



ITM SKILLS UNIVERSITY, NAVI MUMBAI

Admission Policy

For

Undergraduate (UG) and Postgraduate (PG) Program

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Section 1 PREAMBLE

The information given herein is applicable for the admission process of ITM Skills University, Navi Mumbai. The concerned regulatory bodies rules will be applicable for the respective programs offered by ITM Skills University.

Following are the Departments under ITM Skills University offering the academic programs:

- Institute of Management Skills Studies
- Institute of Hospitality Skills Management
- Institute of Health Skills Sciences
- Institute of Design and Media Skills Studies
- Institute of Professional Skills Studies

The admission process is covered under the ITMSU Centralized Selection Process (ITMSU CSP 2023).

SCOPE:

- This policy aims to provide an opportunity to aspiring students who have completed their higher school examination/diploma/degree in the relevant field to pursue higher education at ITM Skills University.
- The basic objective of this policy is to identify meritorious candidates for admission to various programs without any prejudice to their caste, creed, religion, language, ethnicity, gender, and disability.
- The candidates seeking admissions as a lateral entry will be offered direct admission to the second year/third year of the respective program through this special entry system.
- This policy will be applicable to all students pursuing undergraduate and post graduate programs at ITM Skills University.
- This policy is also applicable to discontinued students and absentees.

Section 2 Abbreviations Definitions:

AICTE	All India Council for Technical Education
ATMA	AIMS Test for Management Admissions
BoG	Board of Governors
BoM	Board of Management
CAT	Common Admission Test
CMAT	Common Management Admission Test
CSP	Centralized Selection Process
CAT	Common Admission Test run by IIMs
DSC	Digital Signature Certificate
DTE	Directorate of Technical Education, Maharashtra State
EWS	Economically Weaker Section
FPM	Fellow Programme in Management
GD	Group Discussion
GMAT	Graduate Management Aptitude Test
HEI	Higher Educational Institute
HSC	Higher Secondary School Certificate (10 + 2 level)
ITMSU	ITM Skills University
JMET	Joint Management Entrance Test
MAT	Management Aptitude Test
MBA	Master of Business Administration
MP	Micro-Presentation
NBA	National Board of Accreditation
NEP	National Education Policy
NIRF	National Institutional Ranking Framework
NMAT	National Management Aptitude Test
NOC	No Objection Certificate
PG	Post Graduate
PGDM	Post Graduate Diploma in Management
PAR	Past Academic Record
PI	Personal Interview
SSC	Secondary School Certificate (10 level)
TFW	Tuition Fee Waiver
THE Rank	Times Higher Education Ranking
UG	Under Graduate
WE	Work Experience
XAT	Xavier's Admission Test

Section 3 ITMSU CSP 2023 Admissions Committee

Constitution of the Admission Committee: -

The Admission Committee

- a) There shall be an Admission Committee of the University, the constitution of which shall be such as may be decided by the Governing Body.

Role and responsibilities of the Admission Committee:

- a) The Admission Committee shall have the power to appoint such several subcommittees as it deems fit.
- b) Subject to the superintendence of the Board of Management the Admission Committee shall lay down the principles or norms governing the policy of admission to various programs /courses of studies in the University and may also nominate a person or subcommittee as the admitting authority in respect of any programs of study in any school of the University.
- c) The admission criterion recommended by the Admission Committee and approved by the Board of Management shall be followed for admission in all the programs of study.
- d) No student admitted to any program /course in contravention of the provisions of this sub-clause shall be permitted to take any examination conducted by the University and the Vice-Chancellor shall have the power to cancel any admission made in such contravention.

The decision of the Vice-Chancellor shall be final.

