

Admission Policy




REGISTRAR
ATLAS SKILLTECH UNIVERSITY

1	Name of Policy	Admission Policy
2	Brief Description of the Policy	<p>The Admission Policy outlines the framework and guidelines for admitting students to various academic programs offered by the University. It ensures a transparent, fair, and merit-based selection process, aligned with the institutional goals of inclusivity, diversity, and academic excellence.</p> <p>The policy defines eligibility criteria, selection procedures, reservation norms (as applicable), lateral entry provisions, and special considerations for underrepresented groups such as differently-abled students, international applicants, and socio-economically disadvantaged sections.</p>
3	Approved by	Governing Body

PART A

Regular Admission

1. Introduction:

This Admission Policy outlines the principles, procedures, and criteria for admission to undergraduate and postgraduate programs at ATLAS SkillTech University, a State Private University approved under the UGC Act, 1956. The university aims to ensure fair, transparent, and merit-based admissions while promoting access and diversity.

2. Scope of the Policy: It shall be applicable to all programs offered by the University.

3. Admission Criteria: The admission criteria for programs to be offered from Academic Year 2021-22 shall be as follows:

Weightage	B. DES.
30%	Design Aptitude Test
30%	Portfolio Assessment
20%	Personal Interview
10%	10 + 2 or its Equivalent
10%	Statement of Purpose / Co-curricular/ Extra-Curricular Activities
Weightage	B. VOC
30%	Design Aptitude Test
30%	Portfolio Assessment
20%	Personal Interview
10%	10 + 2 or its Equivalent
10%	Statement of Purpose / Co-curricular/ Extra-Curricular Activities
Weightage	BBA
30%	Business Aptitude Test
25%	Group Discussion
15%	Personal Interview
20%	10 + 2 or its Equivalent
10%	Statement of Purpose / Co-curricular/ Extra-Curricular Activities

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Established vide Maharashtra Act No. XV of 2021 by the Government of Maharashtra

Weightage	BA (Hons) New Media & Communication
30%	Media Aptitude Test
25%	Group Discussion
15%	Personal Interview
20%	10 + 2 or its Equivalent
10%	Statement of Purpose / Co-curricular/ Extra-Curricular Activities

Weightage	BA (Hons) in Film Production & B. VOC in 3D Animation & VFX
30%	Film & Animation Aptitude Test
30%	Film/ Animation Project
20%	Personal Interview
10%	10 + 2 or its Equivalent
10%	Statement of Purpose / Co-curricular/ Extra-Curricular Activities

Weightage	MBA
20%	Graduation Score/ Grades
20%	Entrance Test (CAT/CET/ATMA/ATLAS Test)
30%	Group Discussion
30%	Personal Interview

The admission criteria for programs to be introduced hereafter shall be as recommended by the Admission Committee and approved by the Board of Management.

4. Admission Process:

1. Application Submission: Online form submission with required documents.
2. Shortlisting & Selection: Based on Applicant's Academic Performance, Entrance Exam Score, Group Discussion (GD) & Personal Interview (PI) score in case of MBA.

3. In addition to these parameters, preference is given to the candidates who have participated in various extracurricular activities, who have work/internship/project experience or special achievements. Applicants overall profile is considered while shortlisting.
4. Merit List Publication: Based on cumulative performance.
5. Provisional Admission Offer: If the applicant is shortlisted, he/she gets a provisional admission offer online through email with the further instructions and respective deadlines subject to document verification and fee payment.
6. Final Admission Confirmation: Upon successful completion of all the necessary formalities.

5. Reservation Policy:

Admissions shall follow the State Government's reservation policy as stated in the University Act.

7. International Admissions:

International/NRI/OCI candidates are eligible to apply under a supernumerary quota and must meet eligibility criteria equivalent to Indian standards.

