



MOTHERHOOD UNIVERSITY, Roorkee

ENLIGHTENING WORLD

(Recognized by the UGC with the right to award degrees u/s 22 (1) of the UGC Act 1956 and established under Uttarakhand Govt. Act No. 05 of 2015)



ADMISSION MANNUAL





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Message from the Vice Chancellor's Desk

I wish to thank you for showing interest in Motherhood University, Roorkee. We have been providing quality education in various fields for the past 2 years and number of students have been passed out from Motherhood University since its inception in 2015.

At Motherhood University, students are expected to have an enriching and life-turning experience which will enable them to reach new heights in their professional life. We foster sharpening of skills and enhancement of knowledge base in our students through various extra-curricular, co-curricular and curricular activities through faculty who not only keep themselves at par with the current developments but also contribute to the expansion of the body of knowledge in their field of expertise. To facilitate this, we have Centers of Excellence to enhance domain specific research and training among members of faculty and entrepreneurship among students. With very congenial and professional environment our faculty makes substantial contribution to the academia through quality teaching, publications, seminars, conferences, etc. The faculty contribution has received recognition by way of various collaborations we have with our partner institutions and universities in India and abroad, and the excellent goodwill we enjoy with the corporate world who generously contribute to our various academic processes. The corporate interactions including corporate supported projects undertaken by our students under faculty supervision is considered 'unique', in the sense, that it

provides a close hands-on-experience to our students as part of our curriculum, as a student you certainly are expected to have an enriching and life turning experience that should propel you to take advantage of the new opportunities in life.

As a prospective student, you are welcome to explore options that may be available to you in our various academic programmes and please do not hesitate to contact us for additional information.

As a parent of a student, we assure you of a very enriching and fruitful time that your ward will be spending with us.

Prof. (Dr.) Narendra Sharma

Message from the Registrar

Within a short span of three years, Motherhood University has emerged as a leading University in Uttarakhand. Besides, Humanities, Commerce, Computer, Business Studies and Science the University has diversified in the field of Pharmaceutical Sciences, Legal Studies, Nursing, Paramedical and Allied Health Sciences.

With a sense of pride and content I would like to inform that the University has been awarded thrice with Uttarakhand Education Excellence Award for Best University by none other than the Chief Minister of Uttarakhand.

With the ability to integrate knowledge, academic freedom, critical independence, creative thinking, we continually strive to be nothing but the best. At student level, an attempt has been made to provide a clear framework to support the students on need-cum-merit basis.

I strongly believe that the Admission Manual will provide requisite information to the aspirant of higher and professional education

R.Kasturi

Message from the Incharge-Admissions

Welcome to the Motherhood University, Roorkee.

Motherhood University has been established under Uttarakhand Govt. act 05 of 2015 and recognized by the UGC with the right to award degrees u/s 22 (1) of UGC act 1956. Our campus is set in the vicinity of holy Ganga river and spread over a sprawling 12 acres land at Roorkee. The University campus can be easily approached by road and railway network as it is situated on Roorkee –Dehradun highway.

We are advancing University tradition of excellence in Various fields of Education through high quality programs in teaching, research, on-site industry executive training and service. Every year, at about this time, I get the joyous opportunity of interacting and engaging with the youngest and sharpest minds that grace Motherhood University, Roorkee.

Our primary goal is to become one of the most prominent and excellent educational Institute in the Uttarakhand state as well as globally. We are fortunate to have a talented, highly committed teaching and support staff here to ensure the learning environment of our students is the best it can be. Our faculties are renowned scholars and accomplished practitioners who are actively engaged in the academic excellence and innovative research ideas of the modern world. We seek to prepare our young students with the very best preparation for life at Motherhood. We also seek to instill in our

students a passion for learning that will bring the knowledge and understanding required for a positive contribution to the community. Motherhood family is a vibrant learning community that encourages a three-way partnership between students, parents and the University. The strength of this partnership is reflected in the success of our students.

The Motherhood University, Roorkee offers various programme under different faculties. For further details/enquiry you can visit University campus or log on our website: [www :motherhooduniversity.edu.in](http://www.motherhooduniversity.edu.in).

