



The Gujarat University Admission Rules, 2017 (Arts)

In exercise of the powers conferred by Section 4 read with section 22 of the Gujarat University Act, 1949, the Gujarat University hereby makes the following rules to regulate admission to various programs mentioned in 1.2 as follows, namely-

1. Short Title and Commencement

- 1.1. These rules may be called the “The Gujarat University Admission Rules, 2017 (Arts)”.
- 1.2. These rules shall be applicable for admission in the first year or semester of the following programs:
 - 1.2.1. Bachelor of Arts (B.A.);
- 1.3. These rules shall come into force from the 15th May 2017 and the earlier ordinances, rules and regulations will stand null and void for the program mentioned in 1.2.1.

2. Definitions

- 2.1. In these rules, unless the context otherwise requires,-
 - 2.1.1. “University” means the Gujarat University constituted under the Gujarat University Act, 1949;
 - 2.1.2. “UGC” means University Grants Commission constituted under the University Grants Commission Act, 1956;
 - 2.1.3. “Rules” means “The Gujarat University Admission Rules, 2017 (Arts)”;
 - 2.1.4. “Admission Committee” means “Gujarat University Admission Committee” framed for centralized online admission of Gujarat University for programs mentioned in 1.2 ;
 - 2.1.5. “Admission” for the purpose of these rules means admission of candidates in the program mentioned in 1.2;
 - 2.1.6. “Gujarat Board” means the Gujarat Secondary and Higher Secondary School Examination Board established under



section 3 of the Gujarat Secondary and Higher Secondary School Board Act, 1972 (Guj.18 of 1973);

- 2.1.7. “School” means a higher secondary school (XII, 10+2 pattern);
- 2.1.8. “University school” means a “university school” as defined in the Gujarat University Act, 1949;
- 2.1.9. “Department” means a “university department” as defined in the Gujarat University Act, 1949;
- 2.1.10. “College” or “institution” means a “university college”, “degree college”, “constituent college”, “affiliated college” or “college” as defined in the Gujarat University Act, 1949;
- 2.1.11. “Help center” means the center notified by the Admission Committee for facilitation of the candidate for off campus online admission process;
- 2.1.12. “Theory subjects” means those theory subjects which are considered by the respective Board to award class, grade or percentage;
- 2.1.13. “Merit marks” or “percentage of marks” means the total marks obtained by the candidate in his/her Board in theory subjects (papers) only divided by total marks of theory subjects (papers) multiplied by 100;
- 2.1.14. “Qualifying examination” means the Higher Secondary School Certificate Examination, (Standard XII, 10+2 pattern) passed in the General, Commerce or Science Stream or equivalent examination and English as one of the subjects;
- 2.1.15. “Website” means the official website of the Admission Committee to carry out off campus online admission process;
- 2.1.16. “Supernumerary seats” means the seats which are termed as such by the University, UGC or other statutory body and which are over and above the sanctioned intake of the programs;
- 2.1.17. “Unaided” means self-financed;
- 2.1.18. “PI” means participating institution;



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- 2.2. The words and expressions used in these rules but not defined shall have the same meanings as assigned to them in the Rules.

3. Acronyms

- 3.1. UGC-University Grants Commission
- 3.2. GU-Gujarat University
- 3.3. CBSE-Central Board of Secondary Education
- 3.4. CISCE-Council of Indian School Certificate Examination
- 3.5. IB-International Board
- 3.6. NIOS-National Institute of Open Schooling
- 3.7. B.A.- Bachelor of Arts
- 3.8. PEC-Provisional Eligibility Certificate
- 3.9. PIO-Persons of Indian Origin
- 3.10. NRI-Non Resident Indian
- 3.11. SC-Scheduled Caste
- 3.12. ST-Scheduled Tribe

4. Admission to various Programs

Admission to the first year/semester of the programs mentioned in 1.2 shall be given on all the government, grant-in-aid and unaided seats on the basis of merit list prepared by the Admission Committee.

5. Seats Available for Admission

For the purpose of admission to the first year/semester of the programs, available seats shall include all the sanctioned government, grant-in-aid or un-aided seats of the programs mentioned in 1.2 in the government, grant-in-aid or unaided university school, department, government college or institution.