8. Anti-Discrimination & Equal Opportunity:

The university adheres strictly to principles of non-discrimination based on caste, creed, gender, disability, or region. An Equal Opportunity Cell monitors the implementation of inclusive practices.

PART B

Admissions through Lateral Entries

Section I: Definitions

1. “**Academic Council**” shall mean the Academic Council of the University, as defined in its Statutes.
2. “**Syllabus**” shall refer to the broad topics that form part of a course.
3. “**CGPA**” shall mean the cumulative grade point average obtained by a student.
4. “**Course**” shall mean a subject or curricular component identified by a designated code number and a title.

5. **“Course credit”** is a unit that gives weighting to the value, level or time requirements of an academic course taken at any educational institution.
6. **“Core Courses”** shall mean the courses which are considered mandatory to be taken by students and shall include all compulsory courses which must be passed by students to fulfil the degree requirements.
7. **“Course Equivalence”** shall mean equivalence of Course w.r.t its material as outlined and offered through Curricula of a program.
8. **“Curricula”** will refer to a program structure duly filled with titles and code numbers of the courses in a program for a discipline.
9. **“Degree”** shall mean the degree as per nomenclature approved by the UGC, for a program and such other degrees of the University as may be approved by the Executive Council of a University and other regulatory bodies.
10. **“Elective Course”** is one chosen by a student from a number of optional subjects or courses in a degree program. These courses may be subscribed by a student to have flexibility to pursue their interest in different areas of program. They may be interchanged and shall not count as essential for the award of degree so long as credit and other requirements are fulfilled.
11. **“Foreign/International students”** shall mean all students who are foreign country passport holders and have passed their 10+2 exams from a foreign board.
12. **“Grade”** is a pattern of letters that is used to assess the educational performance of a student.
13. **“Lateral Entry Admission”** shall mean direct admission into the 2nd year of the program offered by ATLAS SKILLTECH UNIVERSITY.
14. **“Program”** shall imply with reference to a degree programs in a particular discipline.
15. **“Recognized Universities/Institutions”** shall mean the Institution/University as defined under section IV of this Ordinance.
16. **“Student”** shall mean a student registered for the undergraduate program for a full-time study leading to a bachelor’s degree.
17. **“Transfer of Credits / Credits transfer”** shall mean the procedure of granting credit to a student for educational experiences or courses undertaken at another University/ Institution.

Section – II– Purpose

The purpose of this Ordinance is to provide a framework for promoting and facilitating Inter University transfer and mobility of students with lateral entry admissions/transfer of credits across different Universities of India and abroad.

This Ordinance is aimed at prescribing:

- (a) procedure for facilitating and promoting lateral entry admissions/transfer of credits earned (as applicable to different programs) by the students of the other University/Educational Institutions to ATLAS SKILLTECH UNIVERSITY, Mumbai; and
- (b) policy framework, procedure and conditions for accepting the transfer of credits earned by a student from other Universities/Educational Institutions.

Section – III Programs Consider for Lateral Entry Admission and Transfer Of Credits

The lateral entry/credit transfer admission shall be offered to all UG Programs as under:

For UG programs of 03 years or 04 years duration: Lateral Entry in 03rd or 5th Semester and Credit Transfer up to 3rd or 5th Semester as the case may be.

1. The student shall submit a NOC from the guide and parent institution to ensure the student is not indulged in any academic/disciplinary malpractice.
2. The student shall be admitted after fulfilling eligibility and admission criteria as laid down in the Regulations of the ATLAS SKILLTECH UNIVERSITY.
3. The student shall be required to submit the transcript, syllabus, grade sheets, and credit load of all courses already done in the previous institute. The RPL (Recognition of Prior Learning) Committee shall examine previous course work and advise the need for additional courses, if any, to fulfill minimum credit requirements as per the ordinance requirements. Any course waivers regarding credit requirements in the parent university are not considered in the lateral admission. Any other shortfall in credits shall be duly completed by completing relevant courses.

