



**BMU**  
BML Munjal University



## **Admission Policy: Undergraduate Programmes**

**School of Engineering and Technology (SoET)**

**School of Management (SoM)**

**School of Law (SoL)**

**School of Liberal Studies (SoLS)**

**BML Munjal University, Gurugram**

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A Not-for-Profit Initiative of the **HERO GROUP**

## Preamble

BMU offers a three, four and five year full-time academic programmes under the defined 04 Schools of the University namely School of Engineering and Technology, School of Law, School of Management and School of Liberal Studies.

The programmes offered by the University nurtures various type of skills namely analytical, communication and managerial skills that fosters the fundamentals of the individual to be made responsible in the society and evolving into innovators, researchers, practitioners, and entrepreneurs etc., capable of delivering solutions to complicated challenges in various domains.

### 1. Scope:

1.1. This policy document covers the admission to all the undergraduate programmes offered by the University.

### 2. Programmes Offered

Name of School	Programmes Offered
School of Engineering & Technology	<p>1. Bachelor of Technology (B.Tech.) is a Four-Year Programme, offers the below mentioned branches:</p> <ul style="list-style-type: none"> <li>• Computer Science and Engineering</li> <li>• Electronics and Computer Engineering</li> <li>• Mechanical Engineering</li> </ul> <p>The following major specializations are offered with all B.Tech. programme:</p> <ul style="list-style-type: none"> <li>• Automobile Engineering</li> <li>• Cyber Security</li> <li>• Internet of Things</li> <li>• Robotics and Automation</li> <li>• Data Science and Artificial Intelligence</li> <li>• VLSI Design</li> </ul>
School of Law	<p>1. Bachelor of Business Administration LL. B (Honours) Programme (B.B.A., LL. B. (Hons.))</p> <p>2. Bachelor of Arts LL. B (Honours) Programme (B.A., LL. B. (Hons.))</p> <p>3. Bachelor of Law (LLB)</p>

<p><b>School of Management</b></p>	<ol style="list-style-type: none"> <li>1. B. Com (Hons.) programme. The following majors are offered with the B. Com (Hons.) Programme <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Finance</li> <li>• Banking and Insurance</li> <li>• Derivative and Risk Management</li> <li>• Strategy</li> </ul> </li> <li>2. BBA programme. The following majors are offered with the BBA Programme <ul style="list-style-type: none"> <li>• Business Analytics</li> <li>• Digital Marketing</li> <li>• Entrepreneurship</li> <li>• Finance</li> <li>• Marketing</li> <li>• Human Resources</li> </ul> </li> <li>3. Integrated Five-Year BBA-MBA (IBM) programme. The following optional specializations are offered with the Five-Year Integrated (BBA)-(MBA) Programme: <ul style="list-style-type: none"> <li>• Business Analytics</li> <li>• Digital Marketing</li> <li>• Entrepreneurship</li> <li>• Finance</li> <li>• Marketing</li> <li>• Human Resources</li> <li>• Strategy</li> </ul> </li> </ol>
<p><b>School of Liberal Studies</b></p>	<ol style="list-style-type: none"> <li>1. Four-Year Bachelor of Arts (Hons.) in Liberal Arts Programme (B.A. (Hons.)-LS). The following are the majors being offered with the BA (H) in Liberal Arts. <ol style="list-style-type: none"> <li>a) Economics</li> <li>b) History</li> <li>c) Literature</li> <li>d) Psychology</li> <li>e) Sociology</li> <li>f) Philosophy</li> </ol> </li> </ol>

### 3. International Immersion Programme (IIP)

3.1. International Immersion Programme gives the student a first-hand knowledge of the global marketplace through an unparalleled immersion experience at one of the partner universities abroad.

