



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Motihari - 845 401, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No. 11-3/MGCUB/GA/2016/3486

Dated: 23rd May 2019

NOTIFICATION

1. Consequent upon approval accorded by the (i) Planning and Monitoring Board vide Item No. PMB (2019):01:11(T) in its 1st Meeting held on 14th May 2019; (ii) Academic Council vide Item No. AC (2019):03:06 in its 3rd Meeting held on 17th May 2019 and (iii) Executive Council vide Item No. EC (2019):14:06 in its 14th Meeting held on 21st May 2019 and further in terms of provision contained under **Statute 37(5)** of Central Universities Act 2009, the Hon'ble Vice-Chancellor has been pleased to modify the existing **Ordinance No. 1** of the University dealing with "**Admission of Students to the University**".
2. The said modified Ordinance comes into force with immediate effect. The copy of revised & updated Ordinance No. 1 is attached at **ANNEXURE - 1**.
3. This is issued with the approval of the Vice-Chancellor.

(Dr Padmakar Mishra)

OSD (Administration)



MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Ragunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

Encl: As stated above

Copy of the above forwarded to the following for information please:

1. The Joint Secretary (CU), MHRD, Department of Higher Education, New Delhi
2. The Joint Secretary (CU), University Grants Commission, New Delhi
3. Shri Subhodh Kumar Ghildiyal, Director (CU), MHRD, Department of Higher Education, New Delhi
4. Shri Sunil Kumar Biswas, Under Secretary, MHRD, Department of Higher Education, New Delhi
5. The Pro-Vice-Chancellor, MGCUB
6. The OSD (Finance), MGCUB
7. The CoE/DSW/Proctor/Provost, MGCUB
8. Dr Vikas Pareek, Dean, School of CS & IT - with the request to upload the same on University Website for information of all concerned.
9. All Deans of different Schools, MGCUB
10. All Heads of different Departments, MGCUB - with the request to bring the same to the knowledge of all staff under their respective Department.
11. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
12. Personal File of the individual concerned
13. Guard File

OSD (ADMINISTRATION)



MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Ragunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

23/05/2019

ORDINANCE NO. 1

ADMISSION OF STUDENTS TO THE UNIVERSITY

(Section 28(1)(1) of the Central Universities Act 2009)

1. General Rules relating to Admission:

- i. The University shall be open to the persons of either gender and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the University or to graduate there at or to enjoy or exercise any privilege thereof.
- ii. The University shall maintain an All-India character and high standards of teaching and research and shall admit students strictly on merit as determined through a common national level entrance examination conducted by the University or by a test conducted by any National Testing Agency or jointly with other universities.
- iii. There will be no minimum or maximum age bar for admission to any Programme of Study in the University except in the course(s) where the respective regulatory bodies [such as Medical Council of India (MCI), Dental Council of India (DCI), Bar Council of India (BCI), National Council for Teacher Education (NCTE), All India Council of Technical Education (AICTE) etc.] have prescribed any such rule in this regard.
- iv. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the University, final selection for admission shall be made solely on the basis of marks scored in common national level entrance examination or by a score of a test conducted by any recognised National Testing Agency (e.g. JEE Main) or by any other mechanism adopted by the university.
- v. The academic calendar and commencement of classes for all Programmes of Studies shall be in accordance with the guidelines / regulations issued by the UGC and/or other national level regulatory bodies as issued and amended from time to time.
- vi. The minimum and maximum duration of Programmes of Studies shall be prescribed by the University in conformity with requirements of regulations prescribed by the UGC and other national regulatory bodies from time to time and shall be notified in the Prospectus.
- vii. No candidate, pursuing a full-time programme of study in the University shall be allowed to take up a job without prior and explicit permission of the University.

Provided further that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study for pursuing the programme of study in the university.

Provided that the above shall not prohibit, exclude or exempt a student from undergoing obligatory or optional work placement, if completion of the programme of studies in which he/she has taken admission, so requires.