Section – IV - Recognized Universities/ Institutions

The ATLAS SKILLTECH UNIVERSITY shall accept lateral entry admission/transfer of credits earned by a student from the following Universities/Educational Institutions/Research Institutions:

- (a) Universities recognized by UGC;
- (b) Institution of National Importance and Institute of Eminences notified by Ministry of Education, Government of India
- (c) Such foreign universities, the Courses/Programmes of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities
- (d) Indian Institutes of Technology (IIT);
- (e) Indian Institutes of Management (IIM);
- (f) National Institutes of Technology (NIT);
- (g) Indian Institutes of Science Education and Research (IISER);
- (h) Indian Institutes of Information Technology (IIIT);
- (i) Such Indian or Foreign Universities/Educational Institutions/ Research Institutions with which the University has signed an MOU for students and faculty exchange;
- (j) Any other University/Educational Institution/Research Institution has been recognized and approved for credit transfer by the Academic Council of the University.

Section – V – Procedures for Lateral Entry Admission

The detailed procedures of lateral entry admission/ transfer of credits earned by a candidate studying at another Institution/University (as defined under section IV of this Ordinance) to ATLAS SKILLTECH UNIVERSITY, Mumbai, are as follows:

A student studying at another Institution/University (as defined under section IV) shall apply to ATLAS SKILLTECH UNIVERSITY for direct admission according to Section III above.

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Lateral Entry Admission as specified in Section – III above shall be permissible in the respective program and up to a maximum of 10% of the Approved Intake, which shall be over and above, supernumerary to the Approved Intake, plus the unfilled vacancies of the First Year.

The request for acceptance of lateral entry admission shall be:

- (a) entertained only if received from such candidates who have been duly selected for admission in a program of Study, as per the Rules and regulations governing admission in the University; made by the student concerned within 10 days from the date of his/her admission in the University; made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time; and
- (b) supported by such documents as may be prescribed by the Academic Council. The following shall be followed:

Eligibility:

1. For all programs (as mentioned in Section III above), the applicant should have completed his/her/I year or II year as applicable in the same program from other Institution/University (as defined under section IV above) with at least 45 % marks.
2. In addition to the above, the applicant should also meet Class XII and other eligibility criteria as defined at ATLAS SKILLTECH UNIVERSITY for the program (as applicable to the students of his/her batch) in which the lateral admission is being sought.

Section – VI – Transfer of Credits During Admission To 2nd/3rd Year

A student at another Institution/University (as defined under section IV above), who wants to seek admission at ATLAS SKILLTECH UNIVERSITY **as a second/third year student**, may apply for the credits earned before admission to ATLAS SKILLTECH UNIVERSITY to be counted towards fulfilling the degree requirements of ATLAS SKILLTECH UNIVERSITY.

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The relevant procedures are listed below:

1. The student will submit the prescribed form to the Admission team (through application portal) within the time schedule notified by the University for admissions, giving full details of credited courses passed, syllabus and grades. The admission team will then forward the complete form to the RPL committee.
2. The RPL committee will evaluate, in consultation with Dean academics, the courses already credited by the student and within 7 days and inform the Registrar of the credits which can be transferred to ATLAS SKILLTECH UNIVERSITY and the residual necessities towards fulfilling the Degree requirements of ATLAS SKILLTECH UNIVERSITY.
3. The Admission team will inform the decision to the applicant within 2 days of receipt of same from the respective committee.
4. Marks/Grade equivalent to 40% at ATLAS SKILLTECH UNIVERSITY, is required for a course to be considered for transfer of credits.
5. The credits to be transferred per course will be determined by the Department and may differ from the credits allotted by the original Institution/University.
6. Credit may not be granted for the same course twice. A student who has been allowed to transfer credit for a course may not earn credit for an equivalent course at ATLAS SKILLTECH UNIVERSITY.
7. The transferred credits cannot exceed 50% of the total minimum requirements for the award of degree of ATLAS SKILLTECH UNIVERSITY.
8. The student will separately apply for admission to ATLAS SKILLTECH UNIVERSITY through the regular process. If admitted, the student's remaining degree requirements will be as approved by the Competent authority as explained above. On confirmation, CoE will be informed to incorporate the transfer of credits.

