

Annexure-1 to Offer Letter, Batch 2023-2025

Details of fees for the Master of Science (Geoinformatics) programme at Symbiosis Institute of Geo-Informatics as applicable for Batch 2023-2025 is as under:

Particulars	Year 1		Year 2	
	1 st Installment (Amount in ₹)	2 nd Installment (Amount in ₹)	3 rd Installment (Amount in ₹)	4 th Installment (Amount in ₹)
Academic Fees	1,32,500	1,32,500	1,32,500	1,32,500
Institute Deposit (Refundable)	20,000	-	-	-
Total Fees	1,52,500	1,32,500	-	-
Last Date for payment of Fees	At the time of Admission	25-Nov-2023	25-June-2024	25-Nov-2024

Note: Hostel facility is available for a limited number of students on first come first serve basis. For information related to availability of Hostel and related fees, please contact (SIG Contact No. 020 25672841/43)

For completion of formalities related to admission and payment of fees please login to <https://siufinance.ishinfo.com/SIUDAdmission/> and perform below steps:

1. (Go to **Admission** menu): Submission of Provisional Admission Form is mandatory before making payment of fees.
2. **Please make payment using any one of the payment modes mentioned below. Please do remember that you can generate your eReceipt from the 'Make Payment' menu on the portal.**

a. **Using Payment Gateway of SIU:**

Please login to the URL mentioned above and make an online payment using the payment gateway of SIU which you can access through various modes/options including Debit Cards and Credit Cards such as (Visa MasterCard, RuPay Credit Cards, Diners Credit Cards, American Express Credit Cards, Visa, MasterCard Debit + ATM Pin Debit Cards, RuPay Debit Cards), Internet Banking, Telco, Private Wallets & other Prepaid Cards, UPI based payments, Bharat QR. **Please note that a successful transaction will automatically get authenticated and an e-receipt can be generated immediately from the portal itself.**

b. **EFT (Online NEFT / RTGS):**

PLEASE REFER TO THE DETAILED INSTRUCTIONS ON THE PORTAL REGARDING EFT PAYMENT. **ENSURE THAT THESE INSTRUCTIONS ARE FOLLOWED STRICTLY SO THAT YOUR PAYMENTS ARE RECORDED EFFECTIVELY.**

Please login to the URL mentioned above and make payment of fees through EFT CHALLAN (Online NEFT / RTGS).

Step 1: Generate challan from portal

Step 2: Add beneficiary using this challan and make payment/ you may go to bank for making payment using this challan if you do not have net banking facility. (For payment of subsequent instalments, ensure to generate new challan and follow step 1 and 2 each time)

Please note that validity of EFT challan is 2 calendar days from generating the challan, this challan is meant for single transaction and is not transferable as well. Do not round off the transfer amount even for the second decimal place.

Please don't update the payment details like UTR, transaction reference number etc. In case if you make online payment through payment gateway of SIU / EFT, otherwise amount will be refunded back automatically in your bank account through the system.

c. **Demand Draft:**

If it is not possible for you to pay your fees through an Online NEFT / RTGS or the payment gateway of SIU, you may submit a Demand Draft (DD) in favour of '**Director, Symbiosis Institute of Geo-Informatics**', Payable at **Pune**.

Please ensure that you write your Student Registration ID, Name and mobile number on the reverse of the DD (so that we may identify this fee payment against your name) and send it to Accounts Department of **SYMBIOSIS INSTITUTE OF GEO-INFORMATICS** on below mentioned address:

SYMBIOSIS INSTITUTE OF GEO-INFORMATICS
5th Floor, Atur Centre, Gokhale Cross Road, Model Colony,
Pune – 411016
Contact No. : 020 25672841 /43.

Important to Note:

1. It is mandatory to update details of the DD on the URL mentioned above (Go to Make Payment menu). Institute will not be able to authenticate your payment unless the details are updated and DD is realized.
2. **SYMBIOSIS INSTITUTE OF GEO-INFORMATICS** will not be responsible for late or non-receipt of DD due to postal / courier delays

Important Instructions:

1. You can generate eReceipt from 'Make Payment' menu.
2. Visit 'Apply for Bonafide Certificate' menu, incase if you wish to apply for bank loan.
3. Visit 'Apply for Cancellation' menu, in case if you wish to cancel your provisional admission.
4. Visit 'Apply for Transfer within SIU' menu in case if you wish to transfer your Provisional Admission.
5. **NO CHEQUE PAYMENT OR CASH DEPOSITS** will be accepted for payment of Fees. Please note that in case it is found that CASH is directly deposited in Bank Account of the Institute, such payment will not be considered towards confirmation of your provisional admission.
6. For payment of second and subsequent installments, a similar process is to be followed.
7. For Refund Rules of SIU, please visit <https://siu.edu.in/pdf/Refund-Rules-of-the-University.pdf>
8. For cancellation of admission, the last date of admission will be considered as one day prior to the date of commencement of programme as mentioned in the offer letter. This date will be used for the calculation of refund of fees (as per UGC directions).

