

STUDENT

GUIDE

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Academic Programmes-



Syllabi are prepared by the Subject Expert Team and review by the Expert Committee then placed before the respective Board of Studies of the Regular Departments. The Course design is then approved by Academic Council and Executive Council of the University. Periodic meetings are organized with respective H.O.D., in consultation with the Director and the Programme Co-ordinator. The authors of the lessons are asked to write the material in SLM format. Then the same lessons sent for review to the experts. The reviewed lessons are then verified by the Co-ordinators in term of contents & format. Then it will placed before the Academic council for approval then Board of Management for the final approval after that the material sent for printing.

Courses are based on the latest syllabus that is industry oriented, versatile and cover the latest technology of the stream.

1. Information Technology Programs

Program Objectives- The aim of this program is to develop knowledge of computer and impart skills to use the computers effectively in developing commercial and scientific applications. In this program, students will collect in-depth knowledge about computer fundamentals, elements of system analysis and design, file structure, programming, data communication and networks, computer architecture and operation research. The course is designed keeping in view the requirements of industry.

Under Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	BCA	3 YEARS	6 YEARS	10+2 in any stream or equivalent
2	BSC.IT	3 YEARS	6 YEARS	10+2 in any stream or equivalent

Post Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	MSC-IT	2 YEARS	4 YEARS	Graduation in any stream
2	MCA	3 YEARS	6 YEARS	Graduation in any stream

1.1 BCA (Bachelor of Computer Application)

Teaching and Learning Plans

The Program enables the student to:

- Understand the fundamental concepts of Computers, Business environment and IT Applications in Business
- Successfully understand & analyze technical data to reach actionable conclusions, including technological solutions to the business
- Develop competent technical writing skills so as to enable the graduate to communicate business ideas to senior management and general public
- Learn technologies & IT languages, so the business problems could be addressed.

Levels of Qualifications

- 10+2 or its equivalent.

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 500 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDIT
ITP11	Introduction to Information Technology	4
ITP12	Programming in C	4
ITP13	RDBMS	4
ITP14	Operating Systems	4
ITP15	Web Technology	4
ITP16	Unix with Shell Programming	4
ITP17	Communication Skills	4

ITP18	Basic Mathematics	4
ITP19	Principles of Management	4
ITP20	Operation research	4
ITP21	Enterprise Recourse Planning(ERP)	4
ITP22	Computer Networks	4
ITP23	Management Information System	4
ITP24	Software Engineering	4
ITP25	Introduction to Microprocessor	4
ITP26	Desktop Publishing	4
ITP27	Data Structure with C	4
ITP28	C# with .Net	4
ITP29	Java Programming	4
ITP33	Practical-ITP 12	4
ITP34	Presentation/Seminar	10
ITP35	Project Program Work	10

The UG Degree consists of 25 Subjects in all. These comprise of Subjects:

Year I: ITP-11 to ITP14 and ITP-27, ITP-33, ITP-34

Year II: ITP-15 to ITP-21 and ITP-28

Year III: ITP-22 to ITP-26 and ITP-29, ITP-35

If any student wants to appear for semester system then follow the below mentioned subject's module:

Semester I: ITP11-ITP13, ITP33

Semester II: ITP14, ITP27 & ITP34

Semester III: ITP15-ITP18

Semester IV: ITP19-ITP21 & ITP28

Semester V: ITP22-ITP25

Semester VI: ITP26, ITP29 & ITP35.

Learning Outcomes for BCA Programs

At the end of the Program, the learner will have

- clarity on both conceptual and application-oriented skills in and IT Applications in Business context
- improved communication and IT management skills, especially in providing tech-support
- Awareness on ethics, values, sustainability and creativity aspects.

1.2 BSC.IT (Bachelor of Science in Information Technology)

Teaching and Learning Plans

The Program enables the student to:

- Understand the fundamental concepts of Computers, Business environment and IT Applications in Business
- Successfully understand & analyze technical data to reach actionable conclusions, including technological solutions to the business
- Develop competent technical writing skills so as to enable the graduate to communicate business ideas to senior management and general public
- Learn technologies & IT languages, so the business problems could be addressed.

Levels of Qualifications

- 10+2 or its equivalent.

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 500 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDIT
ITP11	Introduction to Information Technology	4
ITP12	Programming in C	4
ITP13	RDBMS	4
ITP14	Operating Systems	4
ITP15	Web Technology	4
ITP16	Unix with Shell Programming	4
ITP17	Communication Skills	4
ITP18	Basic Mathematics	4
ITP19	Principles of Management	4
ITP20	Operation research	4
ITP21	Enterprise Recourse Planning(ERP)	4
ITP22	Computer Networks	4
ITP23	Management Information System	4
ITP24	Software Engineering	4
ITP25	Introduction to Microprocessor	4
ITP26	Desktop Publishing	4
ITP30	Computer Organization & Architecture	4
ITP31	Digital Electronics Fundamentals	4

ITP32	Computer Graphics	4
ITP33	Practical-ITP 12	4
ITP34	Presentation/Seminar	10
ITP35	Project Program Work	10

Bachelor of Science in Information Technology (B.Sc.IT)

The UG Degree consists of 25 Subjects in all. These comprise of Subjects:

- Year I: ITP-11 to ITP14 and ITP-30, ITP-33, ITP-34
- Year II: ITP-15 to ITP-21 and ITP-31
- Year III: ITP-22 to ITP-26 and ITP-32, ITP-35

If any student wants to appear for semester system then follow the below mentioned subject's module:

- Semester I: ITP11-ITP13, ITP33
- Semester II: ITP14, ITP30 & ITP34
- Semester III: ITP15-ITP18
- Semester IV: ITP19-ITP21 & IT31
- Semester V: ITP22-ITP25
- Semester VI: ITP26, ITP32 & ITP35

Learning Outcomes for Bsc.IT Program

At the end of the Program, the learner will have

- Clarity on both conceptual and application-oriented skills in IT Applications in Business context
- Improved communication and IT management skills, especially in providing tech-support
- Awareness on ethics, values, sustainability and creativity aspects.

1.3 MSC.IT (Masters of Science in Information Technology)

Teaching and Learning Plans

The Program enables the student to:

- Take advantage of the disciplines of scientific consideration and reasoning and is able to exploit scientific approaches and methods
- Thoroughly masters the specialities in the selected major
- Act as expert and developer in their fields of speciality during the working life
- Understands the foundations of the chosen minor subject

Levels of Qualifications –

Graduation in Information Technology or equivalent

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum :-

Semester 1

CODE	SUBJECTS	CREDITS
MSIT11	Industrial Management	3
MSIT12	Analysis and Design of Algorithms	3
MSIT13	Advanced Operating System	3
MSIT14	Visual Basic Programming	3
MSIT15 L	Analysis and Design of Algorithms (Lab)	3
MSIT16 L	Visual Basic Programming (Lab)	3

Semester 2

Course Code	Subjects	Credits
MSIT21	Software Quality And Testing	3
MSIT22	Advanced Networks	3
MSIT23	OOAD and UML	3
MSIT24	Advanced Java	3
MSIT25 L	OOAD and UML Lab	3
MSIT26 L	Advanced Java Lab	3

Semester 3

Course Code	Subjects	Credits
MSIT31	Project Management	4
MSIT32	Client server Computing	3
MSIT33 P	Project	4
MSIT3E	Elective Paper 1	3
MSIT3E	Elective Paper 2	3

Semester 4

Course Code	Subjects	Credits
MSIT41	Distributed Database	4
MSIT42	Component Technologies	4
MSIT43	Project	4
MSIT4E	Elective Paper 1	3
MSIT4E	Elective Paper 2	3

Learning Outcomes for Msc-IT Programs:-

On the successful completion of the course, students will:

- understand the role of software and information systems in modern society and business
- apply modern design techniques and methods in software development
- participate in software projects as an expert or as a project manager
- recognise problems in software development and improve in technical, project management, and organisational processes
- describe the company activities as processes, specify the documents produced in different phases of the development, and adopt suitable measurements to support systematic software development.

