

OFFICE OF THE REGISTRAR  
**APEX PROFESSIONAL UNIVERSITY**  
PASIGHAT SMART CITY

---

STANDARD OPERATING PROCEDURE (SOP)  
STUDENT ADMISSION, ELIGIBILITY VERIFICATION,  
ALLOTMENT OF REGISTRATION NUMBER & ISSUANCE OF IDENTITY CARD

**1. PURPOSE:**

This Standard Operating Procedure (SOP) is framed to establish a transparent, accountable, administratively efficient and technology-enabled process for student admission, verification of eligibility, allotment of Registration Number, and issuance of Student Identity cum Registration Card.

**2. SCOPE:**

This SOP shall apply to all applicants seeking admission to any Undergraduate, Postgraduate, Diploma, Certificate, Doctoral, and Post Doctoral Programme offered by Apex Professional University in Regular and External modes of study.

**3. AUTHORITIES RESPONSIBLE:**

The following authorities shall be responsible for implementation of this SOP:

- a. Admission Office
- b. Concerned Faculty / Institutions /Center
- c. Student Registration Section
- d. Student Affairs Section
- e. Accounts & Fee Section

**4. ADMISSION PROCESS**

a. Apex Professional University offers biannual admissions in accordance with the guidelines issued by the University Grants Commission. **Admissions shall be conducted in three rounds.** The admission process at the University is designed to be student-friendly and can conveniently be completed from home through online mode.

**b. ACADEMIC SESSION**

Deadline	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	3 <sup>rd</sup> Round
Online Application Form Fillup	Up to 30 <sup>th</sup> June	Up to 31 <sup>st</sup> July	Up to 31 <sup>st</sup> Aug
Payment of Program Fee	Up to 15 <sup>th</sup> July	Up to 10 <sup>th</sup> Aug	Up to 10 <sup>th</sup> Sept
<i>First Semester Classes for the Academic Session 2026 shall commence from 2nd week of August</i>			

**c. CALENDAR SESSION**

Deadline	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	3 <sup>rd</sup> Round
Online Application Form Fillup	Up to 19 <sup>th</sup> Dec 2026	Up to 31 <sup>st</sup> Jan 2027	Up to 21 <sup>st</sup> Feb 2027
Payment of Program Fee	Up to 12 <sup>th</sup> Jan 2027	Up to 10 <sup>th</sup> Feb 2027	Up to 28 <sup>th</sup> Feb 2027
<i>First Semester Classes for the Calendar Session 2027 shall commence from 2nd week of February</i>			

d. Second Round admissions shall be conducted subject to availability of vacant seats after completion of the First Round. Third Round admissions, with a Late Fee of Rs. 100/- (Rupees One Hundred only) per day, shall be conducted only against seats remaining vacant after completion of the Second Round. Any admission thereafter shall be considered only subject to availability of seats and with the prior approval of the Hon'ble Vice Chancellor.

OFFICE OF THE REGISTRAR  
**APEX PROFESSIONAL UNIVERSITY**  
PASIGHAT SMART CITY

---

- e. Applicants appearing in qualifying/final examinations or awaiting declaration of results may also apply provisionally. However, confirmation of admission shall remain subject to submission of proof of eligibility and qualifying documents within the timeline prescribed by the University. Failure to fulfil the eligibility requirements within the stipulated period shall result in automatic cancellation of provisional admission without further notice.
- f. Students having an academic gap of more than three (3) years shall not be eligible for scholarship and shall also not be considered eligible under the category of full-time students.

## 5. ADMISSION PROCEDURE

### Step 1 – Filling of Online Application Form

- a. The candidate shall submit the Online Application Form through the University Admission Portal - <https://admissions.apexuniversity.edu.in/> or through the online admission application link issued by the University to affiliated students, and authorized Career Counsellors.
- b. The applicant shall upload all required documents in PDF format, including:
  - i. Educational Certificates and Marksheets;
  - ii. Proof of Identity;
  - iii. Passport Size Photograph;
  - iv. Category Certificate, if applicable;
  - v. No Objection Certificate (NOC), in case the candidate is employed.
- c. Submission of incorrect, misleading, or incomplete information may result in rejection or cancellation of admission at any stage.

### Step 2 – Scrutiny of Application & Issue of Offer Letter

- a. The Admission Officer shall scrutinize the online application and **verify the eligibility of the candidate for the selected programme based on the information and documents submitted in the Online Application Form** through the prescribed digital workflow system of the University.
- b. In case the applicant fulfills the prescribed eligibility criteria, an Offer Letter shall be issued electronically through email by Head - Directorate of Admissions through Work Flow by using User ID : [doa@apexuniversity.edu.in](mailto:doa@apexuniversity.edu.in).
- c. The Offer Letter shall specify:
  - i. Name of the Programme;
  - ii. Provisional admission status;
  - iii. Mode of Learning;
  - iv. Last date for payment of admission fee;
  - v. Important admission conditions.
- d. The University reserves the right to seek additional documents or clarification before issuance of the Offer Letter.

### Step 3 – Payment of Admission Fee

- a. The candidate shall pay the prescribed Admission Fee online within the timeline mentioned in the Offer Letter.
- b. Payment of Admission Fee shall be treated as acceptance of the admission offer and reservation of seat in the selected programme.
- c. Failure to deposit the Admission Fee within the prescribed period may result in automatic cancellation of the offer.

