



## **NATIONAL/INTERNATIONAL ADMISSION POLICY**

### **Preamble**

The NIILM University established in a rural area caters to students from different states of India and abroad. It endeavors to develop leaders and winners to serve society locally and globally. Therefore, the aims of the university to attract admission are to:

1. Attract talented students irrespective of gender, caste, creed, religion, race, and class and prepare them to be responsible citizens and potential leaders in an increasingly globalized work environment.
2. Recruit students from a wide range of backgrounds who have the potential and motivation to succeed in our challenging programs and can make a valuable contribution to the Institution.
3. Attract applicants who accept the challenge of higher-order thinking, the excitement of research-led teaching, and the high standards of learning and teaching.
4. Have a diverse learning community in which the students will meet people from different cultures, enhancing their cultural intelligence, critical reasoning, teamwork, and communication, thus preparing them for successful participation in their chosen careers and roles.
5. Provide an admissions process that ensures fairness, transparency, and equal opportunities.
6. Provide accurate information and advice to prospective students concerning its opportunities for undergraduate and postgraduate programs, which will help them to make an informed choice regarding the programs that suit their interests and skills.
7. Provide the potential applicants with accurate and clear information from the outset regarding eligibility, financial costs, and the availability of financial support.

### **Admission Attractions**

1. Hi-tech Learning environment
2. Focus on Student Empowerment
3. Multidisciplinary campus with integrated Programmes.
4. Learning Outcome based Pedagogy
5. Research focused teaching-learning Process
6. Learning Management System for hybrid and digital learning
7. Integrated and Twinning Programmes
8. Work Integrated Programmes
9. Pollution-free environment
10. Lively and fun-loving Campus Facilities
11. State-of-the-art for Sports, Yoga, and Gym

## Programmers Offered

Sr. No.	Name of Course	Duration
1	B. Tech (Civil, CSE,,EE,ME, Petro Chemical & Petro Refinery Engg,)	4years
2	B. Tech (L.E.) (Civil, CSE,EE,ME, Petroleum Engg,.)	3years
3	M. Tech Full Time (Civil, CSE,ECE,EE,IT, ME)	2years
4.	Diploma (Civil, EE, CSE. ME, )	3 years
5.	Diploma (L.E.) (Civil EE, CSE,ME)	2 years
6.	Certificate course in Fire Technology & Industrial Safety Management	1 years

<b>Sr. No.</b>	<b>Name of Course</b>	<b>Duration</b>
<b>1</b>	BBA	3years
<b>2</b>	MBA (HRM, Finance, Marketing, IT, Agriculture Business, International Business, Hospital Administration)	2years
<b>3</b>	B.Com.	3years, 4 years
<b>4</b>	M.Com (Finance & Taxation, Business Innovation )	2years
<b>Sr. No.</b>	<b>Name of Course</b>	<b>Duration</b>
<b>1</b>	Diploma in Hospitality & Hotel Management	3years
<b>2</b>	B. Sc Hospitality & Hotel Management	3 Years, 4 years
<b>3</b>	M.Sc.(Hospitality & Hotel Management)	2years

<b>S. No</b>	<b>Name of Course</b>	<b>Duration</b>
1.	E.T.T.	2years
2.	B.Ed.	2years
3.	M.Ed.	2years
4.	B.A B. Ed	4years
5.	B. Sc B. Ed.	4years

<b>Sr. No.</b>	<b>Name of Course</b>	<b>Duration</b>
1	BCA	3Years
2	BCA2 <sup>nd</sup> year Direct	2years
3	MCA	2Years
4	Diploma In Computer Application(DCA)	1year
5	PGDCA	1year
6	B.Sc.(IT)	3years
7	B.Sc.(IT)2nd year Direct	2years
8	M.Sc.(IT)	2years
9	M.Sc.(IT)2nd year Direct	1year

