

INSTITUTION ADMISSION POLICY

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(Applicable to all Programmes: Engineering, Arts & Sciences, Humanities ,Life Sciences, Health Sciences)

1. Preamble

St. Peter's Institute of Higher Education and Research (SPIHER) is committed to ensuring a transparent, inclusive, merit-based, and quality-driven admission process across all its academic programs. This Institutional Admission Policy provides a unified framework for student admissions aligned with statutory regulations, institutional vision and mission, quality benchmarks, and outcome-based education.

Vision

To be a trusted and high performing admission cell that attracts, enrolls and supports diverse talented learners while contributing to the University's academic excellence and sustainable goal.

Mission

- To enhance Students & Parents satisfaction through timely communication, counselling, scholarships, and grievance redressal.
- To implement innovative outreach and engagement strategies to attract high-potential students from diverse backgrounds
- To contribute to the University's academic excellence, diversity, reputation, and sustainable development through quality student enrollment.

2. Policy Objectives

The objectives of this policy are to:

- Attract and enroll meritorious and motivated students
- Ensure fairness, transparency, and equity in admissions
- Promote diversity and inclusivity
- Support continuous improvement through data-driven admission practices

3. Scope

This policy applies to admissions for all academic programmes offered by St.Peter's Institute of Higher Education and Research, including Undergraduate, Postgraduate, and other programmes in:

- Engineering & Technology
- Management
- Arts & Sciences

- Medical & Health Sciences
- Life Sciences
- Industry oriented programmes

4. Regulatory Compliance

Admissions shall strictly comply with guidelines issued by:

- University Grants Commission
- AICTE (for technical programs)
- NMC,IMC, PCI, NCAHP (Medical & health sciences)

5. Admission Governance Structure & Framework

Admission Governance Structure is the apex decision-making and oversight body responsible for planning, monitoring, regulating, and continuously improving the University's admission process.

The Admission Governance Framework is the structured system of roles, responsibilities that ensures admissions are conducted fairly, transparently, and in compliance with regulations. Members of the Governance structure are part of the cells and committees of the Governance framework. The admission Governance structure and framework are given in **Annexure – 1**

6. Audit System

- Internal Audit: Conducted during and after admission cycle
- External Audit: Periodic review (if required)
- Audit reports reviewed by AOC
- Audit reports submitted to IQAC

7. Admission Process Framework

The Admission Process Framework provides a systematic approach to planning, managing, monitoring, and continuously improving the entire admission lifecycle. It is given in **Annexure - 2**

8. Admission Funnel Framework

The admission funnel framework is a staged approach used to track, manage, and improve the student journey from awareness to admission and enrollment. The framework is given in **Annexure - 3**

9. Scholarships

The Institute offers various scholarships, including Merit Scholarships, Alumni Scholarships, Sports Scholarships, and Girls' Scholarships, to eligible students seeking admission. These scholarship schemes are reviewed and revised periodically on an annual basis. The details of the scholarship offered for the students are given in **Annexure - 4**

10. Grievance Redressal

- Grievance Redressal Committee exists in the University to handle all categories of Grievances
- Students may submit complaints through online/offline modes
- Issues shall be resolved within a stipulated time frame

11. Data Management & Confidentiality

- Admission data shall be maintained accurately and securely.
- Data shall be used for academic planning, rankings, and accreditation.
- Confidentiality and ethical use of applicant data shall be ensured.
- Restricted access to sensitive data

12. Policy Integrity

Key Elements of Admission Policy Integrity

1. Transparency

- Clear publication of eligibility, criteria, and selection process
- Public access to merit lists and fee structure

2. Fairness & Equity

- Equal opportunity for all applicants
- Strict adherence to reservation policies
- No discrimination or favoritism

3. Accountability

- Defined roles and responsibilities
- Oversight committees and audits
- Proper documentation of decisions

4. Consistency

- Uniform application of rules across all candidates
- No arbitrary exceptions

5. Compliance

- Alignment with regulatory guidelines
- Proper documentation and reporting

13. Monitoring, Review & Continuous Improvement

- Admission performance shall be reviewed periodically every year

- Analytics and dashboards shall be used for monitoring the data.
- Feedback from students and parents shall inform improvements.

