

## SHARDA GROUP OF INSTITUTIONS

### STUDENT/ EMPLOYEE-STAFF-FACULTY REFERRAL SCHEME FOR ADMISSIONS

#### Policy & Process

##### 1. POLICY-

If a current student refers & motivates a friend or relative to seek admission, he/she shall become eligible for “Referral Incentive” as given below. In case a Faculty/Staff/Employee refers a student for admission the incentive will be in the form of “Loyalty Rewards”.

<b>Courses</b>	<b>Amount of Referral Incentive/ loyalty Reward</b>	<b>Amount of Referral Incentive/ loyalty Reward (with Hostel)</b>
B.TECH	10,000/-	10,000/- extra
MBA	10,000/-	5,000/- extra
MCA	10,000/-	5,000/- extra
BCA	7,000/-	5,000/- extra
BBA	7,000/-	5,000/- extra
B.ARCH	10,000/-	5,000/- extra

**Note-**

- **The faculty/Staff may get the loyalty reward credited to their A/c which shall be remitted to their A/c in the month of Sept. For the case of students the same can be in the form of tuition fee credit in their account.**

**OR**

**They may choose to extend the credit to the students whom they have referred, so that the benefit could be availed by the admitted student. In that case no additional incentive will be given to referring student/ employee- faculty- staff.**

- **The referral incentive/ reward will be payable after September; after enrollment of the referred student & payment of fees by the student.**
- **In case an Alumni refers a student for admission the advantage of an amount as given in table can be passed on to the admitted student in the form of reduced tuition fee in the 1<sup>st</sup> year.**

## 2. PROCESS

### FORM FOR "REFERRAL" CLAIM THROUGH ONLINE PORTAL \*

- ❖ The referring student/ staff can fill up the form in advance online & submit.
- ❖ For this purpose, visit <[www.sgei.org/referral](http://www.sgei.org/referral)> and "Register Now" pop-up will appear. Fill your mobile number & you will get an OTP (One Time Password) on your mobile.
- ❖ As soon as you enter the OTP, the "Advance Registration Form" (for referral claim through Online portal) will appear on the portal.
- ❖ Fill up the form and submit.
- ❖ The 'referrers', then will get an automatically generated "reference number" which he/she should note down for future tracking & co-ordination.
- ❖ The student/ staff can then fill up hard copy of the same form available at any of the authorized admission centers (HCST, AEC, HO Admission Cell, HO- Marketing/ Digital) & get it authenticated by the Center Head.  
e.g. Director/ Mr. Manish Gupta/for branch offices by Mr. Gaurav or Ms. Payal Sharma. The admission center team can then send the authenticated scanned copy for verification & record after the admission is completed at **email id-** [referral19@sgei.org](mailto:referral19@sgei.org) and the hard copy deposited with office of Mr. Manish Gupta at HO. (Currently handled by Mr. Harish).
- ❖ Without online advance information being filed; claims are not liable to be entertained.
- ❖ **Similarly, if the approval of the Center Head (as indicated above) is not submitted, claims may not be admissible.**
- ❖ **Center Heads, before authenticating the referral claims, must ensure the correctness of the claim, as they will be responsible for the same.**