



**MAGANBHAI ADENWALA MAHAGUJARAT UNIVERSITY**

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**Maganbhai Adenwala Mahagujarat University**

**Nadiad**

**Admission Manual**



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## Maganbhai Adenwala Mahagujarat University: Nadiad

### Proposed Rules & Regulations for Admission Process

#### Admission Procedure

1. Filling up of the Admission Form and submitting the necessary documents as specified by the Admission Committee at the University Admission Centre after the commencement of the Admission Procedure as declared on the University Website or by the respective Government Central Admission Committees for the Program Concerned.
2. Candidates who are applying online for the admission can get information regarding admission procedure through email [office@mamuni.edu.in](mailto:office@mamuni.edu.in) and the by following the procedure as mentioned on the University Website: [www.mamuni.edu.in](http://www.mamuni.edu.in).
3. At the time of applying online for admission, the candidates will have to scan and send in their original documents required by the University and passport size color photograph with white background at email [office@mamuni.edu.in](mailto:office@mamuni.edu.in) on University Website.
4. Candidates who have appeared in the final year of their qualifying examination and are waiting for the result, may apply for the provisional admission on the basis of their aggregate percentage of previous (Pre-final) Year / Semester. Their admission will be confirmed if they fulfill the minimum eligibility after the declaration of their final year result.
5. The admission to each course at all Faculty shall follow the Selection process of the University. The selection process comprising the written Entrance Test and personal Interview. Based on the performance in each test, merit list shall be prepared and based on that merit list admission shall be finalized in each course.
6. All admission in the University are made strictly on the basis of merit with reservations for SC, ST, OBC and Minority and Physically Disabled Categories as stipulated by Government.
7. The Students can apply under any of the following Quota:
8. (1) State Quota (For Students taking admission to any of the program through Government Admission Committees like Admission Committee for Professional under Graduate Medical Courses).  
(2) Management Quota (as declared by the University for its Constituent Colleges) (3) Vacant Quota (as per the availability of seats at the time of declaration of the same by the Central Admission Committee).
9. In case of student migrating from other University, with subject to the Rules and Regulations of the Admission of University, no student shall be eligible for admission to any course of the University unless he/she has passed an examination equivalent to the examination of this university as determined by the Academic Council for Admission.
10. **It is important to mention that wherever the Central Admission Committees is providing the admission, the MAM University strictly follows the rules, regulations and norms of particular**



**Central Admission Committees & councils like National Commission for Indian system of Medicine [NCISM] for Faculty of Ayurveda and Indian Council of Nursing [INC] for Faculty of Nursing in line with policies of State Government. (Government of Gujarat).**

11. Following are the necessary documents to be attached with the filling of the Admission form:
- Self-attested copies of the Mark sheets of 10<sup>th</sup>, 12<sup>th</sup> and other examinations passed by the student as per eligibility criteria of concerned program for which he /she is applying.
  - Self-attested copy of Score card of Entrance examination appeared. (if applicable)
  - Self-attested copy of School Leaving or Transfer Certificate.
  - Self-attested copy of caste certificate in case student belongs to Schedule Caste (SC), Schedule Tribe (ST) and other Backward Class (OBC) as determined and declared by Government of Gujarat. The Certificate should have been issued by the Authority empowered by the State Government in this behalf.
  - Self-attested copy of Income Certificate issued by the Authority empowered by the State Government in this behalf.
  - Non Creamy Layer (NCL) certificate of the family, valid as per State Government Rules, by the authority empowered by the State Government in this behalf.
  - Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case the certificate is Physically Handicapped.
  - Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer.
  - A copy of certificate of In-serviceman duly issued by the Commanding Officer of the respective unit in which he is serving.
  - Self-attested copy of Aadhar Card of the student taking admission.
  - 2 passport size photographs of the student taking admission.
  - Self-attested copy of the Migration Certificate from the University or Board from which he has passed the qualifying examination.
  - Self-attested copy of the transfer certificate from the institution last attended by the student or character certificates from two Professors / Gazette Officers if he passed his qualifying examination as a private candidate.
  - Such other certificates as the Admission Committee deems necessary.
12. A candidate shall not be eligible for admission to any course of this University if:
- If he / she has been convicted of any criminal offence by a court of law.
  - If a FIR (First Information Report) has been lodged against him by the Board / University or the institution last attended by him.
  - If he / she haven't cleared the basic eligibility examination as determined by the Admission Committee.
  - If he / she has history of committing any act of indiscipline during the immediate preceding three years.
13. Every candidate taking admission have to sign an undertaking stating that:
- He /She have never been convicted of any criminal offence.



