



SOP for University Admission Procedure
(2026-27)

1. Admission cell will work with an overall coordination with Registrar/Admission Coordinator.
2. All Admission counselors from all departments will coordinate and seek guidelines from the University Admission coordinator/Registrar.
3. Admission cell will work 10 AM to 7 PM / as per guidelines of the Management / Competent authority.
4. All Counselors from all departments will record their attendance at register / attendance sheet kept with the Admission coordinator.
5. All department counselors will submit the daily status report to admission coordinator before leaving the Admission office on daily basis.
6. For Admission students will have to fill the online enquiry form /Registration form with all correct information at university website (biu.edu.in).
7. After online submission of the enquiry / Registration form, it will be checked by Admission counselor/ Admission Coordinator / Respective principal for the eligibility of the candidate for the respective courses as per interest of the student.
8. After verification of eligibility criteria by all concerned, all applicants are called for further Counselling and needful admission procedures.
9. All applicants who visit the University Admission Cell, Admission counselor / coordinator has to advice students to confirm their registration by paying Registration fee at the cash cabin no. 04 (Ground Floor) of Account section. Registration fee for UG / Diploma courses is Rs. 1000 (Rupees One Thousand only) and for PG courses is Rs. 2000 (Rupees Two Thousand only).
10. Student will have to submit Photocopies of all required documents at the time of Registration in admission cell.
11. After confirmation of registration student will appear in Entrance exam /All registrations will be done online only & form to be submit in Admission Cell/Merit test on the decided date of the university.
12. University may conduct Entrance Examination twice in a admission session
13. University declares Entrance result within 1 week. Students are informed about their result by telephonically and also by e- mail.
14. All Admission will be according to merit list which is to be prepared either through State Govt. Entrance Test / All India Entrance test / University Entrance test OR merit list as per Academic proficiencies in minimum qualifying exams and experiences.

15. At the time of admission, firstly required documents (original) are verified by admission head / Coordinator of the university.
16. Merit List will be published depending on the no. of registered students and available Intake for admission for the respective courses.
17. After full satisfaction with documents, students are asked for the submission of 1st installment of the fee by cheque/cash /DD/Online mode.
18. Students have to submit a photocopy of fee receipt in admission cell for the confirmation of admission. Original receipt will be kept by student.
19. After every merit list and admission confirmation and on approval by the competent Authority (Vice chancellor / Registrar), the admitted student list will be forwarded to respective Principal for further needful action and Academic Guidance.
20. At the stage of full / Final admission (on closure of admission after last date of admission), an approved composite list of students admitted in various courses shall be provided to the college principal for the confirmation of total no. of admitted students against approved intake.

Admission Cancellation Process & Refund Policy

1. In case of any discrepancy/deficiency or by any other reason created for cancellation of admission after the confirmation of admission, the Vice chancellor / Competent Authority of the University has the right to cancel the admission.
2. An application written by student with mentioning the reason for cancellation will be forwarded by the principal of the college to Registrar office for cancellation.
3. Registrar office will put up the application for cancellation of admission to Hon'ble Vice Chancellor for approval of cancellation and Fee Refund as per refund policies.
4. On Cancellation, the fee Refund / Deduction will be as per approved Fee Refund policies of the University.
5. In any case Registration fee will be non-refundable.

Note: These all admission guidelines or any further amendment are subjected to the approval of the Hon'ble Vice chancellor / Chancellor / Competent Authority.
