CENTRE FOR ONLINE DIGITAL EDUCATION (CODE)

REGULATIONS - Admission

CODE, SRMUS

JULY 2024

INDEX

CENTRE FOR ONLINE DIGITAL EDUCATION (CODE)

Section R.1.0 Admission

R.1.1 Admissions Procedure: Admission to Centre for Online Digital Education (CODE), SRMUS Programs, is as per the University admission guidelines as directed by UGC-DEB/ Regulators from time to time. Further, admission eligibility details are provided along with the respective program scheme/structure.

R.1.2 How to Apply? Applicants seeking admission for Online Learning Programs from the Centre for Online and Digital Education, SRMUS (Henceforth referred as CODE, SRMUS) shall fill the online application form available on university portal **(www.onlinesrm.in).** Applicants are requested to note the following:

a. All the applicants are required to register online by paying nominal registration fee before filling up the application form.

b. Applicants must provide a valid email address and mobile number while registering, since these contacts will be used for all future communications with the applicants. In case of any change in the same must be informed to the university immediately.

c. After registration, login credentials will be sent via email to registered email address.

d. In case of wrong email address and mobile number provided during sign up / registration, such applicants will be required to register afresh/again with the correct details.

R.1.3 Admissions to the Program: All admission will be done only through online Mode.

a. Applicants cannot claim admission merely by submitting the Application/Registration form and paying the requisite fee. All Applicants are advised to read the eligibility criteria, other conditions carefully, given in the prospectus published in the university website, before filling the form. Admission will be granted only if she/he fulfills the eligibility criteria as per the University norms.

b. A recent color passport-size photograph must be uploaded on the portal as per the instructions on the admission form. The color photograph must be in JPG format

and not exceed 100 KB. Photographs taken via mobile phone and other kinds of self-composed portraits will not be accepted.

c. All admissions related eligibility documents (Grade card/certificates etc.,) must be self-attested. These self-attested eligibility documents must be uploaded along with the application on the University Portal.

d. The University has the right to demand the original documents for verification if required at any stage during the programs. It is the sole responsibility of the applicant to ensure the availability of any/all documents at the University office. The original documents, if collected will be returned to the applicant after verification.

e. All admissions shall be initially PROVISIONAL until the document verification is successfully completed. If the admission is rejected by the university (after document verification) the fee paid will be refunded within one month from the date of admission cancellation to the applicant. However, the application registration fee is not refundable.

f. Applicants must submit their application on or before the notified last date.

g. Admission will stands cancelled in case of failure to pay the full fees, document(s) submitted found to be manipulated/ universities not recognized by the regulatory bodies and failure to submit the required documents within the stipulated time period notified by the university. The University is not responsible for any lost opportunity or loss/damage arising thereof.

h. The University has the right to make any changes in the academic Calendar/norms. Any such changes will be notified on the University website and that will be final and binding.

i. The applicant can mail their queries regarding admissions to **admissions.online@srmus.edu.in / helpdesksupport.online@srmus.edu.in** or can connect to helpdesk number **+91 95001 95001** for support.

R.1.4 Mode of Fee payments:

a. All payments must be made through the university enabled payment gateway.

b. Post registration, applicants can download **e-prospectus** from the university Portal.

c. Once the application form is enabled, applicants will be able to pay the required fees through university-enabled payment gateway.

d. Payment Gateway: Credit/Debit Card (ATM), Net Banking, and

RTGS/NEFT/UPI. (No Cash transactions is permitted)

j. Status of applicant's fee paid through Online Mode will be updated within 2 working days. In case of any fee deposit related clarification/details, write an email to **admissions.online@srmus.edu.in / helpdesksupport.online@srmus.edu.in** or can connect to helpdesk number **+91 95001 95001** for support.

e. The copy of "Transaction Receipt" from the online mode shall be the acceptable evidence of fees payment.

f. The University has not appointed or authorized any third-party agents/firms/study center etc. for the admission or otherwise. Hence, the applicants are advised not to make any payments to any such entities. Applicants are requested to inform it to the University if they come across any such incidents.

g. Applicants are advised not to deal with any cash transaction with anyone related to admissions, including University employees.

R.1.5 **Eligibility Criteria and Program fee:** The eligibility criteria for various programs and the program fees are given in the **prospectus as well as on university website**.

