

QUANTUM UNIVERSITY
Policy and Procedures for Students Admission
(1st Meeting of BOM dated 23rd June 2018)



Registrar
Quantum University

Office of The Registrar
QUANTUM UNIVERSITY

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Quantum University Policy and Procedures for Students Admission

The Board of Management of the Quantum University hereby makes the following policy relating to 'Students Admission'.

1. SHORT TITLE AND APPLICATION

This Policy is titled as "Quantum University Policy and Procedures for Students Admission"

APPLICABILITY: This policy shall apply to all aspirants applying for admission in any Undergraduate, Postgraduate being offered at Quantum University. Admission in Ph.D. Program is not considered as scope of this policy. Please refer Ph.D Program Ordinance for further Information.

2. DEFINITIONS

In these Regulations, unless the context otherwise requires –

- I. "QUANTUM UNIVERSITY" refers to Quantum University, Roorkee
- II. "UGC" refers to University Grants Commission, The University Grants Commission of India is a statutory body set up by the Indian Union Government in accordance to the UGC Act 1956 under Ministry of Human Resource Development, New Delhi.
- III. "Admission of Candidates" refers to the admission of candidates into various Undergraduate, Post graduate and doctoral programmes offered by QUANTUM UNIVERSITY in the particular academic year since inception in 2018.
- IV. "Board of Management" refers to the principal organ of Management and principal executive body of Quantum University.

3. PREAMBLE

To the students, University is their world, life and dreams. It is the place where they learn to live and grow as individuals, ready to take on the challenges of the future. The Admission process is often considered to be bewildering and complicated. High school seniors, fresh out of school, are often caught at the crossroads, faced with the challenges of navigating the admission process which often confounds them, unless systems are in place to help them make a smooth transition to college.

The University admissions is a multi-stage process involving the filling up of the admission form, entrance exam, creation of merit list, displaying of results on website, physical



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counseling before culminating in the final Admission to the Program of choice. The university will make every effort to make this process fair, transparent, smooth and expeditious to facilitate merit-based admissions.

4. SCOPE

- Admission of students to Quantum University, shall be made as per defined by The ACT of Quantum University, Roorkee.

5. ADMISSION BROCHURE

QUANTUM UNIVERSITY shall publish the Admission Brochure every year covering the following details relating to Admissions for the coming academic year after the approval of Board of Management: Details of Programmes to be offered with approved sanctioned intake, minimum eligibility for admission, Criteria for Admission, Criteria of Selection, Academic Fee for each programme along with schedule of payment of fee, Admission Calendar and other related important instructions of admission seekers.

The same shall also be notified on the institution website with all related information.

6. PRE-ADMISSION GUIDANCE

The university will deploy qualified counselors to play a pivotal role in guiding students to choose the correct program of study and will be available at the QUANTUM UNIVERSITY campus all the seven days of the week to address any admission related query since it concerns the course of their life and careers. The Admission Cell will take all steps to transform the tedious process of admission into a pleasurable experience. The Counselors in the Admission Cell will be geared towards helping students and their parents in applying for admission in the course that best suits the student's interest, aptitude and goals. The counseling services will be tailored to meet the needs and dreams of each student and give them a sense of purpose and clarity.



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6.1 Enquires

All enquiries pertaining to admission policy, in confidence, should be addressed to the Director-Admissions with a copy marked to the Registrar, Quantum University.

6.2 Appellate Authority

For all final decisions pertaining to admission policy, the power vests with the Vice Chancellor, Quantum University.

6.3 Withdrawal and Refund of Fees

Refund of fees shall be governed in accordance with guidelines laid down in Refund Policy of the University, Details shall be made available on website.

6.4 Procedure for Change of Program

After taking admission in a program at QUANTUM UNIVERSITY, if any student is desirous of seeking admission to any other program being run in the university, he/she will have to put in an application to the respective Dean of the Faculty. Thereafter, the case will be processed on file and case referred to Dean of the Faculty in which Admission is sought, who may concur or otherwise. If concurred by the Dean of the Faculty to which admission is sought, the file will be forwarded to Director Admissions for getting the program changed. In all such cases, a processing charge, as decided shall apply. After last date of admission no such application will be entertained.

7. REPORTING MECHANISM

The reports shall be submitted to Vice-Chancellor through Registrar/Dean Academics. After the completion of admission process, Admission Report shall be submitted by Academic Committee.

