

Annexure - 5



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MANGALAYATAN UNIVERSITY ALIGARH
GENERAL GUIDELINES & POLICY FOR ADMISSIONS 2024-25

1. Information published by the University in the Prospectus, University Website, Advertisements or otherwise in any manner must be read in conjunction with supplements, updations, rectifications, clarifications, corrigenda, notices etc. as and if issued by the University from time to time.
2. Any degree/diploma from a University, Board, Council, Institution, College etc. recognized by the University Grants Commission (UGC) or Council of Boards of School Education in India, Delhi (COBSE) or incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India or any other concerned apex body as applicable shall be considered for admission to the University.
3. Applicants will be required to produce certificate/documents in original or otherwise, during the admission process and even thereafter, as and when instructed by the University.
4. Original certificates of an applicant normally will not be retained and will be returned after verification.
5. If an applicant is found ineligible for admission on verification of the document(s) at any stage or otherwise, his/her Eligibility test/ Entrance Test/ or Interview, as and if applicable, and also admission to University if granted, shall stand cancelled and the case may be handed to the relevant authority under the law of land. If such instances go undetected during the admission process but are detected in subsequent semesters/ years, such disqualification will take place with retrospective effect. In such a case, the applicant shall have no claim whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.
6. Applicants who are either awaiting for the result or due to appear for qualifying exam may also apply; provided that the result of the qualifying exam must be furnished to the University either by the last date of provisional registration or at the time of admission, or by the last date as specified by the University.
7. Application Form(s) received without fee(s) or otherwise incomplete in any respect or received after the stipulated dates for submission may not be considered/evaluated for admission or may be summarily rejected without assigning any clarification or intimation.
8. Submission of Application Form(s)/ Fee or any other document and/or acknowledgment thereof by the University does not guarantee admission to any programme or allotment of any facility of the University.
9. The University shall not be responsible for any postal delay or loss in transit.

10. Eligibility

- (a) The 'Eligibility Criteria (Qualifying Exam)' of aggregate marks required in qualifying examination and the same will be calculated using following guidelines:
 - (i) In case of Programmes after 10th and 10+2, calculation of aggregate marks will be done considering best five subjects (with highest marks) in the qualifying examination. However the marks obtained in subject(s) prescribed under the respective eligibility criteria of MU for the concerned programme must be taken into account for calculation of aggregate marks. For International Applicants, criteria for overall marks/score as defined by awarding Board/ University will be considered. This clause is applicable for calculating eligibility as well as Scholarship.
 - (ii) In case of Programmes after Diploma, Graduation, Post-Graduation etc. the criteria for overall marks/score as defined by awarding Board/University will be considered for calculation of Eligibility as well as Scholarship.
 - (iii) For an Indian applicant, if candidate has not studied English as a subject, condition of English may be waived off provided the candidate in his qualifying exam has studied in English Medium. This condition will be considered for eligibility as well as scholarship.
 - (iv) For International applicant, English Language Requirement (ELR) can be satisfied by any of the following options:




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- Either candidate has studied English as a subject in 10th or in higher qualification, or
- Qualifying Examination of candidate was in English Medium, or
- Candidate has done IELTS / TOEFL / Cambridge English Certificate.

11. SCHOLARSHIP POLICY for the year 2024-25):

Category-1 Merit based scholarships

All the merit scholarships are awarded to students based on their merit in the qualifying examinations. This scholarship is granted on Course Fee excluding Other Fee and Examination Fee. To avail the benefit of merit scholarship throughout the course a student has to pass his/her examination (First year onward) without any carry over (Back Paper).

Merit Scholarship for all Programs		
S. No.	Marks	Scholarship
1	95.00% & above	100%
2	90.00% to 94.99%	50%
4	75% to 89.99%	25%
*For girl students, 5% relaxation in marks at each level.		

- * Merit scholarship will be discontinued in case there is any back in semester examinations.

