



TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

ADMISSION POLICY

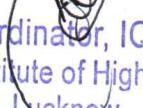
PURPOSE

The institute is fully committed to ensure that its admission policies and procedures are fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students. The institute has developed a policy framework to assist students to be equipped and prepared for study, regardless of background. This policy outlines admissions processes and requirements for courses offered by institute..


POLICY STATEMENT


Admission requirements focus on transparency and nurturing academic success.

- The institute encourages lifelong learning, including formal, informal and non-formal learning. We provide applicants opportunity for admission to the institutes' courses on the basis of their previous qualification or necessary certified experience in the field.
- Processes for admission of students shall be governed by the overarching principles of fairness, consistency, transparency, and timeliness.
- The institute is an open access institution and admission is granted through the direct entry or allotment from Lucknow University, provided that they can supply appropriate certified copies of previous qualifications and / or necessary certified experience in the field.
- The institute shall take into all account possible educational advantages when determining admission requirements.
- Admission cell members involved in the admission process must not divulge any unauthorized person any information related to an individual student's application or admission.
- The institute reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the institute, including the inherent course requirements (where stated) for the course in which they are applying for admission.


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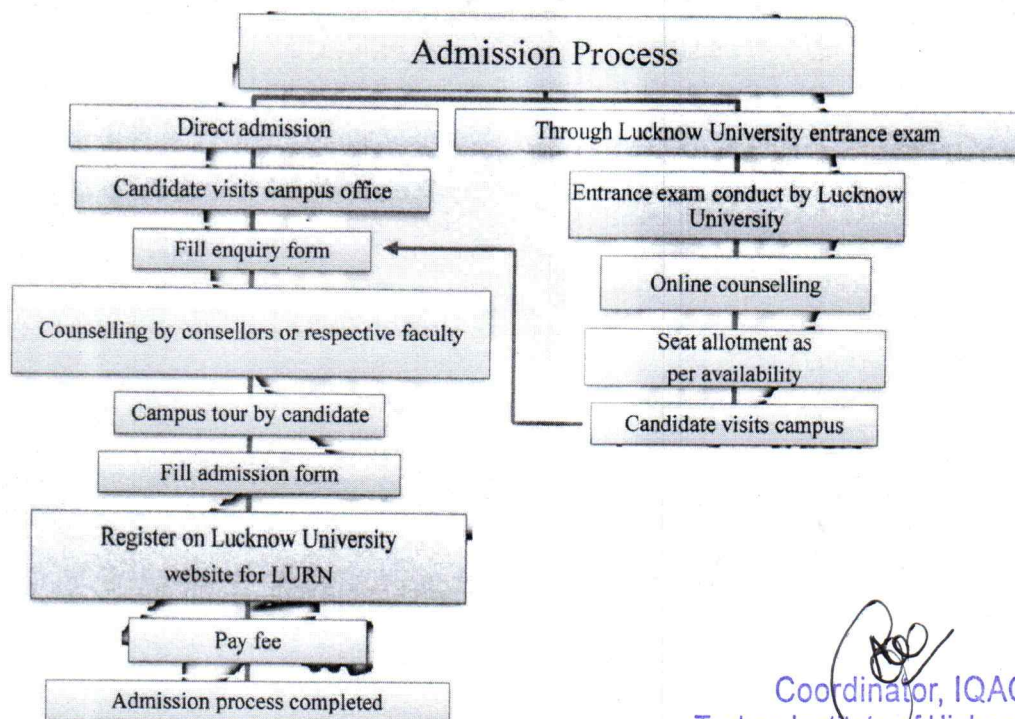

Manager
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- Upon admission, it is the student's responsibility to make themselves aware and comply with the institute's policies and procedures as stated in Student Manual and notices circulated on timely basis through digital and other possible medium of communication.

ADMISSION PROCEDURE AND REQUIREMENTS

- Students entering higher education (UG or PG courses) are expected to have completed intermediate (10+2) or an equivalent qualification for undergraduate courses while relevant valid undergraduate degree for admission in postgraduate courses.