8. ORIENTATION PROGRAMME FOR STUDENTS

After the admission of students and before the commencement of regular classes, all the students duly admitted to the various programmes of the study will be exposed to the Orientation programme. The basic objective of the Orientation programme will be:

- a) To smoothen the entry of students in the institution
- b) To provide them with the necessary institutional information
- c) To make them feel at home and
- d) To give them a sense of pride at Quantum University

Orientation Program will be generally conducted at the following two levels. The day and date wise schedule shall be notified from the office of the Dean-Academics.:


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8.1 Central Orientation Programme

The programme will be conducted centrally for two groups of departments:

- 1) The Departments falling under the Faculty of Engineering and Technology;
- 2) For Departments falling under Faculties other than engineering and technology.

In the central programme, the students will be given information basically on the following areas:

- a) Governance structure and systems of the university
- b) Teaching learning processes
- c) Examination system
- d) Student support system and infrastructural facilities
- e) Entrepreneurial Ecosystem and MRIIC
- f) Code of conduct
- g) Quality Assurance System
- h) Career development and placement system
- i) Alumni network and resources
- j) Hostel regulations
- k) Library and learning resources
- l) Institutional achievements
- m) Sensitization on Sexual harassment, anti-ragging and social media norms
- n) Gender sensitization
- o) Education Management system of the university

8.2 Faculty/Departmental Orientation

After the central Orientation, all the Faculties will hold Orientation programmes at the departmental level. The programme components will include the following:

- a) Introduction of faculty members and students
- b) Departmental academic and administrative system
- c) Education management system
- d) Student educational responsibility
- e) Curriculum and the pedagogy
- f) Classroom norms and internal assessment parameters
- g) Complaints and grievance system
- h) Co-curricular and extra-curricular activities
- i) Exercises in personality development and soft skills
- j) The assignment system and the learning groups
- k) Customized teaching learning p

In addition to the above, inspirational movies, fun events, campus tour, industrial visits, participation in CSR activities will also be included. The programmes will be designed by the

department in such a manner that the components are delivered in an interactive and interesting way.

9. BRIDGE PROGRAMMES

A bridge programme is considered necessary where the students come from different educational backgrounds for a particular programme of study. Some of the background qualifications may be inadequate or irrelevant for the programmes of study and as such the students may have to be given some extra inputs to enable them to enter smoothly into the programme of study to which they have been admitted. For example, a student seeking admission to BBA programme may have to be exposed to a 7-day module in economics and finance if he comes from a science background.

In developing a bridge programme students will be classified into groups and suitable sets of lectures will be planned to cover the area gaps. A bridge programme will have duration of 1-3 weeks, the timetable for which will be duly notified to the concerned students and faculty members. The bridge programme will not be mandatory but will be followed by the departments as per need, as one of the best practices.

10. REVIEW MECHANISM

The admission process shall be reviewed every year and based on the feedback received from the admission seekers and admission team deputed by the Vice Chancellor, the necessary changes, wherever required, shall be brought in the admission brochure for subsequent year with the approval of Board of Management of QUANTUM UNIVERSITY.

11. EXIGENCY

Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Academic Council and Board of Management. The decision of the Vice-Chancellor shall be final.

For effective implementation of this Policy for Students Admission, the Standard Operating Procedures as outlined in Annexure A shall be observed.



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Annexure-A

Standard Operating Procedures for Students Admission

For effective implementation of the Policy for Students Admission, the following SOPs for three heads shall be observed at QUANTUM UNIVERSITY:

- Admission Procedure
- Conduct of Orientation Programme
- Conduct of Bridge Courses (If any)

1. For Students Admission:

The given below Standard Operating Procedures shall be followed for Students Admission into different Programmes:

A. Pre- Admission Work

1. Each Department Head will analyze the student intake and fee structure for each program being offered in the department in the month of September or October and will send this updated information to Dean Academics/Director Admissions after approval from competent authorities.
2. If a new program is being introduced in any department, the same will be informed to Dean Academics/Director Admissions after due approval as per the university policy before printing of admission brochure.
3. Dean Academics/Director Admissions will send draft brochure to respective head of the departments for verification which head of department will send back after due verification through Dean of the Faculty and Dean Academics.
4. The final brochure then shall be published after the approval of Board of Management and hosted on the Institution website with all relevant details for the admission seekers.
5. The university will deploy qualified and sufficient counselors to play a pivotal role in guiding students to choose the correct program of study and will be available at university campus on all 7 days of the week to address any admission related query since it concerns their career.
6. The Admission Cell will organize interactive sessions to spread awareness of admission process to all departments preferably in the month of March.
7. The counseling services will be tailored to meet the needs and dreams of each student and give them a sense of purpose and clarity.



