birth Certificate
08	Medical Certificate/ Vaccination Certificate
09	Character Certificate in original
10	Gap Certificate (If applicable)
11	Income Certificate (If applicable)
12	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
13	Admission Form with Undertaking and passport size colour photographs (5)

Type "UD1":- NRI/ Foreign/ SAARC Candidates

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	AIU Certificate
06	NRI Certificate
07	Valid VISA & Passport
08	Police Verification
09	Score Card of JEE, SET 2022 or other equivalent tests (Self-attested photocopy) (Only for B. Tech Candidates)
10	Adhar Card (Self-attested photocopy)
11	Admission Form with Undertaking and passport size colour photographs (5)
12	Medical Certificate/ Vaccination Certificate
13	Character Certificate in original
14	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)

FOR POSTGRADUATE PROGRAM:-

Type "PA1":- Madhya Pradesh Domicile

For General Category Candidate

Sr. No.	Name of the Document
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Graduate Mark sheet & Provisional Passing Certificate (Photo)
06	CAT/ MAT/ SNAP/SMAT – SUAS or any equivalent entrance test scorecard
07	Adhar Card (Self attested photocopy)
08	Domicile Certificate / Birth Certificate
09	Medical Certificate/ Vaccination Certificate
10	Character Certificate in original
11	Gap Certificate (If applicable)
12	Income Certificate (If applicable)
13	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
14	Admission Form with Undertaking and passport size colour photographs (5)

For OBC/ SC/ ST/ SBC/ NT Category Candidate

Sr.No.	Name of the Document
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Graduate Mark sheet & Provisional Passing Certificate (Photo)
06	CAT/ MAT/ SNAP/ SMAT – SUAS or any equivalent entrance test scorecard

07	Adhar Card (Self-attested photocopy)
08	Domicile Certificate / Birth Certificate (Mentioned Birth Place in M.P.) (Self-attested photocopy)
09	Caste Certificate and Caste Validity
10	Non Creamy Layer (Except SC/ ST Candidate)
11	Medical Certificate/ Vaccination Certificate
12	Character Certificate in original
13	Gap Certificate (If applicable)
14	Income Certificate (If applicable)
15	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
16	Admission Form with Undertaking and passport size colour photographs (5)

Type “PB1”:- Other than Madhya Pradesh Domicile

Sr.No.	Name of Documents
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Graduate Mark sheet & Provisional Passing Certificate (Photo)
06	CAT/ MAT/ SNAP/ SMAT – SUAS or any equivalent entrance test scorecard
07	Aadhar Card (Self attested photocopy)
08	Domicile Certificate / Birth Certificate
09	Medical Certificate/ Vaccination Certificate
10	Character Certificate in original
11	Gap Certificate (If applicable)
12	Income Certificate (If applicable)
13	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)

14	Admission Form with Undertaking and passport size colour photographs (5)
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Type “PC1”:- NRI/ Foreign/ SAARC Candidates

Sr.No.	Name of Documents
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Graduate Mark sheet & Provisional Passing Certificate (Photo)
06	AIU Certificate
07	NRI Certificate
08	Valid VISA & Passport
09	Police Verification
10	CAT/ MAT/ SNAP/ SMAT – SUAS or any equivalent entrance test scorecard
11	Aadhar Card (Self attested photocopy)
12	Medical Certificate/ Vaccination Certificate
13	Character Certificate in original
14	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
15	Admission Form with Undertaking and passport size colour photographs (5)

For Lateral Entry Admission B. Tech Program:-

Type “LEA1”:- Madhya Pradesh Domicile & Affiliated Diploma

For General Category Candidate

Sr.No.	Name of Documents
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)

04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Diploma Passing Mark sheet & Provisional Passing Certificate (Photo)
06	Aadhar Card (Self attested photocopy)
07	Domicile Certificate / Birth Certificate
08	Medical Certificate/ Vaccination Certificate
09	Character Certificate in original
10	Gap Certificate (If applicable)
11	Income Certificate (If applicable)
12	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
13	Admission Form with Undertaking and passport size colour photographs (5)

For OBC/ SC/ ST/ SBC/ NT Category Candidate

Sr.No.	Name of Documents
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Diploma Passing Mark sheet & Provisional Passing Certificate (Photo)
06	Adhar Card (Self attested photocopy)
07	Domicile Certificate / Birth Certificate
08	Caste Certificate and Caste Validity
09	Non Creamy Layer (Except SC/ ST Candidate)
10	Medical Certificate/ Vaccination Certificate
11	Character Certificate in original
12	Gap Certificate (If applicable)
13	Income Certificate (If applicable)
14	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)