Admission Committee

Sr.no.	Number of Members	Designated Members	Nomination	Nominated Member
1	1	The Vice Chancellor	Chairperson	Dr. Jaywant V. Shelar
2	1	The Chief Finance and Accounts Officer	Member	Mr. P. N. Hariharan
3	1	The Registrar	Member	Mr. Kiran S. Rane
4	1	Dean Admission	Member	Dr. Snigdharani Mishra

ADMISSION GUIDELINES:

- Applicants must submit an admission application form with applicable (after Offer letter) Seat Reservation Fees for the respective program as per the admission schedule mentioned in the Prospectus.
- The criteria for admission to any program in the University shall be based on academic merit, performance in the entrance test and personal interview. Applicants may contact concerned department Admission Counsellors for discussion on eligibility for admission.
- Selected candidates will be informed of their admission and will be provided with an Offer Letter. Students will have to pay the fees before the commencement of the first semester to confirm their seats. In case an applicant fails to provide a confirmation of admission by the last-mentioned date, the seat will be offered to the next eligible candidate.
- A registration/enrolment process for verification of educational eligibility will be conducted at the time of batch commencement wherein it will be mandatory for the students to bring the original copies of their educational documents mentioned further in the Documents section for verification and subsequent enrolment in the University.
- Only students with the Provisional Admission/Joining Letter will be eligible for the Registration/Enrolment Process.
- During the Registration/Enrolment process, if a student fails to prove educational eligibility after the confirmation of provisional admission or if the application is based on wrongful information, his/her admission will be treated as **Cancelled** and the seat will be offered to the next eligible candidate.

Section 4 List of Programs Offered by ITMSU CSP 2023

S.No.	Program	Duration
<u>Institute of Management Skills Studies</u>		
1	Bachelor of Business Administration [BBA]	4 Years
2	Bachelor of Technology in Computer Science Engineering [B.Tech-CSE]	4 Years
3	Masters in Business Administration [MBA]	2 Years
4	Executive Master of Business Administration [Executive MBA]	2 Years
<u>Institute of Hospitality Skills Management</u>		
1	BBA in International Travel & Tourism Management [BBA-ITTM]	4 Years
2	BA- International Culinary Arts	3 Years
3	BA International Hospitality, Tourism and Events Management.	3 Years
4	Master of Business Administration in International Travel & Tourism [MBA – ITT]	2 Years
5	Diploma in Patisserie & Confectionery [DPC]	1 Year
<u>Institute of Health Skills Sciences</u>		
1	Bachelor of Optometry / (B.Optomety)	4 Years
2	Bachelor of Science in Medical Laboratory Technology / B.Sc MLT	4 Years
3	Masters in optometry (M.Optomety)	2 Years
<u>Institute of Design and Media Skills Studies</u>		
1	B.Des Fashion Design (B.Des)	4 Years
2	Bachelor of Science (Honours)	4 Years
<u>Institute of Professional Skills</u>		
1	B. Voc in BFSI	3 Years
2	B. Voc in Healthcare Management	3 Years
3	B. Voc in Retail Business	3 Years

Section 5 List of Programs Seats Availability

Sr	Programs	UG/PG	Duration	Intake	
				23-24	24-25
	Schools				
A	Institute of Management Skills Studies				
1	Bachelor of Technology in Computer Science Engineering	UG	4 Yrs.	60	60
2	Bachelor of Business Administration	UG	4 Yrs.	60	60
3	Master's in Business Administration	PG	2 Yrs.	60	60
4	Executive Master of Business Administration	PG	2 Yrs.	60	60
B	Institute of Hospitality Skills Management				
1	BBA in International Travel & Tourism Management	UG	4 Yrs.	60	60
2	BA- International Culinary Arts	UG	4 Yrs.	60	60
3	BA International Hospitality, Tourism and Events Management	UG	4 Yrs.	60	60
4	Master of Business Administration in International Travel & Tourism	PG	2 Yrs.	60	60
5	Diploma in Patisserie & Confectionery	DIP	1 Yr	60	60
C	Institute of Health Skills Sciences				
1	B. Optometry	UG	4 Yrs.	60	60
2	B.Sc. Medical Laboratory Technology	UG	4 Yrs.	60	60
3	M. Optometry	PG	2 Yrs.	60	60
D	Institute of Design and Media Skills Studies				
1	B.Des Fashion Design	UG	4 Yrs.	60	120
E	Institute of Professional Skills				
1	B. Voc in BFSI	UG	3 Yrs.	30	60
2	B. Voc in Healthcare Management	UG	3 Yrs.	30	60
3	B. Voc in Retail Business	UG	3 Yrs.	30	60
Total Intake Undergraduate Programs				570	720
Total Intake Postgraduate Programs				240	240
Total Intake Diploma Programs				60	60
Total Intake of All Programs				870	1020