Section – VII - Fees and Scholarship

The Lateral entry admission candidates need to pay Full Fees as applicable to the batch they are being admitted to.

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Section – VIII - Credit Equivalence Policy for Accepting Credit Transfer



While transferring credits, the ATLAS SKILLTECH UNIVERSITY shall adopt a policy for equivalence of grade (equivalence of Grade obtained by a student at another Institution/University to Grade as approved at ATLAS SKILLTECH UNIVERSITY) and the same shall also be informed to the students before confirming of his admission. The credit equivalence for accepting credit transfer shall be determined as under:

- (a) for credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 contact hours shall be considered as equivalent to 1 credit of the University; and
- (b) for Courses completed from Universities/Educational Institutions/Research Institutions that do not follow credit system but have semester system in place, a Course work requiring a minimum 30 lecture hours per Semester shall be considered as equivalent to 2 credits of the University; and
- (c) for Courses completed from Universities/Educational Institutions/Research Institutions that neither follow the credit system nor have the semester system, a Course requiring formal classroom instruction/lab work of at least 2 hours per week per Semester shall be considered as equivalent to 2 credits of the University.

Section – IX - Foreign Students

Foreign students applying to ATLAS SKILLTECH UNIVERSITY shall be required to submit an equivalence certificate from the Association of Indian Universities (AIU).

Section X - Proposed guidelines for Direct Second Year Admission to programs like B. Tech

The candidate:

- (i) Should be a citizen of India;

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- (ii) Should have passed a minimum three years (Lateral Entry) Diploma Course in Engineering and Technology with at least fifty percent marks (*at least forty per cent. marks in case of Candidates of Reserved categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State*) in any branch of Engineering and Technology from an All-India Council for Technical Education (AICTE) or Central Government or State Government approved Institution or its equivalent.
- (iii) The candidate who has secured the minimum 45% can also be admitted under special circumstances subject to the approval from Recognition of Prior learning Committee and Admission Committee.

OR

(iii) Should have passed B.Sc. Degree from a University Grants Commission (UGC) or Association of Indian Universities recognized University with at least forty five per cent. marks (*at least forty per cent. marks in case of candidates of Reserved categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State*) and passed HSC or its equivalent examination with Mathematics as a subject.

(iv) Should have passed three years of D. Voc. Stream in the same or allied sector;
and

(v) Any other eligibility criteria and requirements declared from time to time by the appropriate authority as defined under the Act.

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Section XI - Documents Required for Lateral Entry Admission

- Mark sheet of SSC (Std. X) examination
- Mark sheet of HSC (Std. XII) / Diploma in Engineering / B.Sc. Degree (All Semester)
- Diploma Mark Sheet (All Semester)
- Diploma Provisional Passing Certificate
- College Leaving Certificate after passing Diploma Exam from last attended College
- Migration Certificate
- Gap Certificate on stamp paper of 20/- duly notarized wherever applicable.
- candidate / Nationality Certificate
- All necessary documents required for Physically Handicapped and Reserved category students
- AICTE anti-ragging undertaking by students & parents on Rs.100/- Non-Judicial paper duly notarized (*Format to be collected from Admin Office*).
- Aadhar Card (Xerox Copy)

Section XII - Intake for lateral entry

(i) Lateral Entry Seats:

10% of Sanctioned Intake which will be over and above the Sanctioned Intake, Supernumerary to the approved Intake.

(ii) Vacant Seats shall include:

The seats, within the sanctioned intake, which remain vacant during previous years shall also be filled in during lateral entry admission process after due consideration of the changes of course or institution by the candidates.

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