

## ORDINANCE FOR ADMISSION

### I. Eligibility for Admission to the Course

i. For admission to the P.G. Diploma in Human Resource Management, course a candidate must have :

(a) Passed the Bachelor of Arts/Science/Commerce Examination with 50% marks of any India University or any examination recognised by the Academic Council of the Magadh University as equivalent thereto.

or

10+2 with minimum five years of supervisory experience of organizations/ Industries/ management of national repute.

or

Professional degree or diploma in Engineering/ Technology/ Medicine/ Architecture/ Law from a recognised board of technical education.

(b) Candidates appearing in final year of the qualifying examination can also apply, but they will have to produce proof of having passed the qualifying examination at the time of admission.

*\* Experience means work experience during or after acquiring the qualification as specified.*

ii. No student shall be admitted who has not applied for admission within notified time or who, on being selected for admission, does not get himself admitted within the specified time except where the delay is condoned by the Vice-Chancellor.

iii. No student shall be admitted who, in the opinion of the Vice-Chancellor Magadh University, Bodh-Gaya should not be admitted in the best interest of the university.

### 2. Admission and Selection Procedure

The university shall hold Entrance Test for the selection of the candidate. The test shall be conducted in accordance with certain procedures :

a. Application forms for Entrance Test shall be obtained at the office counter by depositing Rs. 500/- only through Demand Draft or may be obtained by sending a self-stamped registered envelope along with DD of Rs. 500/-.

b. Applications received shall be processed according to the requisite qualifications and conditions.

c. Selected candidates will be called for Interview. Final selection for admission shall be made strictly on the basis of Entrance Test and Interview.

d. The University reserves the right to take any decision in all matters of admission.

### 3. Reservation

Reservation of seats for admission shall be in accordance with the State Government's rules/Magadh University rules. In no case, the percentage of reservation fixed by the State Govt. will exceed.

4. Intake - 150 (One Hundred Fifty) - May be revised as per Distance Education Council/ National Council for Technical Education guidelines.

- X. The examination shall be conducted by the Magadh University which shall also finalise the date of examination, centre of examination and necessary fee for its conduct.
- XI. In order to pass the P.G. Diploma examination in Human Resource Management, a candidate shall have to obtain not less than 45 per cent marks in aggregate, otherwise candidates shall be deemed to have failed.
- XII. The name of successful candidates shall be arranged in order of merit as follows :
- A candidate who passes P.G. Diploma Final examination obtaining 75 per cent or more marks in any subject, shall be declared to have passed with distinction in the subject.
  - Candidate who obtained 60 per cent marks in aggregate or more shall be placed in First Class.
  - Candidate who obtains 45 per cent or more but less than 60 per cent marks in aggregate shall be placed in the Second Class.
  - Notwithstanding anything contained in the Regulation concerning moderation of examination results :
  - The candidate for the P.G. Diploma Final examination fail to secure first or second class by not more than 5 marks in one subject shall be awarded the marks required to enable him to secure first or second class as the case may be, and his result shall be declared accordingly.
  - If a candidate for the P.G. Diploma Final examination passes in aggregate but fails to pass in any one subject by not more than 5 per cent marks or in any two subjects by not more than 3 per cent marks in each subject, he / she shall be awarded the marks required to enable him/her to pass in the subject / subjects concerned and his/her result shall be declared accordingly.
  - The list of successful candidates of the P.G. Diploma in Human Resource Management course shall be published in order of merit.
  - If a candidate has obtained distinction in any subject, it shall be mentioned against his name.

### 9. Award of Diploma

Those who complete the programme successfully shall be awarded appropriate diploma by Magadh University, Bodh-Gaya in prescribed form specifying the Class/Division in which he/she is placed.

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5. Fee Structure :

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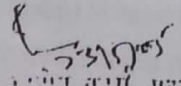
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A candidate is required to pay the entire fee at the time of admission. The course will run on self-finance basis, hence, fee may be revised by the University, if necessary.

Fee	Rupees
Admission fee	1000=00
Academic fee	10000=00
Development Fee	1000=00
Books & Journals	500=00
Project	1000=00
Printed Materials	2000=00
Total (Rs.)	15,500=00

Besides the above noted fee and charges, each candidate appearing in the University examination will be required to pay the prescribed examination fee of Rs.750/- to the University.

To start with 40% of the amount received from the student, as course fee shall be transferred to the university fund at the MU headquarter. This proportion of the fee may be revised, if the University desires to do so in changing circumstances.

  
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