- ii. There is no case involving moral turpitude pending against him in any court of law.
  - iii. There is no FIR ever been lodged against him /her by any educational institution.
  - iv. He / she have not committed any act of indiscipline during the immediate last three years.
14. Every candidate shall also submit an undertaking regarding not involving himself / herself in any ragging activity as required by the Honorable Supreme Court's against anti –ragging verdict.
  15. Every Parent shall also submit an undertaking along with the filling up of the admission form by the student.
  16. Appropriate arrangement shall be made by the University for Medical Examinations of students with disabilities seeking admission in the University. This arrangement shall be made only in case of doubt about the disability certificate or percentage of disability of the candidate issued by the appropriate authority.

## 2. Fees

1. A candidate who gets admission in any of the constituent college of the MAM University shall have to pay such fees, as may be determined by the University, at such stages, as may be determined by the Admission Committee.
2. If a candidate, who has paid the fees after getting admission, gets his admission cancelled, within the time limit specified by the Admission Committee, his fees shall be refunded as per the Refund Policy framed by University as mentioned below.
3. If a candidate, who has paid the fees after getting admission, gets his admission changed in another course and/or college or Institution, of the University in the readjustment (reshuffling) process, he shall pay the difference of fees, if any at the time of getting admission or, as the case may be, fees shall be refunded as per the Refund Policy framed by the University as mentioned below.

## 3. Fee Refund Policy

1. Students who accept the offer and subsequently decide to withdraw from the course must notify the University in writing.
2. All applications for refund of fees will be considered individually.
3. All refunds and transfers are at the discretion of the University, Prior to consideration for any refund or transfer, all necessary withdrawal or interruption of studies procedures must have been completed by the student and the student records as withdrawn by the Academic Admission office.
4. The cases of refund will be collectively put up to fee refund committee.
5. The committee will decide the cases according to the rules given below.

### In case of Excess Payment

1. Any amount paid in excess of the amount payable of prospectus fee, may be refunded taking into account the detailed report of amount paid in excess. The detail report with the signature of all concerned shall be submitted by the student along with the application of seeking refund.
2. Any amount paid in excess of the amount payable towards the provisional registration may be adjusted towards the fee payable at the time of admission, if admitted otherwise will be refunded subject to other conditions prescribed herein.



## In case of withdrawal of Admission

1. In case an applicant withdraws before the start of the Programme /session and if the seat consequently falling vacant is filled by another waitlisted applicant (if any) by the last date of admission, **the total amount already deposited by the applicant, after a deduction of Rs.5000/- for provisional registration, may be refunded.**
2. In case an applicant withdraws within two weeks after start of the Programme / session and if the seat consequently falling vacant is filled by another wait listed applicant (if any) by the last date of admission, **the total amount already deposited by the applicant, after a deduction of Rs. 10,000/- (which includes Rs. 5000 for provisional registration and Rs. 5000 for semester Tuition fee.) may be refunded.**
3. In case an applicant withdraws after two weeks from start of the programme/session and before completion of one month from the date of the beginning of the Academic Session, **after a deduction of 50% the fee may be refunded.**
4. In case an applicant withdraws after one month from the date there shall be no refunds. In case the University does not start any programme, then the entire amount deposited by the applicant on account of provisional registration, tuition fee, hostel fee and transport fee is refundable.

## Non-Refundable Fee

1. Amount paid for prospectus and Entrance Fee is non-refundable fees under all circumstances.
2. An applicant admitted to the programme of the University, by default, who in fact has been found ineligible or unfit later on, his admission shall be cancelled and such an applicant will not be entitled for the refund of any fee or any other compensation by the University.
3. In in any case, the applicant has knowingly or willfully concealed or suppressed any information / fact or fond impersonating an applicant or found using any fraudulent means for getting admission to the University, which renders him ineligible for the admission, the admission of such an applicant shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. Such an applicant will not be entitled for the refund or any other compensation by the University.

## Procedure of Refund of Fees

1. Application form for refund is to be obtained and submitted to the University office at University Campus only along with the hand written application for withdrawal by the Student/ Parent with undersigned.
2. Refund will be made only after the applicant has surrendered the original fee receipt, ID card (if already issued) and any other document as required by the University at the time of refund.
3. After the start of the programme/session, no application for refund will be entertained, except as provided under above clauses.
4. Refund if any, will be made through the account payee Cheque only in the favor of the concerned applicant who had applied for admission.