Category-2 Trivani Devi Scholarship for women Empowerment

- 20% Scholarship on course fee is allowed to women candidates seeking admission in Mangalayatan University. This fee Scholarship shall continue throughout the program.
- 40% Scholarship on course fee is allowed to women candidates seeking admission in B.A., M.A., B.Sc., M.Sc., B.Com and M.Com program. This fee Scholarship shall continue throughout the program.

Category-3 Fee Scholarships to the wards of Freedom Fighters and Defence personnel

20% Scholarship on course fee is allowed to son/daughter or grandson/granddaughter of freedom fighters, son/daughter of Armed forces/Para-Military forces/Police Force personnel. This fee Scholarship shall continue throughout the program.

Category-4 Fee Scholarship for children from minority communities


20% fee Scholarship on course fee only is allowed to the children from Muslim, Christian, Sikh, Parsi and Buddhist communities. This fee Scholarship shall continue throughout the program.

Category-5 Fee Scholarship for differently-abled children

20% fee Scholarship on course fee only is allowed to differently-abled students with 40% or higher impairment. This fee Scholarship shall continue throughout the program.

Category-6 Special Scholarship for Children from Jain Community

100% fee Scholarship on course fee only is allowed to all students from Jain community in all programs. This Scholarship shall continue throughout the program.


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Category-7Scholarship for Student from SC/ST Category

100% fee Scholarship allowed to all students from SC/ST category in all programs. This Scholarship shall continue throughout the program.

Category-8Fee Scholarships to University Employees and their Wards

50% Scholarship on course fee is allowed to self/spouse/son/daughter of University Employees. Extended blood relations of University Employees, defined as brother/sister of University employee, son or daughter of brother/sister of University Employee are allowed 15% course fee waiver. This fee Scholarship shall continue throughout the program till the employee continues to work in the University.

Category-9Fee Scholarships to University existing students

A student of Mangalayatan University on completion of one degree, getting admitted to next degree shall be allowed 25% fee concession. This fee Scholarship shall continue throughout the program

Category-10Fee concession for brother/sister of an existing student of Mangalayatan University

In case brother/sister/spouse of existing students of Mangalayatan University take admission into any program, then 25% fee waiver shall be awarded to either of the students who has lower fees. This fee concession shall continue till the both the brother/sister/spouse are studying simultaneously in the University.

Important Notes:

- All the scholarships/fee Scholarships will be awarded/allowed on Course Fee, excluding Other Fee, Exam Fee and Security Deposit.
- In case a student stands eligible for more than one type of fee Scholarship, only one type of fee Scholarship shall be awarded/allowed and will be decided upon as per the University procedure/policy in this regard as amended from time to time.
- **No scholarship/ fee Scholarships shall be available in BAMS, Pharmacy and Nursing Programs.**

No scholarship/fee Scholarships for Certificate Programs less than 6 months.

12. Merit List

- (a) Merit list will be prepared on the basis of the admission criteria as provided in the Programme details, subject to the weightage for different components/parameters as decided by the University from time to time.

13. Personal Interview

- (a) Personal interview will be conducted for the admission aspirants, applied according to the eligibility criteria and merit.


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14. Seat Allotment

- (a) For the purpose of admission to any Program, the University may decide to prescribe and/or amend and/or withdraw cut-off marks/percentage at any time during the admission period.
- (b) If sufficient number of applicants belonging to any reserved category (as notified by the state Government) will not be filled by open category but after three notifications, if the seats are not filled, they are filled by open category.
- (c) Seats remaining vacant in the open category (including vacant seats transferred from the reserved categories) will be offered to the next applicant(s) on the waiting list and if any seats remain vacant thereafter, will be offered on First cum First Serve basis, subject to the eligibility criteria and cut-off marks (if any), unless otherwise decided by the University.
- (d) In case student does not join or does not report to the University or leave the University after joining but before appearing for End Term Exams of First Term with or without information, then he may not be considered as admitted and the seat consequently falling vacant may be filled through lateral entry or otherwise as decided by the University.
- (e) No change in category, once claimed and/or accepted, shall be permitted