1.4 MCA (Master of Computer Application)

Teaching and Learning Plan-

The Program enables the student to:

- Learn technical, professional and communication skills.
- Have industry-oriented education in the field of Computer Application.
- Take up positions as system analysts, systems designers, Programmers and managers in any field related to information technology. students are encouraged to spend a full semester working in the industry in the institute giving them insight into the workings of

Levels of Qualifications

Graduation in any stream

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum-

Semester 1

CODE	SUBJECTS	CREDITS
MCA11	Mathematics	4
MCA12	Data Structure	4
MCA13	Programming In C	4
MCA14	Financial Accounting	4
MCA15 P	Practical-C programming	1
MCA16 P	Practical-Data Structure	1

Semester 2

CODE	SUBJECTS	CREDITS
MCA21	Discrete Mathematics	4
MCA22	Database Management System	4
MCA23	OOPS With C++	4
MCA24	Computer Organization And Architecture	4
MCA25 P	Practical-Database Management System	1
MCA26 P	Practical-OOPS C++	1

Semester 3

CODE	SUBJECTS	CREDITS
MCA31	Data Communication	4
MCA32	Advanced Computer Graphics	4
MCA33	Advanced Operating System	4
MCA34	Unix And Shell Programming	4
MCA35 P	Unix Practical	1
MCA36 P	Practical-Operating system	1

Semester 4

CODE	SUBJECTS	CREDITS
MCA41	Advanced Software Engineering	4
MCA42	Analysis And Design of Algorithm	4

MCA43	Advanced Java Programming	4
MCA44	RDBMS	4
MCA45 P	Practical-RDBMS	1
MCA46 P	Practical-Advanced Java Programming	1

Semester 5

CODE	SUBJECTS	CREDITS
MCA51	Advanced Computer Network And Security	4
MCA52	Internet Programming and Web Designing	4
MCA53	Data Warehousing And Data Mining	4
MCA54A	Compiler Design	4
MCA54B	Mobile Computing and Communication	4
MCA54C	Simulation and Modelling	4
MCA55 P	Advanced Computer Network and Security Lab	1
MCA56 P	Practical-Web Designing/Internet	1

Semester 6

CODE	SUBJECTS	CREDITS
MCA61	Advanced MIS and E-commerce	4
MCA62A	Pattern Recognition	4
MCA62B	Operations Research	4
MCA62C	Advanced Computer Architecture	4
MCA63A	Client Server Architecture	4
MCA63B	Artificial Intelligence	4
MCA63C	Network Management	4
MCA64 P	Project	6

Learning Outcomes-

- Demonstrate the technical knowhow in fields of Engineering, Humanities and Science
- Implement the Creative and Problem Solving skills in various Real time problems
- Design and develop Software to mete out the Customer Requirements
- Designate as a Team member and render efficient skills to climb the hierarchy of an organization
- Understand and dispatch his Professional and Ethical responsibilities
- Pursue and embark a Career in Research
- Develop the individual as Entrepreneur in the software fields as Software Programmer, Software Engineer, Software Architect, Software Developer etc.
- Communicate effectively both in verbal and formal means
- Exhibit skills for a continuous and lifelong learning

2 Management Programs

Program Objectives- The aim of this program is to develop student's practical managerial skills, communication skills and business decision-making capability. In this program, students will expose to latest technologies being used in the management sector like Banking services, Sales & distribution management, Financial Management, Project Management, Marketing Research, Human Resource Development, Retail Management, and Insurance etc.. The course is designed to give a broad knowledge of the functional areas of a company, and their interconnection, while also allowing for specialization in a particular area and to promote a forum for exchange of ideas and information among the health planners, academicians, administrators and general public or improvement of hospital and health services, for advancement of health care systems so as to make it rational, responsive and cost efficient, both to consumer and providers to develop high quality of hospital care in the community and the country so as to provide a satisfactory environment to the patient and also to the doctors for clinical research. Understand and imbibe all forms of budgeting and management, Students Should Understand and adjust to the constant changes taking place in the International and National Environment.

Under Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	BBA	3 YEARS	6 YEARS	10+2 in any stream or equivalent with 40 %

Post Graduate Programs-

S. No.	Program name	Duration	Max. Duration	Eligibility
1	MBA	2 YEARS	4YEARS	Graduation in any stream
2	MBA IN HOSPITAL MANAGEMENT	2YEARS	4YEARS	Graduation with a minimum of 50% marks

2.1 BBA (Bachelor of Business Administration)

Teaching and Learning Plans

The Program enables the student to:

- Understand the functional areas of a company, and their interconnection, while also allowing for specialization in a particular area.
- Develops the practical managerial skills, communication skills and business decision-making capability.

Levels of Qualifications –

Passing 10+2 or its equivalent with atleast 40 %

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 500 \$

Exam Fee- 50 \$

Curriculum

Bachelor of Business Administration (BBA)

CODE	SUBJECT	CREDIT
MP11	Principles of management	4
MP12	Managerial economics	4
MP13	Introduction to information technology	4

MP14	Communication skills	4
MP15	Financial accounting	4
MP16	Business law	4
MP17	Marketing Management	4
MP18	Human Resources Management	4
MP19	Logistics Management	4
MP20	Corporate legal framework	4
MP21	Project Management	4
MP22	Management Information System	4
MP23	Production and Operations Management	4
MP24	Organization Behavior	4
MP25	Training and Development	4
MP26	Advertising and sales Promotion	4
MP27	Quality Management	4
MP28	Management of financial institutions	4
MP29	Security analysis and portfolio management	4
MP30	E-commerce	4
MP31	Enterprise resource planning	4
MP32	Presentation/Seminar	10
MP33P	Project course work	10

The UG Degree consists of 23 Subjects in all. These comprise of Subjects:

Semester I: MP-11 TO MP-14

Semester II: MP-15 TO MP-17

Semester III: MP-18 TO MP-21

Semester IV: MP-22 TO MP-24

Semester V: MP-25 TO MP-28

Semester VI: MP-29 TO MP-33

Learning Outcomes for BBA Programs

On completion of the BBA programme, graduates will be able to:

- Deployment of key knowledge and skills in business related disciplines;
- Apply creative and critical thinking in solving business-related problems;
- Attain personal and team goals using individual and interpersonal skills;
- Demonstrate awareness of ethical and global issues in business.
- Students can demonstrate and competent in Entrepreneurship and Innovation.
- Communicate effectively in a business setting.

