



ADMISSION POLICY

Preamble

The Guru Kashi 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 focussed 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

Programmes Offered

ENGINEERING & TECHNOLOGY			
Sr. No.	Course Name	Duration	Eligibility
1	B.Tech (Civil, CSE, , EE, ME, Petro Chemical & Petro Refinery Engg.)	4 years	Passed 10+2 with Physics and Mathematics as compulsory subjects, along with one of the following subjects: (a) Chemistry (b) Bio- Technology (c) Computer Science (d) Biology from PSEB / CBSE / ICSE or any other recognized board OR Passed 2 years certificate course from SLIET
2	B.Tech LEET (Civil, CSE, EE, ME, Petroleum Engg.,)	3 years	Passed three years Diploma Engineering from Punjab State Technical Education Board or Technical Board of any other State in India. Diploma in Petro Chemical & Petro Refinery Engineering are also eligible.
3	M.Tech Full Time (Civil, CSE, ECE, EE, IT, ME)	2 years	*Bachelor of Technology or equivalent degree in the discipline selected for Master of Technology Course with at least 50% marks in the aggregate or CGPA of minimum 5.50 on scale of 10. Or *Passed Section A and Section B of Institution of Engineers (India) Calcutta examination or I.E.T.E Graduate examination conducted by the Institute of Electronics & Telecommunication Engineers, New Delhi in appropriate discipline with at least 50% marks in aggregate or CGPA of minimum 5.50, after having passed the Diploma examination and has at least 5 years relevant professional experience *For M.Tech. CSE only: MCA / M.Sc. (Physics / Mathematics) with at least 50%

			marks in the aggregate or CGPA of minimum 5.50 on a 10 point scale. For M.Tech. IT only: MCA / M.Sc. Computer Science / M.Sc. IT with at least 50% marks in the aggregate or CGPA of minimum 5.50 on a 10 point scale. * GATE qualified candidates will be preferred.
4	Diploma (Civil, EE, CSE, ME, PCPRE)	3 Years	Matric
5	Diploma(LEET) (Civil, EE, CSE, ME, PCPRE)	2 years	ITI/10+2 Vocational/Non-Medical
6	Certificate Course in Fire Technology & Industrial Safety Management	1 year	Matric

COMMERCE AND MANAGEMENT			
Sr. No.	Course Name	Duration	Eligibility
1	BBA	3 years	10+2 or Equivalent
2	MBA (HRM, Finance, Marketing, IT, Agri Business, International Business, Hospital Administration)	2 years	Graduation or Equivalent
3	B.Com. (Hons.)	3 years	10+2 with Commerce or equivalent
4	M.Com (Finance & Taxation, Business Innovation)	2 years	B.Com or Equivalent
Hotel Management			
Sr. No.	Course Name	Duration	Eligibility
1	Diploma in Hospitality & Hotel Management	3 years	Matric Pass
2	B.Sc Hospitality & Hotel Management	3 years/ 4 years	10+2 or Equivalent
3	M.Sc. (Hospitality & Hotel Management)	2 years	B.Sc. (Hospitality and Hotel Management)

			or Equivalent
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EDUCATION			
S.No	Course Name	Duration	Eligibility
2	E.T.T.	2 years	10+2 any stream
3	B.Ed.	2 years	As per NCTE norms
4	M.Ed.	2 year	As per NCTE norms
5	B.A B.Ed	4 years	10+2 Any Stream
6	B.Sc B.Ed	4 years	10+2 (Non-Medical or Medical)

COMPUTER APPLICATION			
Sr. No.	Course Name	Duration	Eligibility
1	BCA	3 Years	10+2 or Equivalent
2	BCA 2 nd year Direct	2 years	10+2 with COPA or Diploma in Engg. Or Equivalent
3	MCA	2 Years	B.Sc. /B. Com / BBA/ BA [Passed (10+2) with Math]
4	Diploma In Computer Application (DCA)	1 year	10+2 or Equivalent
5	PGDCA	1 year	Graduation
6	B.Sc. (IT)	3 years	10+2 or Equivalent
7	B.Sc. (IT) 2 nd year Direct	2 years	10+2 with COPA or Diploma in Engg. Or DCA or Equivalent
8	M.Sc. (IT)	2 years	Graduation
9	M.Sc. (IT) 2 nd year Direct	1 year	PGDCA
AGRICULTURE			