- viii. No student pursuing full time Programme of Study in the University shall be permitted to take any other regular examination leading to another degree of this University or any other educational institution. However, a student would be eligible to take courses under Career Oriented Proficiency / Certificate / Diploma Programmes of simultaneously either from MGCU or any other University / Educational Institution/Board etc.
- ix. If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means for securing admission, his/her name shall be removed from the rolls of the University.
- x. A student who has been suspended, rusticated, debarred, expelled or removed from the rolls of the University shall not be eligible for admission to the University.

2. Application for Admission:

- i. The University shall admit students strictly on merit as determined through a common national level entrance examination conducted by the University or by a test conducted by any National Testing Agency or jointly with other universities.
- ii. The following conditions shall apply when the common national level entrance examination conducted by the University.
 - a. All applicants seeking admission to the University shall be required to qualify in the common national level entrance examination conducted by the University as under:

Sl. No.	Relevant Single Common Admission Test	
	For Admission In	Specified Relevant Test
1.	UG Programme	GET: Graduate Entrance Test
2.	PG Programme	PET: Postgraduate Entrance Test

- b. All admissions shall be based on the applications received in response to the admission notification and issue of Prospectus. The University shall, publish its Prospectus, as approved by the Executive Council on the recommendation of Academic Council.
- c. Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft / Pay Order (payable to the Mahatma Gandhi Central University) or receipt of remittance of cash transfer to the University through designated channels or Cash Receipt obtained from the designated Banks.
- d. University will have a single common application form for admission to all programme of studies at a particular level i.e. a single common form for all

programme of studies at the Undergraduate (UG) Level, a single common form for all programme of studies at the Postgraduate (PG) Level and a single common form for admission in Research Degree (RD).

- e. An applicant for admission shall be required to indicate his/her choice(s) of Programme of Studies in order of their preference in the application form.
 - f. The admission shall be made solely on the basis of marks scored in common national level entrance examination or by a composite score in accordance with the preference of the applicant.
 - g. The preferences once submitted by the candidate cannot be changed in any circumstance at a later date after submission of application. As such, no requests from candidates shall be entertained in this regard.
- iii. The following conditions shall apply when the University will conduct the common national level entrance examination through any National Testing Agency or jointly with other universities:
- a. All applicants seeking admission to a Programme of Study shall be required to appear in and qualify the Common Entrance Test.
 - b. No candidate shall be considered for admission unless she/he has appeared in the Common Entrance Test.
 - c. Candidates who have appeared in the Common Entrance Test will be required to apply for counselling for admission to programmes offered by Mahatma Gandhi Central University by filling the separate 'Counselling Application Form' to be made available by the University.

3. Prospectus:

- i. The prospectus shall be published on the website of the University, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements in the prominent national dailies. Printed copies of the prospectus may also be made available along with the application forms for admission at a nominal price. Price of Prospectus and application fee shall be prescribed by the University.
- ii. Content of the Prospectus, shall be such as approved by the Executive Council on the recommendation of the Academic Council, and will broadly contain, at least, the following:
 - a. The number of approved intake / seats and the commencement and last date of the receipt of application for each programme of study for the academic year for which applications for admission are invited.
 - b. Procedure for the issue and receipt and submission of application forms for admission including the dates and timings of the issue and receipt of Admission forms.
 - c. The conditions of eligibility including the minimum prescribed educational qualification and minimum and maximum age limit of persons for admission as a student in a particular programme of study, where so specified by the institution.

- d. The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study, instructions for appearing in the common national entrance examination, and the amount of fee to be paid for the admission test.
- e. Each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or programme of study, and the other terms and conditions of such payment.
- f. The percentage of tuition fee and other charges refundable to a student admitted in the University in case a student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student.
- g. Details of the teaching faculty, including the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such members are on regular basis or as visiting member.
- h. Information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution.
- i. Broad outline of the syllabi specified for every programme of study, including the teaching hours, practical sessions and other assignments.
- j. All relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution including provisions relating to the prohibition of ragging of any student or students

4. Reservation of Seats in Admission:

Reservation policy of the University will be governed by Government of India Rules and as amended from time to time.