Section 6 Eligibility Criteria for Undergraduate Programs

Undergraduate Program

The candidate should fulfill the following eligibility criteria: -

Eligibility: A candidate seeking admission to the first year of Undergraduate Program should have completed 12th standard from a government recognized board with English as compulsory subject and as per the norms of the concern regulatory body as applicable for the respective program

- Candidates who have successfully completed a 10+2 level examination from a recognized Central/State Board of Secondary Education, including Central Board of Secondary Education, New Delhi, and Council for Indian School Certificate Examination, New Delhi.
- Any recognized Public School/Board/University Examination in India or in foreign countries recognized by the Association of Indian Universities (AIU)/ Competent Authority as equivalent to 10+2 system.
- High School Certificate Examination of Cambridge University.
- Senior Secondary School Examination conducted by the National Open School with minimum five subjects.

Eligibility criteria for (lateral entry) admission to UG Program

A candidate seeking admission to the second or third year of the Undergraduate Program should have completed the First year/certificate course of the respective program from a recognized University.

Lateral entry to second year of undergraduate program for candidates who have passed first year/certificate program (Refraction or its equivalent) from the Government Board/recognized by State/Central University, fulfilling the conditions specified and these students are eligible to take admission on lateral entry system only if they have passed in the first-year certification level.

All the above marksheets/certificates are verified by the University. Subject to verification from Enrollment and Eligibility department of the University admission is confirmed. Thus, based on documents received by university provisional admission is granted.

- Candidates who have already successfully completed one or more academic years of a program in other University/Institution and are academically eligible for continuation of studies at the University, shall be eligible for admission.
- Candidates who have acquired a Diploma from recognised institutions in Engineering / Allied Health / Any other relevant field, through minimum of two years of institutional study, after 10+2 (Secondary School Leaving Certificate Examination) or a three-year diploma after class X, shall be eligible for admission through lateral mode.
- International candidates who have obtained a Diploma in a Foreign Institution (having an Equivalency Certificate issued by the **AIU**) shall be eligible for a Lateral Entry.
- Lateral entry admission to any post graduate programs will be considered only after application to the concerned department and approval by the Dean (Academics).
- Candidates who have been awarded an Exit Award as per the guidelines of Multiple Entry & Multiple Exit Schemes as defined in the National Education Policy 2020, such as a Certificate, Diploma, Degree or Honors Degree shall be eligible for lateral entry into the subsequent level/academic year of the related programs at the University.

Section 7 Selection Process

Selection for admission of the candidates shall be made strictly based on merits and Personal Interview as per the following stages.

For Undergraduate Program (UG)

Eligibility & Selection Process:

A candidate seeking admission to the first year of Undergraduate Program should have completed 12th standard from a government recognized board with English as compulsory subject, Process for admissions includes Scrutiny of application form, verification of documents and followed by personal interview.

1. UG: B.Tech CSE : After an eligibility criteria is confirmed and Entrance test followed by an interview.
2. UG : BA (International Culinary Arts) : After an eligibility criteria is confirmed and an interview is conducted.
3. UG : BA (International Hospitality, Tourism and Events Management) : After an eligibility criteria is confirmed and an interview is conducted.
4. UG : Bachelor of Optometry : After an eligibility criteria is confirmed, an interview is conducted.
5. UG : B. Sc in Medical Laboratory Technology : After an eligibility criteria is confirmed, an interview is conducted.
6. UG : Bachelor of Design: After an eligibility criteria is confirmed, an entrance test is conducted and followed by an interview.

Application Guidelines

Stage 1: Receipt of complete application form, process as follows:

Online Mode Recommended for Fast Track Registration.

- Register on to ITM Skills University portal with your basic details.
- On successful submission of application, the system will generate a unique application number.
- The unique application number will be your identity throughout the admission process.
- An auto generated email will be sent to your email id, containing your filled online application form in PDF format.

Offline Mode: Offline Admission system is also available.

For offline admissions, please contact admissions counselors at respective campus.

Pay your application fee offline by

Depositing Cash/DD at ITM Skills University admissions office to purchase the application form.