15. Fee for Additional Services/Facilities

- (i) In addition to programme fee and other charges, applicants will be required to pay the fee and charges for following and such other facilities/ purposes as and if applicable and/or announced by the University.
 - (a) Admission Application form fee.
 - (b) Examination Fee
 - (c) Fee for Transport and its administration, Hostel fee, Mess fee.
- (ii) Students will be required to pay programme fee, and other fees/ charges for all terms/semesters.
- (iii) Unless otherwise specified, the fee for other facilities/ purposes as described above, shall be charged in Indian Currency only. However for International Applicants (for countries other than Bhutan, Bangladesh, Nepal, Sri Lanka and Maldives), Hostel fee, Fee for Mess, Fee for Transport will be charged in USD.

16. Payment of fees and other charges (Programme Fee, Hostel Fee/ Mess Fee/ Transport Fee).

- (a) The fee(s) and other charges must be deposited by the stipulated date, failing which the seat allotted may be declared as vacant and the seat may be offered to the another candidate. No correspondence or appeal in this regard will be entertained.
- (b) In case a student is not able to pay the fee on or before the date prescribed by the University, then he/she shall seek permissions in writing from the University. However compounding fee, as decided by the University from time to time, may be charged for late submission of fee.
- (c) Applicant must always write Applicant Name, Application No. (if any), Name of Faculty, Programme applied for on the backside of the demand draft or pay order or receipt of cash deposit at bank, as applicable.
- (d) Cash will be accepted at the University Campus, i.e. MU campus, Beswan, Aligarh only. No cash payments will be accepted at any other offices.
- (e) If the last date for payment of fee is a holiday, the fee should be paid on the first working day after the holiday.
- (f) All type of fee and charges as prescribed by the University and the various facilities provided by the University are subject to revision/change from time to time.
- (g) In case the payment is made through Net Banking/Credit Card/Debit Card etc., then additional charges (as levied by concerned banks/ mediator/ external agency) for such payments will also have to be paid by applicants.

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(h) Refund of fee will be made as per UGC guidelines issued time to time.

17. International applicants (including PIO/OCI/Foreign Nationals)

- (a) For International Applicants the fee, scholarship & eligibility will be different as specified by the University.
- (b) For International Applicants the guidelines and procedure for submission of application, fee deposit and refund of fee are different as specified by the University.
- (c) The International applicants are also required to fulfill all the conditions and comply with regulations, guidelines enforced by concerned foreign country as well as India at their own for the purpose of entry, stay, study and other purposes including but not limited to visas, foreigner regional registration, medical certification etc.
- (d) For applications accepted for admission, Letter of Admission Offer may be sent either directly or via the nominated agent to the applicant, subject to such conditions, as prescribed by the University. However, for applications requiring additional information or fulfilling of any sort of eligibility criteria, for acceptance on account of final results or otherwise, Letter of Conditional Admission, Offer may be sent by the University.
- (e) Part Time Programmes are not being offered to International applicants.

18. Reservation of Seats


- (a) The University shall adhere to the Uttar Pradesh State Policy of reservation, made by the Uttar Pradesh Government under the Constitution of India or any other law for the time being in force, for reservation of seats for different categories of applicants in respect of the State quota for Uttar Pradesh Domicile/Resident as mentioned in the published vide Notification No. 2638/15-10-94-15(66)-89, dated 20-7-1994, published in the Uttar Pradesh Gazette, Extraordinary, Part 4, Section (Kha), dated 20-07-1994 and further instructions issued by the Uttar Pradesh Government, if any, on this subject.
- (b) The eligibility of the applicants in the admission based on reservation categories for Uttar Pradesh Domicile/Resident shall be as per the Uttar Pradesh Government Notification and further instructions issued by the Uttar Pradesh Government, if any, on this subject. The applicant would also be required to fulfill other eligibility criteria and admission criteria prescribed for admission to the specific Program of the University.
- (c) The proof of belonging to a reserved category shall not be entertained after the expiry of the last date for the submission of application or for this purpose for that category, under any circumstances.
- (d) Any admission allotted in the reserved category will be liable to cancellation if, at any stage, resident certificate or any information about reserved category furnished by the applicant to the is found to be fabricated or false. In such a case, the applicant shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the Program.
- (e) If there is no category mentioned in the Application Form and/or in case document(s) pertaining to reserved category are not complete or submitted by the prescribed date, the applicant will be considered for general category only, subject to fulfilment of conditions, as applicable.

