Ref. No. : *Date : - -20*

SU/ Notification/2026/542 Date: 7.09.2026

Notification

Sub: Policy for Biannual Admission Policy for undergraduate programme at Swaminarayan University.
Ref No: (i) SU / Notification/2026/250 dt 14.05.2026
(ii) UGC and ACITE guidelines.

As per the UGC, AICTE guidelines, Department of Education (GoG) and KCG (NEP-2020 cell) guidelines the following policy is being followed from Ay 2025-26 onwards. Wherever Council/ Commission Regulations shall be followed.

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL, DIST. GANDHINAGAR-382725

Copy to:

1. Dean of Faculties
2. Dean (Academics), Swaminarayan University
3. NEP-Chairman, Swaminarayan University
4. Director –IQAC, Swaminarayan University
5. Dean of Research, Swaminarayan University
6. R& D Cell, Swaminarayan University
7. Dean Student Welfare, Swaminarayan University
8. The Controller of Examination, Swaminarayan University
9. Student Section, Swaminarayan University
10. Admission Cell, Swaminarayan University
11. Finance and Account Officer, SU
12. IT Manager, SU
13. HR Department, SU

Copy submitted to:

1. The President, Swaminarayan University
2. The Vice President, Swaminarayan University
3. The Provost, Swaminarayan University

BIANNUAL ADMISSION POLICY

(Twice-a-Year Admission Cycle – July/August & January/February)

Applicable to the following Undergraduate Programmes:

B.Sc. | B.Com. | BBA | B.Sc. (IT) | BCA | B.A | B.E

Framed in accordance with UGC Notification dated 19 June 2024 (based on the decision of the 580th Meeting of the Commission held on 15 May 2024) and the National Education Policy (NEP) 2020

Document Control Sheet

Field	Details
Policy Title	Biannual Admission Policy — B.Sc. | B.Com. | BBA | B.Sc. (IT) | BCA | B.A | B.E
Applicable Institution	Swaminarayan University
Governing Regulation	UGC Notification dated 19.06.2024 on Biannual Admissions; UGC Credit Framework/NEP 2020; University Act and Statutes
Recommended By	Biannual Admission Committee
Approved By	Academic Council and Board of Management / Governing Body
Effective From	Academic Session 2026–27 (Cycle I) [insert exact date on final approval]
Review Periodicity	Annually, prior to commencement of each admission cycle, or upon revision of UGC guidelines
Version	1.0

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1. Preamble

The University Grants Commission (UGC), in its 580th Commission Meeting held on 15 May 2024, and by way of its subsequent notification dated 19 June 2024, permitted Higher Education Institutions (HEIs) offering programmes in regular/on-campus mode to admit students twice in an academic year — in the July/August cycle and the January/February cycle — in addition to the biannual admission facility already available for Open and Distance Learning (ODL) and Online programmes. The Commission clarified that adoption of biannual admissions is optional and not mandatory, and is intended as a flexibility that HEIs may exercise once they are satisfied of their institutional readiness in terms of infrastructure, faculty strength, and academic support systems.

This policy has further been framed keeping in view the objectives of the National Education Policy (NEP) 2020, which envisages a Gross Enrolment Ratio (GER) of 50% in higher education by 2035, multiple entry and exit options, flexibility in academic pathways, and alignment of Indian higher education with international practice.

Swaminarayan University, in exercise of the flexibility granted by the UGC, and after due assessment of its academic and physical infrastructure, hereby adopts this Biannual Admission Policy ("the Policy") for its Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Business Administration (BBA), Bachelor of Science in Information Technology (B.Sc. IT),Bachelor of Computer Application, Bachelor of Engineering and Bachelor of Arts (B.A.) programmes, to be implemented in a phased and calibrated manner.

2. Short Title, Commencement and Applicability

1. This Policy shall be called the "Swaminarayan University Biannual Admission Policy."
2. It shall come into force from the date of its approval by the Academic Council and the Board of Management/Governing Body of the University, and shall apply from the academic session notified for its first implementation.
3. It shall apply to admissions made to the following full-time undergraduate programmes of the University, offered in semester mode: B.Sc., B.Com., BBA, B.Sc. (IT), BCA, B.E and B.A., across all specialisations/streams offered under these programmes.
4. This Policy shall operate subject to, and shall not override, the provisions of the University's founding Act and Statutes, the Regulations of the UGC, the norms of any other applicable statutory/regulatory body, and directions issued by the Government of Gujarat from time to time.

- Guidelines of the National Testing Agency (NTA) relating to the Common University Entrance Test (CUET), including validity of a CUET score for admission purposes within the academic year of the test.