14. Policy Review & Amendments

This policy shall be reviewed once every two years or earlier if necessitated by:

- Regulatory changes
- Strategic priorities

Any amendments shall follow the same approval process as this policy.

15. Key Admission Risks & Mitigation Measures

Key Admission Risks & Mitigation Measures refers to the identification of major risks in the admission process and the specific actions taken to prevent, control, or reduce those risks.

The table structure is given in **Annexure – 5**

16. Admission Quality Target

The Admission Quality Target is a set of predefined, measurable performance standards that guide the admission process to achieve excellence. The Quality target is given in **Annexure – 6**

17. University Admission KPI Dashboard

A University Admission KPI Dashboard provides the Vice Chancellor, Registrar, Deans, IQAC, and Heads of Departments with real-time insights into admission performance. It enables data-driven decision-making by monitoring the complete admission funnel—from lead generation to student enrollment. This information is given in **Annexure – 7**

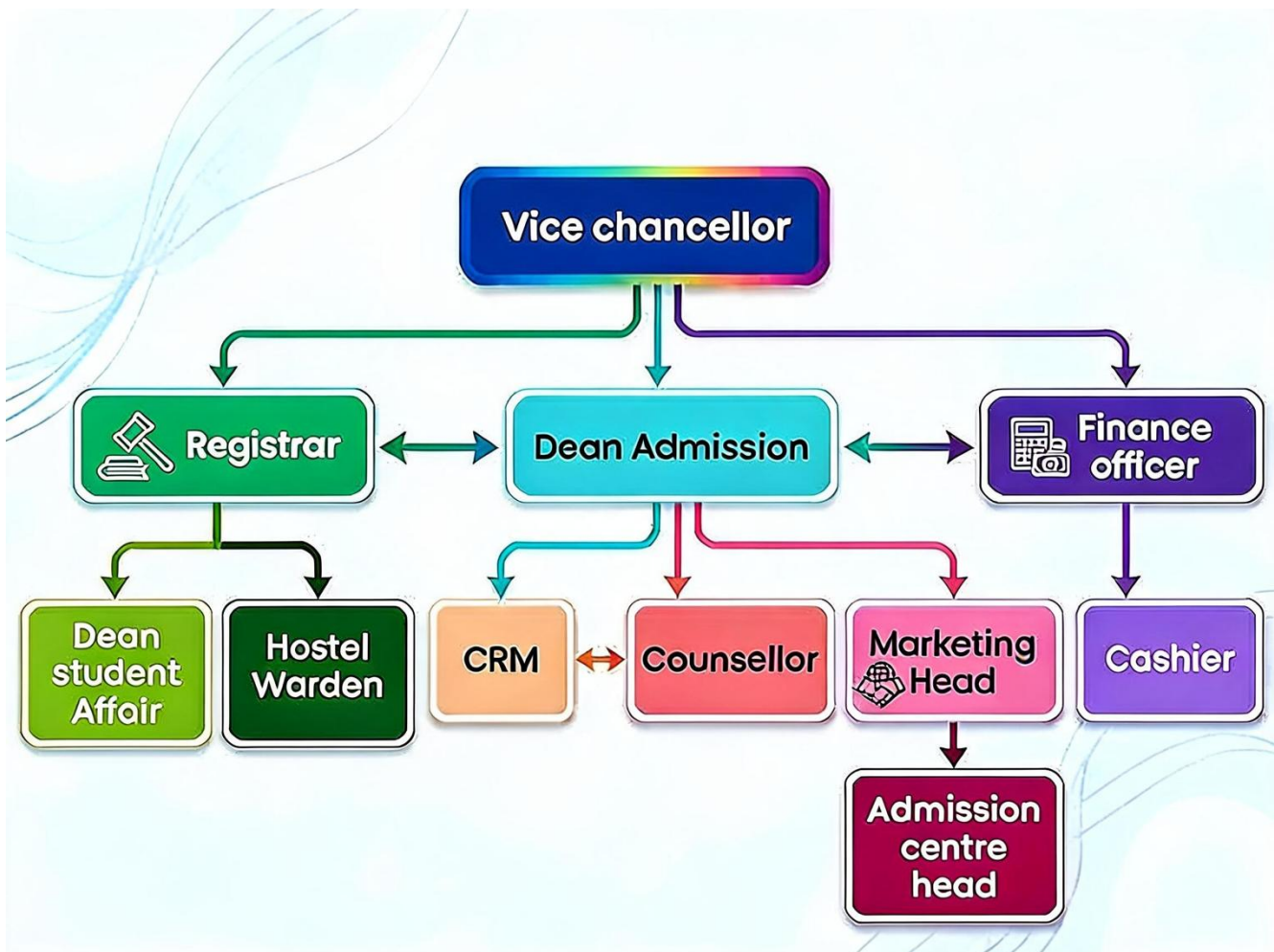
18. Annexures

Annexure - 1	Admission Governance Structure and Framework
Annexure - 2	Admission Process Framework
Annexure - 3	Admission Funnel Framework
Annexure - 4	Scholarship For Students 2026-2027
Annexure - 5	Admission Risks & Mitigation Measures
Annexure – 6	Admission Quality Targets
Annexure – 7	University Admission KPI Dashboard