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- 3.2. The IIP is an optional program offered to our undergraduate students during their 2<sup>nd</sup>/3<sup>rd</sup> year summer breaks. Students need to deposit the tuition and registration fees to BMU before they proceed for their Summer School.
- 3.3. After the completion of the module, the student will receive an International Immersion Programme Certification from the Host University/School.
- 3.4. The student will also be eligible for transfer of credits as per the Credit Transfer Policy of the University.
- 3.5. Fee will be indicated to students during the year they choose to travel, and it will be based upon the Partner University opted by the student.
- 3.6. The IIP fee does not include the expenses for the local travel in the city where the Host University/School is located, or for sightseeing, tickets/charges, social programmes etc. organised by the Host University/School.
- 3.7. Students will need to have a valid passport & procure a valid visa for the IIP. BMU will assist the student in the Visa application process only. All the costs for Passport and Visa procurement are to be borne by the student.

#### 4. Haryana Domicile Admission

- 4.1. Of the total applications, 25% of seats for admissions at BMU are reserved for students of the State of Haryana, out of which 10% of seats are reserved for students belonging to Scheduled Castes of the State.

#### 5. Eligibility Criteria

##### General Guidelines:

<p>School of Management, School of Law &amp; School of Liberal Studies</p>	<ul style="list-style-type: none"> <li>• Applicants appearing in their class 12 examinations or having cleared the said examination through any of the Boards affiliated to the Council of Boards of School Education (COBSE) or National or International Boards recognised by the Association of Indian Universities (AIU) with a minimum of 60% or equivalent in Class 12 examinations are eligible to apply.</li> <li>• AIU recognizes and grants equivalence to systems of international education subject to a minimum of 12 years of schooling.</li> <li>• For the IB Career Related programme (IBCP), Students for General Strand (Arts, Commerce, Science and Law) graduating with 2 DP Subjects with at least 01 subjects at Higher Level (HL) and minimum 3 points in each DP subject, with English as a compulsory subject.</li> <li>• For the IB Diploma awarded by IBO, Geneva, Switzerland, 24 points with 3 subjects at Higher Level (HL) and 3 subjects at Standard Level (SL) are required for the student to be eligible to apply.</li> <li>• For Cambridge/IGCSE examinations and examinations of the approved British Examination bodies a minimum of five subjects including English at the O Level and three subjects at the A Level will be required for the student to be eligible to apply.</li> </ul>
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	<ul style="list-style-type: none"> <li>Applicants who are Foreign Nationals/ Persons of Indian Origin (PIOs)/ Non-Resident Indians (NRIs)/ Overseas Citizens of India (OCI) must have passed the qualifying examination or equivalent from any system of education as recognised by the Association of Indian Universities (AIU) with a minimum aggregate of 60% or equivalent and subjects as defined for candidates intending to join the specific professional courses.</li> <li>Possessing an undergraduate degree is mandatory for admission into the 03 Year LLB Programme from a recognized University with 50% aggregate marks or equivalent CGPA in any discipline including Humanities, Business Administration, Commerce or Science.</li> <li>NSS Merit Certificate holders will be awarded an additional five marks.</li> <li>Age limits shall apply in accordance with the rules that might be framed by UGC from time to time.</li> </ul>
School of Engineering & Technology	<ul style="list-style-type: none"> <li>Applicants appearing in their class 12 examinations through any of the Boards affiliated to the Council of Boards of School Education (COBSE) or National or International Boards recognised by the Association of Indian Universities (AIU) are eligible to apply for admission to B.Tech. programme. The candidate should have a minimum aggregate of 60% marks (or equivalent scores) in four subjects, viz. Physics, Mathematics, English and any one subject out of Chemistry, Biology, and Technical Vocational subjects.</li> <li>Additionally, a minimum of 55% marks are mandatorily required in Mathematics and the candidate should have cleared all the subjects listed above.</li> <li>For the IB Career Related programme (IBCP), candidates in Engineering or Medical Strand graduating with 3 DP subjects (Maths, Physics, Chemistry, Biology, or other similar subjects) with at least 1 subject at HL level and minimum 3 points in each DP subject are eligible to apply.</li> <li>For Cambridge/IGCSE examinations and examinations of the approved British Examination bodies, candidates with a minimum of five subjects and having Physics, Chemistry, Biology/Mathematics at the A-Level and English at AS-Level are eligible to apply.</li> <li>NSS Merit Certificate holders will be awarded an additional five marks.</li> <li>Age limits shall apply in accordance with the rules that might be framed by UGC from time to time.</li> </ul>

