

**CHAPTER 2**  
**ADMISSION RULES FOR MBA**

**NOTIFICATION**  
**EDUCATION DEPARTMENT**  
Sachivalaya, Gandhinagar.

Dated the 30<sup>th</sup> May, 2011

Gujarat  
Professional  
Technical  
Educational  
Colleges or  
Institutions  
(Regulation of  
Admission and  
Fixation of  
Fees) Act, 2007.  
(Consolidated  
rules)

**NO.GH/SH/21/PVS/102011/336/S :-** In exercise of the powers conferred by sub-section (1) of section 20 read with section 4 of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Guj. 2 of 2008), the Government of Gujarat hereby makes the following rules to regulate admission to the first year of the Master of Business Administration (MBA) **Course** and payment of fees, namely:-

**1. Short Title and Commencement -**

- (1) These rules may be called the Master of Business Administration Course (Regulation of Admission and Payment of Fees) Rules, 2008.
- (2) They shall come into force on and from the 23<sup>rd</sup> May, 2008.

**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 students in the first year of the Master of Business Administration (MBA) Course;
  - (c) “Admission Committee” means the Admission Committee for the admission to the Master of Business Administration (MBA) Course, constituted by the State Government under section 4 of the Act;
  - (d) “Gujarat Common Entrance Test (GCET)” means the entrance test, conducted by the Admission Committee, for determination of merits of the candidates for the purpose of admission in the Master of Business Administration (MBA) Course;
  - (e) “Government Seats” for the purpose of these rules means,-
    - (i) all the seats of the Master of Business Administration (MBA) Course in the Government colleges or institutions and in the aided colleges or institutions, and
    - (ii) seventy-five per cent seats of the Master of Business Administration (MBA) Course of the total approved seats in the unaided colleges or institutions;



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- (ee) “Help Centres” means the centres notified by the Admission Committee for facilitation of the candidates for off campus online admission process;”
- (f) “Management Seats” for the purpose of these rules, means twenty-five per cent seats of the Master of Business Administration (MBA) Course of the total approved seats in the unaided colleges or institutions including fifteen per cent Non-Resident Indian (NRI) seats;
- (g) “Professional Educational College or Institution” means a college or an institution including a University imparting Master of Business Administration (MBA) Course, leading to award a post-graduate degree approved or recognised by the All India Council for Technical Education, New Delhi;
- (h) “Qualifying Examination” means a degree obtained from,-
- a University established or incorporated by Central or State Act, or
  - any institution declared to be as deemed University under section 3 of the University Grants Commission Act, 1956 ( 3 of 1956), or
  - any other equivalent qualification recognised by the Government.
- (i) “web-site” 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 same meanings as assigned to them in the Act.

### **3. Admissions to Master of Business Administration (MBA) Course-** Admissions to the First Year of the Master of Business Administration (MBA) Course shall be given as under, namely:-

- (1) All the Government Seats shall be filled on the basis of merit list prepared by the Admission Committee constituted under section 4 of the Act.
- (2) 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 students whose names appear in the merit list prepared by the Admission Committee.

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

- (1) For the purpose of admission to the first year of the Master of Business Administration (MBA) courses, available seats shall include,-

#### **A. Government Seats-**

- (i) All the sanctioned seats of the Master of Business Administration (MBA) course in the Government Colleges or Institutions of the State,
- (ii) All the sanctioned seats of the Master of Business Administration (MBA) course in the aided Colleges or Institutions, and
- (iii) Seventy-five percent of the total sanctioned seats of the Master of Business Administration (MBA) course in the unaided Colleges or Institutions.





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**B. Management Seats.-** Twenty-five percent seats of the total sanctioned seats of the Master of Business Administration (MBA) course in the unaided Colleges or Institutions, including fifteen percent Non-Resident Indian (NRI) seats.

- (2) The intimation received, in respect of sanction of seats, by the Committee three days prior to the commencement of the first counselling programme, shall be considered as available seats.
- (3) Before commencement of admission process, if any unaided College or Institution requests the Admission Committee, to fill up the Management Seats, such Management Seats shall also be considered as available for giving admissions.

