



SARDAR PATEL UNIVERSITY VALLABH VIDYANAGAR



Rules for Online Centralised Admission to Undergraduate and Diploma Programmes

1. **Admissions to Undergraduate and Diploma Programmes:**
The University shall guide, supervise and control the entire process of admission of candidates to Undergraduate and Diploma Programmes in the affiliated colleges/institutions.
2. **Eligibility for Admission:**
For the purpose of admission, the candidate must fulfill the eligibility criteria as prescribed by the University.
3. **Seats Available for Admission:**
For the purpose of admission to the first year of the Undergraduate/Diploma Programmes, available seats shall include (as prescribed by the University).
 - A. **Government Seats:**
Seats available in the Undergraduate/Diploma Programmes under Government category in the Government Colleges.
 - B. **Grant-in-Aid Seats:**
Seats available in the Undergraduate/Diploma Programmes under Grant-in-Aid category in the Grant-in-Aid colleges/institutes affiliated to the University.
 - C. **Self-Financed Seats:**
Seats available in the Undergraduate/Diploma Programmes under Self-Financed category in the colleges/institutes affiliated to the University.
4. **Reservation of Seats:**
For the purpose of admission, the reservation of seats for the candidates of Gujarat origin and belonging to various categories will be as per the proportion (in percentages) mention below:

A. Scheduled Caste (SC) (on merit)	7%
B. Scheduled Tribes (ST) (on merit)	15%
C. Socially and Economically Backward Classes(SEBC/OBC) (on merit)	27%
D. Economically Weaker Sections (EWS) (on merit)	10%

 - 4.1 The students belonging to SC/ST categories will have to produce income certificate (as declared by Government) for availing the benefit of exemption from the tuition fees.
 - 4.2 The students belonging to SC/ST/SEBC & other reserved categories and having domicile in Gujarat State will be considered eligible as per the reservation policy declared by Gujarat State.
 - 4.3 If a candidate belonging to a reserved category (SC/ST/SEBC/EWS) gets admission on unreserved/general seat on the basis of merits, he/she may be given admission on the unreserved/general seat as per his/her preference.
 - 4.4 Applicants belonging to Scheduled Caste (SC) and Scheduled Tribe (ST) will be required to produce relevant certificates issued by the Collector/Prant Officer /Mamlatdar /Mahalkari /District Social Welfare Officer/Director of Social

- Welfare/District Backward Class Welfare Officer, along with certified true copies of the same.
- 4.5 Applicants belonging to Socially and Educationally Backward Classes (SEBC) will be required to produce a certificate (as per Schedule-K valid for financial year 2024-2025), issued by District Collector/District Development Officer/ Deputy Collector/ Asst. Collector/ Mamlatdar/ Mahalkari/ District Social Welfare Officer, along with certified true copies of the same and the Non-creamy Layer Certificate.
- 4.6 For the candidates belonging to Economically Weaker Sections (EWS): As per Gujarat Government notification No. EWS/122019/45903/A and dated: 23/01/2019, "Applicants belonging to Economically Weaker Sections (EWS) will be required to produce a certificate (as per valid for financial year 2024-2025), issued by District Magistrate/Collector/Additional Collector/Dy. Collector/Asst. Collector/Revenue officers not below the rank of the Mamlatdar/Tehsildar/Taluka Vikas Adhikari (TDO)/ District Dy. Director (Developing Caste Welfare)/ Social Welfare Officer (Developing Caste Welfare). It is certified here that, for the reservation under Central Government the Competent authorities for issuing Certificates for eligibility shall be Officers not below the rank of Tehsildar/ Mamlatdar."
- 4.7 No Caste Certificate/Non-creamy Layer/EWS Certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
- 4.8 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. Such certificate shall be valid for the academic year in which the candidate is seeking admission.
- 4.9 The admission of a candidate belonging to a reserved category on a reserved seat shall be valid subject to the verification of Caste Certificate/Non-creamy Layer/EWS Certificate issued to him/her by the authority empowered by the State Government. In case the Caste Certificate/Non-creamy Layer/EWS Certificate is found to be invalid on verification, he/she shall not have any right to claim his/her admission on reserved seat, and if he/she 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 fulfilment of merit and eligibility criteria.
- 4.10 If any seats under the reserved category remain vacant after granting admission to all candidates of reserved categories on respective reserved seats, such seats shall be considered as the unreserved/general category seats.
- 4.11 Reservation for Physically Disabled Candidates:**
- Five percent (5%) of the available seats in each category shall be reserved, in accordance with the provisions of section 32 of "THE RIGHT OF PERSONS DISABILITIES ACT - 2016" (49 of 2016) for the persons with benchmark disability who can perform the academic activities in the respective programme. A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon, along with certified true copies of the same.