4.2 National Policy

- National Education Policy (NEP) 2020, particularly its emphasis on flexibility, multidisciplinary education, multiple entry-exit, and the 50% GER target by 2035.

4.3 State and Institutional Instruments

- The Act under which Swaminarayan University is established, and the Statutes, Ordinances and Regulations framed thereunder.
- Directions of the Government of Gujarat and the State's higher education regulatory authorities applicable to private universities, including reservation policy for SC/ST/OBC/EWS/PwD candidates.
- Resolutions of the Academic Council and the Board of Management/Governing Body of the University approving this Policy and any subsequent amendments.

Note: This Policy does not, by itself, confer approval for biannual admission in professional/technical programmes regulated by other statutory councils (e.g., AICTE, PCI, NCTE). Its scope is limited to the non-technical undergraduate programmes named in Section 2.3.

5. Benchmarking Against Leading Indian Universities

Before adopting this Policy, the University undertook a review of the biannual/twice-a-year admission practices already in operation at reputed Indian universities, in order to align its own framework with prevailing good practice. The salient reference points drawn from this review are summarised below.

5.1 Central Universities

Pursuant to the UGC's policy, several Central Universities — including the Central University of Kerala, the Central University of Punjab, the Central University of Rajasthan, the University of Hyderabad, Tezpur University, and Nagaland University — have adopted twice-a-year admission cycles, as confirmed by the Ministry of Education in a reply to the Rajya Sabha in December 2024. These institutions treat biannual admission as optional and contingent upon institutional preparedness, with particular attention to seamless scheduling of semester examinations and academic activities across the two cohorts — an approach this Policy replicates through Sections 11 and 12 below.

5.2 Leading Private Universities

Private universities such as Amity University have operated a biannual intake for a range of undergraduate and postgraduate programmes (including BBA and B.Com.), typically structured around a January–March intake and an April/July–August intake, using a common application form across cycles, merit-based shortlisting through Class XII

programme, in keeping with the UGC's position that biannual admission is optional and readiness-linked rather than automatic.

7. Programmes Covered and Duration

Programme	Full Name	Duration	Mode
B.Sc.	Bachelor of Science	3 Years / 6 Semesters (4-Year Honours option under NEP 2020, where offered)	Full-Time
B.Com.	Bachelor of Commerce	3 Years / 6 Semesters (4-Year Honours option under NEP 2020, where offered)	Full-Time
BBA	Bachelor of Business Administration	3 Years / 6 Semesters	Full-Time
B.Sc. (IT)	Bachelor of Science in Information Technology	3 Years / 6 Semesters	Full-Time
BCA	Bachelor of Computer Application	3 Years / 6 Semesters	Full-Time
B.A.	Bachelor of Arts	3 Years / 6 Semesters (4-Year Honours option under NEP 2020, where offered)	Full-Time
B.E	Bachelor of Engineering	4 yrs/ 8 semester	Full-Time

Where the University offers the 4-year Honours/Honours-with-Research exit option under NEP 2020, students admitted in either cycle shall have equal access to that option, subject to the applicable credit and CGPA norms.

8. Eligibility Criteria

The eligibility criteria set out below shall apply identically to applicants in Cycle I and Cycle II. No relaxation in academic eligibility shall be granted merely on account of a candidate applying in the second cycle.

Programme	Minimum Eligibility (Class XII / 10+2)	Reservation Relaxation
B.Sc.	Pass in Class XII with Science stream (Physics/Chemistry/Mathematics or Biology, as relevant to the chosen specialisation) from a recognised Board, with minimum 45% aggregate marks.	As per Government of Gujarat / UGC reservation norms for SC/ST/OBC/EWS/PwD candidates
B.Com.	Pass in Class XII in any stream from a recognised Board, with minimum 45% aggregate marks	As per Government of Gujarat / UGC reservation norms for

	(Commerce/Mathematics background preferred).	SC/ST/OBC/EWS/PwD candidates
BBA	Pass in Class XII in any stream from a recognised Board, with minimum 45% aggregate marks.	As per Government of Gujarat / UGC reservation norms for SC/ST/OBC/EWS/PwD candidates
B.Sc. (IT)/ BCA	Pass in Class XII with Science stream and Mathematics/Computer Science as a subject, from a recognised Board,. with minimum 45% aggregate marks.	As per Government of Gujarat / UGC reservation norms for SC/ST/OBC/EWS/PwD candidates
B.A.	Pass in Class XII in any stream from a recognised Board, with minimum 45% aggregate marks.	As per Government of Gujarat / UGC reservation norms for SC/ST/OBC/EWS/PwD candidates
B.E	Pass in Class XII with Science stream and Mathematics/Computer Science as a subject, from a recognised Board, with minimum 45% aggregate marks.	As per Government of Gujarat / UGC reservation norms for SC/ST/OBC/EWS/PwD candidates

