



SOP of Online Enquiry, Registration & Test Process for the Academic Session

2021-22:

- 1) Visit the website (www.tnu.in) / Google Search / Any other Social media / promotional links
- 2) Click on the “Online Registration” / “ Admission Open for the Academic Year 2021-22” Link
- 3) A Registration Form will open
- 4) Fill up the Registration Form with Mobile Verification with instant OTP
- 5) Click in the “Register” button
- 6) An email with a Link will automatically sent to the verified mail id along with login & password
- 7) By clicking the link in the mail the student will reach to his / her “Dashboard” (automatically email verification will be done)
- 8) From the Dashboard, a student can fill up the Application / Admission Form and upload the required documents
- 9) Once the Form is filled up and submitted the Form an Application Number will generate automatically for the student that he / she can use for all future references
- 10) Once the Form is submitted successfully, an option will appear on the student’s Dashboard with a facility to appear for the “Admission Test(s)”
- 11) By clicking in the correct button in the Dashboard a student can appear for the test (Aptitude) – as per the course selected in the Form)
- 12) Once submitted after appearing the Test the result will be appeared in the Dashboard automatically with the message
- 13) The qualifying marks will be decided with an average from Admission Test and H.S. marks of the student
- 14) If qualified, a personalized ‘Qualifying Letter/Offer Letter’ will be sent to the student’s mail id / Dashboard
- 15) If not qualified, a message will be sent simultaneously through SMS & email for reappearing the test
- 16) Once qualify the test & Offer Letter is received, student can make **online payment of Rs.20,000/- or Rs.10,000/-** for Provisional Admission / Full payment for complete Admission with documents.
Rs.10,000/-(Rupees Ten Thousand only) to be deposited against Provisional Admission for B.Sc (Hons.) in Applied Psychology & B.A.(Hons.) in English (UG) / All Masters Courses./ P G Diploma in Counselling & Guidance courses.
(a) For rest of the courses, Rs.20,000/- (Rupees Twenty Thousand only) to be deposited against as Provisional Admission amount.

- 17) The payment can be made to TNU / NITMAS bank account through CRM Dashboard / Payment Gateway of www.tnu.in/www.nitmas.edu.in / online payment through various Apps like Google Pay / Phone Pe / Paytm or RTGS / NEFT / Cheque / DD etc.
- 18) (i) A money receipt will be generated automatically if payment is made through CRM Dashboard / Payment Gateway and student can take a printout (ii) A money receipt will be sent to the student by mail / against any other mode of payment.
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Provisional Admission Process for 2021-22 Academic Session:

- 1) **Rs.10,000/-**(Rupees Ten Thousand only) to be deposited against Provisional Admission for B.Sc.(Hons.) in Applied Psychology, B.A (Hons.) in English with SPL. in Mass Comm., All Masters courses and P G Diploma in Counselling & Guidance
- (2) For rest of the courses, **Rs.20,000/-** (Rupees Twenty Thousand only) to be deposited against Provisional Admission .
- (3) Students need to submit / upload following documents for Provisional Admission :
 - (a) Admit Card & Mark sheet -10th Std
 - (b) Admit Card of Board Exam – 12th Std. (if available)
 - (c) One passport size photograph
 - (d) Adhaar Card
- (4) The payment can be made in the name of **“The Neotia University” / “Neotia Institute of Technology, Management and Science”** bank account through CRM Dashboard / Payment Gateway of www.tnu.in /www.nitmas.edu.in online payment through various Apps like Google Pay / Phone Pe / Paytm or RTGS / NEFT / Cheque / DD etc.