2.2 MBA (Master of Business Administration)

Teaching and Learning Plans

The Program enables the student to:

- Determining program student learning objectives
- Identifying assessment methods
- Gathering and evaluating assessment results
- Evaluating the meaning of the results
- Using results to develop plans of action for making improvements

Levels of Qualifications –

Passing 10+2 or its equivalent in any stream

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDIT
MP11	Principles of management	4
MP12	Managerial economics	4
MP13	Introduction to information technology	4
MP14	Communication skills	4
MP15	Financial accounting	4
MP16	Business law	4
MP17	Marketing Management	4
MP32	Presentation/Seminar	10

MP18	Human Resources Management	4
MP19	Logistics Management	4
MP20	Corporate legal framework	4
MP21	Project Management	4
MP22	Management Information System	4
MP23	Production and Operations Management	4
MP24	Organization Behaviour	4

The PG Degree consists of 15 Subjects in all. These comprise of Subjects:

Year I: MP11, MP12, MP13, MP14, MP15, MP16, MP17, MP32

Year II: MP18, MP19, MP20, MP21, MP22, MP23, MP24

MBA specialisations :

~ Operations Management (MP109/MP110)

~ Human Resource Management (MP111/MP112)

~ Marketing Management (MP113/MP114)

~ Product Management (MP115/MP116)

~ Financial Management (MP117/MP118)

Learning Outcomes for MBA Programs

On completion of the MBA programme, graduates will be able to:

- Graduates are able to synthesize the knowledge, skills, and tools acquired in the program within a real microbusiness they must be able to design themselves.
- Graduates are able to excel in their chosen career paths, by learning on how to live, adapt and manage business environmental change.
- Graduates are able to reflect upon and explore business problems in depth, to develop informed managerial decisions, and to demonstrate ability to pursue new knowledge necessary to succeed in dynamic local and international business environments.

2.3 MBA Hospital Administration

Teaching and Learning Plans

The Program enables the student to:

- Learn from a curriculum aligned with the professional competencies required by today's healthcare employers.
- Explore relevant coursework focused on developing the tools and insights you need to meet the demands of the current healthcare landscape.

Levels of Qualifications –

- Graduate from any statutory university with a minimum of 50% marks (or equivalent grades are used) at graduation level.

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum

SEMSTER 1

CODE	SUBJECT	CREDIT
MBAHA11	Principles of Hospital Management	3
MBAHA12	Basic Concept of Health	3
MBAHA13	Epidemiology	3
MBAHA14	Health Care Services	3
MBAHA15P	Drug Management	3
MBAHA16	Medical Transcription	3
SEMESTER 2		
MBAHA21	Hospital Resource & Operations Management	3
MBAHA22	Marketing Services	3
MBAHA23	Material Management	3
MBAHA24	Hospital Support Services	3
MBAHA25P	Industrial Project	3
MBAHA26P	Hospital Support Services Project	3
MBAHA31	Operations Research	3
MBAHA32	Biomedical Waste Management	3

MBAHA33	Research Methodologies	3
MBAHA34	Patient Care Service	3
MBAHA35	Health Economics	3
MBAHA36	Nutrition & Dietetics	3

The PG Degree consists of Subjects in all. These comprise of Subjects:

Semester I:

THEORY:- MBAHA11,MBAHA12,MBAHA13,MBAHA14

PRACTICAL:-MBAHA15P, MBAHA16

Semester II:

THEORY:-MBAHA21, MBAHA22, MBAHA23, MBAHA24

PRACTICAL:- MBAHA25P, MBAHA26P

Semester III:

THEORY:-MBAHA31, MBAHA32, MBAHA33, MBAHA34, MBAHA35,MBAHA36

Learning Outcomes for MBA Hospital Administration Programs

On completion of the MBA Hospital Administration programme, graduates will be able to:

1. Solve complex problems in a healthcare environment by employing analytical skills.
2. Establish strategic priorities of a healthcare organization in line with the needs and values of the community it serves.
3. Conduct financial analysis, explain financial and accounting information, and make long-term investment decisions for a healthcare organization.
4. Apply healthcare management concepts for healthcare organizations.
5. Utilize administrative and clinical information technology and decision-support tools in process and performance improvement.
6. Incorporate the principles of quality management for improving outcomes in healthcare organizations.
7. Synthesize best practices in healthcare leadership.
8. Evaluate the ethical, legal, and regulatory requirements of the healthcare industry.

3 Mass Communication Programs

Program Objectives- The aim of this program is to prepares individuals for one of the most fast growing industry of today's time-Media Industry. It provides in-depth knowledge and understanding of the mass media which will not only employ him but will also bring job satisfaction. It provides scope to individual to use his/her imagination, creativity & innovation in their assignments.

Under Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	B.A Mass Communication Advertising and Journalism	3 YEARS	6 YEARS	10+2 in any stream or equivalent

Post Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	M.A Mass Communication Advertising and Journalism	2 YEARS	4 YEARS	Graduation in any stream or equivalent

3.1 Bachelor of Arts in Mass Communication Advertising and Journalism (BAMCAJ)

Teaching and Learning Plans

The Program enables the student to:

- Shape 'confident learners' by enabling students to develop the skills to excel in their studies here and be transferable to further studies or the employment market.
- Form a community of learners who, together and independently, seek to generate and exchange knowledge.
- Develop independent and critical learning, building confidence and expertise progressively through independent and collaborative research, problem solving, and analysis with the support of staff.
- Focus on the use of new and social media and the creative use of technology.

Levels of Qualifications –

Passing 10+2 or its equivalent.

Fee Details-**Registration Fee- 50 \$****Tuition Fee- 500 \$****Exam Fee- 50 \$****Curriculum**

CODE	SUBJECT	CREDIT
BAMCAJ11	Principles of communication-I	3
BAMCAJ12	History & Industry of Mass Communication	3
BAMCAJ13	Reporting & Editing	3
BAMCAJ14	Communication Skills	3
BAMCAJ15P	Reporting & Editing Practical	2
BAMCAJ16P	Project-Viva	2
BAMCAJ21	Mass Communication: Concepts and Processes	3
BAMCAJ22	Reporting Techniques & Skills	3
BAMCAJ23	Editing: Concepts & Processes	3
BAMCAJ24	TV Journalism	3
BAMCAJ25P	Practical	4
BAMCAJ31	Basics of Camera, Lights and Sound Television	3
BAMCAJ32	Advertising and Public Relations	3
BAMCAJ33	Press Laws and Media Ethics	3
BAMCAJ34	Event Management: Principles & Methods	3
BAMCAJ35	Information Technology	2
BAMCAJ36P	Practical	2
BAMCAJ41	Global Comparative Media	3
BAMCAJ42	Television Production: Idea to Screen	3
BAMCAJ43	Computer Application For Journalism	3
BAMCAJ44	Print Media & Photo Journalism	3
BAMCAJ45P	Practical	2
BAMCAJ51	Advertising: Concepts & Principles	3
BAMCAJ52	Cyber Journalism	3
BAMCAJ53	Radio Techniques	3
BAMCAJ54	Organization & Management	3
BAMCAJ55P	Practical	4
BAMCAJ61	World Media Scenario	4
BAMCAJ62	Government information System	4
BAMCAJ63P	Media Research	4
BAMCAJ64P	Project Report	4

The UG Degree consists of Subjects in all. These comprise of Subjects:

Semester I:

THEORY:-BAMCAJ11,BAMCAJ12,BAMCAJ13,BAMCAJ14

PRACTICAL:-BAMCAJ15P,BAMCAJ16P

Semester II:

THEORY:- BAMCAJ-21,BAMCAJ-22, BAMCAJ-23,BAMCAJ-24

PRACTICAL:-BAMCAJ-25P

Semester III:

THEORY:- BAMCAJ-31,BAMCAJ-32,BAMCAJ-33,BAMCAJ-34,BAMCAJ-35

PRACTICAL:-BAMCAJ-36P

Semester IV:

THEORY:-BAMCAJ-41,BAMCAJ-42,BAMCAJ-43,BAMCAJ-44

PRACTICAL:-BAMCAJ-45P

Semester V:

THEORY:- BAMCAJ-51,BAMCAJ-52,BAMCAJ-53,BAMCAJ-54

PRACTICAL:-BAMCAJ-55P

Semester VI:

THEORY:-BAMCAJ-61,BAMCAJ-62

PRACTICAL:-BAMCAJ-63P,BAMCAJ-64P

Learning Outcomes for BAMCAJ Programs

On the successful completion of the course, students will:

- Posses sophisticated communication skills, in Hindi and English, and hone their ability to write, present, comprehend and comment upon news coverage.
- Understand the working of advertising, public relation, electronic media, print media and social responsibility of media industries.
- Be proficient in contexts related to the new media.
- Understand the theoretical and practical elements of journalism.