<b>Sr. No.</b>	<b>Name of Course</b>	<b>Duration</b>
1	B. Sc. Agriculture	4years
2	M. Sc. Agriculture, M. Sc. Agronomy, M. Sc. Fruit Science, M. Sc. Vegetable Science, M. Sc. Entomology Extension education, M. Sc. Plant Pathology, M. Sc. Agriculture Economics	2years
3	Diploma in Agriculture Science	2years

<b>Sr. No.</b>	<b>Name of Course</b>	<b>Duration</b>
1	B.A(Bachelor of Arts)	3years
2	M.A (Hindi, Pol. Science, History, Punjabi, Economics, Sociology, English, Fine Arts, Religious Studies)	2years
3	B.Sc.(Non-Medical)/Medical	3years
4	M.Sc.(Physics, Chemistry, Maths, Zoology, Botany)	2years
5	D. Lib(Diploma in library & Information science)	1year
6	B. Lib(Bachelor of library& Information science)	1year
7	M.Lib(Master in Library & Information Science )	1year

<b>Sr. No.</b>	<b>NAME OF COURSE</b>	<b>DURATION</b>
1	Bachelor of Physical Education & Sports (BPES)	3years

2	Bachelor of Physical Education (B. P. Ed.)	2years
3	M. P. Ed.	2years
4	Master in Yoga Therapy	2years
5	Post Graduate Diploma in Yoga	2 years

<b>Sr. No.</b>	<b>Course Name</b>	<b>Duration</b>
1	Diploma in Pharmacy	2years
2	Bachelor in Pharmacy	4years
3	Bachelor in Pharmacy Lateral Entry	3years

<b>Sr. No.</b>	<b>NAME OF COURSE</b>	<b>DURATION</b>
1	Diploma in Dress Design	2years
2	Diploma in Fashion Technology	1year
3	Diploma in Cosmetology	1year
4	B. Sc Fashion Technology	3years
5	B. Sc Fashion Technology 2ndYear direct	2years
6	M. Sc Fashion Technology	2years
7	M. Sc Fashion Technology Leet	1year
8	Master of Fine Arts	2years
9	Bachelor of Fine Arts	4years
10	Bachelor of fine arts Lateral Entry	3years

<b>11</b>	Diploma in Fine Arts (Painting)	1year
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<b>Sr. No.</b>	<b>NAME OF COURSE</b>	<b>DURATION</b>
<b>1</b>	LLB	3years
<b>2</b>	BA.LLB	5years
<b>3</b>	B. Com LLB	5years
<b>4</b>	LLM	2years

<b>Sr. No.</b>	<b>Name of Course</b>	<b>Duration</b>
1.	Diploma in Medical Lab Technology (DMLT)	2 Years
2.	Diploma in Medical Radio Technology (DMRT)	2 Years
3.	Diploma in Medical Respiratory Therapy Technology	2 Years
4.	Diploma in Dialysis Tech	2 Year
5.	Diploma in ECG Tech	2Year
6.	Certificate Medical Records Tech	1 Year
7.	Diploma in Radiology	3years
8.	Master in Medical Lab Technology	2years
9.	M. Sc. Radio logy & Imaging Technology	2years
10.	M. Sc in Operation Theatre & Anesthesia Technology	2years

## Intake of Students

The Board of Management, on the recommendation of the Academic Council, shall approve the number of seats in various programs of the University at the beginning of each academic session in accordance with the availability of teachers and infrastructure and as per the approval of regulatory bodies.

## Reservation of Seats

Reservation of seats for Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes, Women, and Physically Challenged persons shall be provided as per the policy of the Haryana Government.

For the candidates belonging to Schedule Castes/Schedule Tribes or Other Backward Classes in all the programs of study, the Government rules shall be applicable for determining the eligibility criteria for admission.

## Fee Refund Policy

The refund of fees shall be applicable for the following categories:

- ❖ As per Government instruction time to time applicable.