No ‘CASH TRANSACTION’ is allowed during Admission process

- (5) In case, a student does not take final admission for any reason whatsoever, he / she can apply for ‘Refund’ of Provisional Admission amount **anytime after discussion with the counselor** and the full amount will be refunded within **60 days** from the date of application without any interest. **(Still Not Decided on this)**
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Final Admission Process for Academic Session 2021-22 :

Final admission shall be processed on the basis of the followings:-

- (1) Against availability of seats as per the approved intake for the academic session 2021-22.
- (2) Student needs to fulfill the Eligibility Criteria laid down by University
- (3) Student needs to qualify 'Online Admission Test' (personal interview for PG Courses).
- (4) Student once qualified, an Offer Letter to be issued through mail/Dashboard.
- (5) Following procedure to be followed to complete the admission process :
 - a) Fill-up the Online Admission Form and upload all the required documents through dashboard.
 - b) Submit the following documents :
 - i) Mark sheet of class X & XII standard
 - ii) Admit Card of Class X & XII
 - iii) Identity Proof (Aadhar / Voter ID card)
 - iv) School Leaving / Migration / Transfer Certificate in ORIGINAL(may be submitted later before University Registration process).
 - v) Income Certificate of the family from A1 Gazetted Officer for those who want to avail Scholarships.(If income of the family from all sources is below INR 2.5 lakhs / INR 5 Lakhs per annum
 - vi) Address proof of the student from A1 Gazetted Officer (for scholarship wherever its required)
 - vii) Upload colour passport size photographs with white background

For MRE & BNS Students following extra documents to be uploaded :

- i) A valid passport of the student
 - ii) Medical fitness certificate from a D G Shipping approved doctor
 - iii) CET Rank (if required)
- (6) The payment can be made in the name of “**The Neotia University**” bank account through CRM Dashboard / Payment Gateway of www.tnu.in /www.nitmas.edu.in /online payment through various Apps like Google Pay / Phone Pe / Paytm or RTGS / NEFT / Cheque / DD etc.

No '**cash transaction**' is allowed for Final Admission.

- (7) In case a student is unable to submit one or more document(s) within a stipulated time frame, the student should submit an application (along with Guardian's signature) by mentioning the acceptable submission date and the student's remaining documents to be uploaded through dashboard immediately. The Registrar office should do the follow-ups with the student for completion of admission process and submission of remaining documents (if any).
- (8)) **In case, a student does not want to continue after taking admission for any reason whatsoever, he / she can apply for 'Refund' of amount paid and as per**

guidelines of University Regulations, the refund process will be initiated. The student needs to take written clearance from all the departments (as applicable) before applying for refund process.

Process for availing Hostel / Transportation Facilities in 2021-22 Session :

- (a) Hostel & Transportation facilities are limited and will be provided to the students on **'First Come First Serve'** basis till seats are available
- (b) Some Hostel accommodation is available in proximate locality; detail of which are available on TNU website
- (c) The amount decided for hostel facilities for the batch of 2021-22 is **Rs.37,000/- per semester**
- (d) All payments to be made by the students for Hostel / Transportation Facilities through **CRM dashboard / Website Gateways / Cheque / Demand Draft / RTGS / NEFT / Online Transfer / Payment Apps** in the name of **"The Neotia University"**— payable at Kolkata.
No **'cash transaction'** allowed for Hostel / Transportation facilities.
- (e) Hostel / Transportation Fee to be paid at the time of admission or at least 21 days before availing of these facilities, whichever is earlier
- (f) Once paid, these fee are non refundable except Security Deposit (for Hostel)
- (g) 2 / 3 sharing basis rooms are available for students
- (h) Hostel rooms shall be allocated to the students without any preference
- (i) Bus transportation facilities for day scholars available only in the selected routes. Students should enquire detail about the route before availing the facility and making the payment for the same in advance.