- i. The University shall reserve seats in all programmes of studies for the candidate belonging to:
 - a. **Scheduled Caste** = 15% of total intake in each programme
 - b. **Scheduled Tribe** = 7.5% of total intake in each programme
 - c. **Other Backward Class** = 27% of total intake in each programme
 - d. **EWS (Economically Weaker Sections)** = 10% of total intake in each programme for which the number of seats has been increased so that other categories remain unaffected.
 - e. **Persons with Disabilities (PwD)** = 3% of total intake in each programme. (1% each for the persons with low vision or blindness, hearing impaired and

loco motor disability or cerebral palsy (interchangeable in case of non-availability of candidates in the subcategories).

- f. **Kashmiri Migrants** = Two seats are available under supernumerary quota for admitting candidates hailing from the state of Jammu & Kashmir.
- ii. Candidate seeking admission under any reserved category shall be required to fulfil the prescribed conditions for admission to the programme of study. Application Form of a candidate in the reserved category must be submitted along with the Caste / Tribe / Non-creamy layer certificate issued by the competent authority. Application Form received without the required certificates is liable to be rejected.
- iii. The seats reserved for the SC/ST shall be filled by the SC/ST candidates only. However, in the case of non-availability of the eligible candidates, the reserved seats may be interchanged between the SC & ST candidates.
- iv. The seats reserved for the OBC candidates shall be filled with the OBC candidates only. If OBC candidates possessing the minimum eligibility marks are not available in the OBC category then the vacant OBC seats shall be converted into General Category seats in accordance to the admission schedule notified by the University.
- v. If any Reserved Category candidates qualify in General Category, he would be admitted in General Category. This rule would be allowed for every waiting list as well as main list.
- vi. When a candidate belonging to any reserved category is admitted on his/her own merit (i.e., without any relaxation *in any criteria*), then such admission shall not be counted against the quota thus reserved for that category.

5. Relaxations and Concessions:

- i. **Schedule Caste (SC)/Scheduled Tribe (ST):**
 - a. The Scheduled Caste/Tribe candidates shall be required to take the test, but their merit list will be drawn separately.
 - b. For admission to Programmes of Study, the SC/ST candidates shall be given only 5% relaxation in the minimum eligibility marks.
- ii. **Other Backward Classes (OBC):**
 - a. The OBC candidates shall be given only 5% relaxation in the minimum eligibility marks.
 - b. The OBC candidates who meet the minimum eligibility criteria in the qualifying examination and secure the minimum score (if any) in the entrance test shall be eligible for admission in the order of their merit, keeping in view the availability of seats reserved for them.
 - c. The OBC candidates who belong to the 'Non-Creamy Layer' and whose castes appears in the **Central List** of the OBCs only shall be eligible to be considered for admission under the OBC Category.

iii. **Person with Disabilities (PwD):**

- a. The PwD candidates with not less than 40% disability shall be given a relaxation in the minimum eligibility to the extent of 5%.

iv. **Kashmiri Migrants:**

- a. The candidates under this category shall be given a relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.

6. **Minimum Eligibility Conditions:**

- i. Minimum eligibility conditions for admission to various programmes of studies including qualifications for admission, age limits and relaxation if any, shall be prescribed by the University and shall be notified in the Prospectus each year.
- ii. The minimum eligibility requirements and selection criteria for admission in the Undergraduate (UG) and Postgraduate Programmes of Study and as approved by the Academic Council are as under:

Sl. No.	Programme of Study	Minimum Eligibility Requirement
1.	Undergraduate Programme (UG)	A minimum of 55% Marks or an equivalent grade in 10+2 examination of a recognized school board or an equivalent examination in the specified discipline.
2.	Postgraduate Programme (PG)	A minimum of 55% Marks or an equivalent grade in Bachelors / UG degree of a recognized University or an equivalent examination in the specified discipline.

