



# SARIYA COLLEGE, SURIYA

Registered Under 2(f) & 12(B) UGC Act. | ISO 21001:2018 Certified

Po: Suriya, Dist: Giridih, Jharkhand, India, PIN - 825320, Accredited with Grade 'B' by NAAC, 2.35 CGPA  
(Permanently affiliated to Vinoba Bhave University, Hazaribagh)

(Run under Suriya Mahavidyalya Shikshan Vikas Samiti, Society Registration Act 1860)



## Admission Policy

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# Admission Policy

## 1. Introduction

Sariya College, Suriya, is run by the Sariya Mahavidyalaya Shikshan Vikas Samiti, a registered society under the Society's Registration Act 1856, with Darpan Id JH/2021/0273817 and permanently affiliated to Vinoba Bhave University. The admission committee decides on provisional admissions.

## 2. Reservation Policy:

The reservation rule of Govt. of Jharkhand is duly followed during Admission in U.G. Programmes in the College. As per the reservation rule, 26% is allotted to ST, 10% is allotted to SC, 14% is allotted to OBC, 10% is allotted to EWS and Divyangjan students are given 3%, the rest are unreserved at 50%.

## 3. Objectives:

1. To guarantee that the admission process in the institution are open, consistent, and in line with its educational objectives and core values. It seeks to uphold academic standards, advance justice and equity, and draw a qualified and diverse student body.
2. Contribute to the creation of an inclusive student community, where diversity is regarded as an asset.

## 4. Admission Procedure

Admission to the Undergraduate (Humanities, Social Sciences, Commerce and Management, Natural and Physical Science & Mathematics, Statistics and Computer Application- B.A., B.Com. B.Sc..) courses is done through the Chancellor's Portal. Desirous students are required to apply through the Chancellor Portal. Admissions to various courses are offered by the college under the National Education Policy 2020 (NEP-2020). The list of applicants admitted to the college is provided by the university, which is arranged merit-wise and published on the chancellor portal's website. Selected students are directed to come to the campus of Sariya College, Suriya, Giridih, Jharkhand, along with the documents for verification:

## 5. Documents Submission

The applicants should compulsorily submit the following documents at the time of admission/reporting:

Sr. No.	Documents Required
1.	Chancellor Portal Application Form.
2.	CUET Marksheet (If directed by the parental university).
3.	Payment Receipt of the application and admission fee.
4.	Original CLC/TC (As the original CLC/TC will be kept by the college, hence keep a sufficient number of photocopies with you).
5.	Self-attested photocopy of Qualifying Examination Marksheet (One Copy).
6.	Self-attested photocopy of Admit Card (One Copy).
7.	Original Migration Certificate (Except students belonging to the JAC Board).
8.	Self-Attested Photocopy of Caste Certificate (As applicable).
9.	Self-Attested Photocopy of Aadhar card.
10.	APAR Id

After publication of the merit list and verification, the students have to visit the Chancellor's Portal again to submit the Admission Fee of Sariya College, Suriya through Vinoba Bhave University, Hazaribag. They may download and keep a copy of the receipt of payment.

Now they may visit the College website [www.sariyacollege.ac.in](http://www.sariyacollege.ac.in) .

## 6. Eligibility Criteria

Online Applications are invited from all eligible candidates, who have cleared Intermediate Exams/ +2 CBSC/ JAC / Other Board +2 Exams/ Other recognized Boards by the Government. The eligible applications are scrutinized for admission and short-listed by the Admission Committee based on the following criteria:

- The institution shall follow the reservation system as notified by the State Government.

### Special provisions with regard to eligibility criteria

- Students from other states are also enrolled.
- Refugees, deserving students referred to as ST/SC/ sponsored by NGOs, Civil Societies etc. who seek admission also get special consideration in the admission fee of Sem. I.
- Tribals of Jharkhand deserve preferential treatment in admissions through the fee concessions.

