

## ADMISSION MODALITY#

1. **Modality for the admission to first year of Professional Diploma Courses, under Gujarat Professional Technical Education Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007.**

2. **Definitions.-**

**(1) In these rules, unless the context otherwise requires,-**

- (a) "Act" means the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Guj. 2 of 2008);
- (b) "Admission" for the purpose of these rules means admission of candidates in the first year of the Professional Diploma Courses of the Engineering and Technology;
- (c) "Admission Committee" means the Admission Committee constituted by the State Government under section 4 of the Act, for the purpose of admission of candidates in the first year of the Professional Diploma Courses;
- (cc) "Course" means one of the branches of learning in programme which shall include dual degree course and integrated course;
- (d) "Certificate Holder" means a candidate who has passed the two years certificate course conducted by the Technical Examination Board (TEB) or the National Council for Vocational Training (NCVT) or Gujarat Council for Vocational Trades (GCVT) or Indo German Tool Room (IGTR)".
- (e) "GCVT" means the Gujarat Council for Vocational Training established by the Government of Gujarat;
- (f) "Gujarat Board" means the Gujarat Secondary and Higher Secondary School Examination Board established under section 3 of the Gujarat Secondary and Higher Secondary Education Act, 1972;
- (g) "Help Centres" means the centres notified by the Admission Committee for facilitation of the candidates for off campus online admission process;
- (h) "Industrial Training Institute (ITI)" means the training institute which provides training in technical courses and is administrated by the Directorate of Employment and Training (DET), Government of Gujarat;
- (i) "NCVT" means the National Council for Vocational Training established by the Ministry of Labour and Employment, Government of India;
- (ii) "IGTR" Indo German Tool Room established by the Government of India.
- (j) "Professional Diploma Courses" means and includes Diploma in Engineering/Technology, Diploma in Architecture, Diploma in Hotel and Tourism Management, and Diploma courses in Applied Arts and Crafts;
- (k) "Qualifying Examination" means,-
  - (i) the Secondary School Certificate Examination (Standard X) passed with Mathematics, Science and English or equivalent examination, or
  - (ii) Std. X + Two years certificate course conducted by NCVT or GCVT or IGTR provided the candidate has passed the Secondary School Certificate Examination (Standard X) with Mathematics, Science and English, or
  - (iii) Std. X + Two years certificate course conducted by the Technical Examination Board (TEB) provided the candidate has passed the Secondary School Certificate Examination (Standard X) with Mathematics, Science and English, or
  - (iv) Std. VIII + certificate course of two or more years conducted by NCVT or GCVT provided the candidate have passed the Std X examination from the Gujarat Board or from Open Schooling with subjects (i) Mathematics, (ii) Science (iii) Gujarati and (iv) English or equivalent examination;
- (kk) "Sanction Intake" means number of seats approved by the All India Council of Technical Education, New Delhi or, as the case may be, registering or statutory body and/or recognised university for specific course of professional diploma course for the admission year and seats available for the

admission.

- (l) "Second Shift" means activities conducted in second spell of time wherever two shift working exists;
  - (m) "Shift" means spell of time in which educational activities of the technical institution are conducted;
  - (n) "Technical Examination Board (TEB)" means the Technical Examination Board, established by the State Government under Government Resolution, Education and Labor Department No.ECT-1064/91813-GH, dated the 11th July, 1966;
  - (o) "Website" means the official website of the Admission Committee to carry out off campus online admission process.
- (2) The words and expressions used in these rules but not defined shall have the meanings as assigned to them in the Act.**

### **3. Admissions to Professional Diploma Courses.-**

- (1) Admissions to the first year of the Professional Diploma Courses shall be given as under, namely:-
  - (a) All the Government Seats shall be filled in on the basis of merit list prepared by the Admission Committee.
  - (b) All the Management Seats shall be filled by the management of the respective Professional Educational College or Institution, on the basis of inter-se merit list of the candidates whose names appear in the merit list prepared by the Admission Committee.
- (2) The Admission Committee shall guide, supervise and control the entire process of admission of candidates to the Professional Diploma Courses in the Professional Educational Colleges or Institutions.

### **4. Seats Available for Admission.-**

For the purpose of admission to the first year of the Professional Diploma Courses available seats shall include,-

#### **A. Government Seats:**

- (1) All the sanctioned seats of the Professional Diploma Courses in the Government Colleges or Institutions of the State,
- (2) All the sanctioned seats of the Professional Diploma Courses in the aided Colleges or Institutions,
- (3) Seventy-five percent (75%) of the total sanctioned seats of the Professional Diploma Courses in the unaided Colleges or Institutions, and
- (4) All supernumerary seats of the Professional Diploma Courses in the Government Colleges or Institutions and in the aided and unaided Colleges or Institutions.

#### **B. Management Seats:**

- (1) Twenty-five percent (25%) seats of the total sanctioned seats of the Professional Diploma Courses in the unaided Colleges or Institutions, including fifteen percent (15%) Non-Resident Indian seats,
- (2) The intimation received, in respect of sanction of seats, by the Admission Committee three days prior to the commencement of the first counselling program, shall be considered as available seats, and
- (3) If any unaided College or Institution requests to fill up the Management Seats by the Admission Committee, three days prior to the commencement of the counselling program, such management seats shall also be considered as available for giving admissions.

### **5. Eligibility for Admission.-**

- (1) For the purpose of admission to the Professional Diploma Courses, a candidate shall have passed the qualifying examination with minimum eligibility criteria of percentage of marks in subjects

prescribed by the All India Council for Technical Education (AICTE) from time to time from,-

- (i) The Gujarat Board; or
- (ii) The Central Board of Secondary Education Board (CBSE) or the Council of Indian School Certificate Examination, New Delhi or the International School Board or the National Institute of Open Schooling or Sanskrit Pathshala:

Provided that,-

- (a) the school / study centre in which the candidate has studied, should have been located in the State of Gujarat; or
  - (b) the school / study centre in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat; or
- (iii) A candidate who has studied under Jawaharlal Navodaya Vidyalaya Scheme upto Standard VIII in any of the schools located in the State of Gujarat, thereafter studied in any of the schools located out of the State of Gujarat under the said Scheme shall be eligible for admission.

**Explanation.-** “Jawaharlal Navodaya Vidyalaya Scheme” means the Jawaharlal Navodaya Vidyalaya scheme started during the year 1985-86 by the Government of India in accordance with the National Policy of Education. The scheme is managed by Navodaya Vidyalaya Samiti, an autonomous organisation under the Department of Education, Ministry of Human Resource Development.

- (2) For the purpose of admission on reserved seats for Certificate Holders,-

- (a) A candidate who has passed the two years certificate course conducted by the Technical Examination Board, as specified in column 2 of Table or NCVT or GCVT examination from ITI, as specified column 3 of Table of rule 13 shall be eligible for admission:

Provided that,-

- (i) the ITI or Technical School/ Institution in which the candidate has studied, should have been located in the Gujarat State; or
  - (ii) the ITI or Technical School/Institution in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat, subject to the condition that he shall produce his parents’ domicile certificate; or
- (b) A candidate who has passed the approved course of ITI of two or more years duration after Std. VIII conducted by NCVT or GCVT and Std. X from the Gujarat Board or Open Schooling with subjects (1) Mathematics, (2) Science (3) Gujarati and (4) English or equivalent examination shall be eligible for admission:

Provided that,-

- (i) the ITI in which the candidate has studied, should have been located in the Gujarat State; or
  - (ii) the ITI in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat, subject to the condition that he shall produce his parents’ domicile certificate.
- (3) A candidate whose parents are origin of Gujarat and who are residing out of Gujarat State and who have passed the qualifying examination from school located outside Gujarat State from Central Board of Secondary Education or the Council of Indian School Certificate Examination, New Delhi or the National Institute of Open Schooling or the respective State Boards shall be eligible for admission, and his candidature shall be included in the merit list prepared in accordance with the provisions of rule 10, subject to the condition that he shall produce his parents’ domicile certificate.
- (4) (a) A candidate whose parents are origin of Gujarat and who is living outside india and have passed the qualifying examination from outside India shall be eligible for admission, and his candidature shall be included in the merit list prepared in accordance with the provisions of rule 10, subject

to the condition that he shall produce equivalence certificate of Association of Indian University, New Delhi and his parents' domicile certificate.

- (b) The grade with which he has passed the qualifying examination shall be converted into the Merit Marks by considering the lowest of the marks-range on the basis of which grade is awarded.
- (5) A candidate whose parents are of Gujarat origin and are serving out of Gujarat in the service of Central Government or other State Government, Armed forces, Boards or Corporations owned or controlled by the Central Government or other State Government or any nationalized bank and who has passed the qualifying examination from the State where parents are serving, shall be eligible for admission and his candidature shall be included in the merit list prepared in accordance with the provisions of rule 10.
- (6) A candidate who has passed the qualifying examination from any other State and, -
  - (i) Whose parents are serving in the category of service as shown below; and
  - (ii) who are transferred from other States to Gujarat and have resumed their duties in the place where they are transferred in Gujarat and shall remain so transferred in the State of Gujarat at the time of registration for admission, shall be eligible for admission and his candidature shall be included in the merit list prepared in accordance with the provisions of rule 10.

**Category of Service:-**

- (a) Officers or Employees of Central Government; or
  - (b) Officers or Employees of Public Sector Undertakings of Central Government or any State Government; or
  - (c) Officers or Employees of nationalized banks; or
  - (d) Officers or Employees of United Nations, UNICEF, World Health Organization (WHO) and such other International Institutions located in Gujarat State; or
  - (e) Gujarat Cadre Officers of Indian Administrative Service, Indian Police Service or Indian Forest Service working in Gujarat or working in other States on deputation; or
  - (f) Officers or Employees of Gujarat Government posted outside Gujarat State for administrative reasons.
- (7) 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 the Vacant Seats declared under rule 22.

**6. Reservation of Seats.-**

- (1) For the purpose of admission, the seats shall be reserved for the candidates who are of Gujarat origin and falling under the following categories and in following proportion, namely:-
 

(a) Scheduled Castes	:	7 %
(b) Scheduled Tribes	:	15%
(c) Socially and Educationally Backward Classes, including Widows and orphan of any caste	:	27%
- (2) A candidate seeking admission on reserved seat shall be required to produce a Certificate of inclusion in the concerned category :  
 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.
- (3) No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
- (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. Validity of such certificate shall be as per prevailing Government rule.
- (5) If a candidate fails to submit the certificates as required under sub-rule (2) within the stipulated time, his candidature shall be considered for admission under unreserved category.
- (6) If a candidate of reserved category gets admission on unreserved seat in order of merits, he may

be given admission on the unreserved seat according to his preference.

- (7) The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued to him by the authority empowered by the State Government in this behalf. In case the caste certificate is found to be invalid on verification, he shall not have right to claim his admission on reserved seat and if he has already been granted admission, such admission shall be cancelled. Admission of such candidate may be continued in case of availability of vacant unreserved seats, subject to the condition of eligibility of merit.
- (8) After granting admission to all the candidates of reserved categories on respective reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

#### 7. Reservation For Physically Disabled Candidates.-

Five percent of the available seats in each category shall be reserved in accordance with the provisions of section 32 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) for the persons with benchmark disability who can perform the academic activities in the respective courses. A candidate with disability shall have to submit certificate of disability issued and duly signed by the certifying authority.

**Explanation.-** person with disability” means a person suffering from not less than forty per cent. of any disability as certified by a competent medical authority.

#### 8. Reservation for the Children of Defence Personnel and Ex-Servicemen.-

- (1) One percent of available seats shall be reserved for the children of Defence personnel and Ex-Servicemen, for admission.
- (2) A candidate claiming admission against the Ex-Serviceman category shall require to submit a certificate to that effect duly issued by the Director, Sainik welfare Board, Gujarat State or by the District Sainik Welfare Officer. In-Service Defense Persons / retired defense persons notified by the Ministry of Home Affairs, Police Division-II, Government of India shall require to submit certificate to that effect duly issued by the Commanding Officer of the respective unit in which they are serving or were serving just before the retirement respectively.
- (3) The seats remaining vacant against the category of Defence Personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.
- (4) The children of Defence Personnel and Ex-Servicemen of Gujarat origin shall be included under the reserved category specified in this rule, if they have passed the qualifying examination from the schools located outside the Gujarat State.
- (5) The admission on such reserved seat shall be valid subject to the veracity of the certificate being confirmed by the authority by whom the certificate is issued.

#### 9. Supernumerary Seats.-

- (1) The supernumerary seats shall be filled in accordance with the directions from the All India Council of Technical Education, New Delhi and Ministry of Human Resource Development, Government of India.
- (2)
  - (i) The Tuition Fee Waiver Scheme shall be applicable to all the sanctioned seats of the professional diploma courses in the Government colleges or institutions, grant-in-aid colleges or institutions and unaided colleges or institutions approved by AICTE, New Delhi;
  - (ii) the supernumerary seats not exceeding five percent of sanctioned intake of the colleges or institutions shall be filled on the basis of merit of the candidate, whose parents’ annual income is less than Rs. 6.0 lakhs from all sources of income.
  - (iii) the supernumerary seats not exceeding 15% of the sanctioned intake of all the Government Colleges or institutions, grant-in-aid colleges or institutions or unaided Colleges or Institutions approved by AICTE shall be filled with the candidates falling under the category of Foreign

Nationals or Persons of Indian Origin (PIO) or Indian workers in Gulf countries, subject to the condition that up to 1/3rd of the 15% shall be reserved in the different disciplines in all the colleges or institutions, for the Children of Indian workers in the Gulf Countries. The Foreign Nationals or Persons of Indian Origins (PIO) or the children of Indian Workers in the Gulf Countries admitted through Indian Council for Cultural Relation (ICCR) or Government of India nominee shall be included in their respective category;

- (iv) the supernumerary seats which remain vacant shall not be offered to anyone other than the respective category;
  - (v) The Tuition Fee Waiver Scheme shall be for the complete duration of the course and the candidate admitted under this scheme shall not be allowed to change the institution or the course under any circumstances.
- (3) Notwithstanding anything contained in these rules, two supernumerary seats in each college or institute shall be filled by the candidates who are migrants of the State of Jammu and Kashmir, in accordance with the directions from the All India Council of Technical Education, New Delhi and Ministry of Human Resource Development, Government of India, subject to the eligibility criteria prescribed in these rules;
- (4) **Admission under the Scheme of Polytechnics for Persons with Disabilities (SP, PWD). –**
- (a) The supernumerary seats in the colleges or institutions, under the Scheme of Polytechnics for Persons with Disabilities (SP, PWD), as shown in the Table below, shall be filled, on merit basis, namely:-

TABLE		
Sr. No.	Name of colleges or institutions	No. of Seats
01	Government Polytechnic, Ahmedabad,	25
02	Government Polytechnic for Girls, Ahmedabad,	25
03	Sir Bhavsinghji Polytechnic Institute, Bhavnagar,	14
04	Dr. S. and S. S. Gandhi College of Engg. and Tech., Surat.	21

**Explanation.-** “The Scheme of Polytechnics for Persons with Disabilities (SP, PWD)” means the centrally sponsored scheme framed in the year 2000, in accordance with the National Policy on Education-1986 and under the the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, by the Ministry of Human Resource Development, Government of India, for up gradation of fifty selected polytechnics to integrate the Persons with Disabilities in the mainstream of Technical and Vocational Education. A candidate securing admission under the scheme is eligible to get financial assistance.