#### 6. Standardized Tests for Admission:

School of Law	<ul style="list-style-type: none"> <li>For admission to B.B.A., LL. B. (Hons.) &amp; B.A., LL. B. (Hons.) programme, the applicants are required to have completed one of the following entrances examinations/tests i.e. CLAT/SAT/CUET/BMUSAT.</li> <li>For admission to LLB programme the applicants are required to have completed one of the following entrances examinations/tests i.e. NLSAT, CUET-PG, AP-CET, MH-CET and BMUSAT.</li> </ul>
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	<ul style="list-style-type: none"><li>• In case of B.B.A., LL. B. (Hons.) &amp; B.A., LL. B. (Hons.) direct admission offers can be made based on scores obtained CLAT and CUET exams.</li><li>• In case of LLB direct admission offers can be made based on scores obtained in BMUSAT, CUET-PG, NLSAT, MH-CET and AP-CET exams.</li></ul>																		
School of Management & School of Liberal Studies	<ul style="list-style-type: none"><li>• The completion of standardised tests for admission to the B. Com (Hons.)/BBA/IBM/B.A. (Hons.)-LS programme is not mandatory. However, students are encouraged to provide results of standardised tests like UGAT, SAT, CUET, as these may provide a positive benefit in their evaluation.</li></ul>																		
School of Engineering & Technology	<ul style="list-style-type: none"><li>• The applicants are required to have qualified at least one of the following entrance examinations/tests for admission to B.Tech. programmes:<ul style="list-style-type: none"><li>✚ JEE (Mains), with a minimum of 55 percentile.</li><li>✚ SAT, as per scores/cut offs specified by the Committee.</li><li>✚ BMUSAT, as per scores/cut offs specified by the Committee.</li><li>✚ CUET, as per scores/cut offs specified by the Committee.</li></ul></li><li>• BMUSAT Examination will be conducted only thrice in the month of February, April and June. BMUSAT Examination will be an MCQ test of 3 hours duration with the following subject weightages:</li></ul> <table><tr><th>Subject</th><th>Number of Questions</th><th>Maximum Marks</th></tr><tr><td>Aptitude (Quantitative Ability/Logical Reasoning)</td><td>30</td><td>120</td></tr><tr><td>English/ Verbal Ability</td><td>20</td><td>80</td></tr><tr><td>Mathematics</td><td>20</td><td>80</td></tr><tr><td>Physics</td><td>20</td><td>80</td></tr><tr><td>Total</td><td>90</td><td>360</td></tr></table>	Subject	Number of Questions	Maximum Marks	Aptitude (Quantitative Ability/Logical Reasoning)	30	120	English/ Verbal Ability	20	80	Mathematics	20	80	Physics	20	80	Total	90	360
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Mathematics	20	80																	
Physics	20	80																	
Total	90	360																	

## 7. Provisional Offer of Admission

Students with awaited class XII results and /or any standardized national test score can apply. In such cases, BMU will extend a Provisional Offer to the selected candidates and their admission will be confirmed on submission and verification of the marksheets and other requisite documents.

## 8. Admission Process

The following process will be followed for admission to the UG programmes. (General Guidelines)

8.1. Applicants will submit the online application on the BMU's Admission Portal.

8.2. Applicants will submit the duly filled application form along with all the requisite documents like Class X Marksheet, Class XII Marksheet (if available), Certificates for the Extra-curricular activities, Score Card of the standardized national test score etc. The application fee is to be paid online.

8.2.1. For admissions to B.Tech. programmes under SoET

- The applicants who have not appeared in JEE (Main)/ SAT/CUET or any other competitive examination will be called upon to appear for the BMUSAT.
- Short-listed candidates will be invited to appear for programme level Counselling or one-on-one interaction.

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#### 8.2.2. For admissions to programmes under SoM

- The short-listed candidates will be invited for a Personal interview (PI). Candidates will be evaluated on analytical skills, creativity, application-orientation, and communication skills.