### 1. Tuition fee refund

1. Are quest for a fee refund may be submitted through a Student Refund Request Form, which shall be available in the Student Interaction Cell.
2. All supporting documents and evidence together refund must be attached.
3. The registration fee and entrance examination fee (wherever applicable) are non-refundable.
4. If the withdrawal application is received on or before the start date for classes, a refund will be issued after deductions as outlined in the table below and if the succeeding seat is not filled by another student, there will be no reimbursement of fees.

Sr. No.	Percentage of refund of fee *	Point of time when notice of withdrawal is received in 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	Nil	More than 30 days after formally notifies last date of admission
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5. If the admission is terminated owing to non-payment of the remaining tuition fee by the due date specified in the Provisional Admission Letter, or if the student fails to appear at the University without prior notice, the entire money deposited will be forfeited.
6. Any scholarship awarded will not be considered for calculating fees.
7. Any refund request for payment to third-party bank accounts will be turned down.
8. The students who are expelled or whose names are stricken from the roll list due to non-submission of documents, failure to register forth with in the given time period, non-payment of dues, or Any other reason is not entitled for refund. Only the security deposit will be reimbursed after paying any outstanding debts.
9. No interest shall be paid on any fees or deposits refunded.
10. In the event of a disagreement, the Director of Finance's decision will be final and binding.
11. The University reserves the right to modify and amend refund policies every year.
12. All disputes arising out of or in connection with this are subject to the exclusive jurisdiction of the Courts of Kaithal.

## 2. Hostel fee refund

A hostel room falling vacant due to withdrawal of an allotted if;

- a. Only pro-rata maintenance fee shall be deducted
- b. Pro-Rata Mess charges shall be refunded
  1. If a student has availed hostel facility even for sometime in a calendar month, then mess charges for that calendar month shall additionally be deducted.
  2. Students who are absent from the hostel for any cause shall not be eligible for any refund.
  3. Students who are suspended or expelled from the hostel shall not be eligible for any refund

## 3. Transportation charges refund

- The bus transportation charges will be refunded after pro-rata deductions

## Scholarships offered

- ❖ As per Scholarship scheme of Government of Haryana time to time notification.

### Parameter

### Offered Scholarship

Single Girl Child Program

20% Scholarship for the whole

Orphan Student

20% Scholarship for the whole

## Program

Single Parent semester	25% Scholarship in the first
Industry Funding Students Program	50% Scholarship for the whole
NRI Funding Students semester	25% Scholarship in the first
Merit holders securing >90% marks 1 <sup>st</sup> fee/Semester	25% Scholarship of
Merit holders securing > 80% marks	20% Scholarship of 1 <sup>st</sup> fee/Semester
Merit holders securing >70% marks fee/ Semester	15% Scholarship of 1 <sup>st</sup>
Merit holders securing > 60% marks	10% Scholarship of 1 <sup>st</sup> fee/Semester
Bhamashah Card Holders Students	20% Scholarship of 1 <sup>st</sup> fee/Semester 20% Scholarship of 1 <sup>st</sup> fee/Semester 20% Scholarship of 1 <sup>st</sup> fee/Semester

## Funding Facilities

- Easy Installments: Easy EMI options are available with 0% interest.
- NRI-sponsored students: 10% waiver off in the fees of the first semester shall be offered.
- Industries and NGOs Industries and NGO funds are also accepted for fee payment in cash or cheque mode.

## Benefits to students

- Free Tabs to students
- EMI based Laptops with 0% interest
- Smart Phone with easy EMI options on 0% interest

## Reference schemes

Category	Percentage
Student Reference	10% of fees of 1st Semester
Corporate Reference	15% of fees of 1st Semester
Employee Reference	15% of fees of 1st Semester

## Admission Process

### Advertisement Online:

- Online Promotions on social median and various other online Platforms.
- Print: Print media like flyers, pamphlets, News papers etc.
- Calling Leads: Cod calling on leads and spreading awareness about the campus.

d) TV/Radio: Online promotion on TV and Radio.