6. Eligibility for Admission

- 6.1. For the purpose of admission, a candidate shall have passed the qualifying examination in the subjects prescribed by Gujarat University from:



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- 6.1.1. the Gujarat Board;
 - 6.1.2. the Central Board of Secondary Education;
 - 6.1.3. the Council of Indian School Certificate Examination, New Delhi;
 - 6.1.4. the National Institute of Open Schooling;
 - 6.1.5. the International School Board;
 - 6.1.6. Or A candidate who has passed the qualifying examination from any State other than Gujarat;
- 6.2. A candidate who has passed the qualifying examination after appearing in the supplementary examination conducted by the Board shall be eligible for admission in the current academic year on vacant seats declared under The Gujarat University Admission Rules, 2017 (Arts).
- 6.3. A candidate who has passed the qualifying examination from other than Gujarat Board and other than CBSE School of out state of Gujarat only shall be required to obtain PEC from Gujarat University, after the confirmation of admission. (Refer to circular Parixa/52267/2017 dated 12/05/2017).**
- 6.4. Following shall be eligibility criteria for admission in first year/ semester of the programme mentioned in 1.2.
- 6.4.1. All Students who have English as one of the subject or English as medium of Instruction are eligible for admission. The Student who has studied in English Medium and English was not the subject in 12th standard, then he/she has to produce a Certificate from school that he/she has studied in English Medium.

7. Reservation of Seats

- 7.1. For the purpose of admission, the seats shall be reserved for the candidates who are of Gujarat origin and fall under the following categories and in following proportion, namely-



7.1.1.Scheduled Castes: 7 %

7.1.2.Scheduled Tribes: 15%

7.1.3.Socially and Educationally Backward Classes : 27%

7.1.4.Candidates who have passed qualifying Examination from other than Gujarat Board or Central Board School in Gujarat, and/ or other than Gujarat State. : 5%

7.2. A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste:

Provided that the candidate belonging to Socially and Educationally Backward Classes shall be required to produce a certificate to the effect of non-inclusion in Creamy Layer in addition to the caste certificate. Such Non Creamy Layer Certificate issued by the competent Authority shall be valid for Admission for the period of 3 years from the date of issuance.

7.3. No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.

7.4. No certificate to the effect of non-inclusion in Creamy Layer shall be valid, unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.

7.5. If a candidate fails to submit the certificates of Caste / Non-Creamy Layer as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category.

7.6. If a candidate of reserved category gets admission on unreserved seat in order of merits, he/she may be given admission on the unreserved seat according to his/her preference.

7.7. The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate/ income certificate by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled.



- 7.8. After granting admission to all the candidates of reserved categories on respective reserved seats, the vacant reserved category seats of Scheduled Caste (SC) (if any) shall be transferred to the seats of Scheduled Tribes (ST) and similarly, the vacant reserved category seats of Scheduled Tribe (ST) shall be transferred to the seats of Scheduled Caste (SC) by the Admission Committee after having obtained sanction from the competent authority of the Gujarat University.
- 7.9. After having allotted admissions to all the candidates as mentioned in 7.8 above, the remaining reserved category vacant seats (if any) shall be transferred to the seats of General Category by the Admission Committee after having obtained sanction from the competent authority of the Gujarat University.

8. Reservation For Physically Disabled Candidates

Three percent of the available seats in each category shall be reserved, in accordance with the provisions of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), for the persons with disability who can perform the academic activities in the respective program.

A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon.

Explanation: “person with disability” means a person suffering from not less than 40% (forty percent) of any disability as certified by a competent medical authority.

9. Reservation for the Children of Defense personnel and Ex-Servicemen

- 9.1. One percent of available seats shall be reserved for the children of Defense personnel and Ex-Servicemen, for admission.
- 9.2. A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer. In-Service Defense personnel shall be required to submit certificate to that effect duly issued by the Commanding Officer of the respective unit in which they are serving.



- 9.3. The seats remaining vacant against the category of Defense personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.

10. Distribution of Seats between Candidates various Boards

For the purpose of admission, the available seats shall be distributed based on the merit list prepared in 12.1:

- 10.1. 5% seats of available seats for admission shall be reserved for candidate who has passed qualifying examination from any board except Gujarat Board and CBSE from schools of Gujarat State;

11. **Supernumerary Seats:** There shall be not any supernumerary seats.

12. Preparation of Merit List

The merit list of the candidates who have applied for admission in the manner prescribed by the Admission Committee, within the prescribed time limit and who are found eligible for admission under these rules, shall be prepared in the following manner, namely-

- 12.1. For the candidates who have passed the qualifying examination from any of the Boards mentioned in the 6.1, percentage of marks obtained in the theory subjects shall be the merit marks.

- 12.2. The criteria for deciding merit order in case of candidates having equal merit marks shall be based on the following descending sequence, namely-

- 12.2.1. Aggregate marks obtained in qualifying examination (Only Theory) (No practical Marks will be considered)

- 12.2.2. English subject marks in qualifying examination. If English is not taught as a subject but English is a medium of exam, percentage of marks obtained in the theory subjects

- 12.2.3. Aggregate marks of SSC Examination or equivalent examination

- 12.2.4. Date of Birth (Age)

13. Correction of Marks

- 13.1. In case of change in marks of a candidate in the qualifying



examination, such candidate shall produce a letter to that effect by the competent authority or the corrected mark sheet issued by the Board, before the Admission Committee at least one day before the commencement of admission process (counseling program) but not later than seven days from the receipt of letter, or as the case may be, corrected mark-sheet. In such case he/she shall be placed at an appropriate order in the merit list.