15	Admission Form with Undertaking and passport size colour photographs (5)
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Type “LEB1”:- Other than Madhya Pradesh Domicile

Sr.No.	Name of Documents
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self-attested photocopy)
04	XII passing mark sheet & Certificate (Self-attested photocopy)
05	Diploma Passing Mark sheet & Provisional Passing Certificate (Photo)
06	Adhar Card (Self-attested photo copy)
07	Medical Certificate/ Vaccination Certificate
08	Character Certificate in original
09	Gap Certificate (If applicable)
10	Income Certificate (If applicable)
11	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
12	Admission Form with Undertaking and passport size colour photographs (5)

Type “LEC1”:- NRI/ Foreign/ SAARC Candidates

Sr.No.	Name of Documents
01	Original Transfer Certificate
02	Original Migration Certificate or its equivalent
03	X passing mark sheet & Certificate (Self attested photo copy)
04	XII passing mark sheet & Certificate (Self attested photo copy)
05	Diploma Passing Mark sheet & Provisional Passing Certificate (Photo)
06	AIU Certificate
07	NRI Certificate
08	Valid VISA & Passport

09	Police Verification
10	Adhar Card (Self attested photo copy)
11	Medical Certificate/ Vaccination Certificate
12	Character Certificate in original
13	Gap Certificate (If applicable)
14	Income Certificate (If applicable)
15	Certificate of Change of Name (If applicable) (Duly notarized affidavit & newspaper advertisement copy)
16	Admission Form with Undertaking and passport size colour photographs (5)

*Note Type UA1, UB1,UC1and UD1 for Undergraduate programs

Type PA1, PB1 and PC1 for Postgraduate programs

Type LEA1, LAB1 and LEC1 for B.Tech lateral entry

* in case if candidate is unable to furnish any above mentioned documents then Vice-Chancellor may grant relaxation at his discretion.

7. Payment of fees (First-Year Candidates)

- i. Every candidate seeking admission to various programs offered by SUAS shall pay the fees at the time of admission either in full or installments.
- ii. If the candidate pays fees in installments then the first installment shall be paid at the time of admission and the subsequent installment/s shall be paid as per the schedule of payment declared by the University.
- iii. If a candidate fails to pay the fees as per the schedule declared by the University, a penalty of Rs. 50/- per day shall be charged for the UG program and Rs 100/ per day shall be charged for the PG program.
- iv. The Vice-Chancellor, at his discretion may waive off any aforementioned rule in consultation with Pro-Chancellor.

Lateral Admission

- i. Admission to the second year and onwards (third year and onwards for engineering) shall be given subject to the approval of the RPL committee.
- ii. All candidates admitted in the second year have to complete their admission process within one week from the declaration of their result of the previous year.
- iii. Candidates have to pay the fees at the time of admission either in full or in installments.
- iv. If a candidate pays fees in installments, the first installment shall be paid at the time of admission and the subsequent installment/s shall be paid as per the schedule of payment declared by the University.

- v. If a candidate fails to pay the fees as per the schedule declared by the University, a penalty of Rs. 50/- per day shall be charged.
- vi. Those candidates who fail to complete the admission process within one week from the date of declaration of result of qualifying examination shall not be allowed for any academic activities.

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

- The percentage of marks shall be calculated by rounding off to the nearest integer. i.e. if the percentage of marks comes out to be 44.50% to 44.99% then it shall be rounded to 45% and if the percentage of marks comes out to be 44.01% to 44.49% shall be rounded to 44% for deciding the eligibility.
- In case the maximum marks in an individual subject are other than 100 then the marks will be converted out of 100 for the individual subject without rounding off. If the 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 the 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.

8. Admission Process for All UG & PG Programs

- The candidate will register for admission on <https://applyonline.suas.ac.in/>
- The candidate will fill up the application form by paying Rs.1000/- . The next set of admission process will be communicated to the student by the Admissions Department.
- If the candidate is selected and fulfill the eligibility criteria, he/she will receive an provisional admission letter on his/her registered Email ID. The candidate should pay first installment of the academic fees on or before the last date mentioned in the provisional admission letter.

