



Ref. No.: KRMU/Admin./O.O./2022/2939

Dated: 26.04.2022

## **OFFICE ORDER**

**Subject: Revised Policy for Admission and Migration of students from Academic Session 2022-23.**

The revised Policy for Admission and Migration of students as approved in 28<sup>th</sup> meeting of Academic Council held (vide agenda item no. 28.07) on 23<sup>rd</sup> April, 2022 to be implemented from the Academic Session 2022-23 is hereby notified for information (as annexed).

**Registrar**

**Encl:**

- As above

**Copy to:**

- Vice Chancellor : For kind information
- Pro Vice Chancellor : For kind information
- Finance Officer
- Dean (Academics Affairs)
- Director- IQAC
- Director/ Deputy Director- Admission
- All Deans/ School Coordinators
- Website Developer
- Office Copy
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# **POLICY FOR ADMISSION AND MIGRATION OF STUDENTS**

## **K.R. Mangalam University**



**K.R. MANGALAM UNIVERSITY**

**Sohna Road, Gurugram (Haryana)-122103**

**Email: [registrar@krmangalam.edu.in](mailto:registrar@krmangalam.edu.in), Website: [krmangalam.edu.in](http://krmangalam.edu.in)**



## REGULATIONS FOR ADMISSION AND MIGRATION OF STUDENTS,

### 1. PRILIMINARY

#### 1.1 Short Title, Applicability and Commencement

- (a) These Regulations may be called "K.R. Mangalam University Regulations for Admission and Migration of Students".
- (b) These Regulations shall apply to all the undergraduate and postgraduate programmes offered by the K.R. Mangalam University (KRMU).
- (c) These Regulations shall come into force from the date of approval by the Governing Body of K.R. Mangalam University.

#### 1.2 Definitions

In these Regulations, unless there is something repugnant in the subject or context:

- (a) "**Academic Council**" means the Academic Council of the University constituted under Para 17 of the First Statute of K.R. Mangalam University, Haryana Private University Act, 2006 (Amended 08 of 2013).
- (b) "**Academic Programmes**" means the academic programmes of the University as approved by the Academic Council.
- (c) "**Admission Committee**" means the Committee constituted by the University to approve the intake capacity and eligibility criteria of the students into various academic programmes of the University.
- (d) "**Controller of Examination**" means the Controller of Examination of the University.
- (e) "**Director Admissions**" means the Director Admissions of the University.
- (f) "**Dean**" means the Dean of the School/College/Centre of the University.
- (g) "**Fee**" means the fee prescribed by the University to be charged from students.
- (h) "**Fee Committee**" means the Fee Committee constituted by the University to approve fee and other charges for approved programmes.
- (i) "**Registration**" means registration of a student who has been duly admitted to the University for a Full-time Academic Programme offered by the K.R. Mangalam University.
- (j) "**Registrar**" means the Registrar of the University.
- (k) "**Student**" means a student who has registered for programme a full-time academic offered by the K.R. Mangalam University and is progressing as per schedule.
- (l) "**Director International Affairs**" means the Director of International affairs.
- (m) "**Pro-Vice Chancellor**" means the Pro-Vice Chancellor of the University.
- (n) "**Vice Chancellor**" means the Vice Chancellor of the University.



(o) "**University**" means the K.R. Mangalam University (KRMU), Sohna, Haryana, India;

## **2. ADMISSION POLICY**

2.1 The admission policy of the University shall be consistent with the vision/mission and philosophy of the University.

2.2 The admission of students in the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed, race, nationality or place of birth of a student.

2.3 The merit for admission in the University may be determined on the basis of aggregate or overall grades/marks obtained in the qualifying examination together with attainments in co-curricular and extra-curricular activities etc. and/or on the basis of marks or grades obtained in the entrance test conducted by the University or by any State/National level agency.

Provided that admission in the professional and technical programmes/courses shall be made through an Entrance Test.

2.4 Except for professional and technical programmes, the University may allow relaxation from entrance test and provide weightage in terms of co-curricular and extra-curricular activities and/or interview/group discussion to the deserving students.

## **3. ADMTISSION DEPARTMENT**

3.1 There will be an Admission Department at the University level to plan, coordinate and organize admission related activities of the University, such as

- (a) Preparing/notifying admission schedule;
- (b) Publicity and outreach measures;
- (c) Processing admission applications/ scrutiny;
- (d) Preparing admission lists and taking approval from the Admission Committee;
- (e) Sending offer letters to the candidates;
- (f) Conduct KRMUAE (K.R. Mangalam University Admission Exam);
- (g) Processing the admission of students
- (h) Coordinate with schools for organizing orientation programmes for newly admitted students;

3.2 The Admission Department shall also coordinate with the concerned schools for processing lateral entry and migration cases as per the policy.