ELIGIBILITY CRITERIA

Courses & Eligibility Criteria for the students from India & Abroad (TNU)

Session: 2021-22

(1) SCHOOL OF SCIENCE & TECHNOLOGY

(A) B.Tech courses in

- (i) Robotics & Automation (4 years)**
- (ii) CSE with specialization in Cyber Security / Data Science / AI & ML / Embedded Systems & Industrial IOT (4 years)**

Eligibility

(a) 12th standard pass with Physics, Mathematics, Chemistry / Computer Science / Biology / Biotechnology / Biochemistry / Computer Application / Technical Vocational subjects with average minimum 60% marks

(b) (i) Students need to appear and clear 'online' / 'offline' admission tests (Aptitude & Technical) with minimum 30% marks

(d) . However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(B) Lateral Entry in Engineering (B.Tech) (Robotics / Electrical / CSE) (3 years)

Eligibility

- (a) Passed 3 years diploma from an AICTE approve college or UGC approved University in the compatible stream with overall minimum **60% marks**
- (b) However, TNU may take admission of certain students even if they may not fulfill the above criteria of 'online / offline admission test with special permission from the Admission Committee of The Neotia University.

(C) M.Tech in CSE – Data Science / AI & ML / Cyber Security / Embedded Technology & Industrial IOT(2 Years)

- (a) Passed 4 years B.Tech degree from an AICTE approve college or UGC approved University in the compatible stream with overall minimum **60% marks**
- (b) **GATE** Qualified students will be given preference
- (c) Personal interview will be conducted by the competent authority
- (d) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(D)M.Sc. in Applied Mathematics & Computing (2 years) (Proposed for 2021-22)

Eligibility

- (a) Graduate with Maths / Stats / BCA / B.Sc-CS / B.Sc-IT / B.Sc.-Data Science and having minimum 55% marks
- (b) **Personal Interview** by the Hon'ble Vice Chancellor / Competent Authority
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(E)M.Sc. in Applied Physics (2 years) (Proposed for 2021-22)

Eligibility

(a) Student should have minimum 55% marks in Physics / Botany / Electronics/ Zoology/ Biochemistry / Chemistry / Microbiology and Biotechnology as compulsory subjects at the level of graduation.

(b) Personal Interview by the Hon'ble Vice Chancellor / Competent Authority

(c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(F) B.Sc. (Hons.) in Biotechnology (3 years)

Eligibility

- (a) 12th standard pass with **Science stream** having minimum average **60% marks (3 Science subjects)**.
- (b) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude) with minimum 30% marks
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(G) M.Sc. in Biotechnology (2 years)

Eligibility

- (a) Passed graduation with any of the Life Science subjects (**Botany, Zoology, Microbiology, Biotechnology, Biochemistry**), **B.Sc. in Agricultural Sciences** from a recognized University / Institution and having **minimum 55% marks**
- (b) A **personal Interview** by the Hon'ble Vice Chancellor / Competent Authority
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(2) SCHOOL OF MARITIME STUDIES

(i) B.Tech Marine Engineering (4 years)

(ii) B.Sc. Nautical Science (3 years)

Eligibility

- (a) 12th standard pass with Physics, Mathematics & Chemistry with minimum **60% marks**
- (b) (i) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude & Technical) with minimum 30% marks

OR

- (ii) Students can take admission through WBJEE / JEE(Main) taking and online counseling process of WBJEEB
- (c) **50% in English** at the Xth / XII th Board Exam
- (d) **Medical Test** Certificate by doctor empanelled by the D.G. Shipping, Govt. of India
- (e) **Valid Passport** of the student is required during admission time

(f) CET result (if applicable)

(g) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude & Technical) with minimum 30% marks

(3) SCHOOL OF AGRICULTURE & ALLIED SCIENCES

(i) B.Sc.(Hons.) Agriculture (4 years)

(ii) Bachelor of Fisheries Science (4 years)

Eligibility

(a) 12th standard pass with **Physics, Chemistry & Biology / Maths / Vocational** subjects with minimum **55% marks**

(b) Students need to appear and clear '**online**' / '**offline**' tests (Aptitude) with minimum 30% marks

(c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(4) SCHOOL OF PHARMACY

(i) Bachelor of Pharmacy (B.Pharm) (4 years)

Eligibility

(a) 12th standard pass with **Physics, Chemistry, Biology / Mathematics** from any recognized Board with minimum average **marks of 60%**