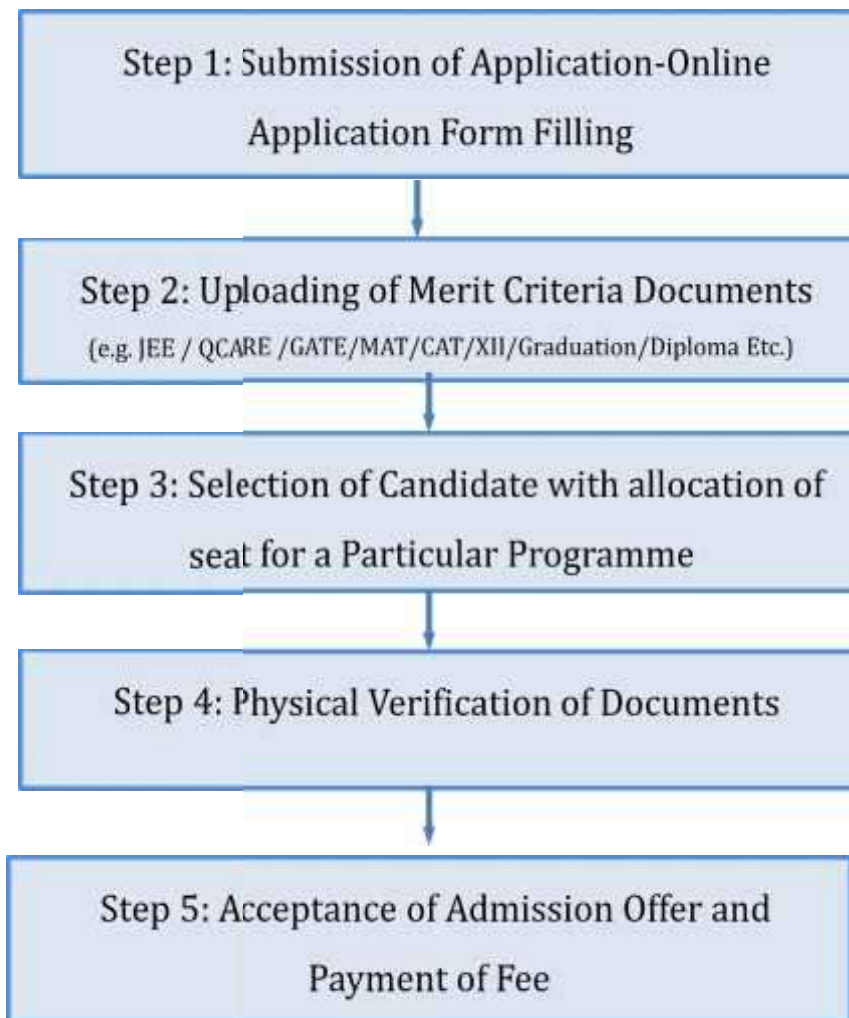
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B. The Admission Process

1. The entire admission process will be online in a very transparent manner from submission of application form to the final admission with issue of admission letter along with identity card through QUMS
2. The admission in QUANTUM UNIVERSITY shall be by following the merit list on the basis of various national entrance examination conducted by national bodies. (For Engineering- JEE, For Management- MAT, CAT) etc.
3. Those candidates who are not able to appear in these national tests as well as for other programmes where national test is not conducted, the university shall conduct a national aptitude test named QCARE.
4. Schedule for physical counseling for admission and other related information will also be made available on the website as and when published.
5. To attract meritorious and deserving students, the university will have scholarship/ freeship policy based on merit as announced from time to time.
5. Admission Cell will provide updated information to the university web coordinator to update the website for admission process.
6. QCARE shall be conducted with a frequency as decided by the university from time to time across various disciplines syllabi for the programmes which are available on the 'admission link' on QUANTUM UNIVERSITY website.
7. All admission seekers shall fill the application form available at the University website by paying the prescribed fee at the time of submission of application.
10. The dates of conduct of QCARE across various disciplines will be given in the admission brochure/ university website. The candidate will be intimated about the place, date and time of the test through email and SMS well in time.
11. The candidates shall be allotted designated computer system in the examination centre and shall be required to login using application sequence number and password which should be already conveyed to the applicant through email.


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12. The merit list for each program shall be prepared as per the criteria given in the admission brochure.
13. The procedure for physical counseling will be as per admission brochure of the university. The overall admission process will be compliant to the norms of regulatory bodies as prevailing from time to time. The whole admission process will be reviewed at the end of the year by a review committee to be appointed by the university.
14. The detailed admission process is described in the flowchart below:



STEP I: SUBMISSION OF ONLINE APPLICATION FORM:

- Application for admission shall be submitted online only on the Quantum University Portal


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- Alternatively, candidate may procure the Admission Brochure from Head Office and various city offices, details of which will be made available on the website at the time of admission.
- Once online application for admission will be submitted successfully, the system generated unique application number will be provided for all subsequent correspondence.

