

Policy Name: Admissions Policy	Policy No: CDE2504 Last reviewed: NA Issue: 1 Page: 1 of 5
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Policy	POLICY ON ADMISSIONS
Date effective from	05.03.2025
Date of next review	04.03.2028
Purpose	Fundamental purpose of the online learning programs is to boost their knowledge, skills, and career opportunities through flexible and accessible learning modalities.
Scope	Online learning is accessible and convenient for employed professionals, job-ready skilled individuals, self-employed entrepreneurs, students pursuing dual degrees, and homemakers. Online learners often differ from traditional on-campus students in various ways: • Many are employed adults, retired individuals, or homemakers pursuing skill enhancement or personal enrichment. Having been away from formal education for a while, they may need to refresh or update their academic skills. • Some learners return to studies after extended academic gaps, including those who have retired. • Certain groups such as homemakers, ex-servicemen, or individuals who had to discontinue education for various reasons enrol in online courses to rebuild self-confidence and re-engage with learning. • Young learners from rural or remote areas, where access to traditional educational institutions is limited, also turn to online platforms for their studies. • The primary goals of online learners often include:

	○ Obtaining professional certifications ○ Transitioning into new career fields ○ Qualifying for promotions or salary increases ○ Meeting specific academic or professional requirements ADMISSION CRITERIA • Holistic Academic Performance recognizes a candidate's overall potential by considering not just grades, but also life experiences, skills, professional background, motivation, and adaptability especially important for adult learners or those with non-traditional educational paths. • Diversity and Inclusion in admissions ensures opportunities are extended to individuals from varied socio-economic backgrounds, regions, professions, age groups, and educational histories. This enriches the learning environment and promotes equitable access to education.
Procedure	PREADMISSION COUNSELLING • The purpose of this counselling is to educate the candidate and to provide awareness on online education, its prospectus, how online education is equivalent to on campus degree. Online education is recognised by the following, UGC, International forums, and valued by expertise. The degree attained in online is desirable for government jobs and for PhD admissions • Awareness on online delivery through digital platform LMS(Learning Management System), Self-Learning Materials prepared by experts(SLM), learning videos, discussion forums, live sessions with faculty, communication with peers and faculty through chats. With the help of technology, it is accessible, flexible, convenient and mobile friendly.

KEY CONSIDERATIONS IN THE ADMISSION PROCESS

a) Eligibility Criteria

- **For UG degrees**, candidates must have at least 50% in 12th grade.
- **For PG degrees**, candidates must have a Bachelor's degree from a UGC-recognized university, either through regular or online mode, with at least 50% aggregate marks.

b) Document Verification

All admissions shall be subject to the verification of original documents submitted by the candidate to ensure authenticity and compliance with eligibility criteria.

c) Special Criteria

In accordance with the principles laid out in the National Education Policy (NEP) 2020 and relevant University Grants Commission (UGC) guidelines, the institution shall make reasonable accommodations during the admission process to support applicants with special needs. This includes individuals from the SC/ST communities, transgender individuals, persons with disabilities, prison inmates, military personnel and ex-servicemen, disaster management professionals, security forces, and law enforcement personnel. These measures are intended to promote equity, inclusion, and access to quality education for all learners, as mandated by national policy.

d) Financial Status

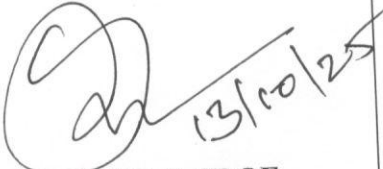
Applicants financial status may be considered for determining eligibility in accordance with institutional guidelines and contingent upon the availability of funds.

e) Equity and Fairness

The admission process shall be conducted in a manner that ensures equity and fairness to all applicants, without discrimination on any grounds.

All admission procedures shall be transparent, with clearly defined

	criteria and processes communicated publicly to ensure accountability and trust. COURSE FEES, SCHOLARSHIPS, REFUNDS, AND ONLINE TRANSACTIONS a) Course Fee The course fee for each program shall be determined and notified by the institution. b) Refund Policy (<i>As per UGC Guidelines</i>) The institution shall adhere strictly to the University Grants Commission (UGC) guidelines on fee refund. <i>All refund requests must be submitted in writing along with valid proof of admission withdrawal and original fee payment receipts.</i> c) Online Payment Mode All course-related payments shall be made via the institution's authorized online payment gateway. Manual or cash payments are discouraged unless otherwise authorized. d) Transaction Records Students are required to keep official digital or physical proof of payment for all transactions. The institution shall not be held responsible for delays or issues arising from non-institutional or third-party payment portals. e) Fees are subject to revision as per the approval of the governing body and shall be communicated transparently through official website.
Frequency	Once in 3 years
Time	March 2028
Related/ Supportive Documents	NA
Custodian	CDOE Department, SRIHER

Prepared by	Verified by	Approved by
 STUDENT COUNSELLOR	 ACADEMIC CO-ORDINATOR	 DIRECTOR CDOE