#### 8.2.3. For admissions to programmes under SoLS

- The shortlisted candidates are invited to undertake an online immersive experience based on a real-world case study presented by the faculty. The students discuss the case study, and then write an individual reflective essay. Students are evaluated on critical thinking, problem solving, collaboration, and communication skills.
- The candidates will be invited to appear for a Faculty interaction (FI) before the final decision

#### 8.2.4. For admissions to programmes under SoL

- In case of B.B.A., LL. B. (Hons.) & B.A., LL. B. (Hons.) the applicants who have not appeared in CLAT/SAT/CUET will be called upon to appear for BMUSAT.
- In case of LLB the applicants who have not appeared in NLSAT/CUET-PG/AP-CET/MH-CET will be called upon to appear for the BMUSAT.
- The shortlisted candidates will be invited to appear for a Personal interview (PI)/Faculty interaction (FI). Candidates will be evaluated on analytical skills, creativity, application-orientation, and communication skills.

8.3. BMU will offer admission to selected candidates who are in Class XII or have already completed Class XII. In case the class 12 results are awaited, an offer extended by BMU is subject to the submission of the candidate's class 12 scorecard and/or test score.

8.4. Selected students will receive subsequent communication with a given timeline to complete the admission process:

- Offer Acceptance.
- Hostel Selection and Registration.
- First Semester Fees Submission.
- Registration.

#### Notes:

- Incomplete application forms, misrepresentation or false information and documents would result in withdrawal of the offer.
- For candidates with letter grades/CGPA, the equivalence to percentage of marks will be decided as per the academic regulations of BMU. The current policy for calculation is to multiply the CGPA by 10 to convert it into percentage.
- Students with awaited results of Class XII and/or of the test score are eligible to apply.
- BMU will give provisional offer to the selected candidates whose results are awaited. Their admission will be confirmed on the submission of the marksheets/necessary documents.

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- Exit options available for SoM and SoLS as per the guidelines of the NEP.
- The fee will be refunded as per the guidelines of the UGC.

## 9. Migration Admissions

<p><b>School of Engineering &amp; Technology</b></p>	<ol style="list-style-type: none"> <li>1. The Credit Equivalence committee would assess eligibility based on equivalence of the subject/course content studied by the candidate. Candidates need to have cleared their first year in a B.Tech. programme at any other institution without any backlog and must have an aggregate score of 60% or equivalent. The eligibility for migration to the B.Tech. programme is as follows: <ul style="list-style-type: none"> <li>• Applicants appearing in their class 12 examinations through any of the Boards affiliated to the Council of Boards of School Education (COBSE) or National or International Boards recognised by the Association of Indian Universities (AIU) are eligible to apply. The Candidate should have a minimum aggregate of 60% marks (or equivalent scores) in four subjects, viz. Physics, Mathematics, English and any one subject out of Chemistry, Biology, and Technical Vocational subjects.</li> <li>• Additionally, a minimum of 55% marks are mandatorily required in Mathematics and the candidate should have cleared all the subjects listed above.</li> </ul> </li> <li>2. Based on their first-year result and JEE Score (if applicable) the applicant is eligible for admission. The process is as follows: <ul style="list-style-type: none"> <li>• Applicants will submit online application on the BMU's Admission Portal</li> <li>• Review by the Credit Equivalence committee and shortlisting</li> <li>• Invitation for Personal Interview.</li> <li>• Migration admission decision.</li> </ul> </li> </ol>
<p><b>School of Management</b></p>	<ol style="list-style-type: none"> <li>1. Applicants with a minimum aggregate score of 60% in Class XII and good academic performance in the first two semesters of the first year of the programme pursuing elsewhere will be eligible for admission. The process is as follows: <ul style="list-style-type: none"> <li>• Applicants will submit online application on the BMU's Admission Portal</li> <li>• Review by the Credit Equivalence committee and shortlisting</li> <li>• Invitation for Personal Interview.</li> <li>• Migration admission decision.</li> </ul> </li> </ol>
<p><b>School of Law</b></p>	<ol style="list-style-type: none"> <li>1. Applicants with a minimum aggregate score of 60% in Class XII and good academic performance in their ongoing integrated law programme pursuing elsewhere, including those who have previously held admissions offer from BMU will be eligible for admission to the subsequent years of B.B.A LL. B. (Hons.) &amp; B.A LL. B. (Hons.) programme.</li> <li>2. Applicants with a graduate degree and good academics performance in their ongoing law programme pursuing elsewhere, including those who have previously held admissions offer from BMU will be eligible for admission to the subsequent years of LLB programme. The process is as follows:</li> </ol>