Note: Please write your Name, Father's Name, Contact Number, email id and Course applied at the back of the DD.

Application form must be submitted in person or via courier or registered post to the ITM Skills University Admissions Office or Counseling Centers on or before the last date of application with all relevant documents.

Stage 2: Receipt of all copies of the following documents are mandatory (duly attested).

CHECKLIST FOR UG [REGULAR] ADMISSIONS			
	LIST	S. NO.	DOCUMENTS
MINIMUM MANDATORY	Photograph	1	To be taken on the day of Registration
	ID Proof	2	Admission Offer Letter
		3	Passport/ PAN card/ Driving License
		4	UNHCR Refugee Card [If Applicable]
	Proof of Nationality	5	Passport/ Study Visa [In case of Overseas Students]
	Address Proof	6	Passport/ Voter ID/ Driving License
	Educational Records	7	SSC Marksheet & Passing Certificate
		8	HSC Marksheet
		9	AIU Equivalence Letter [In case of Overseas Students]
	Other Records	10	Caste Certificate with Validity [if applicable]
		11	Gazette Copy [In case of Name change]
		12	Recent transcript outlining all modules, courses and assignments completed or being taken as part of the current program of study and marks received. [In case of Transfer students]
MANDATORY	Educational Records	13	HSC Passing Certificate*
		14	Gap Certificate/ Gap Affidavit/ Discontinuation Letter
		15	Transfer Certificate/ Leaving Certificate*
		16	Migration Certificate [If applicable]
	Other Records	17	Anti Ragging Declaration [By Student]
		18	Anti Ragging Declaration [By Parent]
		19	Medical Certificate
OPTIONAL		20	Work Experience
		21	Domicile Certificate [If applicable]

Stage 3: Scrutiny of application form and attachments

Eligible candidates will be sent a Call Letter or inform on phone to appear for entrance test or email or by courier or registered post.

Stage 4: Eligible candidate will undergo Entrance test (If applicable)

- Eligible Candidates may opt for any of the entrance test conducted by the respective regulatory body or
- Eligible candidate will undergo Entrance test to be conducted by the University.

Stage 5: Followed by interview.

The evaluation parameters for the Personal Interview are as follows:

- H.S.C Subject Knowledge
- General knowledge and reading
- Presentation and grooming
- Career Objective
- Confidence and
- Attitude

Stage 6: Other verification of norms prescribed by Government of Maharashtra.

- He/she has attained the age of 17 years as on 31st December of the year of admission.
- Certificate of Physical fitness from a registered medical practitioner
- Two references from persons other than relatives testifying to satisfactory general character.

Stage 7: Rules and Regulations

1. All admissions will be based on Merit and as per the Reservation policy of Govt. of Maharashtra.
2. Reservation for various categories in Maharashtra:

Category	Percentage
SC	13%
ST	7%
VJ-A	3%
NT-B	2.5%
NT-C	3.5%

NT-D	2%
OBC	19%
SBC	2% (2% within the Caste Category percentage of 50%)
E.W.S.(Economical Weaker Section)	10%

3. Candidates who have studied abroad and have passed the equivalent qualification as determined by the Association of Indian Universities will form the guidelines to determine the eligibility.
4. The University also admits foreign students (Foreign National, P.I.O., NRI etc.) to the extent of 15% of intake capacity under the super numeric quota. Therefore these 15% seats will be reserved for Foreign Students (Foreign National, P.I.O., NRI etc.). These admissions are over and above the sanctioned strength and will be processed through ITM Skill University.

Stage 8: Candidates of Foreign Origin and NRI/PIO Candidates

Candidates of Foreign Origin and/or NRI/PIO status may take the approved Common Entrance tests and submit valid scores. They will be treated on par with Indian students but admitted against NRI Quota where available.

Stage 9: Merit list on the basis of composite score of following parameters (If applicable)

Each of the given below parameters carries equal weightage.

- Educational qualification,
- Entrance test and (If applicable)
- Interview

After considering the aforesaid process, a final merit list shall be exhibited, Offer of Admission shall be strictly based on the candidates rank order in the merit lists.