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

4.12 Reservation for the Children of Defence personnel and Ex- Servicemen:

- 4.12.1 One percent (01 %) of available seats shall be reserved for the children of Defence personnel and Ex-Servicemen for admission.
- 4.12.2 A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate duly issued by the Director, Sainik Welfare Board and Gujarat State or by the District Sainik Welfare Officer. In-Service Defence 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.
- 4.12.3 The seats remaining vacant against the category of Defence personnel and Ex-Servicemen shall be filled up from the merit list of unreserved/general category candidates.
- 4.13 If any seat could not be filled under SC, ST, (After inter-transferability of SC&ST Seat), SEBC (OBC), EWS, PH, Ex- Servicemen categories and, as a result, remains vacant, it shall be filled up on open-merit basis.
- 4.14 Beyond the total intake capacity of One Division, i.e., 130 Seats in B.Sc. Programmes under Government and Grant-in-Aid with regular fees as per University rules, additional 20 supernumerary seats may be filled up in each Division on recommendations of Principal and approved by Hon. Vice Chancellor, in compensation of seats left vacant due to students leaving B.Sc. programme after getting admission to other professional courses.

5. Online Registration for admission:

- 5.1 A candidate seeking admission shall apply on-line for the registration of his/her candidature, on Gujarat Common Admission Services(GCAS) website: gcas.gujgov.edu.in and within stipulated the time-limit.
- 5.2 A candidate who intends to make application for admission in more than one course shall require to make only one time registration. He/she is eligible for admission in desired courses.
- 5.3 The University shall publish the date of registration, last date for submission of online Application Form, and other relevant information by advertisement in the prominent newspapers widely circulated in the State, by web-site and by such other means as it may consider convenient/necessary.
- 5.4 For the purpose of registration, a candidate shall be required to make payment of stipulated amount towards the fees for processing of application for admission.
- 5.5 Student shall be produced following original documents along with the hard copy of the Application Form at concerned college at the time of admission.
- (i) 10th Standard Examination Mark-sheet,
 - (ii) 12th Standard Examination Mark-sheet, (If it is an online copy, it must be duly certified by the Principal of the School)

- (iii) School Leaving certificate (If it is an online copy, it must be duly certified by the Principal of the School)
- (iv) Caste certificate for a candidate belonging to Scheduled Castes(SC), Scheduled Tribes(ST) and Socially and Educationally Backward Classes (SEBC), Economically Weaker Sections(EWS), issued by the authority empowered by the Government of Gujarat in this behalf (if applicable).
- (v) For SEBC Non-creamy Layer (NCL) certificate of the family, issued for the relevant academic year, by the authority empowered by the Government of Gujarat in this behalf (if applicable).
- (vi) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/competent authority, in case of a Physically Handicapped candidate (if applicable).
- (vii) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer (if applicable).
- (viii) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit, in which he/she is serving (if applicable).
- (ix) 12th Equivalent certificate issued by Gujarat Secondary and Higher Secondary Education Board (for Diploma /ITI passed students) (if applicable).
- (x) Such other certificates as the University may deem necessary at the time of document verification.
- (xi) Those who have gape in a study more than year has to submit an Affidavit for the period of gape.