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	<ul style="list-style-type: none"> <li>• Applicants will submit online application on the BMU's Admission Portal</li> <li>• Review by the Credit Equivalence committee and shortlisting</li> <li>• Invitation for Personal Interview.</li> <li>• Migration admission decision.</li> </ul>
School of Liberal Studies	<ol style="list-style-type: none"> <li>1. Applicants with a minimum aggregate score of 60% in Class XII and have completed a minimum of one full year of academic education with a minimum 7 CGPA and must have cleared a minimum credit requirement of each academic year without having any backlog is eligible to apply. The Credit Equivalence Committee would assess the eligibility based on equivalence of the subject/course content studied. The process is as follows: <ul style="list-style-type: none"> <li>• Applicants will submit online application on the BMU's Admission Portal.</li> <li>• Review by the Credit Equivalence committee and shortlisting</li> <li>• Invitation for Personal Interview.</li> <li>• Migration admission decision.</li> </ul> </li> <li>2. Applicants seeking migration should be having the syllabi at least 75% identical to that of Sols. In case of deficiencies, candidates shall have to complete the additional course(s) as prescribed by the Credit Equivalence Committee.</li> </ol>

**Notes:**

- a) Students who are yet to receive their previous semester marks will receive provisional admission. Final admission will be offered on receipt of the previous semester marks.
- b) All migration cases will be examined by the University Degree Equivalence and Credit Transfer Committee.
- c) The Committee will refer to the equivalency rules notified by the UGC & AIU, and BMU's credit transfer policy for verifying recognition of certificates and the equivalency for education levels in various domains (general education, higher education, and technical and vocational education).
- d) There is no scholarship applicable for migration candidate at the admission.

**10. Lateral Entry Admissions (Applicable for B.Tech. Programmes under SoET)**

- a. Applicants who have completed a 03-year diploma from a recognized polytechnic College/University can apply for admission to the second year of the B.Tech. programme at BMU.
- b. Applicants are required to have a minimum of 60% or equivalent in their diploma without any backlogs.
- c. Eligible candidates will be shortlisted for an interaction.
- d. There is no scholarship for lateral entry candidate at the admission.

**11. Fees**

- a) An application fee of ₹1500 is payable at the time of submission of online application form.
- b) The Tuition fee structure is available on the University website.

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- c) In addition to the tuition fee, the student will pay one-time non-refundable registration fee and refundable security deposit.
- d) All Fees are payable in advance, at the start of every semester.
- e) The fees do not include the cost of laptop and other equipment.
- f) Third party psychometric tests/ training for placement activities undertaken at BMU CGDC will be additional. The fees do not include expenses incurred for internships, projects or any international trip undertaken during the duration of the programme.
- g) From second year onwards, tuition fee may be increased by a maximum of 5% over the preceding year at BMU's discretion.