- Relate media theory and practice to fields such as politics, economics, law, business, information science and liberal arts.
- Recognize the role of media as an element of individual and global cultures, with particular emphasis on respect for diversity related to race, gender, religion, ethnicity, and other personal characteristics and orientations

3.2 M.A.MCAJ (Master of Arts in Mass Communication, Advertising & Journalism)

Teaching and Learning Plans

The Program enables the student to:

- Develop independent and critical learning and expertise progressively through independent and collaborative research, problem solving, and analysis .
- Focus on the use of new and social media and the creative use of technology.

Levels of Qualifications –

Graduation in any stream or equivalent

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 500 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDIT
MAMCAJ11	Print Media	4
MAMCAJ12	Mass Communication	4
MAMCAJ13	Communication Theory and Research	4
MAMCAJ14	Media Technology	4
MAMCAJ15-P	Practical	2
MAMCAJ21	Human Communication	4
MAMCAJ22	Broadcast Journalism	4
MAMCAJ23	Introduction to Journalism	4
MAMCAJ24	Mass Communication and Society	4
MAMCAJ25-P	Communication Skills	2
MAMCAJ31	Reporting and Editing	4

MAMCAJ32	Introduction to Advertising	4
MAMCAJ33	Introduction to Public Relation	4
MAMCAJ34	Advertising Design & Principle	4
MAMCAJ35-P	Project Report	2
MAMCAJ41	Introduction to ProductionTechnology	4
MAMCAJ42	Media Appreciation	4
MAMCAJ43	Introduction to Photography	4
MAMCAJ44	Mass CommunicationEthics & Laws	4
MAMCAJ45-P	Project Report	2

The UG Degree consists of 20 Subjects in all. These comprise of Subjects:

Semester I:

THEORY:-MAMCAJ-11 TOM AMCAJ-14

PRACTICAL:-MAMCAJ-15P

Semester II:

THEORY:- MAMCAJ-21 TO MAMCAJ-24

PRACTICAL:-MAMCAJ-25P

Semester III:

THEORY:- MAMCAJ-31 TO MAMCAJ-34

PRACTICAL:-MAMCAJ-35P

Semester IV:

THEORY:-MAMCAJ-41 TO MAMCAJ-44

PRACTICAL:-MAMCAJ-45P

Learning Outcomes for M.A.MCAJ Programs:

On the successful completion of the course, students will:

- Understand the working of advertising, public relation, electronic media, print media and social responsibility of media industries.
- Understand the elements of journalism.
- Recognize the role of media as an element of individual and global cultures, with particular emphasis on respect for diversity related to race, gender, religion, ethnicity, and other personal characteristics and orientations

4 Traditional Programs

Program Objectives- The aim of this program is

The aim of offering Masters Degree to graduates is to provide knowledge to the learners on the nature and relationship of the State, Society and Administration. It will develop the conceptual theories of the learner on various administrative theories, postulates, models, process, methods, instruments, techniques, thoughts, etc. It gives the detailed understanding of political thoughts, theories, comparative politics, politics in Indian Government and International Relations. It will focus to impart comprehensive sociological knowledge and social dynamics to graduates. On successful completion of this course student becomes eligible for Doctoral Degree Programme. The programme is designed to equip students with knowledge in Culture as well as personal skills which they can apply in pursuing their career and in making contributions to the government, economy and society.

Under Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	B.A GENERAL	3 YEAR	6 YEAR	10+2 in any stream or equivalent
2	B.COM	3 YEAR	6YEAR	10+2 in any stream or equivalent

Post Graduate Programs-

S. No.	<u>Program name</u>	<u>Duration</u>	<u>Max. Duration</u>	<u>Eligibility</u>
1	M.A English	2 year	4 year	Graduation in any Field
2	M.A. Public Administration	2 year	4 year	Graduation in any Field
3	M.A Pol. Science	2 year	4 year	Graduation in any Field
4	M.A. Sociology	2 year	4 year	Graduation in any Field
5	MA Education	2 year	4 year	Graduation in any Field
6	Masters of Commerce(M.COM)	2 year	4 year	Graduation in any Field
7	MSc in Environmental Science	2 year	4 year	Graduation in B.sc Environmental Science

4.1 Bachelor of Arts (GENERAL)

Teaching and Learning Plans

The Program enables the student to:

- morally aware and capable of self-improvement;
- strongly committed to the welfare of society;
- culturally informed and effective in communication skills;

Levels of Qualifications –

Passing 10+2 or its equivalent

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 500 \$

Exam Fee- 50 \$

Curriculum:-

CODE	SUBJECT	CREDITS
BAG11	General English	5
BAG12	Microeconomics	5
BAG13	History of India from Earliest Times to 1206	5
BAG14	Foundation of Political Science	5
BAG15	Representative of Indian Political Thinker	6
BAG16	Elements of Public Administration	6
BAG21	English Language-II	5
BAG22	Indian Economy	5
BAG23	Outline History of Modern World	5
BAG24	Select Political System	5
BAG25	Administrative Institution in India	6

BAG26	State Administration in India	6
BAG31	Comparative Administrative System	7
BAG32	Elementary Computer Application	7
	Elective 1	7
	Elective 2	7
	Elective 3	7

ELECTIVE

ECONOMICS		
CODE	SUBJECT	CREDITS
BAEC33	Economics Statistics	7
BAEC34	Anthropology and Demography	7
BAEC35	Quantitative Techniques	7

ENGLISH		
CODE	SUBJECT	CREDITS
BAEN33	English Poetry and Drama	7
BAEN34	Development of Poetry And Drama From Victorian Age to Modern Period	7
BAEN35	Prose And Fiction	7

HISTORY		
CODE	SUBJECT	CREDITS
BAH33	Survey of Rajasthan His. From the Earliest Times to 1956 A.D	7
BAH34	Culture Heritage of India up to 1707	7
BAH35	Political History of India up to AD 1000	7

POLITICAL SCIENCE		
CODE	SUBJECT	CREDITS
BAPO33	Indian Political System	7
BAPO34	Representative Western Political Thinkers	7
BAPO35	International Relations Since 1945	7

The UG Degree consists of 17 Subjects in all. These comprise of Subjects:

Year I: BAG-11 TO BAG-16

Year II: BAG-21 TO BAG-26

Year III: BAG-31, BAG-32 and Three Electives from respective stream.