- 13.2. The candidate who was declared failed initially in the qualifying examination, but later on declared passed after rechecking of marks by the Board, such candidate shall, notwithstanding any time limit prescribed, be allowed to apply for the admission, provided he/she produces a letter to that effect by the competent authority or the corrected mark sheet issued by the Board, within seven days of the receipt of letter, or as the case may be corrected mark-sheet. In such case he/she shall be placed at an appropriate order in the merit list.

14. Registration for Admission

- 14.1. The Admission Committee shall, by advertisement in the prominent newspapers widely circulated in the university area, by web-site or by such other means, as it may consider convenient, publish the date of registration, the list of Help Centers, last date for submission of registration form, programs offered and such other information as may be necessary in this behalf.
- 14.2. A candidate seeking admission shall apply on-line, for the registration of his/her candidature, on the web-site, within the time limit specified by the Admission Committee.
- 14.3. For the purpose of registration, a candidate shall be required to make payment of such sum towards the Registration fee, etc. as determined by the Admission Committee.
- 14.4. Where a candidate has made more than one registrations, the registration made at the later stage shall be taken into consideration for admission purpose and the other registration shall be treated as cancelled.



14.5. A repeater, reserved category or other board candidate shall be required to obtain the print out of the registration form and shall sign and submit the same, along with the self-attested copies of the requisite certificates and testimonials as specified in the registration form, at the prescribed Help Center. An acknowledgement receipt for the same shall be given by the person authorized by the Admission Committee. A **fresh candidate (first attempt) of Gujarat Board is not required to do this process.**

Note : Without ONLINE REGISTRATION no Admission will be Granted.

15. Admission Procedure

The admission procedure shall be off campus online in the following manner, namely-

- 15.1. The Admission Committee shall prepare merit lists of the eligible candidates who have applied under 14.2, after verification of the documents submitted under 14.5.
- 15.2. The merit lists shall be displayed on the web-site of the Admission Committee and by such other means, as the Committee may consider convenient.
- 15.3. The Admission Committee shall publish the schedule of online counseling program on its web-site, by advertisement in the prominent newspapers widely circulated in the university area, by web-site or by such other means, as it may consider convenient.
- 15.4. The candidate shall be required to indicate minimum 1 of his/her order of choice/s of programs and university schools, departments, colleges or institutions online. Allotment of seats shall be made on the basis of merit, category of the candidate and availability of seats. The allotment of seats shall be published on the web-site of the Committee. The candidates are required to obtain the print out of the Information letter and bank fee receipt copies from the website.
- 15.5. The candidate shall be required to pay such fee, as may be



determined by the Admission Committee.

- 15.6. The candidate, for securing his/her admission, shall produce at the allotted university school, department, college or institution only, the allotment/information letter, receipt of fee, all original documents and testimonials, for verification, within the specified time limit. Such candidate shall be eligible to participate in the successive rounds of counseling provided he/she has given option for the same. In case, the candidate fails to produce the aforesaid required documents within prescribed time limit, the admission offered to him shall be treated as cancelled. Even to go for successive round student has to pay prescribed fees after first round and to report to the allotted college.
- 15.7. Where considerable number of seats fall vacant and it appears to the Committee to fill the vacant seats, it may conduct the on-line admission process for readjustment (reshuffling) of seats. The candidate, who opts to partake in reshuffling process, shall be considered for such admission. The candidate may either give option for upgradation of choices already given or submit new choices. If the candidate gets the admission on the basis of up-gradation or new choice, then his/her earlier admission shall be treated as cancelled.
- 15.8 If a Candidate, even after Re-shuffling Round, does not get admission in the Government, aided or unaided University School department, College or Institution shall/may participate in the “Online Registration, offline Admission” Round. Subject to the availability of seats at a respective College according to the BA Online Programm Schedule.

16. Course Fees

- 16.1. A candidate who gets admission in the government, aided or unaided university school, department, college or institution shall have to pay such fees, as may be determined by the Gujarat University.
- 16.2. If a candidate, who has paid the fees after getting admission, gets his/her admission cancelled within 10 days after admission, his/her



fees shall be refunded after completion of the admission process after deducting 10% of the fees paid. He/She is not permitted to take admission in any college included in admission process after cancellation.