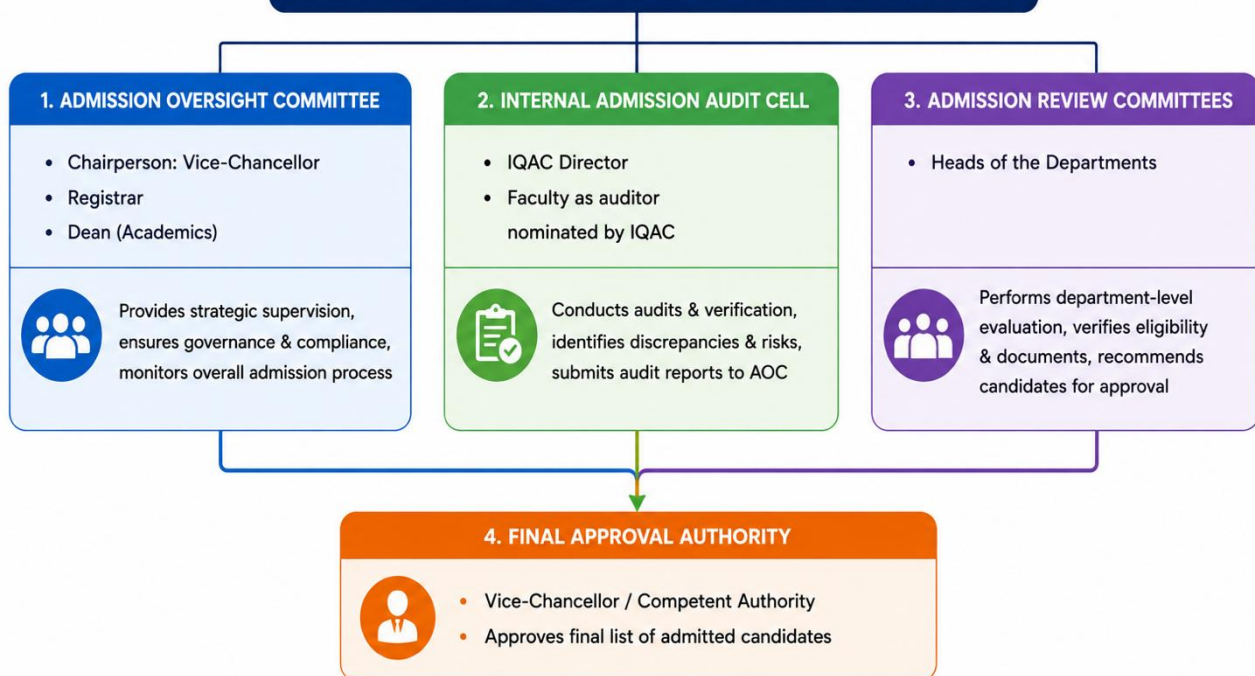
ANNEXURE – 1

Admission Governance Structure and Framework

Admission Governance Structure



ADMISSION GOVERNANCE FRAMEWORK



KEY GOVERNANCE PRINCIPLES

✓ Transparency

✓ Fairness

✓ Accountability

✓ Compliance

✓ Quality Assurance

ANNEXURE – 2
Admission Process Framework

ADMISSION PROCESS FRAMEWORK

01

ADMISSION PLANNING

Define intake, programs, eligibility criteria, admission policies and admission calendar.



02

AWARENESS & OUTREACH

Promote programs through digital marketing, events, school visits, webinars, media and career guidance activities.



03

LEAD GENERATION

Capture and manage leads from multiple sources and build a strong applicant pipeline.



04

STUDENT ENQUIRY & COUNSELLING

Provide program information, career guidance, fee details, scholarship options and personalized counselling.



05

APPLICATION SUBMISSION

Students fill and submit the application form online/offline with required documents.



06

ELIGIBILITY VERIFICATION AND EVALUATION

Verify documents, academic eligibility and evaluate as per admission criteria.



07

SELECTION & SEAT ALLOCATION

Select eligible candidates based on merit/criteria and allocate seats as per program & availability.



08

FEE PAYMENT

Pay admission fee/tuition fee online or offline through available payment modes.



09

ADMISSION CONFIRMATION

Issue admission letter and confirm the admission after successful fee payment.



10

ADMISSION CLOSURE & REPORTING