18. Change of Programme

An applicant, who wishes to change the stream/specialization of the programme or to change from one programme to another, will have to submit an application for Course change to Director Admissions before the last date of admission.

However, such a change/transfer will be purely at the discretion of the University subject to,

- (a) seat availability in the programme/stream to which transfer is applied


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- (b) fulfilment of eligibility and other admission requirements and
- (c) any other condition prescribed by the University

Important Note:-

- (a) The student whose programme transfer is accepted by the University will be liable to pay the Programme Fee and other charges as prescribed for the programme in which transfer has been done.
- (b) In case a student is allowed to transfer to a programme having lesser fee, the balance will be adjusted in the fee of next semester.
- (c) In case Programme transfer is done after the start of session, then no compensation for loss of Attendance or for any component of continuous assessment will be given.

22. Admission with Advanced Standing (Migration from other Institutes/Universities)


- (a) The advanced standing is allowed only in case applicant is presently studying in an Institute/University/College/Board/Council recognized by the concerned regulatory/apex body like UGC etc.
- (b) The admission with advanced standing of an applicant from other University shall not be permitted unless the qualifying examination passed by the applicant has been recognized as equivalent to the corresponding examination of the University and he fulfils the minimum qualification and other requirements laid down for admission to the Programme to which he seeks migration in the University.
- (c) Advanced standing in a Programme shall be allowed subject to the availability of these seats in that Programme.
- (d) An applicant who has backlog/compartments/reappear in any subject may not be considered by the University for admission with advanced standing.
- (e) Application for Admission with advanced standing may not be considered for Programmes with Dual Degree/Integrated/Honours/International Exposure/Credit Transfer.
- (f) For admission with Advanced Standing, the academic contents of the Programme in respect of the syllabus of previous years should not be materially different. The similarity/ equivalence of the syllabus will be decided by the Equivalence Committee constituted by this University. The Equivalence Committee may reject the admission with advanced standing or recommend the admission with advanced standing with or without conditions as deemed fit.

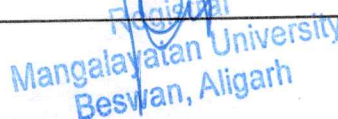
Explanation: An advanced standing student, at the time of equivalence processing (mapping of curricula), may be given waivers in some courses/subjects and/or accumulate backlog courses/subjects which he would be required to register in a pass for meeting the minimum requirements for the award of degree/diploma.

- (g) For admission with advanced standing applicant must be from regular mode of education.

24. Registration Fees for semester(s) and Reporting/Joining the University

- (a) In the first term/semester as well as in subsequent term(s)/semester(s), student must register himself/ herself by presenting physically in the University and start attending the induction/classes, as the case may be.
- (b) For freshmen (i.e. first year/semester students), student must be physically present to have reported/joined the University in a term/semester provided he/she has attended and completed the prescribed formalities of registration followed by induction and classes.
- (c) In subsequent term(s)/semester(s), student must be physically present in the University.
- (d) All the students admitted after start of session are required to report/join the University immediately from one day after the actual date of admission. If the applicant takes admission on the last date and joins late due to any reason, then the attendance will be calculated one day after the last date of admission.
- (e) 'Last date for reporting/joining' the University may be prescribed in such a way that after such date student may not be able to fulfil attendance criteria as specified under the head "Attendance Conditions" after due consideration of all the classes to be conducted for that term.