- 16.3. If a candidate who has paid the fees after getting admission and gets his/her admission changed in another program and/or university school, department, college or institution in the readjustment (reshuffling) process, he/she shall pay the difference of fees, if any, at the time of getting admission, or as the case may be, shall be refunded the fees after the completion of admission process.

17. Documents to be Attached with the application

(PLEASE VERIFY DOCUMENTS AT THE HELP CENTRE)

- 17.1. The candidate shall submit the self-attested copies of the following documents along with the print out of the registration form at the Help Center, namely-

17.1.1. SSC Examination (Std. X) Mark-sheet.

17.1.2. HSC Examination (Std. XII) Mark-sheet.

17.1.3. School Leaving Certificate, Transfer Certificate or Migration Certificate.

17.1.4. Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), issued by the authority empowered by the Gujarat State Government in this behalf.

17.1.5. A valid Non Creamy Layer (NCL) certificate of the family, issued by the authority empowered by the State Government in this behalf. (Validity of such NCL certificate shall be 3 years from the date of issuance of certificate).

17.1.6. Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case of



a Physically Handicapped candidate.

- 17.1.7. Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer.
- 17.1.8. A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which he/she is serving.
- 17.1.9. Such other certificates as the Admission Committee deems necessary.
- 17.2. After getting the information letter, the candidate shall have to produce for verification, the original certificates and testimonials of the documents attached with the registration form, at the allotted university school, department, college or institution only, within time-limit as may be specified by the Admission Committee.
- 17.3. The allotted university school, department, college or institution may retain any original certificate or testimonial, which it considers necessary until the admission process is completed. Such allotted university school, department, college or institution shall return the original certificate or testimonial to the candidate after completion of the admission process.
- 17.4. The candidate who has passed 12th standard examination two or more years before commencement of centralized admission process, 2017 of the Gujarat University has to submit an affidavit (As per program given in BA Admission Book Page No: __) duly signed by the candidate to the college at the time of seeking admission offered to him/her along with other original documents.
- 17.5. The candidate who is unable to produce original certificates and testimonials necessary for the purpose of registration/admission within the time-limit prescribed in 17.2, may be granted provisional admission, subject to following conditions, namely-

- 17.5.1. On payment of Rs 5,000/- (Rupees Five thousand) to the



Admission Committee as security deposit by the candidate. If the candidate submits the required documents within a period of three working days, the remaining amount of the security deposit shall, after deducting Rs 500/- (Rupees Five hundred) towards the administrative expenditure, be refunded;

17.5.2. In the event of failure to submit original certificates and testimonials within the time limit as aforesaid, the provisional admission may be cancelled and the security deposit may be forfeited.

18. Ineligibility for admission on production of false documents

During verification of documents or subsequently, if the Admission Committee, Help Center or allotted university school, department, college or institution finds any certificate or testimonial or information submitted by any candidate, incorrect or false, the candidature of such candidate shall be cancelled for that year and he/she shall be disqualified for admission for the period of next two years.

19. Cancellation of Admission and Refund of Fee

19.1. In case of cancellation of admission or transfer of candidate by the Admission Committee, due to administrative reasons, the university school, department, college or institution in which the candidate was granted admission shall refund the fee collected by it, to such candidate, after the admission process is over.

19.2. In case of cancellation of admission due to failure of candidate to get himself reported at the allotted university school, department, college or institution within the specified time limit as prescribed in 15.6, such candidate shall not be refunded the fees paid.

19.3 The Student admitted through GUAC shall not be eligible to get refund of fees in any circumstances, if he/she cancels his/her admission after **31-8-2017**.



20. Vacant Seats

20.1. Refer to Rule No. 15.8

21. Penalty

Any breach of any of the provisions of the Rule or any directions issued, by the Admission Committee time to time, by any person shall be liable to penalty which shall be decided by the Admission Committee.

22. Interpretation

In implementation of the provisions of these rules, if any difficulty or question arises as to the interpretation of any provision, the decision of the Admission Committee shall be final. Any dispute arises will fall under Ahmedabad City Jurisdiction only.

23. **Loss of PIN** : If PIN is lost, than a candidate has to go to GUAC Portal and click on 'FORGOT PIN' and follow the procedure. This facility will be available one time only.
24. **If any correction** is made in the information/details of registration after giving confirmation then contact GUAC only. The changes will be made by GUAC after proper scrutiny of documents with the charges of Rs. 50/-.