Learning Outcomes for BA General:-

On the successful completion of the course, students will:

- Demonstrate foundational skills in wide array of art making practices–2D, 3D, time-based and digital media.
- Conceptualize and produce original art projects, both individually and collaboratively.
- In the specific practice of making art: develop knowledge of the contextualization and application of both historical and contemporary art-making practices, Including materials and methods, taking into account the politics of representation, class and gender.
- Demonstrate the safe deployment of the department’s workshop tools and equipment.

4.2 B.COM (Bachelor of Commerce)

Teaching and Learning Plans

The Program enables the student to:

- The course strengthens the theoretical, analytical, and applied knowledge base of commerce.
- There is ample scope of direct employment particularly in research and corporate sector.
- This builds skills and knowledge so the students gain an edge over other aspiring corporate world students.

Level of Qualifications –

Passing 10+2 or its equivalent

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 500 \$

Exam Fee- 50 \$

Curriculum

Course Code	Subjects	Credits
BCOM11	Computer Application in	5

	Business-1	
BCOM12	Business Communication	5
BCOM13	Business Economics	5
BCOM14	Business Management	5
BCOM15	Business Accounting	6
BCOM16	Banking Theory and Practice	6
BCOM21	Business Law	5
BCOM22	Business Statistics	5
BCOM23	Cost Accounting	5
BCOM24	Financial Accounting	5
BCOM25	Investment Management	6
BCOM26	Human Resource Management	6
BCOM31	Advertising Management	7
BCOM32	International Marketing	7
BCOM33	Elements of Financial Services	7
BCOM34	Computer Application in Business	7
BCOM35	Company Accounts	7

The UG Degree consists of 17 Subjects in all. These comprise of Subjects:

Year I: BCOM-11 TO BCOM-16

Year II: BCOM-21 TO BCOM-26

Year III: BCOM-31 TO BCOM-35

Learning Outcomes for BCOM Programs

- Develop and apply constructive criticism, both verbally and through written evaluation, in peer review and art historical contexts in spite of differences.
- In historical and conceptual understanding: recognize and contextualize the interconnection of both historical and contemporary currents in art practice, including an understanding of the major figures and movements.
- Recognize the relevance and use fulness of creative aptitudes developed from art practice in future career choices.

4.3 Master of Arts in English (MAEN)

Teaching and Learning Plans

The Program enables the student to:

- Demonstrate an appreciation for both canonical and non-canonical works.
- Demonstrate an appreciation for literary theory.
- Demonstrate an understanding of and appreciation for the academic literary profession.
- Demonstrate knowledge of literary terms, major periods, authors, genres, and theories.
- Demonstrate knowledge of “best practices” regarding research, writing, teaching, and the academic profession of literary studies.

Levels of Qualifications –

Graduation in any Stream

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDITS
MAEN11	Literary Criticism and Theories	6
MAEN12	English Drama From Shakespeare to Congrave	6
MAEN13	Elementary Linguistics & Modern English	6
MAEN14	English Poetry and Drama	7
MAEN15	Prose and Fiction	7
MAEN21	Elementary Computer Applications	6
MAEN22	English Poetry: Chaucer To Pope	6
MAEN23	Fiction	6
MAEN24	Modern Drama	7
MAEN25	Poetry: From Romanticism To Modern Times	7

The PG Degree consists of 10 Subjects in all. These comprise of Subjects:

Year I: MAEN-11 TO MAEN-15

Year II: MAEN-21 TO MAEN-25

Learning Outcomes for Programs

On the successful completion of the course, students will:

- 1) Demonstrate mastery of the discipline by detailing the development and current practices of literary studies, rhetoric, or film.
- 2) Demonstrate mastery of the discipline by characterizing, instantiating, and critiquing the dominant critical theories, methodologies, and practices in the field.
- 3) Can conduct research that leads to a substantial original thesis, written over the course and that engages and responds to diverse audiences of scholars, students, and community members.
- 5) Perform all activities in an ethical manner. This will be demonstrated at the disciplinary level by the student's ability, in coursework and in written essays, to recognize and to appropriately document the prior scholarly conversation informing any given line of research or argument; by the student's engagement, in coursework, with historically under-represented perspectives and a diverse canon of primary and secondary works in literature/writing/film; and by the use of unbiased language in written and oral scholarly conversation.

4.8 M.A. Public Administration (MAPA)

Teaching and Learning Plans

The Program enables the student to:

- Understand detailed understanding of political thoughts, theories, comparative politics, politics in Indian Government and International Relations.
- Apply critical thinking and appropriate technology for public policy analysis.

Levels of Qualifications –

Graduation in any field

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum

MAPA11	Administrative Institutions in India	6
MAPA12	Comparative Administrative System	6
MAPA13	Human Resource Development	6
MAPA14	Elements of Public Administration	7
MAPA15	Public Administration In India	7
MAPA21	Elementary Computer Applications	6
MAPA22	Local Administration	6
MAPA23	State Administration In India	6
MAPA24	Labour Welfare And Industrial Relations	7
MAPA25	Comparative public Administration	7

The PG Degree consists of 10 Subjects in all. These comprise of Subjects:

Year I: MAPA-11 TO MAPA-15

Year II: MAPA-21TO MAPA-25

Learning Outcomes for M.A Public administration Programs

On the successful completion of the course, students will:

- Demonstrate broad understanding of public affairs, policy development, policy analysis, economic analysis, management skills, and organization theory and their applications to public service.
- Conduct a purposeful inquiry exploring the problem/issue a client is experiencing.
- Work with and for others in ways that translate community need into policy solutions & public service action to promote a just and humane world.
- Communicate effectively for different audiences & purposes.

4.9 Master of Arts in Political Science (MAPS)

Teaching and Learning Plans

The Program enables the student to:

- Demonstrate knowledge of primary scholars and their work within at least one field (including American politics, comparative politics, international relations and/or political theory) in the discipline of political science.

Levels of Qualifications –

Graduation in any field

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum :-

CODE	SUBJECT	CREDITS
MAPS11	Political Process in Indian Political Process system	6
MAPS12	Socio-Economic foundation of Indian Political System	6
MAPS13	Indian Govt. & Politics	6
MAPS14	Indian Political Thought	7
MAPS15	International Politics - Theories and Approaches	7
MAPS21	Comparative Politics	6
MAPS22	Human Rights: Theory and Practice	6
MAPS23	India's Foreign Policy	6
MAPS24	Political Theory	7
MAPS25	Problems of International Politics	7

The PG Degree consists of 10 Subjects in all. These comprise of Subjects:

Year I: MAPS-11 TO MAPS-15

Year II: MAPS-21 TO MAPS-25

Learning Outcomes for Master of Arts in Political Science program-

On the successful completion of the course, students will:

- Students will demonstrate knowledge in at least one field (including American politics, comparative politics, international relations and/or political theory) of important concepts such as the structure and institutions in American politics; modern democratic systems and developing political systems in comparative politics; international political economy, law, organizations, and security in international relations, and/or the history of Western political thought, liberalism, democracy, and American theory in political theory within the discipline of political science.
- Students will demonstrate knowledge of normative, empirical, qualitative and/or quantitative approaches used within at least one field (including American politics, comparative politics, international relations and/or political theory) in the discipline of political science.
- Students will demonstrate the ability to review and synthesize relevant political science literature in at least one field (including American politics, comparative politics, international relations and/or political theory) in the discipline of political science.
- Students will demonstrate the ability to write cogently and explain research effectively and professionally in the discipline of political science.

4.10 M.A. Sociology

Teaching and Learning Plans

The Program enables the student to:

- Focuses to impart comprehensive sociological knowledge and social dynamics .
- Acquire advanced research skills.
- Develop critical reasoning and social service delivery.
- Learn effective communication skills for effective Decision-making.