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- (f) Student may be allowed to report/join the University late as per the details and timelines mentioned above, however the minimum attendance required to be maintained will remain same as mentioned under the head "Attendance Conditions" and no relaxation in lieu of late joining will be provided. For international applicants, the attendance may be considered as per dates announced by the University from time to time after the issuance of acceptance letter.

Further no compensation for the loss of continuous assessment will be allowed to late joining students, so that if the assignment or any other component has been missed due to late joining/reporting, student will not get credit for that component.

- (g) Notwithstanding the approvals that may be granted for joining/reporting the University as per the clauses mentioned above, it is for the student to ensure that he/she will be able to complete the attendance requirement as specified under the head 'Attendance Conditions'.
- (h) Student may not be allowed to join after the last date as prescribed for reporting/joining the University. However such student may submit application for joining from next semester on the prescribed form in Division of Academic Affairs after depositing the prescribed fee. University may accept or reject student's application for joining from next semester.
- (i) Notwithstanding the clauses mentioned above, if a student does not report as per the schedule for Start of Session (reporting schedule) or join the programme or remain absent for a specific period of time as prescribed by University in any term, without the approval of the concerned authorities of the University, the University may struck off the student's name from its rolls and cancel his/her admission, without giving any notice or clarification in this regard.
- (j) Conditions over and above or tougher than above, if any, imposed by any regulatory body, shall also be applicable.

25. Application for admission will not be entertained after the last date of admissions. However under certain exceptional circumstances, University may allow late admissions. Because of exceptionality of circumstances:


- (i) Application for refund for such admissions will not be entertained.
- (ii) Such admissions will not have any bearing on the last date of refund for admissions, announced in respect of admissions done before the last date of admissions.

26. Miscellaneous

- (a) If student had earlier taken provisional registration for admission and paid the balance amount of Programme Fee, Residential//Transport/Mess (if applicable) later, then date of provisional registration will be considered as date of his/ her admission for purposes as decided by the University.
- (b) The University reserves the right to introduce, modify or withdraw or discontinue any programme/course at any point of time.
- (c) If the number of admissions for undergraduate programme(s)/diploma(s) is less than 5, the University may discontinue such a programme and in that case the fee of those students will be refunded without any deduction and student shall have no other claim against the University.
- (d) Allotment of School/ Institute will be done at the time of start of programme/ session and will be subject to change at the discretion of the University
- (e) Any course(s) / term (s) of a programme may be offered in combination with course(s) / term(s) of other programme offered at any Department/School/Institute/Faculty of the University or outside the University with other educational institute/ University or industry or any government or Non Govt. or any other organization.
- (f) It is the responsibility of the students to procure and install licensed/ legitimate software/ Applications for different platforms like laptop, Mobile Phones etc. as required for various activities of academic / professional learning, evaluation, routine or specific usage or for other purposes during the course of study in the University.
- (g) For certain disciplines including Journalism & Mass Com and Fine Arts, procuring still camera/video camera (as per specifications prescribed by the Department/University) may be made compulsory.
- (h) Keeping in view the safety concern of students sent on duty out of campus/ workshop/ training/



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internship, etc. the University reserves the right to keep track through mobile app. or any other mode including electronic.

- (i) University may make participation in any academic activity compulsory and attendance may be counted at the discretion of the authorities.
- (j) Students may be asked to come to the University before or after the regular timings of the classes and even during Sundays, Holidays, Vacations for different activities including but not limited to cultural, co-curricular, sports, placements, workshops, training, examinations and additional classes.
- (k) Unless otherwise specified by the University, the medium of instruction, examination and question paper will generally be English in all cases except in specific language programmes.
- (l) Faculty/ Curriculum related information will be available on the University website

27. In case of any matter not covered herein and/ or for interpretation of any content herein, the decision of the competent authority of the University shall be final and binding on all concerned.



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