R.1.6 **Fees for Admissions**: Applicant are required to pay the prescribed program fees (which is made available on university portal's/e-prospectus) through online mode only. For more details R.1.4

R.1.7 **Admission Cycle:** There will be two admission cycles during every calendar year, one from the month of July called "JULY admission" and the other one from January or called "JAN admission". (Notwithstanding this, the actual admission month of the cycle will be based on notification released from time-to-time by UGC-DEB/ the University)

R.1.8 **Other fees:** The Program fee does not include various other components of fees such as Semester registration, Application Fee, backlog semester end exam fee, paper revaluation fee answer script review fee etc. The details of the same shall be notified by the University on website from time to time. ("Semester registration - The process of registering to next higher semester by paying the requisite program semester fee")

R.1.9 **Regarding Wrong / Suppression of Information:** If at any stage, it is found that an Applicant has concealed, suppressed or distorted information/ facts, in the application form, during his/ her admission to the university, then in such case his/her admission

stands cancelled. And all the fees paid by the applicant is not refundable. She/he will have no claim, whatsoever.

R.1.10 For the Applicants Appearing in the Final Qualifying Examination:

a. The Applicants who are appearing in the final exam of the qualifying +2/ degree / diploma are provisionally eligible to apply.

b. The Applicants appearing in the final Qualifying examinations must submit the proof of passing the qualifying examination with minimum percentage of marks required on or before the specified date **notified by the University.** Failing which his/her admission shall stand cancelled. The refund of fees will be as per section R.1.3 subsection (e).

R.1.11 Document verification: All Applicants must upload self-attested photocopies of the following documents along with the fee conformation slip, (fee receipt) and application form

a. 10th Certificate/Marks Card for age proof

b. Score card of qualifying examinations

c. Scanned, passport size photograph of the Applicant.

d. Marks Sheet (Graduation, Diploma, 10+2, Matriculation whichever is applicable for the program admission.)

e. Aadhar Card – for Indian National

f. Foreign Nationals –

- Qualification/ Equivalence certificates (AIU/UGC – Eligibility criteria)
- Nationality ID card or
- Passport or
- Any other government recognized ID proof

g. Residence Proof.

h. For Physically Handicap – Doctors certificate from competent medical authority, if applicable.

i. SC/ST/OBC certificate from competent authority, if applicable.

j. For Scholarship Applicants – Refer the Prospectus for details and required credentials/ certificates

Please Note:

- All the documents must be submitted on or before the admission closing date

R.1.12 Request for Change of Programs:

a. The students willing to opt for the change of Program must do so within **fifteen days from the closing date** of the admission by paying the difference in Programs Fee if applicable (Check important dates/Calendar)

b. The students opting for the change of program must fill online "Change of Program Request" form by paying the difference in the program fees within the stipulated date.

c. Students can opt for change of program only if she/he is eligible for the new program opted. However, if the fee paid is in excess, it will be adjusted to the next year/semester fee.

R.1.13 Information Published in Prospectus:

The information published by the University in the prospectus, website, advertisements, or otherwise must be read in conjunction with supplements, rectifications, clarifications, corrigenda, notifications etc., issued by the University from time to time. Applicants/Students or other concerned individuals must ensure that they are aware of up-to-date information before applying for admission or any other purposes whatsoever.

R.1.14 Procedure for Refund/ withdrawal of Admissions: The Refund policy will be as per UGC Notification dated Oct 2018 or as notified by the UGC from time to time.

a. If an Applicant/Student wishes to withdraw his/her admission, he/she must submit a refund/withdrawal application in the prescribed format to the Admission Cell, SRMUS CODE, within the stipulated date. **(Check Important dates/ Calendar).**

b. Refund request made verbally, or without the original fee receipts will not be entertained. The fee will be refunded as per following norms. The refund request must be sent to **admissions.online@srmus.edu.in**. from registered mail id of the applicant/ student.

c. In pursuance of the Notification by UGC in Oct 2018, dated October 2018, it is notified that in case a student chooses to withdraw from the program of study in which he/she is enrolled, the five-tier system for the refund of fee* remitted by the student for admissions shall be as follows:

S.NO.	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 the formally- notified last date of admission.