Levels of Qualifications:–

Graduation in any Stream

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDITS
MASO11	Introductory Sociology	6
MASO12	Principles of Sociology	6
MASO13	Social Research and Statistics	6
MASO14	Sociological Theories	7
MASO15	Sociology of Indian Society	7
MASO21	Elementary Computer Applications	6
MASO22	Environment And Society	6
MASO23	Social Demography	6
MASO24	Social Problems	7
MASO25	Sociology Of Change And Development	7

The PG Degree consists of 10 Subjects in all. These comprise of Subjects:

Year I: MASO-11 TO MASO-15

Year II: MASO-21 TO MASO-25

Learning Outcomes for M.A. Sociology

On the successful completion of the course, students will:

1. Developing critical reasoning and social service delivery and sociological practice with particular attention to social justice implications.
2. Locate, analyze, assess and communicate a range of sociological scholarship and discourse.
3. Critically apply social theory to the development and assessment of social policies and programs in domestic and global contexts.
4. Learn effective communication skills to become strong advocates for sociologically informed decision-making.
5. Acquire advanced research skills in applied and evaluation research using both quantitative and qualitative research methods.
6. Appreciate the varying perspectives, experiences, and belief-knowledge systems based in constructions of gender, race, ethnicity, nationality, and class in preparatory and core courses that focus on age, religion, region, ability and sexuality
7. Apply all of the above to a substantive area for research, epistemological development, and translation to public sociology.

4.11 MA Education

Teaching and Learning Plans

The Program enables the student to:

- Learn how to teach math, natural sciences, language acquisition and reading skills.
- which emphasises both disciplinary and professional dimensions of education as an area of study
- to equip students with knowledge in Culture as well as personal skills

Level of Qualifications:-

Graduation in any stream or equivalent

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum:-

CODE	SUBJECT	CREDITS
MAED11	Foundation of Education	6
MAED12	Learner and the learning Process	6
MAED13	Psycho Perspective of Social Development	6
MAED14	Sociological Bases of Education	7
MAED15	Methodology of Educational Research	7
MAED21	Early Childhood Education	6
MAED22	Open and distance learning	7
MAED23	Vocational guidance and counseling	6
MAED24	Educational Administration	7
MAED25	Curriculum Development	6

The PG Degree consists of 10 Subjects in all. These comprise of Subjects:

Year I: MAED-11 TO MAED-15

Year II: MAED-21 TO MAED-25

Learning Outcomes for MA Education:-

On the successful completion of the course, students will:

- Critically evaluate current issues and trends influencing the field of education.
- Identify relevant research, read it critically, and evaluate it appropriately.
- Conduct applied research: Formulate a researchable question or identify an organizational problem, design and conduct a study using appropriate methodologies, analyze data and draw reasonable conclusions, offer sound recommendations based on those conclusions.
- Design appropriate and effective curricula and instructional strategies that are informed by current theories of learning and pedagogy, including meeting the needs of diverse learners.
- Select and effectively utilize technologies for professional development and for enhancing student learning.
- Write and speak clearly and coherently using correct grammar and sentence structure; communicate ideas and articulate arguments/positions in ways appropriate to reach the intended audience.
- Establish effective professional relationships with a wide range of individuals in their workplace and/or associated with their work.
- Critically evaluate current issues and trends in the practices of classroom instruction and curriculum development and apply that knowledge appropriately in the development of curricula and instructional strategies.

4.12 Masters of Commerce

Teaching and Learning Plans

The Program enables the student to:

- The course strengthens the theoretical, analytical, and applied knowledge base of commerce.
- There is ample scope of direct employment particularly in research and corporate sector.
- This builds skills and knowledge so the students gain an edge over other aspiring corporate world students.

Levels of Qualifications –

Graduation in any stream

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum

CODE	SUBJECT	CREDIT
MCOM11	ACCOUNTING FOR MANAGERS	6
MCOM12	BUSINESS ENVIRONMENT	6
MCOM13	MANAGEMENT PROCESS OF ORGANISATIONAL BEHAVIOUR	6
MCOM14	MANAGERIAL ECONOMICS	6
MCOM15	PROJECT MANAGEMENT	6
MCOM16	MANAGEMENT INFORMATION SYSTEM	6
MCOM21	FUNDAMENTAL OF COMPUTERS	6
MCOM22	FINANCIAL SERVICES	6
MCOM23	FINANCIAL MANAGEMENT	6
MCOM24	STRETEGIC MANAGEMENT	6
MCOM25	DIRECT TAXES,LAW & PRACTICE	6
MCOM26	INTERNATIONAL BUSINESS	6

The PG Degree consists of 12 Subjects in all. These comprise of Subjects:

Year I: MCOM11 TO MCOM-16

Year II: MCOM-21 TO MCOM-26

Learning Outcomes for Programs

On the successful completion of the course, students will:

- Acquire strong subject-matter expertise in finance, financial instruments and markets
- Develop advanced theoretical knowledge and research capabilities in their preparation for academic and research focused careers

4.13 M.Sc. in Environmental Science (MSCES)

Teaching and Learning Plans

The Program enables the student to:

- Understand Environmental concepts with the perfect blending of theoretical and practical knowledge.
- It trains and updates scientific Environmental knowledge and skills required for a research fellow in Environmental Science.
- Collect, analyse, interpret and present often diverse datasets and to use analytical tools such as numerical models and geographic information systems (GIS) which provides them with a number of technical and presentational skills that are valuable in the job market.
- Develop decision-making skills for Environmental management
- Gain additional training in environmental sciences and non-environmental science graduates from related areas seeking to widen their environmental knowledge and skills.

Levels of Qualifications –

Graduation in Environmental Science(BSCES) or equivalent

Fee Details-

Registration Fee- 50 \$

Tuition Fee- 550 \$

Exam Fee- 50 \$

Curriculum :-

CODE	SUBJECT	CREDIT
MSCES11	ENVIRONMENTAL TOXICOLOGY & BIOLOGY	6
MSCES12	ENVIRONMENTAL POLLUTION & CONTROL	6
MSCES13	NATURAL RESOURCES	6
MSCES14	ENVIRONMENTAL MICROBIOLOGY & CHEMISTRY	7
MSCES15	ENVIRONMENTAL MODELLING, BIOSTATISTICS & BIODIVERSITY	7

MSCES21	GENERAL CONCEPT OF ENVIRONMENTAL SCIENCE & LAW	6
MSCES22	ELEMENTRY CONCEPT OF PHYSICAL ENVIRONMENT & BIOTECHNOLOGY	6
MSCES23	REMOTE SENSING & GIS & NATURAL RESOURCES CONSERVATION	6
MSCES24	WASTE MANAGEMENT & BIOREMEDIATION	7
MSCES25	PROJECT	7

The PG Degree consists 10 of Subjects in all. These comprise of Subjects:

Year I: MSCE -11 TO MSCE-15

Year II: MSCE-21 TO MSCE-25

Learning Outcomes for Msc in Environmental Science(MSCES) Programs:-

On the successful completion of the course, students will:

- Design, organize and conduct scientific environmental research, and contribute to the development of innovative technologies for solving environmental problems.
- Analyse dynamic interactions in complex human environment systems;
- Formulate data requirements and data collection strategies and design, and apply conceptual and computational models for a better understanding of these systems;
- Provide scientific advice for policy development and decision making.