## 7. Transparency in Admission Process Policy

No donation whatsoever is to be sought or accepted at the time of admission. However, special fees for maintenance, staff welfare, etc., may be charged from students for which official receipts are issued. The Amount charged is to be fixed by the Governing Body. The economically weaker students are to be given due concession or even total exemption. A substantial amount in the College's annual budget is set aside by the Governing Body towards student scholarship/concession/freeship.

The institution shall take necessary steps to inform the public of its '**no donation**' policy. Any such act of collecting donation in the name of the institution should be brought to the notice of the management. A note stating the same shall be displayed in the college website and notice boards and printed in the admission prospectus.

## 8. Refund Policy

The Management of the Institution follows the refund procedure as laid down by the College under Notification on Refund of Fees and Non-Retention of Original Certificates.

The College will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered programme of a candidate if the request is as per the prescribed policy of the Institution. A provision to apply for cancellation of admission is available during the time of admission for the academic year or at any time later. Application for cancellation of admission and refund, if any, must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents. The request must be supported by an original fee receipt and an original acknowledgment given by the Institution.

Refund includes only the Academic Programme Fee based on the actual amount paid to the Institution. No refund shall be provided towards the Application Fee, Admission Fee, or Registration Fee (Except rule enforced by UGC).

#### Fees Refunded

All refunds will be made only to the bank account of the candidate/parents as per the bank details furnished, and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the College Office.

### 9. Program-wise intake capacity

S. No.	Program	Intake capacity
1	B.A. History	500
2	B.A. Political Sc	480
3	B.A. Sociology	240
4	B.A. Economics	240
5	B.A. Hindi	500
6	B.A. English	240
7	B.A. Geography	200
8	B.A. Sanskrit	80
9	B.A. Khortha	80
10	B.A. Philosophy	64
11	B.A. Urdu	80
12	B.Com. in Financial Accounts	160
13	B.Sc. Zoology	64
14	B.Sc. Mathematics	64
15	B.Sc. Botany	64
16	B.Sc. Physics	64
17	B.Sc. Chemistry	Applied to Parental University.

### 10. Online Admission Instruction

Before applying, the candidate should ensure that he/she fulfilled all eligibility criteria. Applicants should apply **online** only. No Offline application will be accepted. Candidates can apply to FYUGP (NEP)-UG Courses through the website chancellor portal <https://jharkhanduniversities.nic.in/home>.

The candidate should provide all details while filling out the Online Form. Candidates are required to take a printout of the computer-generated Confirmation Page (Application Form) mentioning Registration Number after successful submission of data. The candidate is advised to keep the hard copy of the application, i.e., confirmation page, application fee receipt, for future reference.

The candidates need all the educational mark-sheets & scanned colour photo to fill up the online application form. For Admission into an Undergraduate course, students need the 12<sup>th</sup> mark sheet to fill up the online application form.

A student may apply for more than one course separately through the online application. Each Application is to be made on a separate online application form. The application fee is to be paid separately for each application form.

**Note:** Beware of people posing as middlemen and touts promising admission on various pretexts, including money and other incentives. Do not fall victim to such promises. Students of all categories having the required eligibility will apply online through the website only.

## **11. Online Form Filling Steps:**

**Step 1: Registration in the Chancellor Portal.**

**Step 2: Personal Details.**

**Step 3: Fill Educational Details & Upload Required Documents.**

**Step 4: Select the Course for which applying.**

**Step 5: Online Fee Payment.**

**Step 6: Print Confirmation Page.**

**Note:** Need to submit the hard copy of the application form to the college office.

## **12. Semester wise admission**

The students clear end semester exam conducted by university at the end of each semester are eligible to take admission in next semester the details of fee and other requirements are given on the college website. [www.sariyacollege.ac.in](http://www.sariyacollege.ac.in)

## **13. Re-Admission Process**

As per NEP 2020, students are allowed to leave the course at the end of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester. These students are eligible to come back to the college at later period to take admission in the next semester in the same course, if the seats are vacant. University rules will apply on the students.

**Nodal officer**

**Member**

**Principal**