Close the admission cycle, generate reports, analyze KPIs and plan improvements for the next admission cycle.

ANNEXURE – 3

Admission Funnel Framework

ADMISSION FUNNEL FRAMEWORK



ANNEXURE – 4
Scholarship For Students 2026-2027

Scholarship For Students 2026-2027

Merit Scholarship for Engineering Students

S NO	PERCENT AGE OF MARKS OBTAINED IN 12 TH STANDARD	FEE REDUCTION FROM TUITION FEES	TUITION FEES FOR AID (RS 80,000)	TUITION FEES FOR CSE (RS 70,000)	TUITION FEES FOR IT / CYBER / AIML (Rs 65,000)	TUITION FEES FOR ECE / BIOMED (RS 45,000)	TUITION FEES FOR CIVIL / MECH / EEE / ARCH (RS 35,000)
1	90 & Above	55%	36,000	31,500	29,250	20,250	NIL
2	76 – 89 %	40%	48,000	42,000	39,000	27,000	NIL
3	60 – 75 %	25%	60,000	52,500	48,750	33,750	NIL

Merit Scholarship For Arts & Science Students

S NO	MARKS OBTAINED IN 12 th Std	Scholarship for Boys	Scholarship for Girls
1	Above 550	Rs 6,000/-	Rs 7,000/-
2	475 & 549	Rs 4,000/-	Rs 5,000/-
3	400 to 474	Rs 2,000/-	Rs 3,000/-

Alumni Scholarship

1	ALUMNI SCHOLARSHIP FOR PG STUDENTS STUDIED UG FROM OUR GROUP OF INSTITUTIONS	P G ENGG	Rs 10,000/- (I year only)
		M.B.A. / M.C.A.	Rs 10,000/- (I year only)
		M.A. / M.Sc. / M.Com / M.S.W.	Rs 3,000/- (I year only)

Sports Scholarship

ARTS & SCIENCE	
National Level	Rs 10,000/-
State Level	Rs 8,000/-
Districts Level	Rs 5,000/-
ENGINEERING	
National Level & State Level	Rs 15,000/-
Districts Level	Rs 10,000/-

Note : Sports scholarship will be applicable for all four years if the candidate continues to win at respective levels.

