Admission and Migration

Policy

Sai Tirupati University

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0		Issued for Implementation
Rev.	**Date**	**Description**
SAI TIRUPATI UNIVERSITY, UDAIPUR		**Admission and Migration Policy**

1 - Preamble

Sai Tirupati University (STU), Umarda, Udaipur, is committed to ensuring a transparent, fair, merit-based, inclusive, and regulatory-compliant admission and migration process across all its academic programmes. As a university offering Medical, Nursing, Pharmacy, Allied Health Sciences, and other professional programmes, STU strictly adheres to the norms prescribed by UGC, National Medical Commission (NMC), Indian Nursing Council (INC), Pharmacy Council of India (PCI), Rajasthan Paramedical Council (RPMC) and other statutory bodies, as applicable.

This policy provides a structured framework governing admissions, lateral entry (where permitted), migration, and inter-institutional transfers, in alignment with NEP 2020 and national best practices.

2. Objectives

The objectives of this policy are to:

- Ensure merit-based, transparent, and non-discriminatory admissions.
- Comply with statutory and regulatory requirements of concerned councils.
- Define clear procedures for admission, cancellation, and migration.
- Facilitate student mobility in permitted cases without compromising academic standards.
- Maintain proper documentation, verification, and record-keeping.
- Safeguard institutional integrity and academic quality.

3. Scope and Applicability

This policy applies to:

- All Undergraduate, Postgraduate, Doctoral, and Diploma programmes offered by STU
- All applicants seeking admission, migration into STU, or migration out of STU
- All Schools, Constituent Units, and Administrative Offices of the University

4. Regulatory Framework

Admissions and migration at STU shall be governed by:

- UGC Act, Regulations, and Guidelines
- National Medical Commission (NMC) Regulations
- Indian Nursing Council (INC) Regulations
- Pharmacy Council of India (PCI) Regulations
- RPMC Regulations
- NEP 2020
- State Government / Counselling Authority norms (where applicable)
- University Statutes, Ordinances, and Academic Regulations

5. Admission Policy

5.1 General Principles

- Admissions shall be conducted strictly on the basis of eligibility, merit, reservation norms, and regulatory requirements.
- No admission shall be granted beyond the sanctioned intake approved by statutory authorities.
- All admissions shall be time-bound and adhere to the academic calendar.

5.2 Eligibility Criteria

Eligibility criteria for each programme shall be:

- As prescribed by the concerned regulatory council
- Clearly notified in the prospectus / admission brochure / university website

5.3 Modes of Admission

Admissions may be carried out through:

- Centralized counselling (NEET / State / National level, where applicable)
- University-level counselling / merit list (for non-NEET programmes)
- Entrance examinations / qualifying examinations, as applicable

5.4 Reservation Policy

- Reservation shall be followed as per Government of India / State Government norms, where applicable.
- Supernumerary seats (if any) shall be governed by regulatory provisions.

5.5 Admission Procedure

The admission process shall include:

a. Submission of application
b. Verification of eligibility
c. Merit list / counselling / seat allotment
d. Document verification
e. Fee payment
f. Provisional admission confirmation

Final admission shall be confirmed only after original document verification and approval by the competent authority.

5.6 Provisional Admission

- Provisional admission may be granted subject to submission of pending documents within a stipulated period.
- Failure to comply shall result in cancellation of admission without further notice.

6. Migration Policy

6.1 Definition

Migration refers to the transfer of a student from one recognized university/institution to another, subject to regulatory approval.

6.2 Migration INTO STU

Migration into STU shall be permitted only where allowed by the concerned regulatory authority, and subject to:

a. Availability of vacant seats within sanctioned intake
b. Approval of:
   o Receiving Department
   o Dean / Principal
   o Registrar
   o Concerned Regulatory Council (where required)
c. Submission of:
   o Migration Certificate
   o No Objection Certificate (NOC) from parent institution
   o Conduct & character certificate
   o Academic transcripts

Note: Migration into Medical (MBBS) and Nursing programmes shall strictly follow NMC / INC/PCI/RPMC regulations, and is generally restricted or prohibited except under exceptional circumstances.

6.3 Migration OUT of STU

Students seeking migration from STU shall:

- Submit a formal application to the Registrar's Office
- Obtain clearance from:
   o Department / College
   o Library
   o Accounts
   o Hostel (if applicable)
- Comply with regulatory timelines

Migration Certificate shall be issued only after approval of the competent authority.

6.4 Grounds for Migration

Migration may be considered only on exceptional and genuine grounds, such as:

- Transfer of parent/guardian

- Serious medical reasons
- Institutional closure / regulatory reasons
- Other reasons as approved by competent authority

7. Lateral Entry / Transfer (Where Permitted)

- Lateral entry shall be allowed only in programmes where explicitly permitted by regulatory bodies.
- Credit transfer, course equivalence, and academic mapping shall be decided by the Academic Council / Board of Studies.
- No lateral entry shall be permitted in programmes where regulations prohibit it (e.g., MBBS, nursing, pharmacy, paramedical, etc...).

8. Document Verification & Record Management

- Original documents shall be verified at the time of admission.
- Digital and physical records shall be maintained securely by the Registrar / Admission Office.
- Any discrepancy, falsification, or suppression of information shall lead to cancellation of admission.

9. Cancellation, Withdrawal & Refund

- Cancellation of admission shall be governed by:
  - UGC Refund Rules
  - Regulatory body guidelines
- Refunds shall be processed within prescribed timelines.
- Seat vacated after cut-off dates may not be refilled, as per regulations.

10. Prevention of Unfair Practices

- STU strictly prohibits:
  - Capitation fees
  - Middlemen or unauthorized agents
  - Misrepresentation or influence
- Any violation shall attract strict disciplinary and legal action.

11. Grievance Redressal

- Admission-related grievances shall be addressed by the Grievance Redressal Committee.
- Appeals may be made to the President / Competent Authority, whose decision shall be final.

12. Roles and Responsibilities

University Administration

- Approve admissions and migration cases

Admission Committee
- Conduct admissions as per notified norms
- Maintain records and reports

Students
- Provide correct information
- Comply with timelines and requirements

13. Monitoring, Audit & Reporting

- Admission and migration processes shall be periodically reviewed by IQAC.
- Reports shall be prepared for:
 - Regulatory inspections
  - Academic Council

14. Review and Amendment

This Admission and Migration Policy shall be reviewed annually and also as and when required, in response to amendments, advisories, notifications, or directives issued by the UGC, NMC, INC, PCI, RPMC, State Government, Central/State Counselling Authorities, or any other competent statutory body. The University reserves the right to modify, amend, or update the policy to ensure continued regulatory compliance and academic integrity

15. Conclusion

The Admission and Migration Policy of Sai Tirupati University ensures fair access, academic integrity, regulatory compliance, and student mobility, while safeguarding institutional quality. Through transparent procedures and strict adherence to statutory norms, STU aims to uphold excellence in higher and professional education.

Approved by
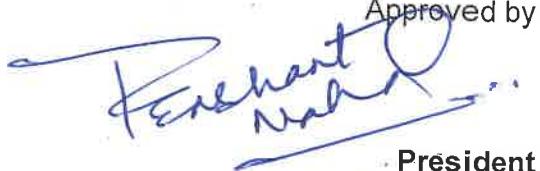
President
Sai Tirupati University, Udaipur