3.3 The Admission Departments shall be headed by the Director's Admission and have requisite support staff.

3.4 There Admission Department shall function as per the KRMU admission policy under the regulation and direction of the Admission Committee of the University.

#### **4. ADMISSION COMMITTEE**

4.1 The Admission Committee is a statutory authority of University constituted in terms of Para 28 of the First Statute of K.R. Mangalam University, Haryana Private University Act, 2006 (Amended 08 of 2013).

4.2 The composition of the Admission Committee, as specified in the University Statutes, is as under:

- (a) Director Admission - Chairperson
- (b) Concerned Dean/ Head of the Departments
- (c) Admission members of the concerned Schools
- (f) Other members co-opted by the Chairperson of this committee
- (g) Admission Officer- Convener/Member-Secretary.

4.3 As per section 28 of the University First Statutes, the Admission Committee shall, subject to the superintendence of the Academic Council, lay down the minimum qualification for admission to various programmes of studies, the number of seats in each of the programmes and the date(s) of the commencement and conclusion of the admission process.

4.4 Roles and responsibilities of the Admission Committee;

4.4.1 To approve the programmes of study and recommend additions/deletions in the existing programmes based on:

- (a) Market trend analysis
- (b) Feedback from various School/Stakeholders
- (c) Last year's trend analysis
- (d) Student prospective
- (e) Industry requirement
- (f) Change in Government policies
- (g) Scope of the programme



- 4.4.2 To lay down the duration and intake capacity of the programmes;
- 4.4.3 To recommend admission eligibility criteria for each programme to the Academic Council for approval;
- 4.4.4 To adopt the eligibility/selection criteria and admission norms/schedule as prescribed by the respective Statutory Councils for Council driven programmes;
- 4.4.5 To approve the admission schedule for each year;
- 4.4.6 To approve and notify the final admission lists and decide the commencement date(s) of the classes and the last date of admission; except in case of Council-driven programmes (like Architecture, Pharmacy, Law, Education etc.) which are governed through notification of the respective regulatory bodies;

## **5. PROGRAMME DURATION**

5.1 The programme duration and sanctioned student intake for each programme of study shall be as approved by the Admission Committee and Academic Council.

5.2 The current duration of academic programmes is:

- (a) Diploma Programmes - Two years
- (b) Under Graduate programmes - 3 years (wherever applicable)
- (c) Under Graduate programmes - 4 years (wherever applicable)
- (d) Integrated Under Graduate programmes - 5 years (wherever applicable)
- (e) Master's degree Programmes - 1 year
- (f) Master's degree Programmes - 2 years
- (g) Ph.D. programmes-part-time /full time.

5.3 However, the programme duration for Council driven programmes shall be as prescribed by the respective Regulatory Councils.

5.4 Unless otherwise provided in the academic calendar, an academic year of the University shall normally commence in July/August of a calendar year and end in May of the following calendar year.

5.5 Every academic year shall be divided into two semesters. While the Odd semester will normally commence in July/August and end in December, the Even-semester will begin in January and end in May. However, few council based programmes runs on annual exam system.



## **5.6 Lateral Admission**

In a Lateral Admission, there is a direct admission into the second year whereas, in a regular admission process, the entry is only in the first year of the course.

5.6.1 To be eligible for B. Tech lateral entry engineering/admission, a 3 year engineering diploma is required after class 10th examination.

5.6.2 To be eligible for B.Pharm. lateral entry, a 2 year Pharmacy diploma is required after class 12th examination.

## **6. ELIGIBILITY/ SELECTION CRITERIA**

The eligibility/selection criteria for enrolment to various academic programmes of the University shall be as recommended by the Admission Committee and approved by the Academic Council from time to time.