DOCUMENTS REQUIRED FOR CONFIRMATION OF PROVISIONAL ADMISSION AND ELIGIBILITY OF NATIONAL STUDENTS ENROLLED TO UNDERGRADUATE/POSTGRADUATE PROGRAMMES AT SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(A) PRIMARY DOCUMENTS:

- 1. Statement of Marks of Last Qualifying Examination**
Self-attested photocopies of statement of marks of all semester(s)/year(s) of last qualifying examination issued by qualifying Boards/recognized University/ Institution of National Importance.
- 2. Provisional/ Passing/ Degree Certificate**
Self-attested photocopy of provisional/ passing/ degree certificate of last qualifying examination awarded by the Board/Recognized University/ Institution of National Importance.
- 3. Transfer Certificate (If applicable)**
Original transfer certificate issued by the School/College/ Institute last attended.
- 4. Migration Certificate (If applicable)**
Original Migration certificate issued by the last University attended.
Candidates who have completed/ appeared for last qualifying examination from any Constituent Institution/ Department of Symbiosis International (Deemed University) shall submit Transfer Certificate in Original. They are not required to submit Migration Certificate.
- 5. Caste Certificate (If applicable)**
Self-attested caste certificate issued by Tehsildar/ Deputy Collector/ Sub Divisional Magistrate or by the Competent Authority.
- 6. Certificate of Disability issued by Competent Govt. Medical Authority (If applicable)**
The candidate applying for admission to any constituent Institute/ Department of Symbiosis International (Deemed University) under the Differently Abled (DA) category should produce a certificate fulfilling the requirement of admission under differently abled category (DAC), issued by the competent medical authority at the time of reporting. The candidate will have to get the disability authenticated from Symbiosis Centre of Health Care (SCHC). The provisional admission may be considered as regularized only after due authentication by Symbiosis Centre of Health Care (SCHC).
- 7. Jammu & Kashmir Migrant Certificate (If applicable)**
A candidate seeking admission under the category of Jammu & Kashmir Migrant in type J1, J2, J3 shall submit the migrant certificate in original issued by the Government of Jammu & Kashmir.
- 8. Dependent of Defence Personnel Certificate (If applicable)**
A candidate seeking admission under Defence Category shall submit the authenticated photocopy of Identity Card as a proof of dependent of Defence Personnel along-with Appendix A/B/C.

9. Change of Name Certificate (Govt. Gazette) (If applicable)

A candidate shall submit the self-attested photocopy of change of name certificate, if his/her name has been changed due to any reason and is not the same as mentioned in the certificates of qualifying examination. A self-attested photocopy of Government Gazette in proof of change of name should be submitted.

10. Equivalence Certificate (If applicable) (If applicable)

Equivalence Certificate in case, candidate has completed qualifying qualification from Foreign University/ Board issued by Association of Indian Universities/ Statutory Councils (wherever applicable).

11. Experience certificate (If applicable)

Self-attested experience certificate

12. Certificate of Registration (If applicable)

Self-attested Certificate of Registration issued by respective council (e.g. Medical Council/ Dental Council/ Nursing Council etc.)

13. Domicile Certificate (If applicable)

Self-attested Domicile certificate issued by Competent Authority.

(B) SECONDARY DOCUMENTS:

1. Application for confirmation of Eligibility and provisional admission (Affidavit to be notarized on Rs. 100/- non-judicial stamp green legal paper by the candidate)
2. Medical Undertaking
3. Indemnification Undertaking by Student
4. Indemnification Undertaking by Parent
5. Anti-Ragging Affidavit by Student
6. Anti-Ragging Affidavit by Parent
7. Photo Identity Proof
 - a. Driving License/ Aadhar Card / PAN Card/ Passport or any other such document as proof of identity issued by Govt. authority
8. Gap Certificate **(If applicable)**
9. SET/SNAP Admit Card **(If applicable)**
10. SET/SNAP Score Card **(If applicable)**
11. PIWAT/GE-PIWAT Admit Card **(If applicable)**

NOTE:

- 1) Candidates are advised to submit all the above-mentioned documents for confirmation of provisional admission and eligibility on the date of reporting to the respective institute. Candidates should also carry all their original documents. These would be required at the time of document verification by University Eligibility team.
- 2) Those who have appeared for their final semester/ trimester/ annual examination of last qualifying examination, shall submit applicable documents **within 30 days from commencement of programme.**