



MANGALAYATAN UNIVERSITY, ALIGARH

University Processes from Admission to Award of Degree

1. Offering of Academic Programs in Academic Session

- (i) For each Academic Session, the concerned Academic Unit proposes the programs to be offered on the recommendations of Board of Studies which comprises of academic experts (internal and external) and industrial representative.
- (ii) The Dean-Academics verifies the programs details and submits to Admission Committee with his/her recommendations.
- (iii) Based on the recommendation of the Admission Committee, the Academic Council and Executive Council approve the list of Programs to be offered in next Academic Session with requisite details.

Action by: Registrar/Director-Admissions

2. Course Structure and Syllabi

The Course structure and syllabi of each program of study are developed/revised in consultation with academic and industry experts based on the feedback received from various stakeholders and guidelines provided by regulatory and government bodies. Each semester have various theory and/or practical courses of the weightage of 16 to 30 credits depending on the nature and requirement of the program. The University has also implemented the NEP 2020 in various programs of the study in the University. The Board of the Studies of the Academic Unit which comprises HAU as Chairperson, members among Faculty members of the Department, External Experts from Academia and Industry; and one nominee of Hon'ble Vice Chancellor, submit its recommendations for adopting the developed/revised curriculum in next academic session to the Academic Council of the University for further approval. After approval of Academic Council, the curriculum of programs are implemented from next session.

3. Admission Process

- (i) Offered Programs are published by the University in the Prospectus, University Website, and Advertisements or otherwise in any manner must be read in conjunction with updations as and if issued by the University from time to time.
- (ii) 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.
- (iii) The Applicants can apply Online by visiting University website or Offline by visiting University Campus or City Offices with required supporting documents in person for admission in a Program of their interest after fulfillment of eligibility criteria prescribed by the University/concerned Regulatory Bodies with the payment of applicable fee.
- (iv) The Applicants will be required to produce original certificate/documents at the time of verification by the University.
- (v) Original certificates of an applicant normally will not be retained and will be returned after verification.

- (vi) 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 program.
- (vii) Applicants who are either waiting for the result or appearing in 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.
- (viii) Submission of Application Form(s)/ Fee or any other document and/or acknowledgment thereof by the University does not guarantee admission to any Program or allotment of any facility of the University.
- (ix) The University shall not be responsible for any postal delay or loss in transit.

(x) Eligibility

The 'Eligibility Criteria (Qualifying Exam)' of aggregate marks required in qualifying examination and the same will be calculated using following guidelines:

- 1) In case of Programs 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 Program 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.
- 2) In case of Programs 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.
- 3) For International applicant, English Language Requirement (ELR) can be satisfied by any of the following options:
 - 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.

(xi) Scholarship Schemes

The University offers various scholarship schemes to promote meritorious and deserving candidates with purpose of promoting education to all stakeholders.

(xii) Merit List

Merit list is prepared on the basis of the admission criteria as provided in the Program details, subject to the weightage for different components/parameters as decided by the University

(xiii) Personal Interview

Personal interview is scheduled for the admission aspirants, applied according to the eligibility criteria and merit.

(xiv) 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) have not applied, the University shall publish a notification inviting fresh applications, but after three notifications, if the seats are not filled, they shall be 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, a 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

(xv) Fee for Additional Services/Facilities

In addition to Program 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.

- 1) Application form Fee
- 2) Examination Fee
- 3) Fee for Transport and its administration, Hostel fee, Mess fee

- (a) Students will be required to pay Program fee, and other fees/ charges for all terms/semesters.
- (b) 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, Afghanistan, Sri Lanka and Maldives), Hostel fee, Fee for Mess, Fee for Transport will be charged in USD.

(xvi) Payment of fees and other charges (Program 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 late charges, as decided by the University from time to time, may be collected for late submission of fee.
- (c) Applicant must always write Applicant Name, Application No. (if any), Name of Academic Unit, Program 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/UPI etc., then additional charges (as levied by concerned banks/ mediator/ external agency) for such payments will also have to be paid by applicants.
- (h) Refund of fee will be made as per UGC guidelines issued time to time.

(xvii) International applicants(including PIO/OCI/Foreign Nationals)

- (a) For International Applicants the fee, scholarship and 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.

(xviii) 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 under any circumstances.
- (d) Any admission allotted in the reserved category will be liable to cancellation if, at any stage, any document or certificate or any information about reserved category furnished by the applicant is found to be fabricated or false. In such a case, the applicant shall have no claim of refund of fee and 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.

(xix) Change of Program

An applicant, who wishes to change the stream/specialization of the Program or to change from one Program 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 Program/stream to which transfer is applied
- (b) fulfilment of eligibility and other admission requirements and
- (c) any other condition prescribed by the University

Important Note:

- (a) The student whose Program transfer is accepted by the University will be liable to pay the Program Fee and other charges as prescribed for the Program in which transfer has been done.
- (b) In case a student is allowed to transfer to a Program having lesser fee, the balance will be adjusted in the fee of next semester.
- (c) In case Program 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.