The name of the student(s) who remain(s) absent from classes for more than 15 days at a stretch after joining the said program will be struck off from the University rolls without giving any prior notice, information, or intimation.

Stage 10: Fee Details:

Fee will be applicable as prescribed by the University from time to time.

Stage 11: Offer of Admission

Should you choose to accept the offer of admission you must submit First year (Part-I) tuition fee by demand draft and register for the program. You will then be given confirmation of admission as a receipt towards the initial fee payment.

If selected, applicants may deposit the fee through Cash/DD at the ITM Skills University admission office campus or pay online through NEFT/RTGS.

Stage 12: Verification of documents:

At the time of admission, the candidate is required to bring with him/her, originals of all the documentation that was submitted along with the Application Form. ITM Skills University does not retain any original documentation from the candidates. The original documents will be collected by the coordinator for examining the purpose of establishing the veracity of information provided by the candidate in the Application Form. On verification of documents, the originals will be returned to the candidate.

In addition, the candidate is required to submit a copy and provide Identity proof, for verification purposes for both candidate and parents. Acceptable forms of Identity proofs are Driver's License/PAN Card/Aadhar Card/Passport and Voter ID Card.

Provisional admission is given to the candidates, whose result is awaited. If a student fails to submit the awaited result qualifying examination (10+2 or its equivalent) document on or before 30th September of the year, the provisional admission stands cancelled, and candidate is not eligible for any refund.

Stage 13: Reporting

The applicant must report and enroll/register himself/herself at the Admissions Office of the as per the dates notified by the University.

In the event a candidate who has received an admission offer does not confirm his acceptance of admission, within stipulated period, the University authorities will cancel the admission offer and allot the vacant seat to the next meritorious candidate in the provisional merit list, if any, or add the vacant seats for consideration in the next Round.

Section 8 Eligibility Criteria for Postgraduate Program

Postgraduate Program

Section 8 Eligibility Criteria

The candidate should fulfill the following eligibility criteria: -

Eligibility: Candidates must have a bachelor's degree (10+2+3) with minimum 50% marks or equivalent CGPA (45% in case of candidates of reserved categories)

And

Entrance examination score as per the norms of the concern regulatory body as applicable for the respective program

Or

Entrance Test conducted by the University.

- Candidates who have successfully completed a bachelor's degree as equivalent to 10+2+3 or 10+2+4 level examination from a UGC recognized University in India or from any foreign University recognized by the **Association of Indian Universities (AIU)** or any competent authority in respective disciplines.
- International candidates are required to produce an equivalence certificate from the **AIU**.
- Candidates seeking admission to post graduate professional programs (**Ex MBA**) need to possess a bachelor's degree from a UGC recognized University, must have 2 years of working experience after graduation and should be employed.

Section 9 Selection Process

Selection for admission of the candidates shall be made strictly based on merits, Micro Presentation / Case study analysis/ Group Discussion and Personal Interview as per the following stages.

Stage 1: Receipt of complete application form, process as follows:

Online Mode Recommended for Fast Track Registration.

- Register on to ITM Skills University portal with your basic details.
- On successful submission of application, the system will generate a unique application number.
- The unique application number will be your identity throughout the admission process.
- An auto generated email will be sent to your email id, containing your filled online application form in PDF format.

Offline Mode: Offline Admission system is also available.

For offline admissions, please contact admissions counselors at respective campus.

Pay your application fee offline by

Depositing Cash/DD at ITM Skills University admissions office to purchase the application form.

Note: Please write your Name, Father's Name, Contact Number, email id and Course applied at the back of the DD.

Application form must be submitted in person or via courier or registered post to the ITM Skills University Admissions Office or Counseling Centers on or before the last date of application with all relevant documents.

Stage 2: Receipt of all copies of the following documents are mandatory (duly attested).