Dr. P. M. Patel
I/C. Registrar



1. ADMISSION RULES

The Gujarat University Admission Rules, 2018 (Commerce)

In exercise of the powers of conferred by Section 4 read with section 22 of the Gujarat University Act, 1949, the Gujarat University hereby makes the following rules to regulate admission to various programs mentioned in 1.2 as follows, namely-

1. Short Title and Commencement

- 1.1. These rules may be called the “The Gujarat University Admission Rules, 2018 (Commerce)”.
- 1.2. These rules shall be applicable for admission in the first year of the following programs:
 - 1.2.1. Bachelor of Commerce (B.Com);
 - 1.2.2. Bachelor of Business Administration (BBA);
 - 1.2.3. Bachelor of Computer Application (BCA);
 - 1.2.4. Master of Science [Computer Application & Information Technology) (Five Years Integrated) (MSc (CA & IT));
 - 1.2.5. Master of Business Administration (Five Years Integrated) (MBA);
- 1.3. They shall come into force from the 15th May 2018 and the earlier ordinances, rules and regulations will stand null and void for the program mentioned 1.2.

2. Definitions

- 2.1. In these rules, unless the context otherwise requires,-
 - 2.1.1. “University” means the Gujarat University constituted under the Gujarat University Act, 1949;
 - 2.1.2. “UGC” means University Grants Commission constituted under the University Grants Commission Act, 1956;
 - 2.1.3. “Rules” means “The Gujarat University Admission Rules, 2018 (Commerce)”;
 - 2.1.4. “Admission Committee” means “Gujarat University Admission Committee” framed for centralized online admission of Gujarat University for programs mentioned in 1.2 ;
 - 2.1.5. “Admission” for the purpose of these rules means admission of Student in the program mentioned in 1.2;
 - 2.1.6. “Gujarat Board” means the Gujarat Secondary and Higher Secondary School Examination Board established under section 3 of the Gujarat Secondary and Higher Secondary School Board Act, 1972 (Guj.18 of 1973);



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- 2.1.7. “School” means a higher secondary school (XII, 10+2 pattern);
- 2.1.8. “University school” means a “university school” as defined in the Gujarat University Act, 1949;
- 2.1.9. “Department” means a “university department” as defined in the Gujarat University Act, 1949;
- 2.1.10. “College” or “institution” means a “university college”, “degree college”, “constituent college”, “affiliated college” or “college” as defined in the Gujarat University Act, 1949;
- 2.1.11. “Help centers” means the center notified by the Admission Committee for facilitation of the Student for off campus online admission process;
- 2.1.12. “Theory subjects” means those theory subjects which are considered by the respective Board to award class, grade or percentage;
- 2.1.13. “Merit marks” or “percentage of marks” means the total marks obtained by the Student in his/her Board in theory subjects (papers) only divided by total marks of theory subjects (papers) multiplied by 100;
- 2.1.14. “Qualifying examination” means the Higher Secondary School Certificate Examination, (Standard XII, 10+2 pattern) passed in the General, Commerce or Science Stream or equivalent examination and English as one of the subjects;
- 2.1.15. “Website” means the official website of the Admission Committee to carry out off campus online admission process;
- 2.1.16. “Supernumerary seats” means the seats which are termed as such by the University, UGC or other statutory body and which are over and above the sanctioned intake of the programs;
- 2.1.17. “Unaided” means self-financed;
- 2.1.18. “PI” means participating institution;
- 2.2. The words and expressions used in these rules but not defined shall have the same meanings as assigned to them in the Rules.

3. Acronyms

- 3.1. UGC-University Grants Commission
- 3.2. GU-Gujarat University
- 3.3. CBSE-Central Board of Secondary Education
- 3.4. CISCE-Council of Indian School Certificate Examination
- 3.5. IB-International Board



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- 3.6. NIOS-National Institute of Open Schooling
 - 3.7. B.Com- Bachelor of Commerce
 - 3.8. BBA- Bachelor of Business Administration
 - 3.9. BCA- Bachelor of Computer Application
 - 3.10. MSc- Master of Science [Computer Application & Information Technology] (Five Year Integrated) (MSc (CA & IT))
 - 3.11. MBA- Master of Business Administration (Five Years Integrated)
 - 3.12. PEC-Provisional Eligibility Certificate
 - 3.13. PIO-Persons of Indian Origin
 - 3.14. NRI-Non Resident Indian
 - 3.15. SC-Scheduled Caste
 - 3.16. ST-Scheduled Tribe
 - 3.17. SEBC-Socially and Educationally Backward Class

4. Admission to various Programs

Admission to the first year of the programs mentioned in 1.2 shall be given on all the government, grant-in-aid and self-financed seats on the basis of merit list prepared by the Admission Committee.

5. Seats Available for Admission

For the purpose of admission to the first year of the programs, available seats shall include all the sanctioned government, grant-in-aid or self-financed seats of the programs mentioned in 1.2 in the government, grant-in-aid or self-financed university school, department, government college or institution.