### 5. Eligibility for Admission-

- (1) For the purpose of admission, a candidate shall have appeared in the Gujarat Common Entrance Test (GCET).
- (2) To appear in the Gujarat Common Entrance Test (GCET), a candidate shall have passed the qualifying examination with minimum of 50% marks (45% marks in case of Scheduled Castes or Scheduled Tribes candidates) from,-
  - (a) a University situated in the Gujarat State; or
  - (b) a University situated outside the Gujarat State provided the candidate shall have passed the Higher Secondary School Certificate Examination (Standard XII, 10+2 pattern) or its equivalent examination from,-
    - (i) the Gujarat Board; or
    - (ii) the Central Board of Secondary Education Board provided that the school in which the candidate has studied, should have been located in the State of Gujarat or in the Union Territories of Diu, Daman and Dadra Nagar Haveli; or
    - (iii) the Council of Indian School Certificate Examinations, New Delhi Board provided that the school in which the candidate has studied should have been located in the State of Gujarat or in the Union Territories of or Diu, Daman and Dadra Nagar Haveli.
- (3) A candidate who has appeared in the final year of Bachelor's Degree examination shall also be eligible to appear in the Gujarat Common Entrance Test (GCET) provided that he shall have passed the qualifying examination with 50% marks (45% marks in case of Scheduled Castes or Scheduled Tribes candidates) at the time of admission.

“**Explanation.** - 50% marks (45% marks in case of Scheduled Castes or Scheduled Tribes candidates) shall be computed on the basis of grand total or, cumulative grade point average as shown in the final year mark sheet of the University. In such case, the student shall be required to produce equivalence percentage certificate from the University.”

### 6. Reservation of Seats-

- (1) For the purpose of admission, the seats shall be reserved for the candidate who are origin of Gujarat and falling under the following categories, namely:-
  - (a) Scheduled Caste ..... 7 %
  - (b) Scheduled Tribe ..... 15 %
  - (c) Socially and Educationally Backward, Class, including  
Widows and Orphan of any caste ..... 27 %





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- (2) A candidate seeking admission on reserved seat shall be required to produce a Certificate of caste from which he originates:  
Provided that the candidate belonging to Socially and Educationally Backward Class 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. Such certificate shall have been issued on or after the 1st April of the academic year in which the candidate is seeking admission.
- (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 student of a reserved category on a reserved seat shall be valid subject to the verification of cast certificate by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he shall not have right to claim his admission on reserved seat and if he has been already granted admission, such admission shall be cancelled.
- (8) After granting admission to all the students of reserved categories on reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

**7. 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 person with disability who can perform the academic activities in the respective course. 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 forty per cent of any disability as certified by a medical authority.

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

- (1) One percent of available seats shall be reserved for the children of Defence personals and Ex-Servicemen, for admission.
- (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, 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.
- (3) The seats remaining vacant against the category of Defence Personals and Ex-Servicemen in case of candidates, who have passed the qualifying examination from the Gujarat Secondary and Higher Secondary Education Board, shall be allotted to the children of Defence personals and Ex-Servicemen of the Central Board. The seats remaining vacant thereafter shall be filled up from the merit list of unreserved category candidates of the Gujarat Board.





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- (4) The children of Defence Personals 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 and have appeared in the Gujarat Common Entrance Test conducted in the current academic year.

**9. Supernumerary Seats.-** 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 Resources Development, Government of India.

### **10. Registration to appear in (GCET)-**

- (1) To appear in the Gujarat Common Entrance Test (GCET), a candidate shall apply, on-line for 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 the Committee may consider convenient; publish the date of registration, the list of Help centres, last date of registration, order of preferences of the centers for the test etc., and such other information as may be necessary in this behalf.
- (3) For the purpose of appearing in the test, a candidate shall require to make payment of a sum as determined by the Admission Committee and shall be payable as specified by the Admission Committee.
- (4) Where a candidate has made more than one registration, the registration made at the latest stage shall be taken into consideration and the other registration shall be treated as cancelled.
- (5) A candidate shall be required to obtain the print out of the application form and shall sign on the copy thereof and submit the same, along with the self-attested copies of the requisite certificates and testimonies as specified in the application form, at the Help Centre. An acknowledgment receipt for the same shall be given by the person authorized by the Admission Committee.