## Schedule of the Refund/ Procedure with Dates

### Course fee

In case of withdrawal or cancellation of admission, the refund of course fee would be as per the following schedule:

Date of Withdrawal	Deduction of Amount
Application received on or before the completion of Admission Procedure*	Rs. 5000/-
Application received within two weeks from the start of the Academic Session of the year.*	Rs. 10,000/-
Application received within two weeks and before completion of the one month from the start of the Academic Session.*	50% of fee
Any request after one month from the start of the Academic Session of the year.*	Not admissible.

\* The refund will be made based on the clauses mentioned above. The rules stated are absolute with no provision for any change at any stage of time.

\*If a candidate expires during the course of study, the entire fee of current semester shall be refunded.

## 4. Free-ships and scholarships schemes

There are various types of MAM UNI Free-Ship / Scholarship schemes for various categories of students which are provided on the basis of merit and means.

University also supports students in availing scholarships / financial assistance from various Government / Semi-Government agencies/Public Trust / Private Trust / NGO based on their socio-economic background as determined by the State Government. The Details are given in the following table.



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Sr. No.	Schemes	Category	Eligibility
1	100% Cost of Study	Dependent of Martyrs	Children / spouse of Martyrs (Indian Soldier)
2	100% Free-ship (Tuition Fee)		
	For the First year only	<ul style="list-style-type: none"><li>• Merit holder Students</li></ul>	90% marks and above in 10+2 exam
		<ul style="list-style-type: none"><li>• Entrance Exam (JEE/ Mains) / JEE (Advanced) / NEET</li></ul>	JEE(Mains) / JEE (Advanced) / NEET rank holder
		<ul style="list-style-type: none"><li>• NTSE Holder</li></ul>	Recipient of Scholarship by NTSE
		<ul style="list-style-type: none"><li>• Topper in each program (one only)</li></ul>	Topper in each program subject to the following conditions.  (1) Minimum 85% in 10+2 or minimum 75% in graduation. (2) 80% seats have been filled in the program (In addition to the quantified intake)
	For subsequent years	<ul style="list-style-type: none"><li>• Topper of each class</li></ul>	Students securing highest marks/ SGPA in previous class  (i) Provided the student apply & (ii) His / Her parental income does not exceed Rs. 6 Lac.
	(a) For any year	<ul style="list-style-type: none"><li>• Financially weak / needy students</li></ul>	(i) Bonafied students of Gujarat  (ii) BPL Card holder  (iii) Not getting financial support from any other source  (iv) Satisfaction of physical financial verification by University
3	50% Free ship (tuition fee)		





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	(a) For the first year only	<ul style="list-style-type: none"><li>• Merit holder</li></ul>	88% to 89.99% in 10+2 exam.
		<ul style="list-style-type: none"><li>• Entrance Exam (IIT / JEE)</li></ul>	EML rank holder up to 10,000 after IIT Rank
	(b) For any year	<ul style="list-style-type: none"><li>• Employee benefit</li></ul>	Children of University permanent employee
		<ul style="list-style-type: none"><li>• Death of parents</li></ul>	If Father / Mother of student (who was the only earning member in the family) dies during study period
4	Teaching Assistantship	<ul style="list-style-type: none"><li>• Pursuing Master's program</li></ul>	(i) Students of second year Master's program based on their performance in first year are awarded following in the form of Teaching Assistantship of Rs. 10,000/- (ii) Such student shall have to teach minimum of 12 hours per week (iii) Students of first year may also be considered on the basis of merit.

## 5. Rules of Inter-University Transfer

Following is the revised policy for Inter-University Migration for providing migration option to students who have partly completed their any UG/ PG program from any recognized University / College.

### 1. Eligibility

Any Candidate who is enrolled in any UG/PG programme of any University/Institution duly established by government law, may be allowed to migrate in equivalent MAM UNI Programme at any stage provided he/she fulfils the following criteria/conditions.

- I. The Candidate possesses minimum qualification in the qualifying examination at par with other students submitted to the programme in which migration entry has been sought.
- II. The candidate should not have any backlog.
- III. 70% of the courses are common in the program of parent institution and MAM UNI.
- IV. The parent University / Institution has no objection in his / her migration.
- V. The candidate possesses good moral character.



## 2. Scrutiny of Application

The Scrutiny of application is received for migration may be done by a committee consisting of the following officers of the University.

- Dean / Principal / Vice Principal of Concerned School
- Coordinator of the concerned program.
- Registrar or Chairman of University Admission Committee

The committee may be asked to submit its recommendation to the Vice chancellor within a period of 3 days after detailed examination of the case and availability of seats in the desired programme. The committee may submit its recommendation on the following basis:

- VI. The candidate is eligible / not eligible for admission in the desired semester of the program.
- VII. The committee may give its specific recommendation about the additional courses to be undertaken in MAM UNI or the courses from which the candidate may be exempted based on the courses of both the universities/Institutions.