6. Eligibility for Admission

- 6.1. For the purpose of admission, a Student shall have passed the qualifying examination in the subjects prescribed by Gujarat University from time to time from-
 - 6.1.1. the Gujarat Board;
 - 6.1.2. the Central Board of Secondary Education;
 - 6.1.3. the Council of Indian School Certificate Examination, New Delhi;
 - 6.1.4. the National Institute of Open Schooling;
 - 6.1.5. the International School Board;



- 6.1.6. A candidate who has passed the qualifying examination from any State other than Gujarat;
- 6.2. A Student who has passed the qualifying examination after appearing in the supplementary examination conducted by the Board shall be eligible for admission in the current academic year on vacant seats declared under rule 20.
- 6.3. A Student who has passed the qualifying examination from other than Gujarat Board and other than CBSE School of out state of Gujarat only shall be required to obtain PEC from Gujarat University before registration.**
- 6.4. Following shall be eligibility criteria for admission in first year of the programme mentioned in 1.2.
- 6.4.1. All Student who have English as one of the subject or English as medium of Instruction are eligible for admission. The Students who has studied in English Medium and English was not the subject in 12th standard, then He/She has to produce a Certificate from school that He/She has studied in English Medium.
- 6.4.2. A Student who has not opted Accountancy as subject in Std. XII and taken admission in B.Com. Course only have to clear Bridge course of Accountancy before completion of first semester. Such student has to pay Rs. 1000 additional Tuition fee and Rs. 500 exam fee for bridge course.
- This course will be conducted in School of Commerce, Gujarat University, Ahmedabad.

7. Reservation of Seats

- 7.1. For the purpose of admission, the seats shall be reserved for the students who are of Gujarat origin and falling under the following categories and in following proportion, namely-
- 7.1.1. Scheduled Castes: 7 %
- 7.1.2. Scheduled Tribes: 15%
- 7.1.3. Socially and Educationally Backward Classes, including Widows and orphan of any caste: 27%
- 7.2. A student seeking admission on reserved seat shall be required to produce a Certificate of Caste:
- Provided that the student belonging to Socially and Educationally Backward Classes shall be required to produce a certificate to the effect of non-inclusion in Creamy Layer in addition to the caste certificate. Such Non Creamy Layer Certificate issued by the competent Authority shall be valid for Admission for the period of 3 years from the date of issuance.
- 7.3. No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
- 7.4. No certificate to the effect of non-inclusion in Creamy Layer shall be valid, unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.



- 7.5. If a student fails to submit the certificates of Caste / Non-Creamy Layer as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category.
- 7.6. If a student of reserved category gets admission on unreserved seat in order of merits, he/she may be given admission on the unreserved seat according to his/her preference.
- 7.7. The admission of a student of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate/income certificate by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled.
- 7.8. After granting admission to all the students of reserved categories on respective reserved seats, the vacant reserved category seats of Scheduled Caste (SC) (if any) shall be transferred to the seats of Scheduled Tribes (ST) and similarly, the vacant reserved category seats of Scheduled Tribe (ST) shall be transferred to the seats of Scheduled Caste (SC) by the Admission Committee after having obtained sanction from the competent authority of the Gujarat University.
- 7.9. After having allotted admissions to all the students as mentioned in 7.8 above, the remaining reserved category vacant seats (if any) shall be transferred to the seats of General Category by the Admission Committee after having obtained sanction from the competent authority of the Gujarat University.

8. Reservation For Physically Disabled Students

Three percent of the available seats in each category shall be reserved, in accordance with the provisions of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), for the persons with disability who can perform the academic activities in the respective program.

A student with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon.

Explanation: "person with disability" means a person suffering from not less than 40% (forty percent) of any disability as certified by a competent medical authority.

9. Reservation for the Children of Defense personnel and Ex-Servicemen

- 9.1. One percent of available seats shall be reserved for the children of Defense personnel and Ex-Servicemen, for admission.
- 9.2. A student claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer. In-Service Defense personnel shall be required to submit certificate to that effect duly issued by the Commanding Officer of the respective unit in which they are serving.
- 9.3. The seats remaining vacant against the category of Defense personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.



10. Distribution of Seats between Student of Gujarat Board & Other Boards

For the purpose of admission, the available seats shall be distributed based on the merit list prepared in 12.1:

10.1. 5% seats of available seats for admission shall be reserved for student who has passed qualifying examination from any board except Gujarat Board and CBSE from schools of Gujarat State;

11. 2% Supernumerary Seats will be allotted to candidates of NSS, NCC sports and cultural achievements. The criteria and verification will be done by competent committee constituted by Gujarat University. (copies of supporting documents as per criteria along with print of registration form must be submitted to admission committee before the date specified on website.

12. Preparation of Merit List

The merit list of the students who have applied for admission in the manner prescribed by the Admission Committee, within the prescribed time limit and who are found eligible for admission under these rules, shall be prepared in the following manner, namely-

12.1. For the students who have passed the qualifying examination from any of the Boards mentioned in the 6.1, percentage of marks obtained in the theory subjects shall be the merit marks.