The institute follows the following pathway for admission:



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- Any applicant can take admission counselling (in case of any doubt) upon submission of their enrolment form or before that. On completion of admission process, an applicant will be provided with access to a complementary academic subject support system for successful transition to study.
- It is responsibility of all students to procure required textbooks (Except book bank in BBA, BAJMC and B.Com [H]), training tools and resources required to fully participate in campus and/or online.
- It is responsibility of all potential students to read and understand the inherent course requirements for the course they are seeking admission in and accept the same prior to enrolment in the course (where stated).

- Students will be permitted to enrol in only one course at the institute at a time. Enrolment in concurrent courses will not be permitted.
- The institute reserves the right to verify legitimacy of qualifications which may include from previous institution, in which some of the applicant's personal details may be required to be divulged.
- An applicant seeking admission without documentary evidence of previous qualifications due to special circumstances (e.g. Refugee) must provide a statutory declaration stating the qualification acquired and the reason for inability to submit the documents.

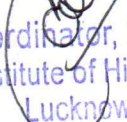
Refusal and exclusion

The institute reserves the right to refuse admission of a prospective student based on the following criteria:

- The applicant demonstrates behavior that does not meet the standards set in the student code of conduct or student manual.
- The applicant does not meet the minimum entry requirements or possess previous course certificates, and they are not willing to pursue the institute's advice to acquire additional knowledge before enrolling in their desired course.
- The applicant feels they will be unable to meet the inherent course requirements as outlined.
- Serious economical, personal or health issues that will affect the student's ability to meet the inherent course requirements.
- Applicants may not apply for admission to the institute during a period of exclusion from any other education institution. Applicants who have completed the period of academic exclusion must provide details of the exclusion penalties with their application form.
- Applicants who have been excluded for misconduct from the institute or any other tertiary institution must submit show cause statement outlining why they should be considered for readmission.
- The institute can defer the start date of the course for a maximum of twelve months. If the student fails to commence study after a twelve month period, the enrolment will be cancelled and the applicant will be invited to reapply to study at the institute.

COURSE STRUCTURE

- For undergraduate degree courses, students are required to meet a full-time study load of 100% throughout the course to meet regulatory requirements.


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- At times it may be necessary for the institute to set rules for courses that may fall outside of the standard course enrolment requirements. Such rules will be documented and conveyed to students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load.

INTAKE QUOTAS

- A total of 50% percent seats in Lucknow University policy are under the reserved category clearly based on caste and dependency. This horizontal reservation includes 27% seats for OBC, 21% for SC and 2% for ST. Remaining 50% seats are treated as 'Open category'.
- Along with the above mention policy statement, the institute reserves the right to impose intake quotas to any course offered by the institute. The institute reserves the right to cancel an intake into a course if insufficient students are admitted and/or to reallocate enrolled students to alternative courses.
- Mere accreditation of a specific course in any given jurisdiction does not automatically guarantee that enrolments will be taken.

FEE PAYMENT


As outlined in the fees structure, students who do not pay fees as required may have their enrolment suspended or reviewed by admission cell.

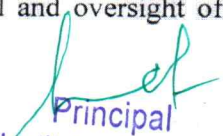
ADMISSIONS STANDARDS


- Admissions standards will be monitored on an annual basis and admission cell will amend or update standards where required, advising the academic council of the institute of the same.
- All decision and scope relating to admissions are the responsibility of the admission cell Head.

RESPONSIBILITY

- Admission policy is the collective responsibility of Admission Cell, IQAC and Academic Council, who are responsible for the academic standards within the framework of the policy. The admission cell will update admission standards within this policy to be clear and transparent, to allow ease of operation.
- The admission cell has responsibility for implementation of this policy and will report regularly to the IQAC or Academic Council and oversight of any complaints raised about decisions made under this policy.


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