



## St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University U/S 3 of the UGC Act,1956)

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### Admission Policy

#### Introduction

The Admission Policy defines the principles, procedures, and eligibility criteria governing the admission of students into various academic programs offered by the Institute. It ensures transparency, fairness, and merit-based selection in line with the regulations of statutory and regulatory bodies such as the UGC, AICTE, COA, NCTE, PCI etc. The Institute ensures that their academic journey is well supported through assistance in subsidized nutritious food, affordable hostel accommodation with single, double and dormitory occupancy, low cost transportation, grievance redressal, support systems such as legal support through ICC, Equal Opportunity Cell and overall wellbeing.

#### Scope:

This policy applies to:

- All Undergraduate (UG), Postgraduate (PG), Doctoral (Ph.D.), and Diploma/Certificate programs offered by the University (both main and off-campus).
- Domestic and International admissions.
- Regular, Lateral Entry, and Transfer admissions.

#### Objectives of the Policy

- To maintain transparency, equity, and inclusiveness in the admission process.
- To adhere to regulatory norms and reservation policies prescribed by the Government of India and State Government.
- To ensure admissions are based on merit, entrance examination, and/or qualifying examination performance.
- To facilitate opportunities for deserving candidates from diverse backgrounds.
- To maintain academic standards and institutional integrity.

### **Admission Criteria:**

Admissions are offered through the following modes:

1. Merit-based Admission: Based on marks obtained in the qualifying examination.
2. Entrance-based Admission: Based on performance in University Entrance Test or approved National/State-level exams (e.g., JEE, NEET, NATA, GATE, etc.).
3. Lateral Entry: For candidates holding a relevant diploma or equivalent qualification.
4. International Admission: Based on equivalence of foreign qualifications and approval from statutory bodies.
5. Transfer Admission: For students seeking transfer from recognized universities/institutions (subject to seat availability and eligibility).

### **Eligibility Criteria**

- As prescribed by the respective regulatory bodies for each program.
- Minimum marks in qualifying examinations as notified in the University Prospectus/Website.
- English proficiency requirement for international students (IELTS/TOEFL or equivalent).
- Age criteria, if applicable, as per government or regulatory norms.

### **Admission Procedure**

1. Notification: Admission notification issued through the University website, advertisements, and official channels.
2. Application: Candidates apply online/offline through the University Admission Portal.
3. Screening: Verification of eligibility and supporting documents.
4. Entrance/Interview (if applicable): Conducted as per program-specific requirements.
5. Merit List Preparation: Based on qualifying exam/entrance scores.
6. Counselling & Seat Allotment: Based on merit, reservation, and program availability.
7. Document Verification: Original documents verified before confirmation.
8. Fee Payment & Registration: Admission confirmed only after payment of prescribed fees and registration in the ERP/Student Management System.

## **Reservation Policy**

The Institute follows the reservation norms as per the Government of India / State

Government regulations:

- Scheduled Castes (SC)
- Scheduled Tribes (ST)
- Other Backward Classes (OBC)
- Economically Weaker Sections (EWS)
- Persons with Disabilities (PwD)
- Special consideration for wards of Defence personnel, sports achievers, and differently-abled candidates, as applicable.

## **International Admissions**

- Managed by the Office of International Relations.
- Foreign qualifications are evaluated for equivalence by AIU or relevant authority.
- Student visa and FRRO regulations must be complied with.
- Fee structure for international students shall be as prescribed separately.

## **Withdrawal and Refund Policy**

- Candidates who withdraw their admission before the notified cutoff date are eligible for a refund as per UGC (Refund of Fees) Regulations, 2018 or subsequent amendments.
- Refund requests must be made in writing to the Registrar/Admission Office.

## **Grievance Redressal**

- A Grievance Redressal Committee for Admissions will address any complaints regarding the admission process.
- Students may appeal to the Vice-Chancellor if not satisfied with the committee's decision.

## **Implementation of the Policy**

The Vice Chancellor constitutes the Admission Committee every academic year to oversee the admission process with the following members.

- Chairperson – Dean (Admissions)
- Members – Deans/HoDs of Schools

- Registrar/Controller of Examinations (as applicable)
- Admission Officer (Member Secretary)

The functions of the committee are to develop and announce admission schedules, list and approve the eligibility criteria and selection procedures. The committee monitors adherence to reservation policies and recommends selected candidates for approval by the competent authority.

*Jan Kumar*

**01.02.2024**

**REGISTRAR**



Registrar  
St. Peter's Institute of Higher Education and Research  
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Avadi, Chennai-600 054.