## 12. Hostel Fees

- a) The fee applicable for different categories of hostel is available on the University website.
- b) The hostel fee is payable in advance at the beginning of each semester.
- c) Electricity charges would be additional based on actual usage/ consumption of electricity.
- d) Any other taxes/levies on fees that are charged by the Central/State/Local Authorities/Overseas Authorities from time to time as applicable will be additional.
- e) Hostel rooms will be allocated on first-come-first-serve basis subject to the availability of rooms at the time of request. Hostel rooms will be reallocated in the second Year.
- f) All students who stay outside the campus owing to internship or any other reason, wherein it is planned by the University as part of the curriculum, will not be charged hostel and food/laundry fees for the duration that they remain outside the campus. They will only be charged pro-rata for the balance part of the semester when they return to campus after completion of their internship etc.
- g) All Freshers who have been permitted to join the programme later than the last date of registration in the odd semester in the 1st Year will be charged hostel fees pro-rata for the balance of that semester. However, since their fees for the whole semester will be charged before their registration, the difference of the hostel fees will be adjusted in the fees for the 2nd Semester.
- h) In all the above cases, the pro-rata amount will cover a minimum of 15 days (half a month) i.e., if a student joins on 16th of a month or later, he/she would be charged half month's hostel fees for that month. In case anyone joins on 15th of a month or before, they would be charged for the full month.

## 13. Scholarships

- a) BML Munjal University has Scholarship and Financial Grants policies designed to support the education of the meritorious students along with the students coming from economically weaker section of society.
- b) The Scholarship & Financial Grants information is available on the website of the University.
- c) There is no provision for scholarships at the time admission in case of Lateral and Migration cases.

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#### 14. Required Laptop Configuration

- a) It is mandatory for all students to have a laptop.
- b) For SoET & SoM the minimum configuration for laptops is CPU Intel Core i5, RAM 4 GB and above, HDD 500 GB, Screen 14", any brand with an operating system of OS Windows 10 Pro. If possible, Inter Core i7 and 500 GB SSD will be preferred.
- c) For SoL & SoLS the minimum configuration for laptops is CPU Intel Core i3/i5, RAM 4/8 GB, SSD 240/512 GB, Screen 14" and above, any brand with an operating system of Latest OS Windows.

#### 15. Facility of Day Scholars

Students with permanent residence in the Delhi NCR or nearby areas can attend the University as a Day Scholar. Day Scholars can avail limited transport facilities that ply from Gurugram, Delhi, or Faridabad as per routes and charges declared by the University from time to time.

The facility can be availed by the student for a period of 10 months in the academic year and the amount will be payable in advance (in the beginning of the semester). Vehicle parking is not permitted on campus. Limited buses run from campus for hostellers to visit Gurgaon on weekends, on payment basis.

#### 16. Commencement of Term

The date of commencement of session will be notified in the University website.

**Note:** If a student does not have sufficient marks in the qualifying examination (10+2) as a whole or in a specific course, but he/she has the following:

- **Foreign Language Subject or Certificate:** Proficiency in a foreign language such as French, Spanish, Japanese, etc.
- **Sports and Cultural Achievements:** Outstanding performance in sports and cultural activities at the district, state, national, or international level.
- **Award in Social Services:** Recognition or awards from the government or reputable organizations for contributions in the social services field.
- **Extracurricular Achievements:** Significant accomplishments in extracurricular activities such as debate, theatre, music, or art, recognized at regional, national or international levels.
- **Leadership Roles:** Holding Prominent leadership positions in student councils, clubs, or community organizations demonstrate exceptional leadership skills.
- **Entrepreneurial Ventures:** Successfully running a startup or entrepreneurial venture with measurable impact or recognition from reputable sources.
- **Research Contributions:** Published research papers or involvement in significant research projects, especially those recognized at national or international level.

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These alternative qualifications and achievements may be considered for determining the student's eligibility for admission to specific course or programs, despite not meeting the standard academic requirements. In contrast, higher qualifications (such as degree beyond 10+2) might be considered for determining eligibility, but they will not be taken in account for scholarship considerations.

In essence, this allows for a holistic review of a student's application, where non-academic achievements can compensate for academic shortcomings in the eligibility criteria. However, this flexibility does not extend to the evaluation of scholarships, which remain based on academic merit.

These students shall be required to undergo an interview process in front of the Committee constituted by the Competent Authority.

The cases will be recommended by the Committee to ensure fair and consistent evaluation.

**BMU reserves its right to change or revise its policies and rules thereof without any notice and no claim shall lie against BMU for any such changes made. Decision of the management and Admission team shall be final and binding.**

  
**Registrar**

