

# **GUIDELINES AND NORMS/RULES FOR ADMISSION**

1. The applicants should read carefully the contents of the Information Brochure and familiarise themselves with the Admission/Entrance Test/GD/Interview procedure of Mansarovar Global University. They should also check all the eligibility criteria for the particular programme.
2. Mansarovar Global University will not be responsible if a candidate is denied admission for not fulfilling the eligibility criteria even if he/she cleared the Entrance Test/GD/Interview and has been issued offer letter for admission to a particular programme of study.
3. Bachelor's degree signifies that the degree has been obtained under 10+2+3/4 system of education or its equivalent. Application Form of candidate whose qualifying examination is not recognized by this University shall not be considered for admission.
4. All admissions shall be provisional. If any omission/error in the processing verification of certificates/documents of a candidate or not fulfilling eligibility criteria, etc. is detected at the time of admission or thereafter, the University shall have the right to cancel such admissions at any time.
5. The University takes no responsibility for any delay in postal transit or non-receipt of admit Card/ Interview letter/ Intimation letter, etc. or any other communication related to admission as per regulations.
6. If it is discovered at any stage that a candidate has made a false representation or used fraudulent means for admission or that he/she does not fulfill the eligibility requirements, he/she will not be allowed to complete admission formalities. If admission has been granted to such candidate, the same shall be liable to be cancelled at any stage. The University reserves the right to ask the candidate to reappear in the Entrance Test to assess his candidature, if considered necessary.
7. No candidate is allowed to pursue two regular courses simultaneously in one academic year.
8. The list of selected candidates will be displayed on the University Notice Board and University Website [www.mguindia.com](http://www.mguindia.com) It is the responsibility of the candidate to keep himself/ herself informed about such notices. The University shall not be responsible if a candidate fails to get information regarding his/her selection for admission.
9. Candidates not selected for admission shall not be informed. In the event of non-selection, his/her Application Form/ Registration fee/ photo copies of the attached Certificates/ Documents shall not be returned.
10. The applicant is required to fill in the application Form by himself/ herself with correct information.
11. Candidates are required to produce the original mark sheets/ certificates of qualifying examination and other necessary documents at the time of reporting for admission. Candidates who have applied as 'Result Awaited' should verify original copy and submit attested copies of their mark sheets within ten days of the declaration of results but not later than the date of closer of admission of Mansarovar Global University. Form No. and Enrolment No. allotted by the Mansarovar Global University should be written clearly on the back of the mark sheet, failing which the offer of admission shall be cancelled and no further correspondence in the matter shall be entertained.
12. Application Form shall be liable to be rejected in case:
  - Application Forms received after the last date
  - Those received without requisite fee
  - Paying of the requisite fee through demand Draft with lesser amount
  - Demand Draft of requisite fee not drawn in favour of Mansarovar Global University payable at Bhopal.
  - Incomplete information.
  - Mutilated form

13. If any discrepancy is found in the examination result of the aforesaid candidate or the original Mark sheet/Grade sheet is not produced within the stipulated time, the provisional admission so granted shall be cancelled.
14. No candidate shall be allowed to take admission to the same Course/Class which he/she has already passed.
15. The application form can be filled online. In such cases a printout of the filled form with photograph along with the fees (through DD in favour of Mansarovar Global University payable at Bhopal or net banking) should be sent to the Registrar of the Admission Section, Mansarovar Global University. Printout of the Application Form can be sent by Registered Post/Speed post or through Courier so as to reach on or before the last date. Printout of the Forms received late, incomplete, without requisite fee, or not supported with the required certificates/documents shall be rejected and no further correspondence shall be entertained in this regards.
16. The candidates once admitted shall be governed by the Rules and By-laws of Mansarovar Global University.
17. Ragging is strictly prohibited. Offenders will be dealt with prescribed laws.
18. All matters of dispute shall be subject to Bhopal jurisdiction only.

Date.....

Signature

Name of Student: