



PROCEDURE FOR FILLING UP MANAGEMENT SEAT (INCLUDING NRI SEATS) BY UNAIDED INSTITUTIONS FOR THE ACADEMIC YEAR 2021-22

For M.B.A/M.C.A Courses

Procedure for filling up Management Seats:

- (1) Each unaided institute will have to prepare merit list (inter-se) from the applications of eligible candidates and display it on the institute's notice board as well as on website and a copy of the same is to be forwarded to the Admission Committee. All the students included in the merit list should individually be communicated by speed post or registered post or registered mail for counseling at least seven days prior to the date of counseling. The institute will have to maintain a record of distribution and acceptance of admission forms in a separate register.
- (2) Unaided institutions can admit students who have passed qualifying examination with minimum eligibility criteria from institutions located in INDIA (Including Gujarat State) based on merit prepared on valid CMAT score/marks or Common Admission Test (CAT) marks, duly obtained by candidate of the corresponding year, giving first priority to CMAT qualified candidates on the maximum limit of 50% seats (management seats) of sanctioned intake.
- (3) Each unaided institute has to conduct admission process in a fair, transparent & non- exploitative manner and no eligible candidate should be denied issuing or accepting his/her admission form.
- (4) The list of admitted students will have to be submitted to ACPC without fail. The mode of submission will be communicated separately.
- (5) For Management seat admission ACPC registration is not required. The fees for the admission form on Management Seats should not be more than Rs. 350/-.

Procedure for filling up of N.R.I. Seats:

In addition to the guidelines for filling up of Management Seats, the following points would also be applicable for admission process on N.R.I. seats:

- (1) The procedure for filling 15% NRI Seats for Universities/Institutes shall be as per prevailing rules of notification of Government of Gujarat.

The candidates who have passed qualifying examination from Institutions/universities located within/outside India, the merit list of such candidates shall be based on the percentage of marks obtained at qualifying examination. Such candidates must fulfill the eligibility criteria prescribed by the State Government for admission. However, if the students have passed qualifying examination from India, they should have qualified CMAT or appeared in CAT Exam to become eligible for admission. Such Candidates having cleared competitive exams need to be given priority.

- (1) The students who have passed qualifying examination from outside India shall have to obtain equivalency certificate from Association of Indian Universities, Delhi.

- (2) N.R.I. student who seeks admission on N.R.I. seat will have to submit copy of his/her passport as well as passport of his/her mother and/or father, to prove himself/herself as an N.R.I. candidate. N.R.I. sponsored students have to submit proof of his sponsor being an N.R.I. Copy of sponsor Passport (which contains signature of sponsor) as well as the affidavit has to be submitted. The relation of N.R.I. (sponsor) with the student (N.R.I. sponsored candidate), sponsor's undertaking for responsibility of payment of tuition and other fees as well as the entire responsibility of the candidate's study should be clearly mentioned in the affidavit.

Priority would be given to N.R.I. candidates for admission on N.R.I. seats.

- (3) N.R.I sponsored students shall be included in the merit list of N.R.I. seats as well as in the merit list of Management Seats.

Date: 27th September, 2021

Sd/-
Member Secretary