

PROCEDURE OF SUBMISSION OF APPLICATION FORM FOR ADMISSION

1. All admissions shall be based on the applications received in response to the admission notification and issue of this Prospectus.
2. The Prospectus-cum-Application Form can be downloaded from the University Website or procured from the University as given below:
 - **Online:** Prospectus-cum-Application Form can be downloaded free of cost from the University Website (www.mgcub.ac.in).
 - **By Hand:** On payment of Rs.200/- in cash from the Temporary Campus of Mahatma Gandhi Central University Bihar at Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar.
 - **By Post:** By sending a Demand Draft of Rs.200/- drawn in favour of “**Mahatma Gandhi Central University**”, payable at Motihari, District – East Champaran (Bihar) only at the following address:

**Controller of Examinations
Mahatma Gandhi Central University
Temporary Campus (TempCamp), Zila School Campus,
Motihari – 845 401, District – East Champaran, Bihar (INDIA)**

3. Application for admission to UG/PG Programmes of Study can be submitted by any of the following mode:
 - a) **Online Mode:** An eligible candidate can submit his/her application through **ONLINE MODE** by clicking on the prescribed link available on the University Website (www.mgcub.ac.in) on or before **13th July 2017 (23:59 Hrs)**. After filling all the details online, candidates can pay requisite application fee through Net Banking/Debit/Credit Card. The application form will be considered incomplete, if the requisite application fee is not paid online.

IMPORTANT: The candidates who are submitting their application online are advised to save the copy of their online application and proof of transaction of application fee made online, for future reference.
 - b) **Offline Mode (Hard Copy):** The candidates may obtain the Prospectus-cum-Application Form from the office of the **Controller of Examinations** of the University w.e.f. **27th June 2017** and send the duly filled-in Application Form along with a non-refundable requisite application fee, as applicable, in the form of Demand Draft drawn in favour of “**Mahatma Gandhi Central University**” payable at Motihari, District – East Champaran, Bihar only latest by **13th July 2017 (5:30 PM)**.

The Application Form received after last date either by Post/Hand shall not be entertained in any circumstance.

4. The application fee for admission to UG/PG Programmes of Study for different categories of applicants shall be as under:

General/OBC – Rs.1,000/-

SC/ST/PwD/Women candidates are exempted from paying the application fee.

5. **Last Date for the Submission of Application:**

Hard copy of the duly completed Application Form for admission in the UG/PG programme must reach the University on or before **13th July 2017 (5:30 PM)**

Those who have applied online, **SHOULD NOT SEND HARD COPY** of their application form. **However, the candidates selected for admission are required to submit a copy of filled-in online application form along with a copy of proof of payment of application fee, failing which their candidature for admission may not be considered.**

6. **Submission of application for different Programmes of Study:** A candidate can simultaneously apply for admission to **only two UG or two PG Programmes of Study** on a **single Application Form** clearly indicating the order of preference between the two programmes. *(Please note that one person cannot apply for both UG and PG programmes simultaneously)*

IMPORTANT NOTE: **The two preferences once submitted by the candidate cannot be changed in any circumstance at a later date after submission of application.** As such, no requests from candidates shall be entertained in this regard.

7. Admission shall be made strictly on the basis of merit. The merit shall be prepared on the basis of the composite score of the selection criteria in accordance with the preference of the applicant for various Programmes of Study.