CHECKLIST FOR PG ADMISSIONS			
	LIST	SR NO	DOCUMENTS
MINIMUM MANDATORY	Photograph	1	To be taken on the day of Registration
	ID Proof	2	ITM Admission Offer Letter
		3	Passport/ PAN card/ Driving License/ Voter ID
		4	UNHCR Refugee Card [If Applicable]
	Proof of Nationality	5	Passport/ Study Visa [In case of Overseas Students]

	Address proof	6	Passport/ Voter ID/ Driving License
	Educational Records	7	Semesterwise marksheets/Consolidated marksheet/Provisional Passing Certificate
		8	Entrance Test Score
		9	AIU Equivalence Letter [In case of Overseas Students]
	Other Records	10	Caste Certificate with Validity [if applicable]
		11	Gazette Copy [In case of Name change]
MANDATORY	Educational Records	12	Final Degree Certificate
		13	Transfer Certificate/ Leaving Certificate*
		14	Migration Certificate [If applicable]
	Other Records	15	Anti Ragging Declaration [By Student]
		16	Anti Ragging Declaration [By Parent]
		17	Medical Certificate
OPTIONAL		18	Work Experience
		19	Domicile Certificate [If applicable]

Stage 3: Scrutiny of application form and attachments

Eligible candidates will be sent a Call Letter or inform on phone to appear for entrance test or email or by courier or registered post.

Stage 4: Entrance test

- Eligible candidates need to submit the score card of the entrance test conducted by the respective regulatory body.

or

- Eligible candidates will undergo Entrance test to be conducted by the University.

Stage 5: Followed by Micro Presentation / Group Discussion/ Case Study Analysis & Personal Interview

1. MICRO PRESENTATION (MP) / Group Discussion (GD)/ Case Study Analysis.

The evaluation parameters for the Personal Interview are as follows:

- Communication Ability
- Knowledge of the concerned topic
- Presentation
- Preparation

- Relevant Answers

2. PERSONAL INTERVIEW (PI)

The evaluation parameters for the Personal Interview are as follows:

- Career objective
- General knowledge & reading
- Graduation subject knowledge
- Communication Skill (Oral/Written)
- Achievements & extra-curricular activities

Stage 6: Other verification of norms prescribed by Government of Maharashtra.

- Certificate of Physical fitness from a registered medical practitioner
- Two references from persons other than relatives testifying to satisfactory general character.

Stage 7: Rules and Regulations

1. All admissions will be based on Merit and as per the Reservation policy of Govt. of Maharashtra.
2. Candidates who have studied abroad and have passed the equivalent qualification as determined by the Association of Indian Universities.
3. The University also admits foreign students (Foreign National, P.I.O., NRI etc.) to the extent of 15% of intake capacity under the super numeric quota. Therefore these 15% seats will be reserved for Foreign Students (Foreign National, P.I.O., NRI etc.). These admissions are over and above the sanctioned strength and will be processed through ITM Skills University.
4. Reservation for various categories in Maharashtra:

Category	Percentage
SC	13%
ST	7%
VJ-A	3%
NT-B	2.5%
NT-C	3.5%
NT-D	2%
OBC	19%
SBC	2% (2% within the Caste Category percentage of 50%)

E.W.S. (Economical Weaker Section)	10%
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Stage 8: Candidates of Foreign Origin and NRI/PIO Candidates

Candidates of Foreign Origin and/or NRI/PIO status may take the approved Common Entrance tests and submit valid scores. They will be treated on par with Indian students but admitted against NRI Quota where available.

Stage 9: Merit list on the basis of composite score of following parameters:

Each of the given below parameters carries equal weightage.

- Educational qualification,
- Extra-curricular activities, achievement & awards won.
- Work Experience (if any)
- Entrance test
- Micro Presentation/ Group discussion/ Case Study Analysis.
- Interview

After considering the aforesaid process, a final merit list shall be exhibited, Offer of Admission shall be strictly based on the candidates rank order in the merit lists.

Stage 10: Fee Details:

Fee will be applicable as prescribed by the University from time to time.

Stage 11: Offer of Admission

Upon the compilation of all CA/MP//PI rounds, ITM Skills University shall offer admission to the candidates. The admission offered shall be based on the candidates rank in the merit list. In addition, candidates will be counselled about the program as part of the process of admission offer. Candidates who wish to confirm their admission are required to do so within 15 days of the offer of admission. In the event a candidate who has received an admission offer does not confirm his acceptance of admission, within 15 days, the ITM Skills University authorities will cancel the admission offer and allot the vacant seat to the next meritorious candidate as per merit list.