Facilities for Program Delivery

- The Center provides **assistance, counseling and support** for students who wish to sharpen their career prospects by enrolling in any of the courses aimed at improving their academic, writing, communication and study skills.
- Providing of descriptive **Self Learning Material (SLM)** being prepared by highly skilled scholars. Such SLM includes various reference materials and video lectures.
- **Visit of business tycoons and brass hat industrial persona** for quenching the thirst of the students regarding any sorts of concept related to their respective courses.
- **Study materials** are prepared in the genre of power point presentation which excels in providing culmination of knowledge seeming animated and graphical presentation of the reading material touching the essence like live demonstration.

- **Learning Management System** helps in writing, reading, comprehension, study habits, or a particular subject and Helps with an academic decision, a learning disability, or an international issue.
- Come to the Student Resource Center where student will find a **variety of learning services** including peer tutors, peer consultants, student advisors, learning specialists, and a host of other helpful and professional academic support services.
- Various **study materials** are also provided to the students such as case study books and work books for every types of queries and issues.
- **Descriptive faculty manual** is also prepared containing duties and responsibilities, load policies, office hours along with audio visual services and notes.
- **Self Assessment Tests** which enable the students to check their recent progress amidst their learning skills of their course; uplifting the capability to appear in any higher levels.
- Following of the terminology of **global teaching** and providing of one of the most robust learning facilities to the learners.

Teaching and Learning Support

- **Live learning classes** which allow students to attend classes with the same group of peers and allow students who share similar academic interests, or an interest in a multi-cultural living experience.
- **V-SAT technology** training programs prepare aspiring students and teachers to go through with the basic terminologies and genres of their respected subjects even though situating at remote areas.
- Cruising rapidly towards becoming a paperless college by having unparalleled Hi-tech, **ultra modern academic and administrative support system** for carrying out most college routines online.
- Reviewing all graduate and undergraduate curricular proposals and for making recommendations to the Faculty Assembly.
- The mission is to serve, facilitate, and support faculty and college initiatives that involve **internal and external collaboration**, partnership, and outreach to ensure cohesive, quality programs.
- Focusing on to encourage, assist, and provide support for the use of technology as a tool to facilitate and enhance teaching and learning.
- **The Student Academic Services office** coordinates admission to the Teacher Education Program; scholarships, a special event sponsored by the College, and helps to ensure that academic requirements and regulations are met.

Awarding of academic credit based on the professional evaluation of students' academic performance and implement accountability systems that ensure academic rigor and integrity of the course work.

Institutional internal policy, strategies and arrangements for Internal Quality Assurance

- The interaction between institutional arrangements is explored for the assurance of internal quality of training and the **internal core-periphery relationships** that exist between learners and trainers.
- **Internal Quality Assurance Cell (IQAC)** has got to be established deals with post-accreditation quality sustenance measure.
- The cell will work towards realizing the goals of quality enhancement and sustenance and to develop a system for conscious, consistent and catalytic improvement in the performance of institutions and **channelize the efforts and measures** of an institution towards academic excellence.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- **Optimization and integration of modern methods** of teaching and learning and the relevance and quality of academic and research programmes.
- **The credibility of evaluation procedures** to ensure the adequacy, maintenance and functioning of the support structure and services
- **Sharing and networking of researches** with other institutions in India and abroad.
- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and integration among the various activities of the institution and institutionalize many good practices
- A sound basis is provided for decision making to improve institutional functioning and act as a change agent in the institution for **better internal communication**.
- Development and application of **quality benchmarks/parameters** for the various academic and administrative activities of the institution

Organization of workshops, seminars on quality related themes and promotion of quality circles and also the **documentation** of the various programmes / activities leading to quality improvement.

Assessment Criteria

The correlates of the percentage equivalent are as under:

LETTER GRADE	PERCENTAGE EQUIVALENT	QUALITATIVE LEVEL
A	Above 75%	Excellent

B	66% to 75%	Very Good
C	56% to 65%	Good
D	40% to 55%	Satisfactory
E	Below 40%	F (Failed)

Guidelines for Admission



Guidelines for Filling up offline application form

- The admission form is easy to fill and should be filled in correctly and neatly. Avoid cutting, overwriting etc. In case of cutting & overwriting, the applicant will have to fill up a new application form.
- The application form must be filled in by applicant in his /her own hand writing.
- The Application form must be filled in Block/Capital Letters only.
- Write clearly & legibly with no over-writing/scribbling/use of white fluid.
- Use Black/Blue pen only.
- Along with Application form submit attested copies of requisite qualification certificates.
- Please attach attested photo copies of certificates of last examinations passed along with the application form.
- Kindly mention the following details on the backside of Demand Draft:
 1. NAME
 2. FATHER'S/GUARDIAN'S NAME
 3. ADDRESS & PHONE NO.
 4. COURSE NAME
 5. SEMESTER

Note: The applicant is advised to keep a photocopy of the draft and the application form with him/her.

- The Father's name/applicant's name should be as per matriculation certificate.
- For category other than general, please attach an attested copy of the certificate for SC/ST/OBC/PC.
- In case of Provisional Admission, Applicant has to submit certificate of his/her eligibility before the declaration of first semester/year result, failing which, the University may with hold the result of the Applicant.
- Every student will be required to submit certificates / documents in original for verification as and when demanded.
- Application form received without fee or incomplete in any respect will not be considered.
- All admission in MGU are provisional and the University reserves the right to cancel any admission without assigning any reason.

Note: Applicant may take admission either through Walk-In mode or through the online mode.

Through Walk-In

- The counseling will be held at University Co-coordinating office

Through Online

Applicant may take online admission i.e. through our website www.mgu.edu.in As per the course sought for the applicant will submit the fee through either of the following:-

- Cash- to be deposited at the cash counter of Co-ordinating University Office.
- Demand Draft /Pay order to be drawn in favor of MAHATMA GANDHI UNIVERSITY, payable at Shillong/Meghalaya and must have Applicant's Name, Applicant's Address, Applicant's Contact no., Program Applied for with Programme Code on the back of DD / Cheque.
- Cash Deposit at Bank- to be made in Bank account {PNB-A/C NO.1470000100198162 or at AXIS BANK A/C NO. 911010024918194} and the receipt of the cash deposited must have Applicant's Name, Applicant's Address, Applicant's contact no., Program Applied for with Program Code.
- Credit card/Debit Card- Applicant may apply directly deposit the fees through our website www.mgu.edu.in and submit the fee through payment gateway either by Credit Card/Debit Card.

Rules and Regulations



Identity Card

Every student will be issued a plastic photo Identity card which should be carried along by him/ her on every visit to the campus. The Identity card is valid only for the duration of program the student has sought the admission for. It is mandatory to carry ID card at the examination-center as an ID proof.

Evaluation Methodology (Examination-Internal & External)

- Examination- For each course there will be an Online / Offline exam of 75 marks. Students can reappear in an Online/Offline exam in the course in which he /she has failed, on payment of the prescribed exam fee.
- Assignments- For each course there will be an Online /Offline assignment of 25 marks. Students can avail a free re-attempt in the Online/Offline assignment in which they have failed.
- The facility of re-attempt for Online/Offline exam & Online /Offline assignment in case of failure will be available only during the registration validity period of the concerned program.
- Students are required to pass in each Online/Offline assignment.
- Minimum pass marks are 40% in each exam and each assignment.