A relaxation of up to 5% in the qualifying aggregate is ordinarily allowed for SC/ST/OBC (Non-Creamy Layer)/EWS/PwD and other categories notified by the Government of Gujarat/UGC, as applicable in the given academic year. Candidates awaiting Class XII results at the time of Cycle I applications may be granted provisional admission, subject to producing the qualifying mark-sheet within the timeline fixed by the University; such candidates are one of the principal categories intended to be served by Cycle II.

Candidates with foreign/international qualifications shall be required to produce an equivalence certificate from the Association of Indian Universities (AIU) prior to confirmation of admission, in either cycle.

9. Admission Process

The admission process shall be identical in substance for both cycles, differing only in the operative dates notified for each cycle.

5. Notification: The Office of Admissions shall issue a public notification inviting applications for the relevant cycle, specifying programme-wise seats, eligibility, fees, and the schedule of dates.
6. Online Application: Candidates shall apply through the University's online admission portal, uploading scanned copies of Class XII mark-sheet, identity proof, category certificate (if applicable), and photograph.

- Sanctioned intake for the programme, and the number of seats proposed to be allocated to Cycle II without breaching the total UGC/State-approved intake for that programme.
- Teacher–student ratio and availability of additional/qualified faculty to teach the Cycle II cohort without compromising instruction for the Cycle I cohort.
- Availability of classrooms, laboratories (for B.Sc. and B.Sc. IT), computer/IT infrastructure, library resources, and hostel/transport capacity for a parallel batch.
- Capacity of the examination, evaluation, and result-processing systems to service two parallel semester calendars without delay.
- Readiness of placement, internship, and student-support (mentoring, counselling, financial aid) services to serve two cohorts.

Cycle II shall be opened for a programme only where the Academic Council is satisfied on each of the above parameters; where it is not so satisfied, admission for that programme shall continue to be offered only in Cycle I for that year, consistent with the UGC's position that biannual admission is a discretionary flexibility and not an obligation.

12. Academic Calendar and Examination Scheduling

The University shall maintain two parallel but distinct semester calendars — one for the Cycle I (Autumn) cohort and one for the Cycle II (Spring) cohort of each programme — each comprising the full complement of teaching weeks, internal assessments, and end-semester examinations prescribed under the UGC Curriculum and Credit Framework and the University's Ordinances, so that no cohort receives fewer contact hours or credits than the other.

- The Controller of Examinations shall prepare an integrated annual examination calendar covering both cohorts, ensuring that faculty, examination halls, and evaluation staff are not double-booked.
- Credits earned by students in either cycle shall be recorded and, where applicable, uploaded to the Academic Bank of Credits (ABC) on a common basis.
- Semester-end and supplementary examinations for the two cohorts may be scheduled at different points in the calendar year but shall follow identical question-paper standards, evaluation guidelines, and moderation procedures.
- Convocation shall ordinarily be held once a year; Cycle II graduates completing their programme mid-year shall be issued a provisional degree/certificate pending the next convocation, in accordance with the University's Ordinances on convocation.

13. Faculty and Infrastructure Requirements

14. Final approval by the Board of Management/Governing Body of the University, being the University's competent statutory authority.

15. Compliance intimation/filing with the UGC and the State higher education authority, where required, prior to commencement of Cycle II admissions.

16. Roles and Responsibilities

Office/Body	Responsibility
Office of Admissions	Notification of both cycles, processing of applications, publication of merit lists, and day-to-day candidate queries.
Biannual Admission Committee	Readiness assessment, seat-matrix recommendation, and coordination across departments for both cycles.
Controller of Examinations	Integrated examination calendar, evaluation, and result processing for both cohorts.
Deans / Heads of Departments	Academic planning, timetabling, and faculty allocation for the Cycle II cohort alongside the Cycle I cohort.
Finance Office	Fee notification, collection, and processing of refunds for both cycles.
IT / Examination Cell	Maintenance of the online application portal and Academic Bank of Credits (ABC) records for both cohorts.
Estate/Infrastructure Office	Classroom, laboratory, hostel, and transport planning for the additional cohort.

17. Monitoring, Review and Amendment

This Policy shall be reviewed by the Academic Council at least once every academic year, and in any event prior to notification of each Cycle II admission, to assess the outcomes of the preceding cycle, address implementation difficulties, and incorporate any subsequent changes in UGC Regulations or Government directions. Any amendment to this Policy shall follow the same approval chain set out in Section 15.2.