12.2. The criteria for deciding merit order in case of candidates having equal merit marks shall be based on the following descending sequence, namely-

12.2.1. Aggregate marks obtained in qualifying examination (Only external) (No practical Marks will be considered)

12.2.2. English subject marks in qualifying examination. If English is not taught as a subject but English is a medium of instruction, percentage of marks obtained in the theory subjects

12.2.3. Aggregate marks of SSC Examination or equivalent examination

12.2.4. Date of Birth (Age)

13. Correction of Marks

13.1. In case of change in marks of a student in the qualifying examination, such student shall produce a letter to that effect by the competent authority or the corrected mark sheet issued by the Board, before the Admission Committee at least one day before the commencement of admission process (counseling program) but not later than seven days from the receipt of letter, or as the case may be, corrected mark-sheet. In such case he/she shall be placed at an appropriate order in the merit list.

13.2. The student who was declared failed initially in the qualifying examination, but later on declared passed after rechecking of marks by the Board, such candidate shall, notwithstanding any time limit prescribed, be allowed to apply for the admission,



provided he/she produces a letter to that effect by the competent authority or the corrected mark sheet issued by the Board, within seven days of the receipt of letter, or as the case may be corrected mark-sheet. In such case he/she shall be placed at an appropriate order in the merit list.

14. Registration for Admission

- 14.1. The Admission Committee shall, by advertisement in the prominent newspapers widely circulated in the university area, by web-site or by such other means, as it may consider convenient, publish the date of registration, the list of Help Centers, last date for submission of registration form, programs offered and such other information as may be necessary in this behalf.
- 14.2. A student seeking admission shall apply on-line, for the registration of his/her candidature, on the web-site, within the time limit specified by the Admission Committee.
- 14.3. For the purpose of registration, a student shall be required to make payment of such sum towards the Registration fee, etc. as determined by the Admission Committee.
- 14.4. Where a student has made more than one registrations, the registration made at the later stage shall be taken into consideration for admission purpose and the other registration shall be treated as cancelled.
- 14.5. A repeater, reserved category or other board student shall be required to obtain the print out of the registration form and shall sign and submit the same, along with the self-attested copies of the requisite certificates and testimonials as specified in the registration form, at the prescribed Help Center. An acknowledgement receipt for the same shall be given by the person authorized by the Admission Committee. A **fresh candidate (first attempt) of Gujarat Board is not required to do this process.**

Note : Without ONLINE REGISTRATION no Admission will be Granted.

15. Admission Procedure

The admission procedure shall be off campus online in the following manner, namely-

- 15.1. The Admission Committee shall prepare merit lists of the eligible students who have applied under 14.2, after verification of the documents submitted under 14.5.
- 15.2. The merit lists shall be displayed on the website of the Admission Committee and by such other means, as the Committee may consider convenient.
- 15.3. The Admission Committee shall publish the schedule of online counseling program on its web-site, by advertisement in the prominent newspapers widely circulated in the university area, by website or by such other means, as it may consider convenient.
- 15.4. The student shall be required to indicate minimum 10 his/her order of choices of programs and university schools, departments, colleges or institutions online. Allotment of seats shall be made on the basis of merit, category of the student and availability of seats. The allotment of seats shall be published on the web-site of the Committee.



The students are required to obtain the print out of the Information letter and bank fee receipt copies from the website.

- 15.5. The student shall be required to pay such fee, as may be determined by the Admission Committee.
- 15.6. The student, for securing his/her admission, shall produce at the allotted university school, department, college or institution only, the allotment/information letter, receipt of fee, all original documents and testimonials, for verification, within the specified time limit. Such student shall be eligible to participate in the successive rounds of counseling provided he/she has given option for the same. In case, the student fails to produce the aforesaid required documents within prescribed time limit, the admission offered to him shall be treated as cancelled. Even to go for successive round student has to pay prescribed fees after first round and to report to the allotted college.
- 15.7. Where considerable number of seats fall vacant and it appears to the Committee to fill the vacant seats, it may conduct the on-line admission process for readjustment (reshuffling) of seats. The candidate, who opts to partake in reshuffling process, shall be considered for such admission. The student may either give option for upgradation of choices already given or submit new choices. If the student gets the admission on the basis of up-gradation or new choice, then his/her earlier admission shall be treated as cancelled.