(xx) 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 Program to which he seeks migration in the University.
- (c) Advanced standing in a Program shall be allowed subject to the availability of the seats in that Program.
- (d) An applicant who has backlog/compartments/reappear in any subject may not be considered by the University for admission with advanced standing.
- (e) For admission with Advanced Standing, the academic contents of the Program 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 advance 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 and pass for meeting the minimum requirements

for the award of degree/diploma.

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

Action by: Dean Academics

(xxi) 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 by presenting himself/ herself 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) 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.
- (e) 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.
- (f) 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'.
- (g) 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 Dean Academic Office after depositing the prescribed fee. University may accept or reject student's application for joining from next semester.
- (h) Notwithstanding the clauses mentioned above, if a student does not report as per the schedule for Start of Session (reporting schedule) or join the Program 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 strike-off the student's name from its rolls and cancel his/her admission, without giving any notice or clarification in this regard.
- (i) Conditions over and above or stringent than above, if any, imposed by any regulatory body, shall also be applicable.

(xxii) Last Date of Admission

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:

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.

(xxiii) Cancellation/Withdrawal of Admission

If any newly admitted student does not wish to continue in any program due to any reason, the University may cancel/withdrawal his/her admission based on the request made by the candidate in prescribed format as per rules. Fee may be refunded as per fee refund policy of the University if applicable.

(xxiv) Miscellaneous

- (a) If student had earlier taken provisional registration for admission and paid the balance amount of Program 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 Program/course at any point of time.
 - (c) If the number of admissions for undergraduate Program(s)/diploma(s) is less than 5, the University may not run such a Program in that session 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/ Department will be done at the time of start of Program/ session and will be subject to change at the discretion of the University.
 - (e) Any course(s)/term(s) of a Program may be offered in combination with course(s)/term(s) of other Program 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 devices 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 Communication 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/ 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 Programs.
 - (l) Faculty/ Curriculum related information will be available on the University website.
- (xxv)** 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.

Action by: Registrar/Director-Admissions

4. Allotment of Enrollment No.

The Document Section of the University again verify the details of the students with the submitted documents and update the Student Portal on ERP/Student Portal accordingly and issue the Unique Enrollment No. to each admitted student.

Action by: Joint Registrar

5. Orientation Program

Purpose

The New Students Orientation Program at the University is a pivotal initiative designed to welcome and integrate new students into our academic and social community. The primary purpose of this program is to ease the transition for incoming students, helping them acclimate to their new environment, understand the university's resources, and build a sense of belonging. This orientation is not merely a formality; it is a foundational step in ensuring that students are well-prepared to embark on their academic journey with confidence and enthusiasm.

The orientation program aims to achieve several key objectives:

- (i) **Acclimatization:** Familiarize new students with the campus layout, facilities, and services.
- (ii) **Academic Preparedness:** Introduce the academic expectations, resources, and support systems available to students.
- (iii) **Social Integration:** Foster a sense of community and belonging among new students, encouraging them to form connections and build networks.
- (iv) **Resource Awareness:** Provide information about the various resources available to students, including libraries, counseling services, career services, and extracurricular opportunities.

The orientation program is meticulously planned to cover a variety of essential topics and activities over the course of several days. Each session is crafted with specific goals in mind, ensuring a comprehensive and engaging experience for all participants.

Welcome and Introduction Session: To provide a warm welcome and overview of the orientation program.

Campus Tour: To help students become familiar with the campus layout and key facilities.

Academic Sessions: To provide insights into academic expectations, course registration, and available resources.

Resource Fair: To introduce students to the various resources and support services available on campus.

Social Integration Activities: To foster connections among new students and promote a sense of community.

Workshops and Seminars: To equip students with essential skills and knowledge for their university journey.

Orientation Group Meetings: To provide a platform for students to ask questions and receive personalized guidance.

Conclusion

The New Students Orientation Program is a vital component of our university's commitment to student success. By providing a comprehensive and engaging orientation experience, we aim to ensure that all new students feel welcomed, supported, and prepared for the challenges and opportunities that lie ahead. This program not only equips students with the knowledge and resources they need but also fosters a sense of community and belonging that will support them throughout their academic journey and beyond.

Action by: Dean-Academics

6. Commencement of Classes

- 1) The classes of first semester of each Program shall start after the organizing the Orientation/Induction Program for new admitted students as per Academic Calendar notified by the University.
- 2) The classes of other semesters except first semester are also commenced as per Academic Calendar.
- 3) Classes of the Program are scheduled as per Time Table of the Class notified by the concerned HAUs.
- 4) As per UGC guidelines, a semester consist of 90 working days for academic activities.
- 5) 75% attendance is mandatory to appear in End Semester Examination.