STEP II: UPLOADING OF DOCUMENTS

Every candidate will be required to upload the following documents along with the application to evaluate his/her eligibility:

- 1 Class 10th mark sheet and Address Proof
- 2 12th standard mark sheet (if result is yet not announced: school ID card + score card of
- 3 XI class / predictive score of XII class issued by school authorities): Mandatory
- 4 For UG engineering program, mark sheets / score of merit defining document i.e. valid Score of JEE Mains/ MAT/ QCARE, as applicable, in which the candidate has appeared.
- 5 For PG program, Pre-final Year Mark sheets of higher education qualification: Mandatory, Valid Score of GATE for M.Tech Programme, if candidate has appeared

STEP III: SELECTION OF CANDIDATE WITH ALLOCATION OF SEAT FOR A PARTICULAR PROGRAMME:

- Admission to particular program shall be based on merit as specified in Admission Brochure. Admissions to all programs are also made on the basis of QCARE for which the scores shall automatically be picked up for merit.
- A candidate, who initially does not get the choice program in the first list, shall be offered admission in subsequent choices filled. University shall announce vacancy, if any, at a later date and desirous candidate shall have an option of appearing in the 'on the spot counselling' and may get upgraded as per the merit of the participating candidates.
- Seats in the programs shall be allotted on the basis of preferences indicated in the application form, strictly in order of merit.
- The program wise selection of candidates, amongst applications received shall be drawn based on the actual marks scored by the candidate in Merit Defining Exam Score. For JEE mains Exams, marks in Overall category shall only be considered and marks under any special category or state etc. shall not be taken into account.
- The vacant seats, if any, after filling the seats for each programme on merit with relevant score in JEE Mains/MAT/GATE/QCARE entrance test, shall be filled-up on the basis of qualifying examination on merit.
- More than one list may be announced.
- All selected candidates will be communicated with Provisional Letter of Admission letter (PLA), further guidelines and other details through student facilitation centre.


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- Candidates could be offered provisional admission, however, they shall be required to produce proof of having passed the qualifying examination at the time of physical verification of documents failing which, such provisional admission stands cancelled.
- IB/Cambridge qualified candidates shall be required to obtain the 10+2 equivalence certificate from AIU before the deadlines.
- Any wrong declaration of marks/ Scores, which affects the merit/provide undue advantage, would lead to disqualification of the candidate and withdrawal of admission.

STEP IV: PHYSICAL VERIFICATION OF DOCUMENTS:

- Candidates, who will accept the PLA, would be required to report for "Physical Document Verification".
- Candidates will be required to bring PLA and the original fee receipts. Candidates must also carry all relevant documents in original along with a set of self-attested photocopies.
- After verification of relevant documents, all successful candidates shall be issued the Provisional Admission Letter along with temporary I-card of the University.

STEP V: ACCEPTANCE OF ADMISSION AND PAYMENT OF FEE:

- All the selected candidates, who will receive PLA from the University would be required to send the Acceptance of Admission.
- Thereafter, the candidate will deposit the 1st installment (Admission Fee) of fee as detailed in the Admission Brochure within one week of offer of admission by using any mode as given in the Admission Brochure. Those students who submitted the Admission fee are issued Confirm Letter of Admission after verification of Documents (CLA).

STEP VI: ENROLMENT:

- The whole process shall be followed by the enrolment of respective candidates as per their Programme of selection.

C. FOREIGN NATIONAL STUDENT ADMISSION

The candidate desirous to seek admission will be required to send the following documents by mail to registrar@quantumeducation.in

- Scanned copy of the attached application form duly filled and signed with photo (pasted).

b) Scanned copy of the passport

- Scanned copy of Academic transcripts, duly attested by the Indian Embassy in Applicant's country or candidate's country's Embassy in India.

-After confirmation of eligibility, candidate will be registered and fee would be submitted.

-On receipt of fee, the Eligibility Confirmation Letter (CLA) will be sent with the instruction to deposit further applicable fee to enable the candidate to apply for VISA.


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- After verification of the original documents by the Institution, Bonafide Certificate will be issued on the basis of candidate's proof of residence in India and proof of residence in the home country.

induction

- The foreign students will be required to submit their Bonafide Application with the Self Attested photocopies of the following for Visa Extension purpose, one month before the due date from the Registrar office: Passport, Visa, Stay Visa, Institution ID, Rent Agreement/ Hostel ID etc.

- The student (Existing and New) who will be on fresh Visa also would need to submit his/her application along with the Self Attested photocopies of the above stated documents within two days of joining his/ her respective Department/Faculty keeping in view the FRRO Registration clause of 14 days.

The above-stated Standard Operating Procedures for Students Admission will be operational and valid till the policy for Students Admission is changed/ revised.



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