**Meetings/ Counseling of Parents:** Meeting and Counseling with parents and providing them regular feedback.

### **Virtual Seminars**

a) Provide online seminars on Life Skills

b) On Personality Development

c) Time Management

d) Online test in go Interests/Aptitudes/Personality/Adjustment

**Open Talk:** Every Saturday Live Interaction with experts on different Topic on social media.

**Target Area:** The admission shall be open all over India, SAARC countries, Ethiopia, Tanzania, Barundi, Kenya, and other African countries and UAE.

### **Direct admissions**

Offline: Various offline methods of Admissions shall be as follows:

- i) Team Visits: Visiting different schools and colleges for seminar and activities to promote sales.
- ii) Advertisement/Promotional offers: Offering promotional offers for brand building
- iii) Send Out Cards and Gifts: Sending reward card and gift vouchers to the potential person

### **Digital Marketing**

Online methods of Admission are mentioned below:

i) Social Media ii) Email Marketing iii) Bulk Promotion (SMS) iv) Create Own events (Virtual Screaming/Video Portal)

### **Pre-admission activities**

- Identify and understand the lead: Identifying the potential student.
- Generate lead Analysis: Need Analysis to be done which will capture the area of interest and program to be offered.
- Nurture your Lead: Nurture the lead with the required knowledge and offer for conversion.
- Follow-up: Regular checks and follow-up are to be done.
- Conversion to admission: Converting to admission

### **Post admission tasks**

- Follow-ups: Regular follow-up are to be done for admissions or any queries.
- Handling queries: Resolving and providing satisfactory resolution to the students.
- Regular updates: Updates to be given on any new promotion, seminars or

Scholarships viae mail/SmS/handouts etc.

## International Admissions

### ❖ As per Government of Haryana/UGC instructions.

International Students will include the following:

- **Foreign Nationals:** Candidates holding citizenship of any foreign country.
- **Persons of Indian Origin (PIO)/Overseas Citizen of India (OCI):** A person who or whose any of ancestors was an Indian national and who is presently holding another country's citizenship/nationality i.e. he/she is holding foreign passport.
- **Non Resident Indians (NRI):** An Indian citizen who is residing outside India and hold an Indian Passport.  
Only those Non-Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students.

### (A) ADMISSION PROCEDURE

International students will be admitted directly against the 10% super numeracy seats, without appearing in the Entrance Test. This will not be applicable to the programs under the statutory bodies.

These students shall be admitted to various Degree Programmes under the following categories:

- *Direct Applicants (Full Time Programme):* International students, who wish to join under Self-financed category, are required to submit their application to International Students Division (ISD) of the university. The ISD after document verification, eligibility check from respective departments, interview (online) will communicate to the respective department for further process.
- *Embassy sponsored candidates:* Candidates sponsored by the High Commissions/ Embassies of Foreign countries.

International students seeking admission in any one of the aforesaid programmes will have to satisfy the minimum eligibility criteria for admission to the programmes as prescribed by the University.

### OTHER REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS

- a) All international students will require a 'Student VISA' endorsed to this university for joining programmes. No other end or sement is acceptable.
- b) Any statutory clearances from MoE, Govt. of India, if required, shall be applicable.

### EQUIVALENCE OF FOREIGN DEGREES FOR ELIGIBILITY QUALIFICATIONS IN CUP

The qualifications required for admission to different programmes will be included in admission brochure. Only those students who have qualified from foreign universities recognized as equivalent by the 'Association of Indian Universities' (AIU) are eligible for admission. When required, a reference will be made to AIU to check the equivalence. Degrees obtained from universities approved by the Department of Education/other statutory

bodies of concerned country will also be acceptable.

