SILVER OAK UNIVERSITY
EDUCATION TO INNOVATION



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Admission Policy and Procedures

Academic Year: 2025-26

Silver Oak University is a leading educational institution renowned for its commitment to academic excellence and holistic development. Established with a vision to nurture future leaders and innovators, Silver Oak University offers a diverse range of diploma, undergraduate, postgraduate, and doctoral programs across various disciplines. With state-of-the-art facilities, experienced faculty, and a vibrant campus community, Silver Oak University provides students with a conducive environment for learning, research, and personal growth. The university prioritizes innovation, entrepreneurship, and industry-relevant education, preparing students to thrive in a rapidly evolving global landscape.

Definitions:

In these rules, unless the context otherwise requires

1. "University" means Silver Oak University (SOU), Gota, Ahmedabad
2. "Admission" means admission of candidates in the various programs at Silver Oak University.
3. "Website" means https://silveroakuni.ac.in/ - Official Website of the University
4. Other state student means
   a) A student resides in Gujarat but, passed his eligibility exam other than the Gujarat state
   b) A student whose residence is in the other state and having any Govt. address proof.

Reservation of Seats:

A) Seats for admission will be reserved for candidates of Gujarat origin, based on following categories:

Scheduled Castes	: 07%*
Scheduled Tribes	: 15%*
Socially and Educationally Backward Classes	: 27%*

* Department of Education, Government of Gujarat, Notification No. GH/SH/25/2020/PVS/ DATE: 24th June, 2020.

B) A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste, issued by the competent authority.

C) No caste certificate shall be valid unless it is duly stamped, signed and issued by the competent authority empowered by the Government of Gujarat.

D) If a candidate of reserved category gets admission on unreserved seat in order of merits, he/she may be given admission on the unreserved seat according to his/her Preference and merit.

E) The admission of a candidate from a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued to him/her by the competent authority empowered by the State Government in this behalf. In case the caste certificate is found to be invalid on verification,

he/she shall not have right to claim his/her admission on a reserved seat and if he/she has already been granted admission, such admission shall stand cancelled. Admission of such candidate may be continued in case of availability of vacant unreserved seats, subject to the condition of eligibility of merit.

F) After allotting admission to all the candidates of reserved categories on respective reserved seats, the vacant reserved category seats of Scheduled Caste (SC) (if any) shall be transferred to the seats of Scheduled Tribes (ST) and similarly, the vacant reserved category seats of Scheduled Tribe (ST) shall be transferred to the seats of Scheduled Caste (SC) by the Admission Committee after having obtained sanction from the competent authority of the University.

G) After granting admission to all the candidates of reserved categories on respective reserved seats and considering clause (F), the reserved category seats remaining vacant shall be transferred to the other category as per Government of Gujarat norms.

Documents to be submitted with the application form

The applicant shall submit the self-attested copies of the following documents:

A) Mark-sheet of qualifying examination i.e. 10^{th} and /or 12^{th} examination and /or Diploma and/or Under Graduate

Note: All attempt(s) mark sheet(s) are required in case of more than one trial in Examination(s).

B) School Leaving Certificate or Transfer Certificate

C) Valid Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC), issued by the competent authority empowered by the Government in this behalf, if applicable.

D) Any valid address proof (Adhar / Passport /Election Card) for student's belongs to state other than the Gujarat state.

Preparation of Merit List

For the purpose of admission, University will prepare inter-se merit list of the candidate and the process of preparing the merit list for Diploma / Bachelor's degree and Master Degree involves the following steps:

1. Invite online Application with all relevant documents i.e. 10^{th} and/or 12^{th} examination and/or Diploma and/or Under Graduate Mark sheets (All semester, all attempts).

2. Conduct the entrance exam of all candidate
3. Scrutiny of documents.
4. Calculate the total score for each candidate by containing 50% scores of the eligibility exam and 50% scores of the entrance test.
5. Declare the general merit list and category wise merit list based on the above scores, and so on.
6. Establish a tie-breaking mechanism in case of ties, which could involve considering additional criteria such as Date of Birth / scores in 10^{th} standard / the specific subject (Maths, Science & English) / performance in interviews (if applicable).
7. Publish the final merit list, online or through other appropriate channels, making it accessible to all applicants.

Ineligibility for admission on production of false documents

All the original documents are to be verified at the university, if any document(s) is/are found incorrect/false, the admission will be cancelled. Also legal actions will be taken against the student submitting false documents.

Cancellation of Admission and Refund of Fees

The University will strictly follow guidelines declare by UGC from time to time and applicant will be entitled to get refund as per the UGC circular.

Note:

1. Refund will be paid through cheque only
2. Students must submit an application for cancellation of admission with his / her signature.
3. In case of minor (below the age of 18 years), Students must submit an application for cancellation of admission with his / her parent's signature.
4. Refund request will be processed within 15 working days after the receipt of all the mandatory supporting documents.

Warning against Ragging

Ragging is completely banned in SOU. As directed by UGC also under the instructions of the Hon, Supreme Court, students are instructed to follow and maintain discipline in the campus and prohibited from indulging

into any kind of remarks or action with respect to somebody's Caste, Creed, Religion, Gender etc., all are punishable offences of ragging inside and outside the University campus. The anti-ragging committee of the University is authorized to take very strict action against the students indulging into ragging including, the termination from the University. Student shall undertake the same to the University.

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Procedure for Admission

- Advertisement for admission will be displayed on the university website. The complete schedule for admission and seats available for admission are also declared separately on the university website.
- Applicant should adhere to the specified deadlines mentioned to ensure timely processing of their applications, for that they must regularly visit the website.
- Aspirants are required to apply online and submit the online application form with necessary information and relevant documents.
- If applying for multiple programs, separate forms must be submitted for each program / each Institute.
- The eligibility criteria for admission are as per the UGC / respective council norms.
- Candidates must appear for an entrance test.
- The merit for admission will be determined by considering a combination of scores from previous qualifying examinations and the 50% of entrance exam.
- Merit List for reserved and general category will be displayed on the notice board and university website.
- According to the merit, allotment list of the candidates will be released through the website and selected candidates are notified of their admission through SMS on their registered mobile number.
- To secure / confirm their seats, they must verify their eligibility and report to the University and register before the last date of admission for a particular round.
- If a student fails to prove their educational eligibility after admission or if their application is found to contain incorrect information, their admission will stand canceled at any stage and seat will be allotted to the next eligible candidate.
- After the last date of admission, second allotment list will be released for vacant seats (if required) and candidates are notified through website and SMS on their registered mobile number. Similarly, the allotment list for subsequent rounds will be released for vacant seats (if required).