(b) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude) with minimum 30% marks

(c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(5) SCHOOL OF LIFE SCIENCES

(A) (i) Bachelor of Physiotherapy (BPT) (4.5 years)

(ii) Bachelor of Optometry (BOPTOM) (4 years)

(iii) Bachelor of Medical Laboratory Technology (BMLT) (3.5 Years)

(iv) B.Sc. in Radiology & Imaging Technology (3 years) (Proposed for 2021-22)

Eligibility

- (a) 12th standard pass with **Physics, Chemistry & Biology** from any recognized Board with minimum average **marks of 55%**
- (b) Students need to appear and clear **'online' / 'offline'** admission tests (Aptitude) with minimum 30% marks
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(6) SCHOOL OF HOSPITALITY & CULINARY ART

(i) B.Sc. in Hospitality Administration (with Swiss Diploma) (3 years)

(ii) B.Sc. in Hospitality & Hotel Administration (3 years)

(iii) B.Sc. in Culinary Arts (3 years)

Eligibility

- (a) **12th standard pass with minimum 50% marks** in any stream (Arts / Commerce / Science)
- (b) **An interview** by Head / Designated person of School of Hospitality & Culinary Art (if required)
- (c) Students need to appear and clear **'online' / 'offline'** admission tests (Aptitude) with minimum 30% marks

(c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'..

(7) SCHOOL OF LEGAL STUDIES

(i) Integrated BA – LLB (Hons.) (5 years)

(ii) Integrated BBA – LLB (Hons.) (5 years)

- (a) 12th pass in any stream with **55% marks**
- (b) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude) with minimum 30% marks
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(8) SCHOOL OF HUMANITIES, MANAGEMENT & SOCIAL SCIENCES

(j) BBA with specialization in Retail Management / Logistics & Supply Chain / Digital Marketing (3 years)

(ii) Bachelor in Hospital Management (BHM) (3 years)

(iii) B.Sc.(Hons.) in Applied Psychology (3 years)

(iv) B.A.(Hons.) in English with specialization in Mass Communication (3 years)

Eligibility

- (a) 12th pass in any stream with minimum **50% marks**
- (b) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude) with minimum 30% marks
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(B) M.Sc. in Applied Psychology (2 years)

Eligibility

- (a) Graduate with Psychology and having minimum 55% marks
- (b) **Personal Interview** by the Hon'ble Vice Chancellor / Competent Authority
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(C) B.COM.(Hons.) with specialization in Taxation & E-Commerce (Proposed for 2021-22) (Proposed for 2021-22)

Eligibility

- (a) 12th pass in any stream (Arts / Commerce / Science) stream with minimum **50% marks**
- (b) Students need to appear and clear '**online**' / '**offline**' admission tests (Aptitude) with minimum 30% marks
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(E) Masters in Hospital Management (MHM) (2 years) (Proposed for 2021-22)

Eligibility

- (a) Graduate in any subject and having minimum 55% marks
- (b) **Personal Interview** by the Hon'ble Vice Chancellor / Competent Authority
- (c) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

(9) LATERAL ENTRY / MIGRATION (CREDIT TRANSFER) FOR ALL SUBJECTS:

- (a) Lateral Entry Admission & Migration with Credit Transfer of students possible in all subjects offered by TNU
- (b) In three years courses - Lateral Entry / Credit Transfer possible in 3rd Semester only
- (c) In Four years courses - Lateral Entry / Credit Transfer possible in 3rd or 5th Semester only
- (d) **Personal Interview** by the Hon'ble Vice Chancellor / Competent Authority
- (e) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.

Students from Foreign Countries:

Eligibility

- (a) Eligibility and Admission Criteria shall be same like Indian students with pass marks from a recognized Board / University in their country
 - (b) However, the University may allow admission of certain students even if they do not satisfy the Admission criteria/s that is by obtaining approval from the University's 'Admission Committee'.
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