9. Merit List

The merit list of the applicants shall be prepared by the University as per the selection criteria and tie-break policy as mentioned below. After preparing the merit list, the University will confirm the admission of the candidate on the basis of merit criteria at the end of respective round.

9.1 Selection Criteria for preparing merit list

9.1.1. B. Tech. Programs

The University shall prepare the merit list for B.Tech. admissions on basis of the scores of the State level / National level Entrance Test/ SET - SUAS entrance test. The weightage of marks shall be as under:-

Sr. No	Name of the Program	Weightage for Entrance Test (SET, JEE Mains or Any Other equivalent)
1.	B. Tech. (Mechatronics Engineering)	100%
2.	B. Tech. (Automobile Engineering)	100%

3.	B. Tech. (Computer Science and Information Technology)	100%
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9.1.2. PG Program.

- The University shall prepare the merit list for MBA admission on basis of performance in group discussions, personal interview & SMAT Test conducted by the University Test (if CAT/ CMAT/ SNAP or any equivalent entrance test scorecard is not available.)

. The weightage of marks shall be as under:

Sr. No	Name of the Program	SMAT Test, CAT/ CMAT/ SNAP or any equivalent entrance test	Weightage for Group Discussion	Weightage for Personal Interview
1	Master in Business Administration (Banking, financial services & insurance management)	50%	25%	25%
2	Master in Business Administration (Marketing)	50%	25%	25%

9.1.3. BBA and B.Sc.

The University shall prepare the merit list based on score obtained in the Personal Interview conducted by the University. The weightage of marks shall be as under.

Sr. No	Name of the Program	Weightage for Personal Interview	Weightage for Class XII th Percentage/CGPA
1	BBA-BFSI BBA-RM BBA-DDM BBA- Logistics and SCM B.Sc.-Data Sciences	50%	50%

9.2 Tie Break Policy

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

9.2.1 B. Tech. Program

a) First year

- i. Higher marks or score in Mathematics at JEE or equivalent examination;
- ii. Higher marks or score in Physics at JEE or equivalent examination;
- iii. Higher marks or score in Chemistry at JEE or equivalent examination;
- iv. A higher percentage of marks in Board or qualifying examination for Physics, Mathematics and Chemistry are taken together.
- v. A higher percentage of marks in the subject Mathematics at XII or equivalent examination;
- vi. A higher percentage of marks in the subject Physics at XII or equivalent examination;
- vii. A higher percentage of marks in Aggregate at XII or equivalent examination.

b) Lateral entry to the second year

The merit list of Diploma candidates shall be prepared based on the percentage of marks obtained by the candidate, or based on which Diploma is awarded by the examining authority:

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

- i. A higher percentage of marks in X;
- ii. A higher percentage of marks in Mathematics at X;
- iii. A higher percentage of marks in Science at X;
- iv. A higher percentage of marks in English at X;
- v. A higher percentage of marks in X;

9.2.2 BBA.

In case of a tie, the relative merit of candidates shall be resolved based on the following

- i. A higher percentage of marks in English at XII.

9.2.3 B.Sc Data Sciences.

In case of a tie, the relative merit of candidates shall be resolved based on the following

- i. A higher percentage of marks in Mathematics at XII.

9.2.4 MBA (BFSI, Marketing)

In case of a tie, the relative merit of candidates shall be resolved based on the following

- i. Higher marks or score in the final year of Graduation.
- ii. Higher marks or score in CAT/MAT/ SNAP/SMAT or All entrance test score.

10. Admission Dates

10.1 Commencement of Admission Process – 20th October 2021

10.2 Admission rounds for selection of students in:

➤ **UG Programs-** three rounds are proposed :

- i. Round I - 4th July 2022 to 9th July 2022
- ii. Round II – 11th July 2022 to 16th July 2022

iii. Round III – 18th July 2022 to 23rd July 2022

➤ **PG Programs**- three rounds are proposed :

i. Round I - 01st January 2022 to 21st February 2022

ii. Round II – 22nd February 2022 to 09th April 2022

iii. Round III – 11th April 2022 to 11th May 2022

➤ For the first three rounds of the selection process, the shortlisting of candidates will be carried out separately for each category (General, SC, ST, OBC). The numbers selected in different reservation categories will be as per the reservation policy of the University. If there are any vacant seats after the first round, they will go to the counselling round, where selection will be made irrespective of the category of the applicant.

➤ Counselling round for spot admission against vacant seat/ cancellation (if any)

▪ from 25th July 2022 for UG Programs and

▪ from 16st May 2022 and for PG Programs

➤ Last date for admission 14th August 2022.

