THE NEOTIA UNIVERSITY
ज्ञानम् आत्म प्रदीपाय
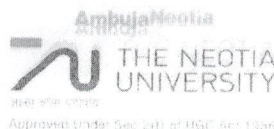
SoP of Admission Process - Session 2025-26

Following are the Standard Operating Procedure (SoP) for Admission and Collection of Fee from the Newly Admitted Students for the Academic Session 2025-26 :

A. Students Eligibility and Application Form:

1) The admission counsellors will assist students in completing the Application Form, and a non-refundable Application Fee of Rs.300/- will be required from each applicant.

2) Payments can be made via the Meritto software and the TNU website (Payment Gateway).

3) The Class 10, Roll Number will serve as a unique identification number and must be included in the Application Form. Applications submitted with an incorrect Roll Number will be deemed invalid.

B. Offer Letter and Provisional Admission Fee :

1) Upon the submission of the Application Form, with assistance from the Admission Counsellors, the student will pay a Provisional Admission Fee of Rs.10,000/- (Rupees Ten Thousand only) applicable to all courses.

2) Payment can be made via the TNU website (Payment Gateway) / DD / Cheque in the name of The Neotia University.

3) After the Class XII (Twelve) marks are received and entered into the Application Form and the Counsellor will check the same. The Registrar's office, consisting of at least two Executives supervised by an Assistant Registrar, will verify the Application Form and the accompanying documents to determine the student's eligibility for admission.

4) Following a successful verification of eligibility, the Registrar's office will issue an online offer letter to the students through Meritto Dashboard. Meritto will also send an auto email to the concerned student.

C) 2nd Instalment of Fee and UID Generation:

1) Students are required to settle the outstanding balance of the admission fee and the part of the first semester fee, totalling Rs. 36,000/- (Rupees Thirty-Six Thousand only), at the time of final admission.

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2) This payment must be completed within 15 days following the announcement of the class XII results or the issuance of provisional admission, whichever occurs first.

3) Payments can be made via the TNU website using the Payment Gateway / DD / Cheque

4) Upon receipt of a total amount of Rs. 46,000/- (Rupees Forty-Six Thousand only), the student's UID number will be generated by the Registrar department and conveyed through an email to the student. This should also be mentioned in the Meritto software.

D) Final Admission Fee :

1) Students are required to settle the balance of the first semester fee by **September 30, 2025.**

2) Failure to complete the remaining payment will result in students being prohibited from attending classes or participating in any semester examinations.

3) The Final Admission fee must be processed exclusively through the ERP system using the UID.

E) Scholarship Related Works and Scholarship Letter:

1) When filling out the Application Form, students can choose to apply for the Scholarship. Once this option is selected, the eligibility criteria will appear, and students must upload the required documents, such as an Income Certificate, Domicile Certificate, or other relevant proof, in the specified section of the Application Form. For income verification, students are required to provide a single Income Certificate issued by any A1 Gazetted Officer, which should not be older than six months. No additional forms or documents are necessary for income verification.

2) The Registrar's office will review the submitted scholarship documents, and if they are deemed accurate, a conditional Scholarship Letter will be issued to the students via their online Dashboard in Meritto and sent to their registered email address, as many students may not possess their Class XII marks at that time.

3) After the Class XII marksheet is uploaded, a notification stating "Document Upload Completed" should be displayed at Registrar / Counsellor's screen. Subsequently, the Registrar department must verify all submitted documents. If everything is accurate, the status on Meritto should be updated to "Document Completed." Additionally, a second Scholarship Letter, including Fee Calculation based on HS marks, should be sent to the student's Dashboard in Meritto, along with an automatically generated email to the student.

4) Students are required to submit the original scholarship documents within 15 days following their final admission along with self-attested photocopy for record.

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5) Failure to provide the physical documents for verification will result in the cancellation of the scholarship, and the student will be obligated to pay the remaining fee within 7 days to finalize the admission process.

6) Students applying for the Chancellor's Scholarship are required to pay the complete fee for the first semester. Those who receive the Chancellor's Scholarship will have the awarded amount credited to their second semester fee.

F) Refund Policy of Provisional Admission Fee – 2025 – 26

1. Should a student decide not to proceed with Final Admission for any reason, they are entitled to request a refund of the Provisional Admission Fee.

2. To apply for a refund, the student must submit a formal application via email at cancellation@tnu.in, addressed to The Registrar, The Neotia University.

3. This Application should include:
   .(a) A digital copy of the Provisional Admission fee receipt or Payment Acknowledgement.

4. When students request a refund by emailing cancellation@tnu.in, an automated Google Form will be sent from that address containing essential information such as (a) the student's name, application number, phone number, and bank account details of the student or their parents (including account number, bank name, branch, and IFSC code). Students are required to complete this Google Form to initiate the refund process.

5. The refund application will be processed within 60 days following the final admission date for The Neotia University for the Academic Session.

6. The entire amount of the Provisional Admission Fee will be refunded to the student without any interest. Or deduction.

7. Please note that the Application Fee of Rs. 300/- is non-refundable.

G) Refund Policy of Final Admission Fee – 2025-26

1. Should a student decide not to proceed with their enrollment after final admission for any reason, they may submit a request for a refund of the fees paid. The refund application should sent through ERP by using UID of the student and the process will be initiated in accordance with the guidelines set forth by UGC Regulations.

2. Prior to initiating the refund process, the Registrar department is required to obtain online clearance from all relevant departments, as applicable.

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