- (b) The conditions contained in rule 7 shall, subject to which a candidate belonging to physically handicapped category may be given admission, also apply to the candidate belonging to physically handicapped category under the Scheme of Polytechnics for Persons with Disabilities (SP, PWD).
- (5) **Reservation of seats in other States for the candidates of Gujarat State.-**

The seats shall be reserved for the candidates of the Gujarat State in other States in specific fields of technical education under the scheme of the Ministry of Human Resources Development, Government of India. The admission to such seats shall be on the basis of merit.

**Explanation.-** Under the scheme of the Ministry of Human Resources Development, Government of India, the supernumerary seats shall be reserved for the candidates of the States and Union Territories which do not have Polytechnics, Colleges or Institutions or lack facilities in specific fields of technical education including foreign students.

## 10. 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:-

- (1) For the purpose of preparing the merit list, the marks obtained in the Secondary School Certificate Examination, (Standard X) from total 300 marks of following subjects shall be taken into consideration, namely:-
  - (i) Mathematics,
  - (ii) Science,
  - (iii) English.
- (2) The criteria for deciding merit order in case of candidates having equal merit marks shall be based on the percentage of marks obtained in the Qualifying Examination in the following sequence, namely:-
  - (a) Marks obtained in Mathematics,
  - (b) Marks obtained in Science,
  - (c) Total marks obtained in Mathematics and English,
  - (d) Total marks obtained in Science and English
  - (e) Percentage of marks obtained in the Qualifying Examination
  - (f) Date of Birth (Candidate who is older in age shall be given priority)

**11. Correction of Marks.-**

- (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 shall be placed at an appropriate order in the merit list.
- (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 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 shall be placed at an appropriate order in the merit list.

**12. Addition of Marks obtained in Technical Subjects.-**

The candidate shall be entitled for addition of ten (10) marks only in case of professional diploma courses as shown in the Table below, who has passed the Qualifying Examination from the Gujarat Board with any one of the following technical subjects, namely:-

TABLE		
Sr. No.	Subject	Code No.
(1)	Engineering Sketching, Drawing and Drafting (Paper 1 and 2)	90 and 91
(2)	Basic workshop practice (Paper 1and 2)	92 and 93
(3)	Electrical Motors Service and Repair (Paper 1 and 2)	94 and 95
(4)	Home Electrical Appliances and Wiring, Service and Repair (Paper 1and 2)	96 and 97
(5)	Electronics Appliances Service and Repair (Paper 1and 2)	98 and 99
(6)	Auto Vehicle Two Wheelers Service and Repair (Paper 1and 2)	100 and 101

(7)	Engineering Drawing	63/85
(8)	Basic Principles of Mechanical and Electrical Engineering	64/86
(9)	Workshop Technology	65
(10)	Basic Electronics	66
(11)	Elements of Engineering	28/54
(12)	Computer Aided Engineering Drawing	31/55
(13)	Basics of Engineering Process, Maintenance and Safety	32/56

### 13. Reservations of Seats for Certificate Holders.-

- (1) The seats shall be reserved for the Certificate Holders in the ratio of 15:1 ( i.e. one seat shall be reserved per every fifteen seats of sanctioned seats ) for the corresponding Diploma Courses as mentioned in the Table as below :

TABLE			
Sr No.	QUALIFYING EXAMINATION		CORRESPONDING DIPLOMA COURSES
	TEB Certificate Course	ITI Certificate Courses	
1	2	3	4
1	1) Computer Aided Civil and Architectural Drafting	1) Draughtsmen Civil, 2) Surveyor.	1) Civil Engineering 2) Architectural Assistantship.
2	1) Computer Aided Mechanical Drafting, 2) Production and Maintenance Technician , 3) Press Tool and Dye Making, 4) Advance Automobile Engg.	1) Fitter, 2) Turner, 3) Machinist, 4) Refrigeration and Air-Conditioning Mechanic 5) Draughtsman Mechanical, 6) Machinist Grinder, 7) Tool and Die Maker (Dies and Mould), 8) Tool and Die Maker (Press Tools, Jigs and Fixture), 9) Lift Mechanic 10) Machinist- Tool Room 11) Machine Tool Room 12) Tool Technology 13) Mechanic Motor Vehicle. 14) General Mechanic	1) Mechanical Engineering, 2) Metallurgy, 3) Fabrication Technology, 4) Plastic Engineering 5) Automobile Engineering 6) Mechatronics.
3	1) Electrical Service Technician.	1) Wireman 2) Electrician. 3) Mechanic Cum Operator Electronic Communi. System 4) Electronics Mechanic, 5) Mechanic in Radio & Television. 6) Mechanic Consumer Electronics 7) Industrial Electronics	1) Electrical Engineering. 2) Electronics and Communication Engineering 3) Power Electronics.