ANNEXURE – 5

Admission Risks & Mitigation Measures

Admission Risks & Mitigation Measures

Risk Area	Description	Mitigation Measures
Eligibility Risk	Ineligible candidates admitted	Multi-level verification, automated eligibility checks
Merit Manipulation	Alteration of ranks or scores	Digital merit list generation with audit trail
Documentation Fraud	Fake certificates or claims	Physical verification
Non-Compliance Risk	Violation of regulatory norms	Compliance checklist and periodic audit
Financial Risk	Fee mismanagement or fraud	Centralized fee collection system
Data Security Risk	Data leakage or tampering	Secure admission portal with role-based access
Reputation Risk	Unfair practices damaging credibility	Transparent publication of results
Operational Risk	Delays or process inefficiencies	Defined timelines and monitoring dashboards

ANNEXURE – 6

Admission Quality Targets

Admission Quality Targets

Metric	Target Value
Seat Fill Rate	> 85%
Conversion Rate	>30%
Female Students	>35%
Outstation Students	>20%
Student Satisfaction	> 90%
Scholarship Coverage	>15%

ANNEXURE – 7

University Admission KPI Dashboard

University Admission KPI Dashboard

KPI Category	Key Performance Indicator (KPI)	Formula	Target	Frequency	Responsible
Lead Generation	Total Enquiries	Count of enquiries received	Monthly Growth	Weekly	Admission Cell
	Website Visitors	Total website visitors	Increasing Trend	Weekly	Digital Marketing
	Social Media Reach	Total impressions	>100/month	Monthly	Digital Marketing
Lead Conversion	Enquiry to Application Conversion (%)	$\text{Applications} \div \text{Enquiries} \times 100$	$\geq 60\%$	Weekly	Admission Team
	Admission Acceptance Rate (%)	$\text{No.of students offered admission} \div \text{No.of applications received} \times 100$	$\geq 75\%$	Weekly	Admission Office
Enrollment	Admission to Joining Ratio (%)	$\text{Joined Students} \div \text{Confirmed Admissions} \times 100$	$\geq 95\%$	Weekly	Admission Cell
	Seat Occupancy (%)	$\text{Filled Seats} \div \text{Approved Intake} \times 100$	100%	Daily	Registrar
	Program-wise Enrollment	Students enrolled per program	As per Intake	Daily	HOD
	Gender Diversity Ratio	Male : Female Ratio	Balanced	Semester	Admission Office
Financial	Fee Collection Rate (%)	$\text{Fees Collected} \div \text{Fees Due} \times 100$	$\geq 98\%$	Weekly	Finance Office
	Scholarship Utilization (%)	$\text{Scholarships Awarded} \div \text{Available Scholarships} \times 100$	$\geq 90\%$	Monthly	Scholarship Cell
Operational Efficiency	Average Admission Processing Time	$\text{Total Processing Time} \div \text{Application}$	$\leq 1 \text{ Day}$	Weekly	Admission Office
	Document Verification Time	Avg. Verification Time	$\leq 1 \text{ day}$	Daily	Verification Team

	Pending Applications	Count	<5%	Daily	Admission Office
Quality	Eligibility Compliance (%)	Eligible Students ÷ Admissions ×100	100%	Daily	Admission Committee
	Document Accuracy (%)	Correct Documents ÷ Total Applications ×100	100%	Daily	Verification Team
	Admission Audit Compliance (%)	Audit Score	≥95%	Semester	IQAC