I would be pleased to welcome you to Motherhood University at any time. We would be delighted to be involved in the education of your ward and to foster in her/him the value based education

Thank you for considering us for the education of your ward.

Deepti Shastri

ADMISSION NOTICE

Announcement for admission to various academic programmes of Motherhood University, Roorkee shall be published in leading Hindi and English newspapers of different regions of the country or all over India and/or website of the University.

ADMISSION CRITERIA

- a) The number of students to be admitted in each academic session to the various academic programmes are approved by the Academic Council of Motherhood University, Roorkee. Only the predetermined number of students shall be admitted to any of the academic Programmes.
- b) Admissions to any academic programme in the Motherhood University, Roorkee will be made on the basis of merit determined as per the procedure laid down by the University. (marks obtained in the qualifying examination etc.)
- c) University may conduct its own entrance test, interview, counseling, direct admission or any other basis as per the specific requirements of the particular academic programme and the weightage to be assigned for various admission criteria shall be as prescribed by the University time to time.
- d) University may consider/utilize the list of results of such examination/test conducted by different state/ national/ professional bodies/boards.
- e) The University may decide to make admissions to the vacant seats in any of the academic programme on merit basis or otherwise, as deemed fit.

- f) MAT/CAT qualified candidates (score card of the present academic session) are eligible for direct admissions to MBA programme.
- g) Candidates who fulfil the requisite qualifications and eligibility criteria for any academic programme in accordance with the provisions mentioned or such qualifications recognized as equivalent to either of the eligibility criteria prescribed by the University, shall be considered for admission to any academic programme.
- h) Change/transfer to any of the academic programme in Motherhood University, Roorkee shall not be permissible after confirmation of admission.

INTERNATIONAL STUDENTS

- a) An overseas student belonging to Foreign Nationals, NRIs, PIOs or such other category shall himself/herself be responsible to obtain the educational visa and necessary clearances from the competent authorities and to fulfil other requirements, necessary for his/her study in India for pursuing or admission to any of the academic programme at the Motherhood University, Roorkee.
- b) International students required to enclosed Proof of Visa status of the student/ parents/ sponsor (if applicable), copy of the passport with the application form and eligibility certificate obtained from the **Association of Indian Universities (AIU)** 24, Kotla Marg, New Delhi. The expenditure at AIU shall be borne by the candidate.

RESERVATION POLICY

- a) Under sub-section (1) of section 34 of the Motherhood University Act , 2014, for admission in various courses conducted by the University, Forty percent (40%) seats shall be reserved for the permanent residents of the state of Uttarakhand.
- b) University shall adhere to the state policy of reservation made by State Government under the constitution of India or as notified by the Government of India for the purpose from time to time and same shall be applicable for admission to any academic programme for OBC, SC, ST, and physically handicapped candidates (with minimum disability to the extent of 40%), over the intake fixed for each academic Programme.
- c) University may reserve certain number of seats for NRIs, foreign nationals, PIOs, industry sponsored candidates for admission to any of the academic programmes.
- d) Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed conditions and eligibility criteria of the admission to any of the academic programmes.
- e) If the reserved seats are vacant, due to non availability of eligible candidates or any other reason, then said vacant seats may be filled by the other category students on merit basis/otherwise, as deemed fit.

ADMISSION PROCEDURE

- a) Applicants seeking admission to any of the academic programmes are advised to send their applications on the prescribed format obtained from the Admission Cell of Motherhood University, Roorkee on payment of prescribed Registration Fee. Registration Fee can be deposited in cash at cash counter at main or split campus of University. All payments to be made either by demand draft drawn in favour of “Motherhood University” payable at 'Bhagwanpur' or through online transfer to University account ,Punjab National Bank, Bhagwanpur, Roorkee
- b) Applicants must enclosed a demand draft or acknowledgment of online transfer of Registration Fee in favour of “Motherhood University” payable at Bhagwanpur, if application form is downloaded from the website of the Motherhood University, Roorkee
- c) The Candidates are advised to go through the details of the Programme interested in and its eligibility criteria before applying for the same.
- d) The application form should be submitted or sent to “**The Registrar Motherhood University, Roorkee- Dehradun Road, Vill. Karoundi, Post Bhagwanpur, Tehsil Roorkee, Distt. Haridwar , Uttarakhand-247661, India**” on or before the due date.
- e) All the information furnished in the application form should be carefully filled, complete and correct to the best knowledge of

the aspirants and followings duly attested copies of all the required documents/certificates must be enclosed:

- i. 10th mark sheet
- ii. 12th mark sheet
- iii. 10th Pass certificate
- iv. 12th pass certificate
- v. Graduation marksheet
- vi. Graduation Degree
- vii. Domicile (for permanent residents of Uttarakhand)
- viii. Annual Income certificate
- ix. Transfer certificate/ Migration Certificate
- x. Character certificate
- xi. Gap Affidavit (if any)
- xii. 15 passport size photographs
- xiii. Proof of entitlement for a particular reservation category (SC/ST/OBC Certificate)
- xiv. Pre-Qualifying Test Score card (if any)
- xv. Medical Fitness certificate
- xvi. Aadhar card
- xvii. Anti Ragging Affidavit

On receipt of the complete application form, and satisfying all the requirements and eligibility criteria for admission to any of the academic programmes, The candidate shall be considered for provisional admission to particular academic programme, subject to the availability of seats.

- a) Incomplete application forms, received after the due date will be rejected without any intimation to the candidates.
- b) Once the students are being admitted to the University, an

Anti-Ragging affidavit by both student & parents on Rs. 10/- stamp paper duly attested by the oath commissioner/notary, has to be submitted.

- c) University may ask for submission of any certificate or document to the student prior or at the time of admission or afterwards, for the purpose of admission or otherwise, as decided by the University.
- d) For any further clarification/enquiry, the candidate may contact freely at Admission Cell of Motherhood University, Roorkee.

TERM OF PROVISIONAL ADMISSION

- a) If candidate appeared in a qualifying examination and the results, thereof is awaited, shall be eligible for provisional admission to any of the academic programme of the university.
- b) Admission of student in any of the academic programmes in the University shall stand provisional, subject to the submission of required documents within the stipulated time frame .
- c) Those who are given provisional admission due to non-declaration of their qualifying examination result are required to submit the marks sheet before appearing in the University examination or filling the examination form.. Refund of fees in such cases shall not be permissible
- d) The admission of the student to any of the academic programmes , shall stand provisional unless and until confirmed by the University and shall also be subject to the cancellation as per the statutes, rules & regulations,

disciplinary conduct, orders, instructions, systems, policies, guidelines etc., of the University, as are in force and amended from time to time.

FEE REFUND/WITHDRAWAL POLICY

Amount paid for application form and prospectus is non-refundable under any circumstances whatsoever

Admission Withdrawal	Refund Amount
Written Request received on or before 10th July	Entire fee deposited by the candidate less by Rs 1000/-.
Written Request received between 11th July and 30th August.	Entire fee deposited by the candidate less the Seat Cancellation Charges (10% of the tuition fee) or Rs. 2,000/-, whichever is higher.
Written Request received between 1st September and 15th September.	Entire fee deposited by the candidate less the Seat Cancellation Charges (15% of the tuition fee) or Rs. 2,000/-, whichever is higher.
Written Request received between 16th September and 30th September.	Entire fee deposited by the candidate less the Seat Cancellation Charges (20% of the tuition fee) or Rs. 2,000/-, whichever is higher.
Written Request received between 1st October and 30th November.	Only Examination Fee and Security/Caution Money Deposits if any.
Written Request received after 30th November.	Only Security/Caution Money Deposits if any.
Settlement of Dispute if any.	The Jurisdiction of Roorkee.