Biometric Techniques for Examination screen and Attendance Monitoring

In order to curb examination malpractices and as to hold credibility that the examinations is given by real applicants, MGU adopts methods of biometric techniques of thumb impressions. This technique verifies and identifies only applicants at the start point of examination papers.

Re-evaluation of Result

If a student is not convinced with his/her results, he/she can apply for the re-evaluation of the same on payment of \$100/- per subject through DD in favour of “Mahatma Gandhi University” payable at Shillong, Meghalaya within 15 days of declaration of results.

Award of Degree/Diploma/Certificates

The Diploma/Degree will be awarded after successfully completion of the course.

Result

The Candidate should have scored 40% in internal assessment as well as final examination. Those who score less than 40% will be considered failed in the examinations.

MGU Online Result Verification

Mahatma Gandhi University provides Online Result Verification Service to help enrolled students, parents, organizations and agencies to quickly verify results using the roll number issued to the applicant. The University portal address for result verification is: **result.mgu.edu.in**

Re-Appear

If the Student fails to clear any of the examination he or she will be required to re-appear by paying the requisite fee for each attempt whenever exams are held, within the maximum duration of the course. The evaluation and marks declared for final examination will be binding on the students.

Verification of Result

To confirm the authenticity of mark sheet/provisional certificate the University will charge Rs. 2000/- from the student residing in India and \$100/- from the students residing abroad.

Expiry of Span period

After expiry of Span period a student can apply for a special chance to clear his/her remaining paper/papers. The student will have to pay the requisite examination fee plus special chance fee as notified from time to time.

Payment of Fee

It is responsibility of the student to pay his/her fee within the deadline as communicated by the University. The fee has to be paid before the start of the semester as per the deadlines. It is responsibility of the student to keep himself/herself well versed with the University norms and update through our website www.mgu.edu.in. In case student doesn't pay the fee within the deadline, late fee will be charged as per the norms of the University, in case the student doesn't pay the fee during the above mentioned period, the student will be deemed to have dropped the course and will not be allowed to continue the program.

The fee is **Non-Refundable** and can't be adjusted for subsequent semesters. At time of admission the application fee, registration fee and course fee once paid will not be **refunded or adjusted under any circumstances**. Students must check www.mgu.edu.in for important instructions and deadline.

The mode of payment can be either online (credit card/debit card) or through Demand Draft/cash.

Change of Name

If a student wants to change his/her name, he /she should obtain prescribed from the University, fill it carefully and submit the same with the following documents:-

- 1) A prescribed university application form available at MGU website.
- 2) News paper's cutting in original

- 3) Declaration on a non judicial stamp paper of worth Rs.10 attested by First Class Magistrate
- 4) A copy of ID card
- 5) 2 passport size photograph
- 6) A fee of \$20/- in the form of DD in favour of “Mahatma Gandhi University” payable at Shillong, Meghalaya.

Change of Address

If a student wants to change his/her address given at the time of admission, should write an application for the same and can get it changed.

Award of Degree/Diploma/Certificates

Marks statement shall be issued to all those students who had appeared for term end examination.

The Degree/Diploma/Certificates will be awarded to the students only if he/she has acquired a pass grade in all the semester end examinations within the maximum duration of the course.

In case a student does not clear all the examination in the maximum duration as mentioned in the course details, he/she will not be awarded a Degree/Diploma/Certificate and no fee shall be refunded in that case what so ever the reason may be.

Issue of Duplicate document

- A) For issue of duplicate mark sheet and provisional certificate a student has to pay \$20/- for each document.
- B) For issue of duplicate Identity Card, a student has to pay a sum of \$10/-.

Important instruction for Students

All the students shall be required to produce their original certificate of the last examination passed for verification as and when asked for. Since all the admission to Mahatma Gandhi University are provisional and are likely to be cancelled if the original certificates are found fake and fraudulent. Such students will not be awarded a degree certificate even after completion of the course. The Mahatma Gandhi University reserves the right to withdraw a degree certificate from the student whose educational documents are not found genuine or true.

Migration

Discontinuation of Admission Policy Inter University migration of recognised Universities is permissible.

The student can discontinue his/her studies anytime during the year but the fees paid by him/her will not be refunded in any case.

MGU ADMISSION FORM



Mahatma Gandhi University Meghalaya

Application For Admission

Note: Please read the form carefully before filling it.
Attach the required documents as mentioned in educational qualification.
Result/Score of qualifying examination.
Incomplete application will be rejected.

Form No.

Registration No.
(to be given by the office)

SC/TC Name :

SC/TC Code :

Programme Applied For :
(for programme list see the Information Brochure)

Personal Detail :

Name (Mr. / Ms.) :

Date of Birth : Age :(as in the certificate of 10th examination)

Gender (M/F) : Category : Nationality : Marital Status :

Affix your recent
Passport size
photograph not
earlier than 6 month

Contact Details :

Correspondence Address :

.....

Phone No : Mobile No : Mail ID :

Permanent Address :

.....

Phone No : Mobile No :

Family Details :

Parent's Name	Occupation	Phone No	Mobile No	Mail ID

Employment History :

Work experience : Yes No (If, Yes Total Experience : YearsMonths

Organization / Company Detail :

Name of Company	Address	Duration	Designation	Nature of Work	Salary Drawn

Educational Qualifications :

Examination Passed	Name of The Stream	Name of the School / College and Board / University	Year of passing	Subject Studied	Marks Obtained	Maximum Marks	% of Marks
10th							
12th							
Graduation							
Post Graduation							
Any Other Qualification							

Awards and Achievements (if any) :

Participation in Extracurricular Activities :

Payment Details (applicable for downloaded forms only) :

DD No.	DD Date	Amount	Name & Address of Bank

Rules, Regulations / Terms:

1. The fees paid are non-refundable and non-transferable under any circumstances.
2. Failure to pay fees by the due date shall result in imposition of fine.
3. Batch transfers are not permitted. In Special cases if allowed the student will be required to pay the requisite transfer fee.
4. The University reserves the right to make any changes/amendments to terms and conditions of admission at any time.
5. Student is required to inform the University about any change in his/her contact details including permanent/corresp./ PG address, email-id at any point of time.
6. The University may make mandatory the submission of any certificate or documents before or at the time of the admission or afterwards, for the purpose of admission or otherwise, as decided by the University.
7. Student undertake / certify that the documents submitted by him/her are original / genuine and not fake and to the best of his/her knowledge. If found otherwise the fee of the student shall be forfeited and separate legal action would be taken by the University.
8. University reserves the right to cancel admission if student fails to submit relevant documents or otherwise if fails to fulfil any condition.
9. University will charge the fee for various facilities like reappear/backlog etc. as decided from time to time.
10. Student should keep himself/herself well versed with the updates in the University through our notice boards / website. University is not responsible for any individual intimation of information.
11. In the event of any disputes between the parties the courts of Meghalaya shall have exclusive jurisdiction.

Declaration

By Student:

Ison/daughter of.....have read & hereby certify that the information given in the Application is complete and accurate to the best of my knowledge.

I understand all the rules and regulations laid down by the University and agree that misrepresentation or omission of facts will justify the denial of admission, cancellation of admission or expulsion. The fees paid is non-refundable under this circumstance. In case I am not in position to join or continue course even after submission of fees, I will not claim refund of fees.

Signature :

Date :

By SC/TC :

It is hereby certified that all the particulars given in this application form have been verified by us & found correct as per certificates enclosed. The name of the student, father's name & other details have been found matching with the certificates.

Signature with seal (SC/TC) :