16. Fee

- 16.1. A student who gets admission in the government, aided or unaided university school, department, college or institution shall have to pay such fees, as may be determined by the Gujarat University.
- 16.2. If a student, who has paid the fees after getting admission, gets his/her admission cancelled with in 10 days for admission, his/her fees shall be refunded after completion of the admission process after deducting 10% of the fees paid. He/She is not permitted to take admission in any college included in admission process after cancellation.
- 16.3. If a student who has paid the fees after getting admission and gets his/her admission changed in another program and/or university school, department, college or institution in the readjustment (reshuffling) process, he/she shall pay the difference of fees, if any, at the time of getting admission, or as the case may be, shall be refunded the fees after the completion of admission process.

17. Documents to be Attached with the application

- 17.1. The student shall submit the self-attested copies of the following documents along with the print out of the registration form at the Help Center, namely-
 - 17.1.1. SSC Examination (Std. X) Mark-sheet.
 - 17.1.2. HSC Examination (Std. XII) Mark-sheet.



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- 17.1.3. School Leaving Certificate, Transfer Certificate or Migration Certificate.
- 17.1.4. Caste certificate for a student belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), issued by the authority empowered by the Gujarat State Government in this behalf.
- 17.1.5. Non Creamy Layer (NCL) certificate of the family, issued after 1st April of the relevant academic year, by the authority empowered by the State Government in this behalf. or**
As per the latest amendment made by Government of Gujarat with regard to creamy layer certificate.
- 17.1.6. Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case of a Physically Handicapped candidate.
- 17.1.7. Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer.
- 17.1.8. A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which he/she is serving.
- 17.1.9. Such other certificates as the Admission Committee deems necessary.
- 17.2. After getting the information letter, the student shall have to produce for verification, the original certificates and testimonials of the documents attached with the registration form, at the allotted university school, department, college or institution only, within time-limit as may be specified by the Admission Committee.
- 17.3. The allotted university school, department, college or institution may retain any original certificate or testimonial, which it considers necessary until the admission process is completed. Such allotted university school, department, college or institution shall return the original certificate or testimonial to the student after completion of the admission process.
- 17.4. The student who is unable to produce original certificates and testimonials necessary for the purpose of registration/admission within the time-limit prescribed in 17.2, may be granted provisional admission, subject to following conditions, namely-
- 17.4.1. On payment of Rs 5,000/- (Rupees Five thousand) to the Admission Committee as security deposit by the student. If the student submits the required documents within a period of three working days, the remaining amount of the security deposit shall, after deducting Rs 500/- (Rupees Five hundred) towards the administrative expenditure, be refunded;
- 17.4.2. In the event of failure to submit original certificates and testimonials within the time limit as aforesaid, the provisional admission may be cancelled and the security deposit may be forfeited.

18. Ineligibility for admission on production of false documents

During verification of documents or subsequently, if the Admission Committee, Help Center

or allotted university school, department, college or institution finds any certificate or testimonial or information submitted by any candidate, incorrect or false, the candidature of such candidate shall be cancelled for that year and he/she shall be disqualified for admission for the period of next two years.

19. Cancellation of Admission and Refund of Fee

19.1. In case of cancellation of admission or transfer of student by the Admission Committee, due to administrative reasons, the university school, department, college or institution in which the student was granted admission shall refund the fee collected by it, to such student, after the admission process is over.

19.2. In case of cancellation of admission due to failure of student to get himself reported at the allotted university school, department, college or institution within the specified time limit as prescribed in 15.6, such student shall not be refunded the fees paid.

19.3 Student admitted through GUAC shall not be eligible to get refund of fees in any circumstances, if he/she cancelled his/her admission after **31-8-2018**.

20. Vacant Seats

20.1. After offering admission to all the students whose name appear in the merit list or after completion of the admission process, if the seats remain vacant, such vacant seats shall be filled by the university school, department, college or institution, in accordance with the directions of the Admission Committee, in the manner prescribed in 20.2.

20.2. Such university school, department, college or institution shall invite application from the eligible students after completion of admission process and prepare an inter-se common merit-list of all boards.

20.3. Admission on vacant seats mentioned in 20.2 shall be completed within stipulated time period prescribed by Admission Committee. No admission shall be granted after that.

21. Penalty

Any breach of any of the provisions of the Rule or any directions issued, by the Admission Committee time to time, by any person shall be liable to penalty which shall be decided by the Admission Committee.

22. Interpretation

In implementation of the provisions of these rules, if any difficulty or question arises as to the interpretation of any provision, the decision of the Admission Committee shall be final. Any dispute arises will fall under Ahmedabad City Jurisdiction only.

23. Loss of PIN : If PIN is lost than go to GUAC Portal and click on “FORGOT PIN” and follow the procedure. This facility will be available one time only.

24. If any change is made in the information of registration after giving confirmation than contact GUAC only. The changes will be made by GUAC after proper scrutiny of documents with the charges of Rs. 50/-.

Dr. P. M. Patel
I/C. Registrar