4	1) Textile Design (Printing).	- -	1) Textile Design. 2) Textile Processing Technology.
5	--	1) Spinning Technician 2) Textile Mechatronics 3) Weaving Technician	1) Textile Manufacturing and Technology
6	1) Chemical Labo. Technician.	1) Maintenance Mechanic (Chemical Plant) 2) Attendant Operator (Chemical Plant) 3) Laboratory Assistant (Chemical Plant), 4) Electro Platter.	1) Chemical Engineering. 2) Petro Chemical Engineering.
7	--	1) Instrument Mechanic Chemical Plant 2) Instrument Mechanic.	1) Instrumentation and Control Engineering.
8	--	1) Information Technology and Electronic System Maintenance. 2) Mechanic Computer Hardware	1) Information Technology 2) Computer Engineering.
9	--	1) Radiology Technician (Radio Diagnosis and Radiotherapy)	1) Biomedical Engineering

- (2) (i) The merit list of the candidates shall be prepared on the basis of the total marks obtained in Theory in the final year examination of Certificate Course after converting the total marks to 300 in case of TEB Certificate Holders or sum of Trade Theory and Workshop Calculation and Science in the final year examination of Certificate Course after converting the total marks to 300 in case of ITI Certificate Holders.
- (ii) The criteria for deciding merit order in case of candidates having equal merit marks shall be in the following sequence, namely:-
- Total percentage marks obtained in practical in case of TEB Certificate Holders or percentage marks obtained in Trade Practical in case of ITI Certificate Holders;
  - percentage marks of grand total obtained in case of TEB Certificate Course or percentage marks of grand total obtained in case of ITI Certificate Holders;
  - total marks obtained in Mathematics in the Secondary School Certificate Examination (Standard X);
  - total marks obtained in Science in the Secondary School Certificate Examination (Standard X);
  - total marks obtained in Mathematics, Science and English in the Secondary School Certificate Examination (Standard X).
- (3) Common merit list of group of Certificate Courses specified in column (2) and (3) of Table specified under sub-rule (1) for a corresponding Diploma Course, as specified in column (4) of said Table, shall be prepared.

#### 14. Admission to Unaided Colleges or Institutions.-

- (1) The Management Seats may be filled, by the management of the respective unaided colleges or institutions based on the *inter-se* merit list of the candidates whose names appears in the merit list prepared by the Admission Committee:
- Provided that no candidate shall be admitted against the management seat unless his name appears in the merit list prepared by the Admission Committee:

Provided further that where any Non Resident Indian seat remains vacant, such seat shall be filled in from the Management Seat:

Provided also that where any management seat remains vacant, such seat shall be filled in by the Admission Committee as Government Seat.

- (2) The admission process for filling up of Management Seats shall be carried out by the management of the respective unaided colleges or institutions in accordance with the procedure as may be determined by the Admission Committee.
- (3) The unaided colleges or institutions shall collect the fees, as may be determined by the Fee Regulatory Committee, constituted under section 9 of the Act and such other fees as provided under the provisions of the Act.
- (4) No college or institution shall retain the original documents or testimonial of the candidate. In case of breach, the college or institution shall be liable to penalty as specified in rule 23.