18. Grievance Redressal

Grievances relating to admission under either cycle — including disputes on eligibility, merit-list preparation, or fee refund — shall be addressed to the University's Admission Grievance Redressal Cell, which shall dispose of such grievances in a time-bound manner and, where unresolved, refer the matter to the Grievance Redressal Committee of the University constituted under the applicable UGC Regulations on Grievance Redressal of Students.

19. References and Benchmarked Practices

This Policy has been informed by, and remains consistent with, the following:

- University Grants Commission, decision of the 580th Commission Meeting (15 May 2024) and notification dated 19 June 2024 on biannual admissions for HEIs in regular mode.
- Ministry of Education reply in the Rajya Sabha (December 2024) on adoption of biannual admissions by Central Universities including the Central University of Kerala, Central University of Punjab, Central University of Rajasthan, University of Hyderabad, Tezpur University, and Nagaland University.
- Publicly available admission practices of leading private universities operating twice-yearly intake cycles for comparable undergraduate programmes (illustratively, January/February and July/August cycles for BBA, B.Com. and allied programmes).
- National Education Policy (NEP) 2020; UGC Curriculum and Credit Framework for Undergraduate Programmes; UGC guidance on the Academic Bank of Credits and Common University Entrance Test (CUET-UG).

This document is a policy framework intended for adoption by the competent authorities of Swaminarayan University. Programme-wise intake numbers, exact fee slabs, precise cut-off percentages, and calendar dates indicated herein are illustrative and must be finalised, and where necessary vetted by the University's legal counsel, before formal notification, so as to align with the University's current Statutes, sanctioned intake, and the most recent UGC/State Government directives in force at the time of implementation.

— End of Policy Document —

SU/ Notification/ 2026/ 250

Date: 14.05.2026

Notification

Sub: Biannual Admission Policy Swaminarayan University
Ref No: UGC & AICTE Guidelines

As India aims to become a knowledge economy and society an more numbers of youths shall likely aspire for higher education. The National Education Policy (NEP)-2020 also aims to achieve a 50% Gross Enrolment Ration (GER) by 2035 which calls for strategic measures.
The Biannual Admission Policy enables Indian Higher Education Institutions (HEIs) to admit students twice a year, replacing the traditional single academic cycle with a dual-cycle calendar. This change aims to provide greater flexibility in admissions and academic scheduling. The policy is effective from AY 2025-26 in the Faculty of Engineering, IT & CS, Commerce & Management, Arts & Humanities, Science, Education, Design and while for the other institute shall follow their Regulatory Council/ Commission regulations.

The All India Council for Technical Education (AICTE) and the University Grants Commission (UGC) oversee the main regulatory papers and framework elements.

Core Policy Documents & Frameworks:
UGC Official Policy Document
National Education Policy (NEP) Framework
Technical Education Guidelines
Key Admission Cycles:
Cycle 1: (Monsoon/Summer Intake): July or August
Cycle 2: (Winter/Spring Intake): January or February
Core Implementation Rules:
Optional Adoption: Implementation is completely voluntary for universities.
Institutional Preparedness: HEIs must have adequate infrastructure, faculty strength, and administrative capacity.
Regulatory Amendments: Universities must officially amend their institutional bylaws to run both cycles.
Testing Mechanisms: Universities can use valid CUET-UG, CUET-PG, UGC-NET, or their own entrance exam scores for both cycles.
Credit Flexibility: The system integrates with NEP's multiple entry/exit system and dual-degree pathways.

Standard Documents Required from Candidates:
When applying for either cycle, candidates shall provide specific verification records.

- Academic transcripts (Class 10, Class 12, or graduation mark sheets)
- National / Institutional entrance exam scorecard
- Transfer or school-leaving certificate
- Valid category or caste certificate (if applying under a reservation quota)
- Which intake cycle you are targeted at (July / August or January / February)

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL (DIST. GANDHINAGAR) 382725

Copy to:

1. Dean of Faculties
2. Dean, Academics
3. Dean Student Welfare
4. Dean of Research
5. Director-IQAC
6. NEP- Chairman, Swaminarayan University
7. The Controller of Examination
8. Student Section
9. Admission Cell
10. Director (Administration)
11. Finance and Account Officer, SU
12. HR section, SU
13. IT Department, SU
14. Transport Department, SU

Copy submitted to:

1. The President, Swaminarayan University
2. The Vice Presidents, Swaminarayan University
3. The Provost, Swaminarayan University
4. The Pro Vice-Chancellor, Swaminarayan University