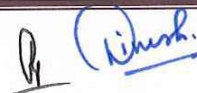
7. **Completion of Admission Formalities:**

- i. No candidate shall be entitled to claim admission as a matter of right and the University will reserve the right to refuse admission in any individual case without assigning any reasons thereof.
- ii. A candidate shall be considered as admitted to a Programme of Study and be eligible to avail the privileges of a student of the University only after she/he has completed all admission formalities including payment of the prescribed fees, as per the Prospectus. If a candidate fails to complete the admission formalities by the prescribed date, she/he will automatically forfeit her/his right of admission.
- iii. The list of candidates selected for admission shall be displayed on the University website (www.mgcub.ac.in); notice boards of the Controller of Examinations and the concerned School/Department. The University will not send any intimation to the selected candidates either by post/email.

- iv. The candidates shall be required to get their admission completed by the dates as notified by the University from time to time.
- v. The selected candidates shall be required to produce for verification at the time of interview/last date for completion of the admission formalities, the following documents in original:
 - a. Certificates, diplomas, degrees, mark-sheets of all educational qualifications.
 - b. Character Certificate from Head of Institution last attended
 - c. No Objection Certificate (NOC) in original from the employer in case they are employed, clearly mentioning that the employer has no objection to the candidate's pursuing higher education in the Mahatma Gandhi Central University, on full-time basis;
 - d. Affidavit in case the candidate has a gap between the qualifying examination and the year of seeking admission in the University indicating the reasons for such gaps and the activities in which she/he was engaged during the intervening period.
 - e. Affidavit by Student and Parents/Guardian regarding Anti-Ragging
 - f. Any other document(s) as decided by the competent authority of the University.
- vi. Admission of candidates seeking admission after a gap of three or more academic years of their taking certificate/diploma/degree/postgraduate degree from this University or any other university/educational institution/Board, shall be subject to the clearance by the Admission Review Committee consisting of the Dean, Students' Welfare (DSW), the Dean of the School concerned, the Head of the Department concerned and the Proctor.
- vii. All the students admitted to the various Programmes of Study shall be required to submit Transfer Certificate/Migration Certificate in original within 30 days from the date of admission, failing which their admission to the University shall stand cancelled.
- viii. Degrees obtained through distance education mode and off-shore campus/study centre will be valid only if they are issued in accordance with regulations, guidelines and instructions issued by the Distance Education Council, UGC, AICTE and AIU.
- ix. Admission of the candidate will only be final after the verification of her/his testimonials at the time of registration.

8. Admission of Foreign Nationals/NRIs/PIOs-Supernumerary Seats

- i. In all the courses 15% seats may be filled as Supernumerary Seats meant for Foreign Nationals (FN), Non-Resident Indians (NRI) and Persons of Indian Origin (PIO) category candidates. Out of the above 15% Supernumerary Seats, 5% seats shall be earmarked for the children of Indian workers in the Gulf and South East Asia.
- ii. Candidates belonging to the FN/NRI/PIO category shall not be required to appear in the Entrance Test to be conducted by the University either individually or jointly



with other universities. However, they have to fulfil minimum eligibility conditions for admission as mentioned herein. Additionally, they may be required to qualify internationally accepted aptitude tests like SAT/GMAT/GRE/TOEFL as prescribed for admission in different programme of studies as specified in the Prospectus of the University.

- iii. Admission to these category of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission in higher education or a combination thereof with due regards to need for providing opportunities to the nationals belonging to different countries.
- iv. Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their application on a prescribed form, along with the certified copies of all the necessary documents, as per the procedure specified in the Prospectus, to the office of the Foreign Students Advisor (FSA) in advance throughout the year.
- v. Application for admission should be submitted to the Dean of the School/Head of the Department concerned along with the attested/certified copies of all the necessary documents.
- vi. Candidates seeking admission under FN/NRI/PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the ordinances relating to fee structure and as notified in the Prospectus.
- vii. Candidates admitted under the FN/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
- viii. Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same in the Office of the Foreign Students Advisor, failing which their admission shall stand cancelled.