Action by: Dean-Academics

7. Continuous Assessment of the Student

As per University policy, the evaluation methodology is 30: 70 ratio for continuous assessment and end semester examinations. Continuous assessment of the each student has been evaluated through minor examinations, assignments, and quizzes etc. for each theory courses and practical minor examination for each practical courses. In case of regulated programs, norms and procedure prescribed by regulatory bodies shall prevail.

Action by: HAUs/Concerned Teacher

8. End Semester Examinations

In the end of the each semester, the Examinations Cell of the University organizes the end semester examinations as per Academic Calendar. Major steps of Examinations are following:

(i) Schedule of End Semester Examination

The Exam Cell of the University plan the end semester examination. The planning includes preparation of schedule of end semester examinations with consultation of various Academic units. After verification of the same, the Exam Cell releases the schedule of the end semester examinations.

(ii) Question Paper Setting for End Semester Examinations

The Exam Cell requests to all Academic Units to submit the list of internal and external question paper setters. Then Exam Cell request to internal and external course experts to set the question papers in prescribed format and submit the same to Exam Cell.

(iii) Detained List

The Exam Cell request to all the Academic Units to provide the list of all those students who are having less than 75 % attendance in various courses. This list is termed as detained list and all those students who are having less than 75 % attendance are detained from appearing in the end semester examination of respective courses.

(iv) Formation of End Semester Examination Committees

To ensure the integrity of the examinations, various committees are formed for conduction of examinations duly approved by Hon'ble Vice Chancellor of the University. The respective committee is headed by a Professor of the University who is responsible for smooth conduction of the examinations and evaluation. Conveners of various committees which include Examination Conduction, Question Paper Printing, Evaluation, Masking/Damasking and Marks Entry are appointed for professionally managing the examinations. The Flying Squad consist of senior male and female faculty members are responsible for maintaining the discipline and integrity in the examinations.

(v) Practical Examinations

The Exam Cell conduct the end term practical examinations through Head of the Academic Units as per Academic Calendar.

(vi) Submission of the Awards List of Internal Assessment and End Sem Practical Examinations

The concerned course teachers submit the award list of internal assessment and end term practical examination to Exam Cell through concerned Head of Academic Unit.

(vii) Preparation of Seating Plan, Invigilation Duties and Conduction of Examinations

The Examination Conduction committee is responsible for preparing the seating plan, attendance sheets, invigilators duty charts and conduction of the examinations. Each Examination Room where examinations are scheduled, atleast two invigilators are appointed for conduction of fair examination.

(viii) Admit Card

The Examination Cell prepare the admit card for students eligible for end semester examinations and upload it to student portal. The student may download the same from his/her student portal and appear in the examinations.

(ix) Masking of Answer Scripts

In examination room, the invigilators mask the enrollment no. mentioned on answer scripts after collecting it from each student.

(x) Evaluation of Answer Scripts

Answer scripts of the conducted End Semester Examinations are evaluated by concerned teacher at the Centralized Evaluation Centre of the University. He/she submits it to Demasking and Marks Entry Committee for further process, after scrutiny of the evaluated answer scripts. Then, the said committee enter the marks of evaluated answer scripts on ERP and takes a print out of award list for the signature of the evaluator.

(xi) Declaration of Results

The Examination Cell collect the evaluated answer scripts and award lists. After compilation and verification the marks awarded by the respective teachers, the Exam Cell update the marks in their tabulation register and Examination Portal. After preparations and verifications of the results, it is put up to Result/Moderation Committee. The Controller of Examinations publishes the results on the Student Portal after approval of the Result/Moderation Committee. The result is also displayed on Notice Boards of the University and concerned Academic Units.

Actions by: COE

9. Issue of Semester Marksheet

After declaration of results, the Exam Cell issue the marksheet of each semester to the passed out students through concerned HAUs. Final Semester marksheet includes the summary of marks/grades of all the semester with the details of marks/grade of final semester.

Actions by: COE

10. Issue of Provisional Degree/Certificate

After completion of the all the requirements of the Program and issuing the final marksheet, the Controller of Examinations issue the Provisional Degree/Certificate on the basis of request made by concerned passout student.

Action by: COE

11. Award of Degree/Diploma

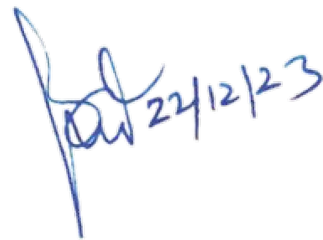
The student will be awarded the Degree/Diploma of the Program of the Study in respective specializations in the next Convocation organized by the University.

Action by: Registrar

12. Summer Semester:

The University has also the provision of conduct the classes as Summer Semester (6-8 weeks) in the month of June-July for the students those were detained in regular semester or whom those want to clear their examination by improving their marks to pass the respective examination of the courses. Continuous assessment and end semester examinations also take place in summer semester with same weightage and criteria of attendance.

Action by: COE



**Registrar
Mangalayatan University
Beswan, Aligarh**