Stage 12: Verification of documents:

At the time of admission, the candidate is required to bring with him/her, originals of all the documentation that was submitted along with the Application Form. ITM Skills University does not retain any original documentation from the candidates. The original

documents will be collected by the coordinator for examining purpose of establishing the veracity of information provided by the candidate in the Application Form. On verification of documents, the originals will be returned to the candidate.

In addition, the candidate is required to submit a copy and provide Identity proof, for verification purposes for both candidate and parents. Acceptable forms of Identity proofs are Driver's License/PAN Card/Aadhar Card/Passport and Voter ID Card.

Provisional admission is given to the candidates, whose result is awaited. If a student fails to submit the awaited result qualifying examination (or its equivalent) document on or before 30th September of the year, the provisional admission stands cancelled and candidate is not eligible for any refund.

Stage 13: Reporting

The applicant must report and enroll/register himself/herself at the Admissions Office of the as per the dates notified by the University.

In the event a candidate who has received an admission offer does not confirm his acceptance of admission, within stipulated period, the University authorities will cancel the admission offer and allot the vacant seat to the next meritorious candidate in the provisional merit list, if any, or add the vacant seats for consideration in the next Round.

1. PG : Executive MBA: After an eligibility criteria is confirmed, an interview is conducted.
2. PG : Master of Optometry : After an eligibility criteria is confirmed, an interview is conducted.
3. Diploma in Patisserie & Confectionery: After an eligibility criterion is confirmed, an interview is conducted.

Section 10: Verification of documents:

At the time of registration for MP/PI round, the candidate is required to bring with him/her, originals of all the documentation that was submitted along with the Application Form. ITM Skills University does not collect any original marksheet/documents from the candidates. The documentation will be examined by the coordinator for purpose of establishing the veracity of information provided by the candidate in the Application Form. In addition, the candidate is required to provide Identity proof, for verification purposes. Acceptable forms of Identity proofs are Driver's License/PAN Card/Aadhar Card/Passport or Voter ID Card.

Section 11: Admission for vacant seats against cancellation of admission

At the end of each round, and after considering all candidates who have not accepted the admission offer and seat allotment given to them, either by cancellation, refusal of offer or non-reporting before the stipulated time, the ITM Skills University authorities shall compile a list of vacant seats. Such vacant seats shall be added to the seats available for allotment in the next ITM Skills University Round.

Section 12: Final Merit List

At the end of each Round, the ITM Skills University authorities shall compile a provisional merit list for that round, as detailed above. At the end of all rounds, after taking into consideration any cancellations or vacancies, a final round may be prescribed, to allot any remaining seats.

Finally, the provisional merit lists will be merged into a Final Merit List, which represents all the admission offers made by the University.

Section 13: Joining Instructions for admitted candidate.

Selected candidates should read the following instructions carefully and make necessary arrangements for induction into the Campus:

1. ITM Skills University joining registration will commence on the date notified by the admission office.
2. Issue of Identity Cards will commence alongside the Registration process. Students are requested to bring their fee receipts for verification.
3. It is mandatory for students to furnish the following documents and provide the following additional information at the time of Registration:
 - a) 4 copies of postage stamp size color photograph.
 - b) Offer letter issued by the University with parent's signature.
 - c) Blood group certificate issued by a pathologist.
 - d) Test score card in original (Entrance Test), for verification with photocopies of certificates.
 - e) Local guardian's address with Telephone no., Mobile no., and e-mail id.

- f) Documents related to past medical history, current medical fitness.
 - g) Medical certificate and any medical prescriptions as per the advice of a registered medical practitioner.
 - h) Undertaking by student about verification of documents.
 - i) Affidavit about the Anti Ragging Policy.
6. Schedule and details of classes will be displayed and communicated thereafter.

Section 14: Dress Code

Students should be modestly dressed on normal working days. Attire, which goes against the grain and decorum of the University, will not be permitted.

Section 15: Refund of Fees on cancellation of admission:

Refund of Fees will be as per the norms of the ITM Skills University. Processing of refund requests shall start 15 days after the date of commencement of classes.

Admission Cancellation request can be processed only when student is admitted to the University (student number is generated) and the request is received within the stipulated dates as announced by the University on the website for every admission cycle from time to time, Calculation of charges are at sole discretion of the University.