## **7. ADMISSION PROCESS**

7.1 The Admission Process shall comprise of the following steps:

- a) Release of Admission Notifications through various publicity modes. The applicants can apply for admission, both online and offline.
- b) Education Counsellors/Faculty representatives from Schools should take care about the admission enquiries and counsel the candidates/parents about the programmes/courses etc and clear their doubts.
- c) Examine the admission forms received for eligibility check.
- d) Plan/make arrangements for the conduct of K.R. Mangalam University Admission Exam (KRMUAE) for entrance, wherever required, for eligible applicants. The test will be conducted at the University campus, designated centres and through online mode. The Test will be of 60-120 minutes duration comprising questions on quantitative/qualitative aptitude, subject knowledge, general english, general awareness, etc.
- e) Candidates who have cleared KRMUAE will be further assessed through a personal interview by the Faculty of respective programme offered by concerned school for their



subject knowledge, overall behavioural pattern, English communication and personality, etc. by way of a personal interview.

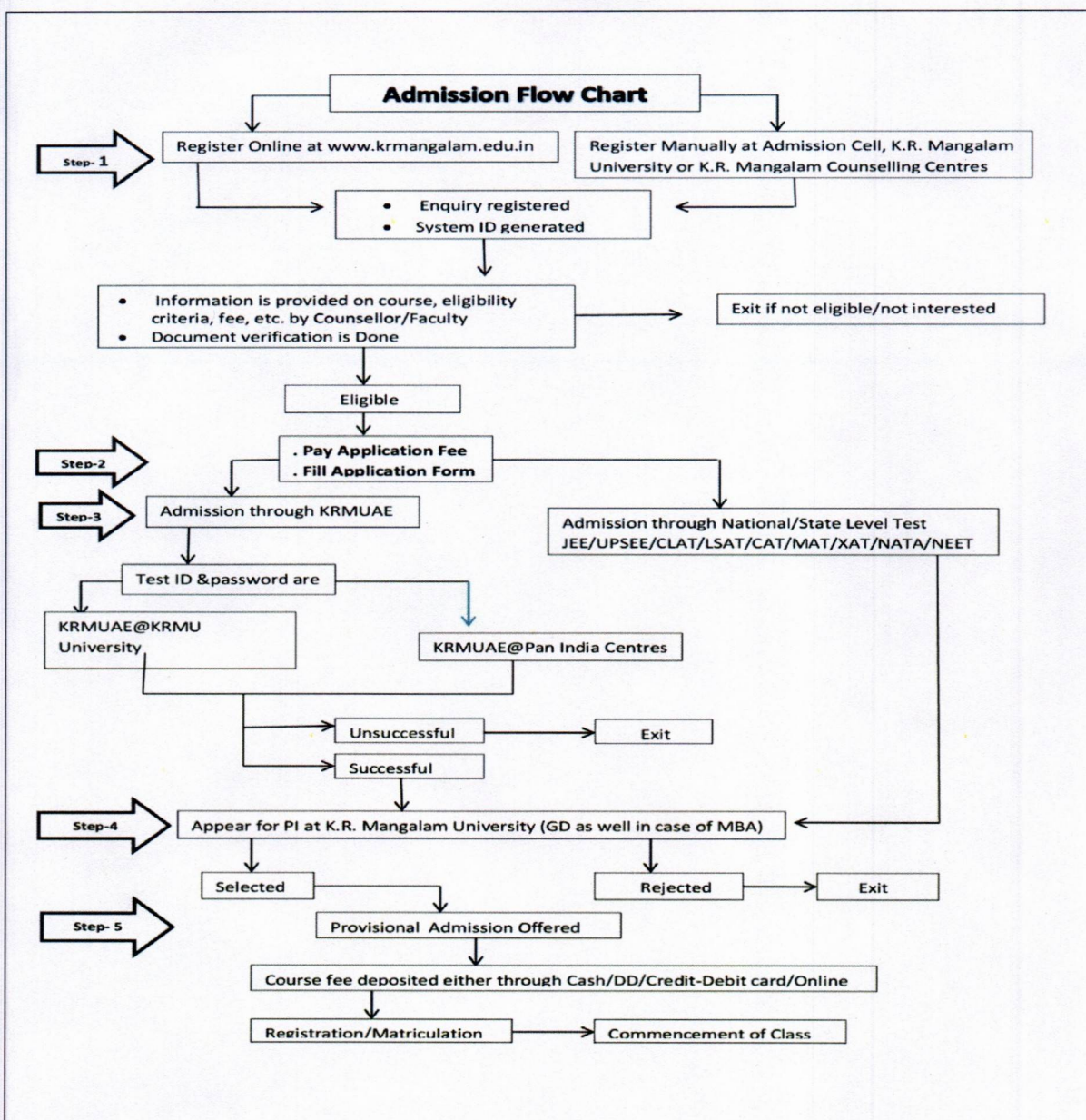
f) The documents of such candidates as are found fit shall be scrutinised by the admission audit team and the final selection list shall be put up to the Admission Committee for approval.

g) The candidates in the approved list shall be offered admission, and after payment of requisite fees their admission will be confirmed.

h) The documents of the admitted student shall be sent to the Registrar Office for further processing.