**Note: no admission after the above last date of admission without prior approval from the management.

Dates are subjected to change based on the declaration of the results of qualifying examination

10.3 Entrance Test for Selection:

➤ Entrance Tests will be held on:

i. 30th January 2022- For MBA Programs

ii. 20th March 2022- For MBA Programs

iii. 27th March 2022- For B. Tech. Programs

iv. 24th April 2022- For MBA Programs

v. 29th May 2022- For B. Tech. Programs

11. Admissions Committee

11.1. There shall be Admission Committee for regulating the admissions to all Programs offered in the University.

11.2. The Committee shall:

11.2.1. Scrutinize the Application forms for admission of the candidates by the conditions of admission prescribed by the Academic Council from time to time.

11.2.2. Conduct the Admission Test(s) and/or Interview or as otherwise provided.

11.2.3. Prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview.

11.2.4. Prepare a list of the candidates selected for admission.

11.2.5. The members of the Admission Committee other than ex-officio members shall hold office for a term of one academic year. Admission committee for AY 2022-23 is as per Annexure III.

12. Policy for Refund of academic fees of candidates on cancellation of admission for AY 2022-23

Notification No. SUAS/RO/21/275-A, Dated 04/01/2022

Applicability and enforcement:

- a) It shall be applicable to Undergraduate and Postgraduate Programs run by Symbiosis University of Applied Sciences (SUAS), Indore.

- b) It shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

Annexure I

Mapping of Diploma in Engineering Program for Lateral Admission in B. Tech. Program

Diploma Courses	Permissible Degree Course for Lateral Admission
i. Computer Engineering ii. Computer Technology iii. Information Technology iv. 3D Animation and Graphics v. Computer Science and Engineering	B. Tech. Computer Science and Information Technology
i. Automobile Engineering ii. Fabrication Technology iii. Mechanical Engineering iv. Fabrication Technology v. and Erection Engineering vi. Machine Tool and Maintenance vii. Plant Engineering viii. Production Technology ix. Production Engineering x. Advanced Diploma in Tool and Die Making xi. Digital Electronics xii. Electronics and Communication xiii. Engineering xiv. Electronics and Video Engg xv. Sound and Television Engineering xvi. Electronics and Telecommunication xvii. Industrial Electronics xviii. Electronics and Radio Engineering xix. Electronics Engineering xx. Electronics Production and Maintenance xxi. Electronics xxii. Medical Electronics xxiii. Mechatronics xxiv. Packaging Technology	B. Tech. Mechatronics Engineering

Annexure II

List of Approved Vocational Courses

S. No	Subject Name
1	General Civil Engineering
2	Electrical Maintenance
3	Mechanical Maintenance
4	Scooter and Motor Cycle Servicing
5	Electronics
6	Computer Science
7	Information Technology
8	Automobile Technology
9	Electrical Technology
10	Electronics Technology
11	Civil Engineering
12	IT Applications
13	Geo Spatial Technology
14	Foundry Technology
15	Dairy Technology
16	Air Conditioning & Refrigeration Technology
17	Electricity & Electronics
18	Engineering Science
19	Computer Science
20	Geom. & Mechanical Drawing
21	Geom. & Building Drawing

Annexure III

Admission Committee for AY 2022-23

S. No.	Name	Position
1	Dr. Anupam Vyas, CoE	Chairperson
2	Mr. Vishal Choudhary, Dy. Registrar	Member Secretary
3	Dr. Navdeep Barwal, Prof. SBFSIM	Member
4	Dr. Sunil Anand, Asst. Prof. SME	Member
5	Dr. Yogita Mandhanya, Asst. Prof., SRM	Member
6	Dr. Neha Gupta, Asst. Prof. SCSIT	Member

Annexure IV

Reservation Chart AY 2022-2023						
S.N	Program Name	Intake	General (50%)	OBC (14%)	SC (16%)	ST (20%)
1	MBA BFSI	60	30	8	10	12
2	MBA Marketing	60	30	8	10	12
3	BBA BFSI	120	60	17	19	24
4	BBA Digital Media and Marketing	60	30	8	10	12
5	BBA Retail and E Commerce	60	30	8	10	12
6	B Tech CSIT	120	60	17	19	24
7	B Tech Mechatronics	60	30	8	10	12
	Total	540	270	74	88	108