Sr. No.	Course Name	Duration	Eligibility
1	B.Sc. Agriculture (Hons.)	4 years	10+2 (Non-Medical / Medical / Agriculture)
2	M.Sc. Agriculture (Agronomy, Fruit Science, Vegetable Science , Entomology Extension education, Plant Pathology, Agriculture Economics)	2 years	Bachelor's Degree in Agriculture or equivalent {based on entrance test}
3	Diploma in Agriculture Science	2 years	Matric

BASIC SCIENCES & HUMANITIES

Sr. No.	Course Name	Duration	Eligibility
1	B.A (Bachelor of Arts)	3 years	10+2 or Equivalent
2	M.A (Punjabi, Pol. Science, History, Hindi, Economics, Sociology, English, Fine Arts, Religious Studies)	2 years	B.A. with relevant Subject or M.A. in any Subject
3	B.Sc. (Non- Medical)	3 years	10+2 (Non- Medical or Medical with Mathematics as Additional Subject)
4	M.Sc. (Physics, Chemistry, Maths)	2 years	B.Sc. in relevant subjects /BA[with Mathematics]
5	D. Lib (Diploma in library & information science)	1 year	10+2 or Equivalent
6	B. Lib (Bachelor of library & information science)	1 year	Graduation in any stream
7	M. Lib (Master in Library & Information Science)	1 year	B. Lib.

PARA MEDICAL SCIENCES

Sr. No.	Course Name	Duration	Eligibility
1.	Diploma in Operation Theatre Technology	2 years	10+2 (Medical/Non-Medical)
2.	Diploma in Medical Lab Technology (DMLT)	3 years	10 TH
3.	Diploma in Medical Lab Technology (DMLT) LEET	2 years	10+2 (Medical/Non-Medical)

4.	Diploma in Health Assistant	3 years	10 TH
5	Diploma in Radiology	3 years	10+2 Medical/Non-Medical
6	Bachelors in Medical Lab Technology	3 years	10+2 Medical/Non-Medical
7	Bachelors in Medical Lab Technology Lateral Entry	3 years	Passed 3years DMLT after matric or 2 years Diploma after 10+2
8	Bachelor in Operation Theatre Technology	4 years	10+2 Medical/Non-Medical
9	Bachelor in Operation Theatre Technology Lateral Entry	3 years	Diploma in Operation Theatre Technology
10	B.Sc. Radiology & Imaging Technology	3 years	10+2 Medical/Non-Medical
11	Master in Medical Lab Technology	2 years	Bachelor in Medical Lab Technology
12	M.Sc. Radiology & Imaging Technology	2 years	B.Sc. Radiology & Imaging Technology
13	M.Sc in Operation Theatre & Anesthesia Technology	2 years	B.Sc. in concerned discipline with 50% marks

	PHARMACY		
Sr. No.	Course Name	Duration	Eligibility
1	Diploma in Pharmacy	2 years	10+2 Medical/Non Medical
2	Bachelor in Pharmacy	4 years	10+2 Medical/Non Medical
3	Bachelor in Pharmacy Lateral Entry	3 years	D. Pharmacy

PHYSICAL EDUCATION			
Sr. No.	NAME OF COURSES	DURATION	ELIGIBILITY
1	Bachelor of Physical Education & Sports (BPES)	3 years	10+2 or equivalent
2	Bachelor of Physical Education (B.P.Ed.)	2 years	As Per NCTE Norms
3	M.P.Ed	2 years	As Per NCTE Norms
4	Master in Yoga Therapy	2 years	Graduation + Yoga entrance Test

5	Post Graduate Diploma in Yoga Therapy	1 year	Graduation
Physiotherapy			
6	Diploma in Physiotherapy (DPT)	3 years	Matric
7	Bachelor in Physiotherapy (BPT)	4 years 6 months including internship	10+2 Medical
8	Bachelor in Physiotherapy (BPT) LEET	3 years 6 months including internship	2/3 years DPT
9	Master in Sports Physiotherapy (Sports)	2 years	BPT with minimum 50% marks
10	Master in Sports Physiotherapy (Musculoskeletal)	2 years	BPT with minimum 50% marks

