Admission Policy Document

1. Title and Applicability

Policy Name: SDPC Admission Policy
Applicability: This policy applies to all aspirants applying for admission to any Undergraduate, Postgraduate programs offered by Sunder Deep Pharmacy College (SDPC), Ghaziabad.

2. Preamble

The admission process is a vital entry point into the academic journey at SDPC. Recognizing that students face challenges transitioning from school to College, SDPC is committed to ensuring a fair, transparent, and streamlined admission process that facilitates merit-based access to higher education.

3. Scope

- **Indian Nationals:** Admissions are conducted as per SDPC's MoA, AKTU & PCI regulations, and specific council norms applicable to private state universities.

- **Reservation:** Seats are reserved in accordance with AKTU & PCI guidelines.

- **Eligibility & Qualification Mapping:** As per AKTU norms and defined in the annual Admission Brochure.

4. Admission Brochure

An Admission Brochure shall be published annually after approval from the Board of Management. It includes:

- List of programs with sanctioned intake

- Minimum eligibility criteria

- Admission criteria and fee structure

- Payment schedule and important dates

The brochure shall be published on the official Institute website.

5. Admission Planning and Strategy

The Admission Committee will prepare for each admission cycle by finalizing:

- Admission campaign budget

- Print and electronic advertisements

- Website readiness

- Lead generation strategies

6. Admission Procedure

Step 1: Walk-in Registration at Main Gate

- Details of the aspirant (name, mobile, course, address, reference) recorded

- Entry slip generated and handed to aspirant
- Aspirant escorted to the reception area

Step 2: Reception

- Enquiry Form filled by the aspirant
- Form forwarded to the appropriate Course Counsellor

Step 3: Counselling

- Course-wise counsellors are pre-notified
- Counsellor assesses eligibility and briefs aspirant about the course
- Aspirant visits the relevant department and meets the Director
- If interested in admission, Admission Form is filled and aspirant referred to Documentation Team

Step 4: Documentation

- Managed by a designated Sr. Professor/Admin and departmental representatives
- Document checklist completed
- File prepared and ERP updated
- Files with pending documents are not forwarded to Registrar

Step 5: Fee Submission

- Aspirant submits minimum booking fee at Accounts Office
- Receipts submitted to Documentation Team for ERP update

Step 6: ERP Updation & Follow-up

- Counsellor marks admission status in ERP
- Regular follow-up is conducted until admission is confirmed or declined

6.1 Withdrawal and Refund of Fees

Refunds are processed as per SDPC **Refund Policy (Annexure B)** and are subject to regulatory guidelines.

Approved By:
Director – Sunder Deep Pharmacy College

Date: _____