7.2 The complete process flow chart detailing all the steps from registration for admission till the enrolment in the University is tabulated below:





## 8. FEE STRUCTURE

### 8.1 Provisions in the Act and Ordinances

- a) As per Para 34 of the First Statute of K.R. Mangalam University empowers the University to prescribe, demand and receive payment of fees and other charges.
- b) Further, Clause 34.1 and 34.2 of the Statute of the University provides, inter-alia, which the tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Committee and approved by the Governing Body of the University.



c) The Fee Committee after taking into consideration the revenue and expenditure of the previous year, School-wise/programme-wise intake, cost escalation etc, shall recommend the fee structure for various programmes for consideration and approval by the Governing Body of the University. The fee structure once approved shall be circulated and also put up on the University website for general information.

## **9. POLICY FOR MIGRATION OF STUDENTS**

### **9.1 Migration policy**

- a) The Policy covers the migration of students from within a Department/ School of K.R. Mangalam University (intra-University) or of from other Universities to K.R. Mangalam University (inter-University).
- b) Such migration will not be the right of a student; though it is a permissive facility and hence not obligatory on the part of the university to allow.
- c) Inter-University migration shall be allowed to students coming from Universities/Institutes established under recognized by the Regulatory Bodies.
- d) In addition, the academic record of a student shall also be a determining factor for allowing migration.

### **9.2 Intra-University (Intra-Department/school) Migration**

The migration of a student enrolled in an undergraduate or postgraduate programme shall be regulated as under:

- (a) A Student can apply for Intra-Department/School migration within the University only after the completion of first year of the enrolled programme and are academically eligible to register for the third semester.
- (b) Such migration shall be allowed after the completion of second semester but before the start of third semester.

#### **9.2.1 Order of preference for Migration**

- (a) Change of programme/branch within the Department, if permissible, shall be carried out at the level of School/Faculty of concerned discipline. The concerned department/school shall check the eligibility criteria for migration of the candidate and if the candidate fulfils the criteria the department shall forward his/her case to the admission cell and Registrar office after the approval of the Dean of the concerned School.
- (b) Preference shall be given to those students who have cleared all the courses of the first and second semesters.



(c) Further, such students shall be required to submit a "No objection certificate" (NOC) from their parents in support of change of programme/Branch of their ward.

(d) In cases where the student migrates from one programme to another, the fee difference must be paid.

### **9.2.2 Documents Required:**

- a) Grade cards of first and second Semesters issued by the Controller of Examinations office.
- b) Requisite Migration Form duly signed along with the "NOC,, for migration form.

### **9.3 Inter-University Migration**

a) The following conditions shall be applicable students to cases of migration of from other Universities/ Institutes:

b) Migration of students from other recognized Universities/Institutions to K.R. Mangalam University in undergraduate/postgraduate programmes shall be allowed up to 15 days prior to the date of commencement of semester. Such migration shall be regulated as under:

(i) The candidate must have passed all the courses of the previous semester of the University from where he/she migrating.

(ii) The courses studied by the candidate must be mapped with the courses offered by K.R. Mangalam University. The student has to pass all those courses which are not mapped, whenever they will be offered by the University.

(iii) The candidate would be required to furnish an undertaking that he/she will attend classes and pass the courses which are not equivalent to courses of K.R. Mangalam University.

(iv) The candidate will have to produce a NOC from the institute/university where he/she is presently studying.

(v) Such migration will be subject to the availability of seat(s) in programmes/branches in which migration is sought.

(vi) Migration will be governed by the rules and regulations of the K.R. Mangalam University.

(vii) In addition to the above, the admission in UG/PG programme, credit transfer will be allowed maximum upto 50% of the credit of the programme.

(viii) No Inter University migration will be allowed after the half of the duration of course and only in Odd Semester. No migration will also be allowed in Even Semester.

### **9.3.1 Procedure for Inter-University Migration**



- a) A candidate seeking migration should obtain 'No Objection Certificate' (NOC) in prescribed format (Annexure-1) from the University/Institute where the student is studying and from K.R. Mangalam University where migration is sought.
- b) The candidate seeking migration should submit an application duly signed by him/her along with "NOC" issued by the University/Institute last studied.
- c) K.R. Mangalam University will authorize migration only if a vacant seat is available in the programme/branch in which migration is sought.
- d) Such migration will be governed by the rules and regulations of the K.R. Mangalam University.

