

Admission Policy

1. Introduction

Atlas SkillTech University (ATLAS), through its Centre for Distance & Online Education (CDOE), offers Online Degree Programmes in accordance with the **University Grants Commission (UGC) Regulations for Online Programmes**.

This Admission Policy outlines the **eligibility requirements, application processes, document norms, verification standards, fee and refund rules, and governance provisions** applicable to all learners seeking admission to Online BBA and Online MBA programmes of the University.

2. General Instructions

1. Applicants must carefully read and understand:
 - This Admission Policy,
 - The Programme Prospectus, and
 - Eligibility & instructions published on the University website (www.atlasonline.edu.in).
2. Registration Fee (₹1,000) is non-refundable under all circumstances.
3. Applicants must register online and upload properly scanned colour copies of all required documents.
4. Providing false, misleading or incomplete information shall lead to rejection/cancellation of admission without refund.
5. Students must ensure that:
 - Their qualifying exam results are declared before the admission batch start date.
 - They meet program-specific eligibility criteria.

3. Eligibility Criteria

3.1 Online BBA Programme

Minimum Eligibility:

- Passed **12th Standard / 10+2 or equivalent** (completion of 12 years of formal schooling)
- Minimum **50% marks** in aggregate.

3.2 Online MBA Programme

Minimum Eligibility:

- Bachelor's Degree (minimum **3 years**) from a University recognized by **UGC**.
- Minimum **50% marks** in aggregate.

4. Required Documents for Admission

For BBA & MBA

- Proof of Identity - Aadhaar Card
- Passport-size Photograph
- Student Signature
- 10th Mark Sheet
- 12th Mark Sheet

For MBA Only

- All Semester Mark Sheets / Consolidated Transcript
- Degree / Passing Certificate
- If pending, an Undertaking must be submitted and the Final Certificate must be submitted before eligibility cut-off.

5. Name & Document Requirements

1. The name on the application must match exactly with the 10th standard mark sheet.
2. For PG programmes, the name on 10th certificate and Degree Certificate must match.
3. In case of name change: Submit Government Gazette Notification.
4. If parent's name has changed, a legal gazette proof must be submitted.

6. Online Admission Process

Step 1: Counselling

Designated counsellors provide programme guidance.

Step 2: Registration

- Pay **non-refundable ₹1,000**.
- Fill the application form and upload all documents.

Step 3: Document Upload

- Personal, academic, and identity documents.

Step 4: Scholarship Details (if applicable)

Categories:

- Merit Based,
- ATLAS Alumni,
- Extra-Curricular Excellence,
- University Employee.

Step 5: Document Verification

- University verifies documents within 48 hours.
- Applications may be approved/declined based on eligibility.

Step 6: Undertaking

- If any document is pending, a mandatory undertaking must be submitted.

Step 7: Fee Payment

Accepted modes:

- UPI / Debit Card / Credit Card
- Net Banking
- NEFT / Swift Transfer (for foreign learners)

Cash, Cheque, DD not accepted.

Step 8: Enrollment

- Enrollment number is auto-generated.
- Details are pushed to the **UGC portal via API** as per regulations.

Step 9: Access to LMS

- Access provided within 48 hours post fee payment.

7. Admission Validity & Program Duration

Programme	Minimum Duration	Maximum Validity (Extension Allowed)
Online BBA	3 Years	6 Years
Online MBA	2 Years	4 Years

Extension Fee:

- ₹5,000 per year (India)

8. Course, Specialization & Batch Regulations

1. Students must finalize and select:
 1. Admission Batch,
 2. Course,
 3. Specialization,
 4. Electives - at the time of registration.
2. Change requests permitted only within first 60 days from date of registration.
3. No changes accepted:
 1. After two months, or
 2. After batch closure, or
 3. After commencement of examinations.

9. Document Verification & University Rights

1. Admission remains provisional until final verification by the Enrollment Team.
2. University may request re-submission of documents at any time.
3. University reserves the right to cancel admission or deactivate online access if:
 - False information is detected,
 - Documents are invalid,
 - Fees are unpaid as per schedule.
4. Degree/Certificate shall be issued only after:
 - All fees are paid,
 - All mandatory documents are submitted,
 - Student has successfully completed programme requirements.

10. Recognized Boards & Universities

- Approved Boards (10th/12th):
COBSE list – www.cobse.org.in
- Recognized Higher Education Institutions:
UGC list – www.ugc.ac.in
- Foreign Qualification Equivalence:
AIU – www.aiu.ac.in

Not Eligible for Admission:

- Engineering degrees obtained through distance education, even from recognized universities (as per UGC/AICTE norms).

11. Entrance Examination

- **No entrance test required.**
 - Admission is based strictly on **eligibility + document verification.**

12. Fee Payment Modes

1. Online Payment Gateway
 - UPI
 - Credit/Debit Cards
 - Net Banking
2. Bank Transfer
 - NEFT / RTGS (Indian students)
3. EMI / NBFC Education Finance
 - As available on the portal.

13. Cancellation & Refund Policy

Refunds will be strictly as per:

UGC (ODL & Online Programmes) Regulations – Refund Rules (latest amendments).

Key Principles:

1. Registration Fee (₹1,000) is non-refundable.
2. Program fee refunds follow UGC timelines:
 - 0–15 days from batch start: *Full refund after deducting processing fee*
 - 16–30 days: *75% refund*
 - 31–45 days: *50% refund*
 - After 45 days: *No refund*
3. If admission is cancelled due to invalid documents, misrepresentation, or ineligibility, no refund is provided.

The detailed Refund Table will be published on the University website as per UGC notifications.

14. University Rights, Governance & Policy Amendments

1. ATLAS reserves the right to:
 - Modify eligibility, fees, program structure, and policies,
 - In compliance with UGC Regulations and Government of India guidelines.
2. Updated policies will be published on the University website and shall be binding on all learners.
3. ATLAS may cancel admission if:
 - Documents are forged,
 - ABC ID is not created,
 - Fees remain unpaid,
 - Disciplinary or academic misconduct occurs.

15. Mandatory ABC (Academic Bank of Credits)

- All online learners must create an **ABC ID**.
- Credits shall be deposited as per **NCrF/NHEQF/UGC regulations**.

16. Disclaimer

- The University's decisions regarding admissions, validity, eligibility, cancellation, document acceptance, and fee refunds shall be **final and binding**.
- Students must review the latest notifications issued by the University and UGC-DEB Web Portal. <https://deb.ugc.ac.in/notices/NewNotices>


REGISTRAR
ATLAS SKILLTECH UNIVERSITY