FASHION TECHNOLOGY & COSMETOLOGY			
Sr. No.	NAME OF COURSES	DURATION	ELIGIBILITY
1	Diploma in Dress Design	2 years	Matric
2	Diploma in Fashion Technology	1year	10+2
3	Diploma in Cosmetology	1year	10+2
4	B.Sc Fashion Technology	3 years	10+2 any stream
5	B.Sc Fashion Technology 2 nd Year direct	2 years	ITI (3Years Course)/Diploma in Fashion tech.
6	M.Sc Fashion Technology	2 years	B.SC In Fashion Technology or any Graduation
7	M.Sc Fashion Technology Leet	1year	PG Diploma in Fashion Technology
8	Master of Fine Arts	2 years	Graduation
9	Bachelor of Fine Arts	4 years	10+2 or 10 th with Arts and craft Diploma
10	Bachelor of fine arts Lateral Entry	3 years	10+2 with Arts and craft Diploma

11	Diploma in Fine Arts (Painting)	1year	10+2
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LAW			
Sr. No.	NAME OF COURSES	DURATION	ELIGIBILITY
1	LLB	3 years	Graduation with minimum 45% for General, 42% marks for OBC and 42% marks for SC
2	BA.LLB (HONS)	5 years	10+2 with a minimum of 45% for General, 42% marks for OBC, and 42% marks for SC
3	B.Com LLB (Hons)	5 years	10+2 with Economics/Mathematics minimum 45% for General, 42% marks for OBC, and 42% marks for SC
4	LLM	2 years	LLB/BA.LLB

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 Punjab 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:

1. Tuition fee refund

1. A request 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 to get the refund must be attached.

Complete refund forms may be submitted: By email to sic@gku.ac.in By hand to the Place2Pay office in person or by post to Guru Kashi University, Sardulgarh Road, Talwandi Sabo, Bathinda, 151001

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 (Semester)	Point of time when notice of withdrawal is received in SIC
1	100 %	More than 15 days before the commencement of classes as notified in the academic calendar. However, Rs. 2000/- (Two thousand only) as processing fee, will be deducted
2	90%	Less than 15 days before the commencement of classes as notified in the academic calendar
3	80%	15 days or less after the commencement of classes as notified in the academic calendar
4	50%	30 days or less after the commencement of classes as notified in the academic calendar
5	Nil	More than 30 days after the commencement of classes as notified in the academic calendar

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 for the term within the given time period, non-payment of dues, or

any other reason are 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 Talwandi Sabo.

2. Hostel fee refund

A hostel room falling vacant due to withdrawal of an allottee 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 some time 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

Parameter	Offered Scholarship
Single Girl Child Program	20% Scholarship for the whole
Orphan Student Program	20% Scholarship for the whole
Single Parent semester	25% Scholarship in the first
Industry Funding Students Program	50% Scholarship for the whole

NRI Funding Students	25% Scholarship in the first semester
Merit holders securing >90% marks fee/Semester	25% Scholarship of 1 st
Merit holders securing > 80% marks	20% Scholarship of 1 st fee/Semester
Merit holders securing >70% marks fee/Semester	15% Scholarship of 1 st
Merit holders securing > 60% marks	10% Scholarship of 1 st fee/Semester
Early Bird	20% Scholarship of 1 st fee/Semester
Bhamashah Card Holders	20% Scholarship of 1 st fee/Semester
Old Students	20% Scholarship of 1 st fee/Semester

Funding Facilities

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

Benefits to students

- a) Free Tabs to students
- b) EMI based Laptops with 0% interest
- c) 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:

- a) Online Promotions on social media and various other online Platforms.
- b) Print: Print media like flyers, pamphlets, Newspapers etc.

c) Calling Leads: Cod calling on leads and spreading awareness about the campus.

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

Meetings/ Counselling of Parents: Meeting and Counselling 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 testing of Interests/ Aptitudes/ Personality/Adjustment

Open Talk: Every Thursday Live Interaction with experts on different Topics 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 seminars and activities to promote sales.
- ii) Advertisement/Promotional offers: Offering promotional offers for brand building
- iii) Send Out Cards and Gifts: Sending reward cards 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-ups are to be done.
- Conversion to admission: Converting a lead to admission

Post admission tasks

- Follow-ups: Regular follow-ups are to be done for admissions or any queries.
- Handling queries: Resolving and providing satisfactory resolutions to the students.
- Regular updates: Updates to be given on any new promotion, seminars or scholarships via email/SMS/ handouts etc.

International Admissions

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 holds 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% supernumerary 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 endorsement 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 their *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
 - Softcopies 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 Timeline:** Applications of foreign students for the academic year beginning July/August will be accepted beginning January 1 every year, so that the student is 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 GKU. 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, misbehaviour, 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.