### **9.3.2 Documents Required**

- a) Grade cards of first and second semesters issued by the Controller of Examinations office.
- b) Requisite Migration Form duly signed along with the "NOC" for migration form.

### **9.4 Migration for Ph.D. programme**

Research scholars pursuing Ph.D. programmes be in recognized Universities may be allowed to migrate to K.R. Mangalam University on the following conditions:

- a) The candidate should be a bonafide registered Research Scholar of a recognized University.
- b) The candidate should have been fulfilled all the eligibility conditions and has completed the course work with the minimum stay of one year in the University where registered.
- c) Submit a status report on the research work completed as on date duly verified by the Research Guide and Ph. D programme coordinator.
- d) Should have valid and convincing reason for migration.
- e) Produces a NOC issued by the guide and Ph.D. programme coordinator, duly forwarded by the competent authority of the University.
- f) Submit a research plan in association with proposed Guide in K.R. Mangalam University.
- g) Gives a declaration in writing to abide by the research policies and rules and regulations of the K.R. Mangalam University.
- h) The application must be reviewed and approved by the SRC and URC.

### **9.5 Information to Authorities**



All the migration cases i.e. Intra/Inter/Ph. D. must be informed to the office of Registrar, Vice Chancellor, COE and Admission Cell by the concerned schools.

## **CONCLUSION**

K.R. Mangalam University Policy for Admission and Migration of Students will be subject to review annually on the basis of suggestions received from stakeholders, impact analysis and considerations by the committee group constituted at the time.





**APPLICATION FORM FOR MIGRATION**

**(Intra-Department/School) and Inter-University**

Tick on appropriate

<b>Whether Intra-Department/School Migration</b>		
<b>Whether Inter University Migration</b>		
	<b>Name of University/Institute</b>	

1	<b>Name (in Capital Letters)</b>					
2	<b>Roll Number (if applicable)</b>					
3	<b>Father's Name</b>					
4	<b>Mother's Name</b>					
5	<b>Details of last Examination</b>	<b>(a) Last Examination</b>				
		<b>Year</b>	<b>Session</b>	<b>Semester</b>	<b>CGPA</b>	<b>Result Status (Fail/Pass)</b>
6	<b>Reason of Migration</b>					
7	<b>Name of the programme/course/school to which migration is sought:</b>					
9	<b>Full Address of the Applicant (with Mobile No):</b>					

Date \_\_\_\_\_

Signature of Candidate

Mentor  
(School from where the student is migrating)

Dean of School

Registrar





**NOC FOR MIGRATION**

(Issued by the Registrar Office)

This is to certify that \_\_\_\_\_ S/o \_\_\_\_\_ of  
programme \_\_\_\_\_ Roll No. \_\_\_\_\_ is a regular student of  
\_\_\_\_\_ Department. He/ She has applied for migration from  
\_\_\_\_\_ (Programme/Course/University) to  
\_\_\_\_\_ (Programme/Course/University). This Department has no  
objection to him/her migration out of this (Programme/Course/University).

Further certified that:

- a) The student is eligible to registered for third semester commencing from  
\_\_\_\_\_ (In case of Programme/Course).
- b) She / he has cleared all the subjects of first year.
- Or
- She / he has \_\_\_\_\_ subject not cleared as on \_\_\_\_\_
- c) There are no Department dues pending as against the student

Signature-HOD/Mentor

Signature-Dean of School

Signature-Registrar

**(Office Copy)**

This is also to certify that this School/University has No Objection to  
Mr./Ms. \_\_\_\_\_ D/S/o \_\_\_\_\_ of \_\_\_\_\_  
Programme, Roll Number \_\_\_\_\_ Migrating to this Programme/School.

Signature-HOD/Mentor

Signature-Dean of School

Signature-Registrar





**FORMAT FOR COURSE MAPPING**

Name of Student \_\_\_\_\_

Roll Number \_\_\_\_\_

Name of School \_\_\_\_\_

Name of Existing programme and Branch \_\_\_\_\_

Name of Proposed Programme \_\_\_\_\_

**Course Mapping:**

S. No.	Previous Semester		Proposed Semester		Remarks if any
	Courses studied	Credits	Courses studied	Credits	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

**Action Plan to cover the Deficiency**


**Dean's Approval & Signature**

**Approval of Equivalence Committee**