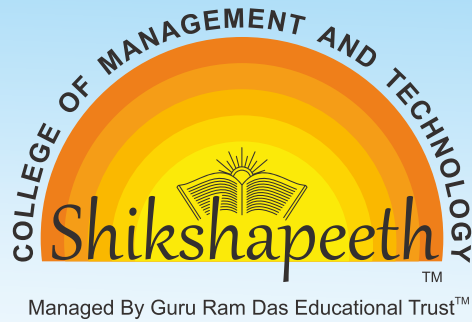


# ADMISSION GUIDELINES

1. All admissions to university courses are subject to rules and regulations of the concerned University in force from time to time. Shikshapeeth College of Management and Technology has no control over the university as it is an independent body there- fore **Shikshapeeth College of Management and Technology** cannot be held responsible for decisions and policies of university.
2. Student should carefully check their eligibility vis a vis their qualifications while applying for admission in a course of their choice offered by the University. In case of non-eligibility college will not be responsible for the cancellation of admission from university and in any case fee deposited for Corporate Interface, Face-to-Face or any other programme of **Shikshapeeth College** will not be refunded whatsoever in any circumstances and no request will be entertained in this regard.
3. Fee once paid for Corporate Interface, Face-to-Face or any other programme, offered by **Shikshapeeth College**, is non-refundable. Only security deposit is refundable after making necessary adjustments, if any. Security deposit shall be claimed within one year after the date of leaving the college. If security amount is not claimed in the stipulated time, the same shall be forfeited.
4. Admission to Corporate Interface, Face-to-Face or any other programme, offered by **Shikshapeeth College**, is strictly based on **Shikshapeeth College of Management and Technology** 'Admission Criteria'.
5. Student should submit the University application form along with necessary documents as prescribed by the University within stipulated time as per the date specified by university. **Shikshapeeth College of Management and Technology** will not be responsible for cancellation of university admission, in case, the form along with necessary documents and prescribed university fee is not submitted by the due date.



6. In case student opts to deposit fees through **Cheque / Demand Draft / Bank Transfer**, such transaction shall be done in two parts i.e. university fee shall be payable through payment mode as prescribed by the University and for Corporate Interface, Face-to-Face or any other programme of **Shikshapeeth College** the fee shall be payable through payment mode as prescribed by the college.
7. University fee and any other charges of university are subject to change as per government / university policies and statutory laws that come in force from time to time.
8. College have all the rights to cancel the admission of the student in programme offered by **Shikshapeeth College**, if any discrepancy such as the fee is not deposited within stipulated date, non-submission of eligibility proof, indiscipline, misbehaviour, mischief etc. In that case no fees will be refunded.
9. All the important & necessary information will be displayed on the notice board of the college and an e-mail will also be sent on the e-mail ID's provided by the students. It shall be the responsibility of the students to obtain all the essential information regarding Study Material, Examinations Forms, Certificates, Application Forms, Results, Fees, Class Schedules or any other information from the college/university on regular basis irrespective of whether the students are attending the classes on regular basis or not. College will not be responsible for any lack of communication. In case of any clarification, student should submit his/her request in writing to the college rather than verbal communication.
10. No student shall act in a manner so as to destroy damage or otherwise harm the property of the college and the facilities available. Every student is required to maintain the discipline in the college. Disciplinary action along with Fine will be charged in case of any damage caused by the student to the college property.
11. Any dispute, pertaining to admission in programmes offered by **Shikshapeeth College**, of any nature, as student of the college, shall be subject to the exclusive jurisdiction of Delhi courts.