#### **15. Registration for Admission.-**

- (1) A candidate seeking admission shall apply on-line, for the registration of his candidature, on the web-site, within the time limit specified by the Admission Committee.
- (2) The Admission Committee shall, by advertisement in the prominent newspapers widely circulated in the State, by web-site and 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, courses offered and such other information as may be necessary in this behalf.
- (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.
- (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.
- (5) A candidate shall be required to obtain the print out of the registration form and shall sign and submit the same alongwith the self-attested copies of the requisite certificates and testimonials as specified in the registration form, at the Help Centre. The candidate shall have to produce for verification, the original certificates and testimonials of the documents attached with the registration form, at the Help Center, within time-limit as may be specified by the Admission Committee. An acknowledgement for the same shall be given by the person authorised by the Admission Committee.
- (6) The Help Center may retain any original certificate or testimonial which it considers necessary until the admission process is completed, and issue the receipt of the same. Such Help Center shall return the original certificate or testimonial to the candidate after completion of the admission process.
- (7) The candidate who is unable to produce original certificates and testimonials necessary for the purpose of admission at the time of registration within the time-limit prescribed in sub-rule (5), may be registered for admission, subject to following conditions, namely:-
  - (i) 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 five working days, the remaining amount of the security deposit shall be refunded to him after deducting Rs. 500/- (Rupees Five hundred) towards the administrative expenditure.
  - (ii) In the event of failure to submit original certificates and testimonials within the time limit as aforesaid, the registration may be cancelled and the security deposit may be forfeited.

#### **16. Admission Procedure.-**

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

- (1) The Admission Committee shall prepare merit lists of the eligible candidates who have applied under sub-rule (1) of rule 15, after verification of the documents submitted under sub-rule (5) of rule 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.
- (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 State, and by such other means, as it may consider convenient.
- (4) The candidate shall be required to indicate his order of choices of courses and 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.
- (5) The candidate shall be required to pay such fee, as may be determined by the Admission Committee.
- (6) On payment of tuition fees as required under sub-rule (5), either online payment or in the any branch of bank as specified by the Admission Committee, the admission allotted to the candidate shall get confirmed. The candidate shall be required to login to his account to get the print out of the Admission Slip. In case, the candidate fails to pay the tuition fees within the prescribed time limit as aforesaid, the admission offered to him shall be treated as cancelled. Such candidate shall not be eligible to get admission on same course and same shift in the same institute in the successive rounds of counseling.  
Provided that a candidate who has been allotted admission on Non-TFW seat and he has not confirmed his admission to the said seat shall be eligible to get admission on TFW seat on same course and same shift in the same institute.
- (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 up gradation 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 earlier admission shall be treated as cancelled.

#### **17. Fee.-**

- (1) A candidate who gets admission in the Government or aided college or institution shall have to pay such fees, as may be determined by the Government, at such stages, as may be determined by the Admission Committee.
- (2) A candidate who gets admission in unaided colleges or institutions shall have to pay such fees, as may be determined by the Fee Regulatory Committee constituted under section 9 of the Act, for unaided colleges or institutions, at such stages, as may be determined by the Admission Committee.
- (3) If a candidate, who has paid the fees after getting admission, gets his admission cancelled, within time limit specified by the Admission Committee his fees shall be refunded after completion of the admission process, provided that the seat vacated by him is filled by another candidate.
- (4) If a candidate who has paid the fees after getting admission and gets his admission changed in another course and/or college or institution in the readjustment (reshuffling) process, he 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.

#### **18. Change of Course or Institution.-**

Except as provided in these rules, no candidate shall, after getting admission, be allowed to change

his course, or as the case may be, college or institution in any circumstances.

