

- Fees to be charged, Reservation policy, Admission policy, The policy of refund of the fees and Document retention policy are uploaded in University Website:

1. Details of Fee to be charged & Time schedule for payment of Fee for the entire Programme
2. Reservation policy:
3. Admission policy /Procedure
4. Document retention policy
5. The policy of refund of the fees

1. Details of Fee to be charged:

Sr No	Program	First Year	Second Year
1	Master of Business Administration (MBA)	Rs.37, 633	Rs.37,183

Time schedule for payment of Fee for the entire Programme:

Sr No	Program	First Installment	Second Installment	Third Installment	Fourth Installment
		15 th August	15 th October	15 th November	15 th December
1	Master of Business Administration (MBA)	Rs.14500	Rs.10,400	Rs.7,000	Rs.5,733

2. Reservation policy: Reservation policy as decided by the Government from time to time is implemented in the school.

3. Admission Policy/Procedure:

- Admission to the first year of full time Post Graduate Degree in MBA program is given through Directorate of Technical Education, Govt of Maharashtra's Centralized Admission Process (CAP) rounds, conducted online among the candidates who have qualified Maharashtra State Common Entrance Test (MSCET) and registered for online CAP rounds.
- Mention the admission test being followed, name and address of the Test Agency and its URL (website)

The admission test being followed is :	<p>“Maharashtra State Common Entrance Test [MSCET] ”</p> <p>ONLINE CBT (COMPUTER BASED TEST) COMMON ENTRANCE TEST FOR ADMISSION TO FIRST YEAR OF FULL TIME POSTGRADUATE DEGREE IN MBA/MMS COURSES</p> <p>Conducted by Maharashtra State Common Entrance Test Cell, Mumbai. Maharashtra State</p>
<ul style="list-style-type: none"> • Name and • address of the • Test Agency and • its URL (website) 	<p>Maharashtra State Common Entrance Test Cell, 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001. Email ID: maharashtra.cetcell@gmail.com ; Website: http://www.mahacet.org</p> <ol style="list-style-type: none"> 1. http://cetcell.mahacet.org/ 2. https://info.mahacet.org/cet2020/MBA2020/ 3. http://www.dtemaharashtra.gov.in/index.html

RULES FOR ADMISSION:

1. Admission schedule declared by the DTE is to be strictly followed at school.
2. On the date of admission, the selected students must submit all required original documents.
3. The prescribed full fees / installments if demanded and deposits have to be paid by the selected students on the day of admission.
4. Privilege in payment of fees only to reserve category students has to be duly excised after verification of documents and previously obtained GOI number/certificate. But, prescribed deposits have to be paid by the reserve category student.
5. At the time of spot admission if seats are vacant from reservation categories, based on merit, such category students will be admitted first and then remaining seats will be filled up as per open merit.
6. All admitted students are required to submit an undertaking with regards anti-ragging, regular class attendance, participation in all internal evaluation process, anti-raging and other disciplinary measures.
7. All admitted students parents are required to submit an undertaking with regards anti-ragging.
8. Admission of a student will be granted to only one programme at a time, even if he/she is eligible for more than one programme.

4. Document retention policy: All the original documents are collected at the time of admission and retain as per norms as prescribed by government & university time to time.

5. The policy of refund of the fees:

The refund of the fees is carried out as per the policy of refund of the fees as decided and prescribed in admission prospectus of the said academic year by the Directorate of Technical Education, Government of Maharashtra.

And the rules for cancellation of admission and refund of fees/deposit as decided by the SRTM University as -

1. If a student fails to submit the required documents at the time and date of admission, his/her selection to admission will be treated as cancelled.
2. Admission of the student is treated as cancelled who does not comply with the conditions listed in admission rule no. 6.4, and who does not fulfill the essential requirements for completing the term and program.

“6.4 ATTENDANCE & RULES OF DISCIPLINE: Students admitted to Campus Schools will have to be regular in their classes. If their attendance is below 75% in the class room they will not be allowed to appear for the university examinations. Every student of Campus School will have to follow all the rules of discipline and the code of conduct together with amendments effected from time to time framed by the university.”

3. There will be no refund of any fees to a student, whose admission to a program is treated as cancelled as per the rules mentioned above. Only deposit amount will be refunded.
4. After completing admission, student who does not comply with eligibility requirements and/or fails to fill up university semester examination forms cannot claim continuity of his/her admission to that program that year or year after. He/she has to go for fresh admission procedure as per rule next year. If he/she gets admission next year, then prescribed fees of that year have to be paid afresh.
5. A student, who took admission with fees concession (as per Govt or University provisions) but his/her admission is cancelled due to any reason has to pay the full fees before taking TC.
6. In case of cancellation of admission by the student, 10% deduction will be made and the balance amount will be refunded upto spot admission only. Under any circumstances refund of fees will not be made after spot admission.