## 3. Admission of Students

- I. On receiving the recommendations of the committee for admission as duly approved by the Vice Chancellor, the Registrar may issue notification for each admission on the conditions laid down by the committee and terms of the University.
- II. The admission department may admit the concerned student on receiving the following original documents in addition to other requirements.
  - Mark-sheet(s) of qualifying examination (10+2 or graduation)
  - Migration Certificate (Original)
  - Original mark-sheet(s) of the examination appeared in parent institution related to the program.
  - Affidavit mentioning that he/she is ready to appear and clear the examination of uncommon courses/ papers as pointed out by the committee.

## 4. NOC Policy

- I. NOC/Migration will be issued with the students only after completion of the course in which the students have enrolled.
- II. NOC/Migration will be issued on the disciplinary ground on recommendation of the Disciplinary Committee.
- III. NOC/Migration will be issued if the student is not fulfilling the minimum eligibility criteria for passing the University examination.
- IV. NOC/Migration Certificate is issued with the students only in case when there is Health or Death threat to the students while studying in the MAM UNI.



## 5. Procedure of result preparation

- I. After admission, the student may be asked to undertake and clear the additional courses as recommended by the committee.
- II. The credits earned and grades/marks awarded in different courses by the parent university/institution of the student may be accepted by MAM UNI during preparation of his/her result.

## 6 Enrolment of the Students

1. No student shall be admitted to an examination of the University unless he/she is enrolled as a student.
2. The student shall be required to submit his /her application for enrolment duly forwarded by the concerned Head of the Institution together with the prescribed enrolment form and the Migration certificate from the University / Board from which he / she has passed the qualifying the examination (Wherever necessary).
3. The enrolment fee shall be paid once only irrespective of the number of times the candidate appears at examination of the University.
4. All applications for enrolment shall be submitted to the University office latest by the third first of August of each academic year or within fifteen days of the date of his admission, whichever is later. A candidate may submit his /her Migration Certificate by paying prescribed late fee up to thirtieth of November of that Academic year failing which admission of such candidate may be cancelled.
5. A student who fails to get him /her enrolled with the University unless specifically permitted by the President of University; shall not be allowed to appear at the end semester examination.
6. The enrolment number of students will be auto generated by the system provisionally as soon as they deposit their fee for admission. The auto generated provisional enrolment number shall be confirmed after their original documents are verified.
7. A Migration Certificate to join some other University or Institution may be granted to a student on his / her putting in an application together with prescribed fee.
8. In case a student takes a Migration Certificate to join another University, his /her membership of the University shall lapse.

## 7. NRI Category / NRI Sponsored seats

1. **15% seats are reserved for NRI students.**
2. A candidate should have passed higher secondary / Intermediate Examination (10+2) or its equivalent examination with not less than 50% aggregate marks by the date of declaration of MAM UNI merit list.
3. Candidate applying to the institute must have obtained required qualification i.e. (10+2) results by the date of declaration of MAM UNI merit list.
4. The eligibility for the age criteria will be same as prescribed.
5. Admission is based on All India merit rank of NEET/ MAM UNI-entrance test as the case may be.
6. Candidate must fill any of the entrance test application forms like All India merit rank of NEET/ MAM UNI entrance test, before filling of the MAM UNI admission form.
7. NRI-seats for all courses and their fee will be decided as per University rule and regulations from time to time.



8. The students who have passed qualifying examination from outside India shall have to obtain equivalency certificate from Association of Indian Universities, Delhi.
9. NRI student who seeks admission on NRI seat will have to submit copy of his/her passport as well as passport of his/her mother and/or father. This is to prove himself/herself as an NRI candidate.
10. NRI sponsored students have to submit proof of his sponsor being an NRI Copy of sponsor Passport (which contains signature of sponsor) as well as the affidavit has to be submitted.
11. The relation of N.R.I. (sponsored) with the student (N.R.I. sponsored candidate), sponsor's undertaking the responsibility of the candidate's study should have been clearly mentioned in affidavit.
12. The admission process for NRI sponsored candidate shall be as per all India quota admission of concerned Universities/Institutes having special provision as per prevailing rules of GoG & respective Central Admission Committee.

## **8. FOREIGN NATIONAL STUDENT**

1. Admission and eligibility criteria for the foreign national's students are subjected to State / Central Government norms.
2. The General Admission guidelines will remain same for them.

## **9. Lateral Entry**

For lateral entry the rules and regulations of respective council are applicable for admission of any course under the university.