**19. Documents to be Attached with the application.-**

- (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 Centre, namely:-
  - (i) S.S.C. Examination (Standard X) Mark-sheet,
  - (ii) School Leaving Certificate or Transfer Certificate,
  - (iii) 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 Government in this behalf,
  - (iv) Non-Creamy Layer (NCL) certificate of the family, issued by the authority empowered by the Government of Gujarat on this behalf,
  - (v) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Medical Authority, in case of a Physically Handicapped candidate,
  - (vi) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer,
  - (vii) Certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which they are serving,
  - (viii) (a) certificate of retired defense person issued by the Commanding officer of the respective unit in which he was serving,
  - (ix) Mark sheet issued by TEB or ITI or IGTR in case of Certificate Holder,
  - (x) Certificate of income issued by the authority empowered by the Government in this behalf, if applicable, and
  - (xi) Such other certificates as the Admission Committee deems necessary.

**20. Ineligibility for admission on production of false documents.-**

During verification of documents or subsequently, if the Admission Committee / Help Centers 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 shall be disqualified for admission for the period of next two years.

**21. Cancellation of Admission and Refund of Fee.-**

- (1) In case of cancellation of admission or transfer of candidate by the Admission Committee, due to administrative reasons, the college or institution in which the candidate was granted admission shall refund the fee collected by it, to such candidate.
- (2)
  - (a) In case of a candidate withdrawing his candidature before completion of admission process, for any reason whatsoever, he may login to his account on the *web-site* of the Admission Committee for online admission process and put the request for cancellation of admission within the time limit specified by the Admission Committee. In such case, the fee collected, if any, by the Admission Committee shall be refunded to such candidate, subject to the condition of such vacated seat being filled up by the Admission Committee;
  - (b) After completion of online admission process and before declaration of schedule of admission on vacant seats, if any candidate who has withdrawn his candidature in the manner as provided in para (a), the fees paid by him shall be refunded, subject to the condition of such vacated seat being filled up by the institution, as per the directions of Admission Committee and prevailing rules of AICTE.
  - (c) A candidate desirous to withdraw his candidature after completion of admission on vacant seats, for any reason whatsoever, shall have to request in writing in person to the college or institution in which he is granted admission but he shall not be entitled to get refund of the fees paid by him for getting admission.

- (d) In case of cancellation of admission at college or institute level on the request of the student, he shall liable to pay the fees for the current semester and no college or institution shall demand fees for further semesters.

## 22. Vacant Seats.-

- (1) After offering admission to all the candidates whose name appear in the merit list or after completion of the online admission process, if the seats remain vacant, such vacant seats shall be filled by preparing common merit list in accordance with the directions of the Admission Committee, in the manner prescribed in sub-rule (2).
- (2) The Admission Committee shall, by an advertisement in the prominent newspapers widely circulated in the State, by web-site and by such other means, as it may consider convenient, display the details of vacant seats and schedule for vacant seats of admission. The candidates who are already having the merit number of Admission Committee shall participate for the vacant seat round. While, the eligible candidates who have not registered earlier shall have to register as per schedule and modality declared by the Admission Committee.

A candidate who is in the merit list of Admission Committee or who is newly registered for the vacant seats shall only be allowed to participate in admission procedure for the vacant seats. The Institute shall process the filling up of vacant seats among such eligible candidates by preparing common *intra-se* merit list in the following order and guidelines issued by Admission Committee from time to time:

- (i) Names of the candidates whose name appears in the merit list of the Admission Committee, and
- (ii) Name of the candidates who have passed qualifying examination from the Gujarat State, and newly registered for admission on vacant seats as per Schedule and modality given by the Admission Committee for this concern, and
- (iii) After allotting the seats to the candidates mentioned in sub-clauses (i) and (ii) above, if any seat remains vacant, the Institute shall fill seats from the candidates who have passed qualifying examination from outside the Gujarat State, provided such candidate has registered himself for the same.

## 23. Penalty.-

Any breach of any of the provisions of the Act, these rules or any directions issued by the Government, the Admission Committee, or as the case may be, the Fee Regulatory Committee, by any person, shall be liable to penalty as provided in the Act.

## 24. 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 Government shall be final.

**# Note : Above admission modality is just for information and guidance only. For admission notification and latest update, please refer website [www.acpdc.in](http://www.acpdc.in)**