6. Merit List:

Admission shall be based on Merit only. The University shall prepare the merit list. An Applicant can see his/her merit rank on Applicant's Desk, who have applied online for admission in the prescribed form. Concerned colleges will be verifying Original documents at the time of admission within the prescribed time limit.

7. Correction of Marks:

After the declaration of provisional merit, the student can request for corrections, if any by producing required documents at the University grievance cell within the stipulated time. University grievance cell will verify and make necessary corrections in the University Portal.

8. Admission Procedure:

The admission procedure shall be carried out in the following manner:

- 8.1 The University shall publish the schedule of admission process on University web-site and by such other means as it may consider necessary.
- 8.2 The candidate shall be required to indicate his choices of colleges/institutions in the application form. The allotment of seats in respective colleges/institute shall be made on the basis of merit, category of the candidate and availability of seats.
- 8.3 The University shall prepare merit lists with the criteria of College, Programme and Categories of the eligible candidates.
- 8.4 The merit rank of candidate shall be displayed on Applicant's Desk of the student and by such other means as the University may consider necessary.
- 8.5 The candidate shall contact the concerned college/institute within the stipulated time, pay the necessary fees and confirm his/her admission. The college/institute may ask for the original document/s for verification at the time

of confirming the admission. After the verification of documents by the concerned college/institute, the students should collect/obtain back his/her original documents. The college/institute **MUST** return all the original documents to the student on the same day.

- 8.6 The students should pay only the prescribed fees mentioned in the prospectus. The University approved fees includes Term Fees, Examination fees (As per University norms), Enrolment Fees (50/-) and University Development Fees (250/- per semester, only for Self-Financed Programmes). The Caution Money Deposit and Gymkhana Fees will be collected separately by the respective college/institute.
- 8.7 If a candidate or his/her representative fails to remain present, along with the hard copy of the Application Form and documents for the admission process on the stipulated date and time at respective college/institute or if a candidate fails to pay the University approved fees at respective college/institute, he/she loses the right to admission on the merit basis.
- 8.8 The applicants from other than Gujarat Board who are admitted shall be required to produce Migration Certificate to get their Final Eligibility Certificate (FEC) from Sardar Patel University within a month of their enrollment, failing which their result of the first semester University Exam shall be kept as pending. In such case, upon producing Migration Certificate, the student will be charged Rs. 1000/- {As per Uni. OD. 94(1)} as a penalty.
- 8.9 The applicants seeking admission to the Undergraduate/Diploma Programmes in University affiliated colleges/institutes **MUST** inform the University without fail if they were booked for adopting unfair means in the earlier Examinations and were punished for the same. In case they have been booked for adopting unfair means and a decision is awaited, then the decision of the University regarding their admission will be final and binding even if they have been admitted to any programme.

8.10 Registration in Parallel Degrees:

A student is not allowed to register simultaneously for more than one full time course. If at any stage, it is found to be otherwise, his/her admissions will *ipsofacto* stand cancelled and all the fees and deposits paid by him/her will stand forfeited.

8.11 Attendance:

- 8.11.1 The number of days of attendance necessary for keeping terms shall be 80% of the total working days separately for each term.
- 8.11.2 The Principals and the Heads of colleges/institutions shall keep a register of the daily attendance of duly admitted students.
- 8.11.3 Continuous absence without a valid reason for more than 6 weeks shall be deemed as discontinuation of that semester. If a student wishes to continue in the college/institute, he/she have to reappear in the same semester in the next academic year.

8.12 Discipline:

High standard of discipline is expected from all the students enrolled. The basic guideline of the code of conduct has been included in the agreements signed by the students and parents/guardians at the time of admission.

