



# Martin Luther Christian University

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III/8(2)/Academics/93/2014

June 23, 2016

**Notification No: 21/Academics/MLCU**

## **Admission Policy, 2014 (as amended up to 28<sup>th</sup> April, 2016)**

In terms of Section 22, sub section (2) of the Martin Luther Christian University Act 2005, read with Section 9 of the Act *ibid.* and Statute 6.3.1 of the Martin Luther Christian University Statutes and Rules 2013, and as recommended by the Academic Council at its meeting held on July 29, 2015 and April 20, 2016 and approved by the Board of Governors held on August 26, 2015 and April 28, 2016, the Admission Policy are, hereby, notified, consolidating all the above Policies on Admission and Lateral Entry.

### **A. The University shall admit:**

1. Students from a wide diversity of backgrounds irrespective of class caste, creed, religion, language or gender.
2. Students from a variety of academic backgrounds who have studied in government, private, church and other religious schools and from varying levels of academic performance.
3. At no time shall admissions be made purely on academic merit but shall take in to consideration also issues of diversity and social and academic marginalization and deprivation
4. Students from the State of Meghalaya and the Northeast region shall ordinarily be given preference

**B. All Admission into MLCU is based primarily on following criteria:**

1. Fulfilling the minimum eligibility required to pursue the Undergraduate and Post Graduate Studies. The admission is on a first come first serve basis (Spot Admission). No percentage is set up as a criteria for admissions to the courses in MLCU at both UG and PG levels.
2. Provisional Admission is also provided which gives opportunity to students who are unable to fulfil few of the admission conditions mentioned below:
  - i. If applicants are unable to submit the required documents at the time of admission
  - ii. If verification of original documents has not been conducted by MLCU staff
  - iii. Awaiting their final semester/final year results
  - iv. Awaiting their Degree Certificates/Necessary Academic Documents
  - v. Students requiring to do an improvement in the last examination and having not more than two back papers.
  - vi. Paid the fees partially

Provisional Admission is applicable for a period of six months to one year

- During the six months period, applicants are to fulfil the above conditions failing which their registration will be temporarily suspended or cancelled as applicable
- After the six months period has lapsed, applicants are to submit an application indicating reasons of inability to fulfil the conditions

3. In cases where applicants do not complete the general +12 (Arts, Science or Commerce) courses of studies, admissions to undergraduate and post graduate programmes are given on the basis of completion of the 10+2 years and 10+3 years duration of studies respectively.



**C. Lateral Entry Admission:**

**I. Criteria:**

- i. Student must spend at least one year as an MLCU student to be eligible for Lateral Entry
- ii. A student generally qualifies for Lateral Entry on the basis of transcripts/ marksheets awarded by the previous institution that the student attended
- iii. In certain cases, submission of additional documents, certificates etc. may be required and/or an entrance/equivalency examination conducted by MLCU.
- iv. Admission after class 10 may be permitted as follows
  - a. To the first Semester after a two year diploma
  - b. To the third Semester after a three year diploma
- v. The admission on lateral entry will be approved by the Registrar/ Deputy Registrar on the recommendations of Dean, Academics
- vi. In certain cases the Registrar may refer the application to the Academic Committee

**II. The Standard Lateral Entry Admissions accepted by MLCU are**

- a. Admission to fifth Semester BSc AHS after 2 year CMAI Diploma
- b. Admission to third Semester MCA after BCA or BSc IT or PGDCA

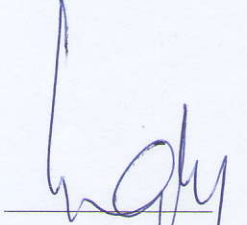
**III. Procedure and Steps for Lateral Entry Admission**

1. Submission of application for Lateral Entry to the Admissions Officer who will approve the application
2. In special cases the Admissions Officer should take the approval of the Registrar in consultation with the Dean, Academics
3. In certain cases the Dean Academics in consultation with the HoD may recommend an entrance/ equivalency examination
4. Based on scrutiny of the application, one of the following will be given to the applicant:
  - a. Acceptance of admission
  - b. Provisional acceptance of admission; subject to the submission of further documents, certificates etc.



**IV. Lateral Entry Admission by transfer of credit**

- i. Students studying in another College/ University who wish to transfer to MLCU may transfer partial or full credits from the previous institution after verification by the HoD
- ii. An equivalency examination may be conducted in exceptional cases on the recommendation of Dean, Academics
- iii. At least two Semesters of course work should be taken in MLCU if the candidate is to be granted an MLCU degree.

  
**(DD Ingty)**  
**Registrar**