9. Conduct of Examination:

- i. The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of final list of candidates on the basis of the merit of the common national level entrance examination conducted by the University either individually or jointly with other universities, as applicable, shall be the responsibility of the Controller of Examination or of any person specifically appointed by the Vice-Chancellor for the purpose. Accordingly, it shall be the responsibility of the Controller of examination to:
 - a. Ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to.
 - b. Coordinate the task of preparation of the University Prospectus.
 - c. Issue notification for admission including the date of commencement of the issue and the last date for the receipt of application form.
 - d. Receive, verify and process application forms received for admission including allotment of roll numbers and issue the admit cards.

- e. Take care of the logistics and conduct of entrance examination including.
- f. Obtain the approval of the Vice-Chancellor for appointment of paper setter(s), evaluator(s), coder(s) and decoder(s) and get the answer scripts coded, evaluated and decoded by the panel of experts as approved by the Vice-Chancellor.
- g. Verify and tabulate the scores obtained in all the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission in various programmes of studies in accordance with the merit of the composite score.
- h. Notify the list of the selected candidates along with the waiting list and to issue admission and fee slips to the selected candidates for completing the admission formalities.
- i. Allot registration/enrolment numbers to the candidates finally admitted and forward the names of the candidates admitted to different programmes of studies to the Deans of the School and Heads of the Department concerned.
- ii. The Controller of Examination or any person specifically appointed by the Vice-Chancellor for the purpose will also ensure compliance of the guidelines to be followed by the University when it will conduct the common national level entrance examination jointly with other universities.
- iii. There shall be an Admission Committee at the level of each School comprising the Dean of the School concerned, as Chairman, Heads of each Department in the School and two nominees of the Vice-Chancellor. The Admission Committee may, if necessary, constitute Admission Interview Committee comprising the Head of the Department Concerned as Chairman, a Nominee of the Dean, one or two faculty members of the concerned Department and a Nominee of the Vice-Chancellor.
- iv. All person(s) associated with the conduct of the common national level entrance examination will be expected to maintain complete confidentiality, integrity and standards expected in all aspects of the work involved.
- v. Final selection of candidates for admission shall be done by the Controller of Examination, who shall verify from record and tabulate the marks obtained by each candidate in different components of the Selection Criteria and will prepare and notify the list of candidates selected for admission in different programmes of studies.

10. Setting of Question Paper for Common National Entrance Examination:

- i. Question Papers for common national level entrance examination conducted by the University individually i.e. the GET and PET each year shall be separately set by the Expert(s) and moderated by Expert(s) appointed by the Vice-Chancellor in accordance with the syllabi, coverage and weight age of different components as approved by the Academic Council and notified in the Prospectus.

Paper setter of a question paper will not be appointed as the moderator of same question paper.

- ii. Expert(s) appointed for paper setting and moderation of the question paper for GET / PET shall be provided an honorarium which will be payable upon receiving the work and subsequent approval of the Controller of Examination or any person specifically appointed by the Vice-Chancellor for the purpose of conduct of the common national entrance examination. The amount payable shall be decided by the University and revised from time to time.
- iii. The syllabus, coverage, weight age of different components, durations and the degree and level of difficulty of the GET / PET as applicable for admission in various programmes of studies of the University shall be approved by the Academic Council and duly prescribed and notified in the Prospectus.
- iv. The duration of GET / PET paper will be two hours.
- v. The question paper for GET and PET will comprise of 100 multiple choice questions (MCQs) divided in two parts Part-A and Part-B.
 - a. **Part - A** of question paper shall contain 25 MCQs covering English language, general awareness, mathematical aptitude and analytical Skills.
 - b. **Part - B** shall comprise of 75 MCQs in the concerned subject.
- vi. There will be negative marking in GET and PET. Each correct answer will carry 01 mark and for each wrong answer, 0.25 mark will be deducted.
- vii. Questions not attempted will not be assessed and hence will not be considered for preparing final merit list.
- viii. Each MCQ will have only four choices marked as A, B, C, and D (neither less nor more). All the choices should be unambiguous, specific, properly worded and grammatically correct and there should be ONLY ONE correct choice.

11. Admission to Research Degree Programmes (e.g. MPhil and PhD):

The admission to Research Degree Programmes (e.g. MPhil and PhD) offered by the University shall be governed by the relevant Ordinance of the University.

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