8.13 Anti-Ragging:

In pursuance to the Judgment of the Honorable Supreme Court of India, dated 08.05.2009 in Civil Appeal No. 887/2009, the University Grants Commission has framed “UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009” which have been notified on 4th July, 2009 in the Gazette of India and the second amendment has been notified on 29th March 2014 in the Gazette of India. These regulations are mandatory for all Universities/Institutions. The UGC has made it mandatory for all students and parents to submit anti-ragging related affidavits to the institutions at the time of admission.

8.14 Preventive measures for Anti-Ragging:

- 1) At the time of admission, all colleges/departments may display suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging, and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.
- 2) All colleges/departments should form an Anti-Ragging-Committee and squads, and dedicated cadre of wardens and professional counselors to ensure that the directions of Honorable Supreme Court of India and Justice Raghavan Committee recommendations are followed without exception.
- 3) An affidavit must be obtained from every student and his/her parent/guardian separately.
- 4) Every student and parent/guardian have to fill an online anti-ragging undertaking. (<https://antiragging.in>)

8.15 Women cell and Internal Complain Committee (ICC)

University/Department/College shall constitute Women Cell and Internal Complaints Committee (ICC) as per sexual harassment at workplace (prevention, prohibition and redressal) Act, 2013.

9. Fees:

- 9.1 A candidate who gets admission in the Government and Grant-in-Aid category shall have to pay the fees as determined by the Government.
- 9.2 A candidate who gets admission in self-financed category in colleges/institutions shall have to pay the fees as determined by the University.

10. Change of College/Institution:

- 10.1 After confirming the admission, if the student wants to cancel it, he/she shall give the application to the University. After receiving the application for cancellation of admission from the student, the University shall immediately do the required process to cancel such enrolment from the college/institute without fail. The concerned college shall be informed about such cancellation of admission by the University.
- 10.2 After cancellation of the admission, if a student wishes to get admission in other college/institute in which the seats are vacant, he/she can be admitted and enrolled on the University Portal by the concerned college/institute.

11. Ineligibility for admission on production of false documents:

During the verification of documents at the time of enrollment, if any certificate or testimony or information submitted by any candidate is found to be incorrect or false, the admission of such a candidate shall be cancelled for that academic year and he/she shall be disqualified for admission for the period of next two academic years.

12. Cancellation of Admission and Refund of Fees:

If a candidate cancels his/her admission during OR after the completion of the admission process for any reason whatsoever, he/she shall request in writing, for the refund of fees paid by him/her, to the college/institution in which he/she is granted admission. In such cases, the fee shall be refunded, without any delay, by the respective college/institution within one month of receiving the application as per the UGC norms mentioned below:

12.1 If a student chooses to withdraw from the program of study in which he/she is enrolled, the college/institution concerned shall follow the following five-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees *	Point of time when notice of withdrawal of admission is served to College/Institute/University
(i)	100%	15 days before the formally-notified last date of admission
(ii)	90%	Less 15 days before the formally-notified last date of admission
(iii)	80%	15 days or less after the formally-notified last date of admission
(iv)	50%	30 days or less, but more than 15 days after formally-notified last date of admission
(v)	00%	More than 30 days after formally-notified last date of admission

* (Inclusive of Course Fees and Non-Tuition Fees but exclusive of Caution Money and Security Deposit)

12.2 In case of (i) in the table above, the concerned college/institute shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

13. Vacant Seats:

After offering admission to all the candidates whose names appear in the merit lists or after completion of the admission process, if considerable number of seats remain vacant, and if it appears to the University to fill-up the vacant seats, the university may conduct the second or third round of admission process. The candidate who opts to participate in such process by filling the online Application Form shall be considered for admission in such rounds. Such vacant seats shall be filled-up by the college/institute in accordance with the directions of the University. The vacant seats shall not be filled-up/transferred after the formally-notified last date of admission by the University.

14. Interpretation.-

While implementing these rules, if any difficulty/question/dispute arises regarding the interpretation of any of these rules, the decision of the Honourable Vice Chancellor, Sardar Patel University, shall be considered as final and binding to all.