The amount will be refunded back either via cheque/DD or will be transferred to the same account from which the payment was made, as mentioned by the candidate/student in the Admission/Registration Cancellation Form submitted.

All terms and conditions mentioned in the Cancellation Policy will be applicable as per the UGC notification published from time to time.

If student chooses to withdraw from the program of study in which he/she is enrolled, the university will follow the following five-tier system for the refund of fees* remitted by the student as per the UGC Refund policy notification dated 03.07.2023 ref. no. D.O. No. F.2-71/2022(CPP-II).

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Section 16: Malpractices

Notwithstanding anything contained in this Manual, ITMSU, in consultation with the governing body and after making such inquiry as it may deem fit, is of the opinion that the candidates resorting to serious malpractices or unfair means at any situation of the selection process the Governing body may inter-se prescribe the manner in which the marks obtained at respective selection process shall be taken into consideration in deciding the question of giving admissions and the revised program the date, time and venue for conducting such re-test or re-examination. A student found indulging in Malpractice at the time of selection may face a penalty of reducing the Composite Score or losing his or her seat.

If any student studying in university is found indulging in anti-national activities, or in activities that run contrary to the letter and spirit of the provisions of the Instructional manual by the respective institution, or any activity that causes his / her behavior to be contrary to rules of discipline, will be liable to be expelled from the University.

If any of the statements made in application form or any information supplied by the candidate in connection with his / her admission is, at any time, found to be false or incorrect and willful suppression of facts, his / her admission will be cancelled forthwith. The fees will be forfeited, and he/she may be expelled from the institution. An appeal against the order of cancellation of admission/ expulsion, however, may be referred to the Chief Convener of the admission committee of ITM Skills University.

Other Guidelines:

- A student admitted as a **regular** student or to the second year under **lateral entry**, shall be required to complete the program within a period of maximum academic years as prescribed by the Ordinances from the date of admission, failing which he/she shall not be allowed to continue study further for his/her UG/ PG Degree.
- The students admitted as re-joined and lateral entry will not be allowed to change the branch.
- After selection and fulfilment of all eligibility criteria, these students shall be treated at par with the other students admitted in the respective program.

Guidelines for discontinued and absentee students:

- A student seeking discontinuation from a particular program must submit a Discontinuation form to the respective HOD/Campus Head/ Registrar for further approval. Once approved the student will be deregistered/ deactivated.
- A student seeking to rejoin a program previously discontinued by him must submit a Rejoining form along with GAP affidavit to the respective HOD/Campus Head/ Registrar for further approval and subsequently follow the admission process for that academic year.

Documents to be submitted for the registration/ enrolment process:

- Only students with the Provisional Admission/Joining Letter will be eligible for the Enrolment Process.
- It would be mandatory to carry the original copies of Minimum mandatory documents mentioned in the Joining Letter and a set of self-attested copies of the same.

The admission to various programs in the University is based on shortlisting of meritorious candidates based on the assessment parameters such as entrance test / and personal interview and marks obtained in the Qualifying examination. Admission to all UG /PG programs as per the faculty wise is stated below:

***For Undergraduate Program (UG)*, Hospitality, Health Science programs**

Eligibility & Selection Process:

A candidate seeking admission to the first year of Undergraduate Program should have completed 12th standard from a government recognized board with English as compulsory subject,

Process for admissions: includes Scrutiny of application form, verification of documents followed by a personal interview.

***For Undergraduate Program (UG)*, Computer Science, Design programs**

Eligibility & Selection Process:

A candidate seeking admission to the first year of Undergraduate Program should have completed 12th standard from a government recognized board with English as compulsory subject,

Process for admissions: includes Scrutiny of application form, verification of documents, entrance test followed by a personal interview.

***For Post Graduate (PG) Program* Management, Health Science programs**

A candidate seeking admission to the first year of Postgraduate (PG) Program should have completed graduation from a government recognized university.

Process for admissions includes Scrutiny of application form, verification of documents followed by personal interview.

The Composite Scoring System assigns a weightage to each of the above-mentioned evaluation parameters to arrive at a score for each candidate who applies for admission.