OFFICE OF THE REGISTRAR  
**APEX PROFESSIONAL UNIVERSITY**  
PASIGHAT SMART CITY

---

**Step 4 – Admission Confirmation**

- a. Upon receipt of the **Admission Fee, the same shall be verified by the Accounts Section, and access to the University Fee Portal for payment of Programme Fees shall be issued to the candidate.**
- b. The payment status and admission details of the candidate shall be shared with the Admission Office and the concerned Dean of the Faculty through the designated Google Sheets admission monitoring system or such other digital platform as may be prescribed by the University from time to time.
- c. The **concerned Dean / Head & Programme Coordinator** shall verify the candidate's eligibility based on the **eligibility documents and student undertaking** submitted by the Admission Office. Upon approval through the digital workflow system, the admission shall be provisionally confirmed and a physical **Admission Letter, duly signed by the concerned Dean or Head shall be issued.**
- d. Admission granted at this stage shall remain provisional until verification of original documents by the Student Registration Section.

**Step 5 – Payment of Programme Fee**

- a. The student shall deposit the Tuition Fee, Refundable Deposit, Examination Fee, and other applicable charges through the University Fee Portal within the prescribed timeline.
- b. In the event of non-payment of the prescribed Programme Fee on or before the stipulated deadline, the admission shall stand automatically cancelled without further notice, and the seat shall be treated as vacant for allotment in subsequent admission rounds.

**6. VERIFICATION OF ORIGINAL DOCUMENTS**

- a. Within fifteen (15) days from the commencement of classes, the student shall submit the prescribed Registration Form along with self-attested copies of eligibility certificates and produce original certificates and other documents for physical verification.
- b. The Student Registration Section shall conduct verification of the original documents submitted by the student on same days or maximum within 3 working days, after giving the acknowledgement of Original Certificate and other documents.
- c. The following documents shall mandatorily be verified:
  - i. Original Marksheets of all Semester / Years;
  - ii. Degree Certificates;
  - iii. Migration Certificate, *{if not submitted undertaking to submit the before commencement of the Term End Examination}*
  - iv. AADHAR Card, Voter Card and APAAR ID;
  - v. Category Certificate, wherever applicable; and
  - vi. No Objection Certificate (NOC), in case of employed candidates.
- d. If any **information or document** submitted by the student is found to be **false, forged, fabricated, or misleading**, the University has the authority to take strict action. Such action may include cancellation of admission and Registration Number through an official order issued by the Registrar, withdrawal of the Student Identity cum Registration Card (ID Card), **forfeiture of fees already paid** as per University rules, and initiation of disciplinary or legal proceedings wherever necessary.
- e. **Failure to submit the Registration Form and required documents within the prescribed period may result in withholding of registration and academic access until compliance.**

OFFICE OF THE REGISTRAR  
**APEX PROFESSIONAL UNIVERSITY**  
PASIGHAT SMART CITY

---

**7. ALLOTMENT OF REGISTRATION NUMBER**

- a. After verification of original documents, the Student Registration Section shall forward the Admission Form and related records to the Finance Section for confirmation of fee payment status and financial clearance.
- b. Upon receipt of payment confirmation from the Finance Section, the Student Registration Section shall allot a unique Registration Number to the student.
- c. The Registration Number shall serve as the permanent University identification number for all academic, administrative, examination, and record purposes.
- d. The Student Registration Section shall maintain proper digital and physical records relating to allotment of Registration Numbers for future reference and audit purposes.
- e. The list of registered students shall be shared with the Admission Office, Department of Student Welfare and concerned Deans/Heads through the designated Google Sheets or such other digital platform as may be prescribed by the university from time to time.

**8. ISSUANCE OF IDENTITY cum REGISTRATION CARD**

- a. The Student Identity cum Registration Card (ID Card) shall be issued only after:
  - i. Successful allotment of Registration Number;
  - ii. Submission of original Student Undertaking, and Anti-raging Affidavits
  - iii. Submission and verification of the Original Migration Certificate; and
  - iv. Submission of No Objection Certificate (NOC), wherever applicable for employed candidates.
- b. The Student ID Card shall remain the property of the University and shall be produced whenever demanded by University authorities. Loss or damage of ID Card shall immediately be reported to the University, and duplicate ID Card may be issued on payment of Rs. 500/-
- c. **No student shall be treated as formally registered unless the Student Identity cum Registration Card (ID Card) has been officially issued by the Student Registration Section.**


**9. GENERAL CONDITIONS**

- a. Admission shall be strictly subject to fulfillment of eligibility criteria prescribed by the University and relevant statutory bodies.
- b. The University reserves the right to cancel admission at any stage if any information submitted by the candidate is found false, misleading, or unsupported by valid documents.
- c. The University shall securely preserve Admission Forms, Registration Forms, Eligibility Documents, Approval Logs, Migration Certificates, Fee Payment Records, and ID Card Issuance Records for academic, statutory, audit, NAAC, NIRF, and legal purposes.
- d. The decision of the Vice-Chancellor regarding admission, eligibility, registration, and document verification shall be final and binding.

**10. EFFECTIVE DATE**

This SOP shall come into force with immediate effect and shall remain applicable for admissions conducted during the Academic Session 2026–27 unless otherwise notified by the University.



  
**Sd/-**  
**[Sandeep Kumar Sharma]**  
Registrar (i/c)  
APEX PROFESSIONAL UNIVERSITY