### **Requirements common for both Master and Ph. D. programme:**

- Applicants, who have obtained a valid IELTS or TOEFL score, will get preference.
- Those without a valid IELTS or TOEFL score, shall have to pass English Proficiency Test (CEPT) after joining the University. A student deficient in English will be asked to study language courses.
- The students with a valid GRE/GMAT score/grade will get preference.

### **STEPWISE PROCEDURE FOR ADMISSION OF INTERNATIONAL STUDENTS**

The procedure for admission to a programme will be as given below. Students may submit the *curriculum vitae* directly to the ISD.

- Interested International students must read the admission brochure carefully to check the eligibility and visit website.
- International students should submit their curriculum vitae on the prescribed format clearly indicating their academic achievements along with self-signed copies of the documents to the Director, ISD, online/email.
- Photocopies of the following documents are required along with the application on a prescribed format:
  - Proof of date of birth.
  - Certificate and Mark-sheet of qualifying examination. If the Mark- Sheet/Degrees are in a language other than English then a copy of English version is to be submitted too.
  - Copy of passport for foreign citizens or Dual citizenship card for PIO/OCI or NRI status certificate
  - Soft copies of passport size photograph.(JPG format)
  - Two letters of Recommendation
  - Proof of adequate financial support in case of Self-financed category or scholarship/sponsorship.
- **Application Time line:** Applications of foreign students for the academic year beginning July/August will be accepted beginning January 1 every year, so that the students able to obtain the VISA and NOC before the start of the academic session.
- ❖ The eligibility criteria will be determined by the concerned HoD and equivalency will be verified by AIU/committee of NIILM University. The applicant will be informed via by email, if found eligible.
- ❖ The self - sponsored applicant has to make a payment of non-refundable advance amount equivalent to US \$ 100. The application will then be reviewed and if found suitable a 'Provisional Admission Offer Letter' will be issued to enable the student to obtain the VISA.

The 'Provisional Admission Offer Letter' will be submitted to the Indian Embassy of the respective country for obtaining the 'VISA' with a copy to self-sponsored candidate and/or to the concerned sponsoring agency/institution.

The candidate shall report to the university on the notified date for orientation and shall bring all above mentioned documents in original for verification by the ISD. The original certificates will be returned to the students immediately after making an endorsement to this effect.

The students are required to undergo the medical fitness examination at the university and get the medical fitness certificate. Government of India rules for international students entering India on 'Student VISA' for testing for HIV shall apply.

They are also required to produce HIV test report to the Doctor. All international students will be required to obtain medical insurance.

Admission of International students will be confirmed after verification of original certificates, medical fitness test and payment of required fees. Withdrawal of admissions/refund of fees cases will be dealt as per the guidelines of the university.

Within a week of arrival in India, students are required to register their names with the police in the 'Foreigner Regional Registration Office (FRRO)' and submit a proof of such registration to the ISD.

The International Students will abide by all the rules of the University and code of conduct as applicable to Indian students undergoing the same course. Anti-social and anti-national activities, misbehavior, violence and unethical activities involving international students will be dealt in accordance with state and central laws that are in force. The university will not take any responsibility for any criminal or non-criminal acts committed inside or outside the campus by the international students.

## **SCHOLARSHIP**

The Students admitted under direct applicant category are eligible to get merit scholarship/earn-while-learn assistantship as per the prevailing norms.

## **SAFETY AND SECURITY**

1. The university provides a range of safety and security services to ensure that the students are able to have a safe time while studying on campus. The following services and initiatives are available to students:
2. Security staff is available 24x7 in the campus.
3. It is important that all incidents and crimes be reported quickly to enable the University to take action. Reported incidents are formally recorded and investigated, and any information is treated with the strictest confidence.

## **International Student Mentoring Program**

The International Students Division (ISD) is single point of contact for the international students for their convenience and quick access. ISD assists international students in overcoming life changing experiences of arriving alone in another country and other cultural/academic challenges. The students shall have a mentor to get academic and personal guidance. Peer mentoring is also provided to all international students.