- **Scholarship Based Candidates:** In case of withdrawal of Scholarship based admissions, Rs. 1500/- will be charged as admission cancellation charge before handing over the original documents of the candidates.
 - **Course/Branch Change:** Student can change their course/ branch, before the conduction of 1st midterm examination only by depositing Rs. 1000/- as a Course/Branch Change Charges.
 - **Course/Branch Change (in 2nd Year):** If a student of Diploma in Engineering who cleared first year (common to all branches) and interested in changing the branch then an amount of Rs. 2500/- is required to be deposited by the candidate as a processing fee for the same.
- a) All applications for admission withdrawals will be submitted in prescribed format to the Registrar, who would duly acknowledge the receipt of such applications by recording the submission date.
 - b) If the applicant has knowingly or wilfully concealed or suppressed any information/ fact or found impersonating as applicant or found using any fraudulent means for getting the admission to the University, the admission of such an applicant shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. Such an applicant will not be entitled for the refund of any fee or any other compensation by the University.
 - c) If any of the students is found to be involved in activities resulting in direct or indirect loss/damage to the University

property, the student may be required to pay the prescribed amount immediately on occurrence of such an incident or before appearing in the examination or otherwise as per the decision of the competent authority of the University.

- d) A student, admitted to any of the academic programmes at Motherhood University, Roorkee by default, who in fact has been found ineligible or unfit later on, his/her admission shall be cancelled and such a student will not be entitled for the refund of fee or any other compensation by the University and shall have no claim against the University.
- e) In case of non-payment of fee, the name of the student may be struck off from the rolls of the University. After the last date with fine, the student shall have to take re-admission after the approval of the competent authority. Re- admission charges shall be Rs. 5000/-.
- f) Refund will be made only after the surrender of original fee receipt, ID card (if already issued), clearance certificate and any other document/material as required by the University for such purpose.
- g) Refund will be made through an account payee cheque only in the favour of the concerned candidate or through electronic mode (ECS/RTGS/ NEFT in the bank account submitted by the student). Therefore, student may ensure to provide correct bank details & the required enclosures. University will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.

REFUND OF SECURITY DEPOSIT

If a student withdraws admission in the middle of the tenure of a course, the security amount, if any will be refunded only after the completion of the tenure of the course.

CANCELLATION OF ADMISSION

- a) A candidate after depositing the fee (in part or full amount), if intend to withdraw his/her admission or does not join the University or does not deposit the balance amount of fee (if any) by the due date, shall be liable for the cancellation of his/her admission without any compensation by the University. The University shall be at liberty to fill his/her seat by offering to any other candidate.
- b) The candidates are required to submit all the documents like migration certificate, 10th pass certificate etc. within the stipulated time. In case the students fail to submit these documents by the due date, his/ her admission will be cancelled and the fee will be refunded except the non-refundable admission fee.
- c) If any of the students is found to be involved in any anti disciplinary activities, he/she shall be expelled from the University and fine may also be imposed upon him/her.
- d) Ragging in any form is strictly prohibited within and outside the University premises. In compliance to the decision of Hon'ble Supreme Court of India, Anti-Ragging squad will be formed in the University and on its report the University will lodge the FIR against the students reported to be involved in ragging, admission of a student is liable to be cancelled .

- e) Any student remaining absent for more than 10 days continuously without prior permission from the concerned Dean/HOD shall be deemed to have dropped out and his/her name will be struck off from the rolls of the University.
- f) If any of the students found to be involved in any criminal offence, He/she shall be expelled from the University immediately and his/her admission is liable to be cancelled immediately.
- g) The admission of a student is liable to be cancelled at any time, on being found, ineligible or unfit for admission, or of using fraudulent means for securing admission or otherwise or if any of the statements made by him/her is found false or incorrect or otherwise and the University shall have the right to take such other disciplinary action and/or penalty, as decided by the competent authority of the University, against such a student as per the statutes and the rules & regulations of the University. In such case, the fee deposited by the student shall be forfeited and he/she shall also be liable to pay the pending fee for the remaining duration of the course and dues, penalty etc., if any.

Notwithstanding anything contained in these rules & regulations, Motherhood University, Roorkee possesses the right to modify these rules and regulations and/or insert/ delete provisions of these rules from time to time.

Notwithstanding anything stated in this Admission manual, for any unforeseen issues arising, and not covered by the rules & regulations, or in the event of difference of interpretation, the decision of Vice-Chancellor shall be final.