### **11. Preparation of Merit List:-**

- (1) The merit list of the candidates who have got their names registered under sub-rule (1) of rule 10 and who are found eligible for admission under these rules, shall be prepared by the Admission committee, on the basis of marks obtained in the Gujarat Common Entrance Test (GCET).
- (2) The criteria for deciding merit order in case of students having equal merit marks in Gujarat Common Entrance Test (GCET) shall be in the following sequence, namely:-
- Percentage of marks obtained in H.S.C. Examination (Std. 12<sup>th</sup>)
  - Percentage of marks obtained in S.S.C. Examination (Std. 10<sup>th</sup>)
  - Total of the marks obtained in quantitative and general knowledge sections of GCET.
  - Date of Birth (Candidate who is older in age shall be given priority)

**12. Admission Procedure.-** The admission procedure shall be off campus on line in the following manner, namely:-

- (1) The Admission Committee shall prepare a merit list of eligible candidates, who are registered under sub-rule (1) of rule 10 subject to the verification of the documents submitted under sub-rule (5) of rule 10.
- (2) The merit list shall be displayed on the web-site of the Admission Committee and by such other means, as the Committee may consider convenient.





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- (3) The candidate whose name appears in the merit list referred to in sub-rule (1) shall be required to give his order of choice of colleges or institutions, online in the admission form of the web-site of the Admission Committee.
- (4) The Admission Committee shall publish the schedule of online counseling program on the web-site of the Admission Committee, by advertisement in the prominent newspapers widely circulated in the State and by such other means, as the committee may consider convenient.
- (5) Allotment of seats shall be made on the bases of merit, category of the candidates and availability of seats. The allotment of seats shall be published on the web-site of the Committee. The candidate shall require to obtain the print out of the 'offer letter of allotment of seat,' and copies of the 'blank fee receipt' from the web-site.
- (6) The candidate shall be required to pay such fee, referred to in sub-rule (1) of rule 13, at such bank as may be determined by the Admission committee.
- (7) The candidate, for securing his admission, shall produce to the Help Centre, the 'offer letter of allotment of seat', receipt of fee, requisite original documents and testimonials, for verification, within the specified time limit.
- (8) In case, the candidate fails to produce the aforesaid required documents within the prescribed time limit, the admission offered to him shall be treated as cancelled. However, such candidate shall be eligible to participate in the successive round of counseling provided the candidate has given option for the same.
- (9) In case, where considerable number of seats fall vacant, and it appears to the Admission Committee to fill up the vacant seats, it may conduct the online admission process for readjustment (reshuffling) of seats. The candidate, who has opted for 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 upgradation or new choice, then, his earlier admission shall be treated as cancelled.

### 13. Fee-

- (1) A candidate who gets admission shall have to pay such fees , as may be determined by the Fee Regulatory Committee constituted under section 9 of the Act, at such stages, as may be determined by the Admission Committee.
- (2) In case the candidate who having paid the fees after getting admission gets his admission cancelled, provided that the seat vacated by him is filled by another candidate, shall be paid back the fees paid by him after the completion of admission process.
- [3] In case the candidate who having paid the fees after getting admission and gets his admission changed in another college or Institution in the readjustment (reshuffling) process, the difference of fees, if any, shall be payable by the student at the time getting admission in the readjustment (reshuffling), or as the case may be, shall be refunded to him after the completion of admission process.

### 14. 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 Center, namely:-
  - (i) H.S.C. Examination ( Std. 12<sup>th</sup>) Mark-sheet,
  - (ii) Mark-sheet of final year degree(Graduation),
  - (iii) S.S.C Examination ( Std. 10<sup>th</sup>) Mark-sheet,
  - (iv) School Leaving Certificate or Transfer Certificate,





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- (v) 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,
  - (vi) Non-Creamy Layer (NCL) certificate of the family, issued after 1st April of the relevant academic year, by the authority empowered by the Government in this behalf,
  - (vii) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Medical authority, in case of a Physically Handicapped candidate,
  - (viii) Certificate of ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer,
  - (ix) A copy of certificate of in-Serviceman duly issued by the Commanding Officer of the respective unit in which they are serving, and
  - (x) Such other certificates as the Admission Committee deem necessary:
- (2) After getting the allotment letter, the candidate shall have to produce for verification, the original certificates and testimonies of the documents attached with the registration form, at the Help Centers, within time-limit as may be specified by the Admission Committee.
- (3) The Help Centre may retain any original certificate and testimony of the documents, which it considers necessary until the admission process is completed. Such Help Centre shall return the original certificate or testimony to the student after completion of admission process.
- (4) The candidate who is unable to produce original certificates and testimonies necessary for the purpose of admission within the time-limit prescribed in sub-rule (2), may be granted provisional admission, subject to following conditions, namely:-
- (i) On payment of Rs.10,000/- (Rupees Ten thousand) 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,
  - (ii) In the event of failure to submit original certificates and testimonies within the time limit as aforesaid, the provisional admission may be cancelled and the security deposit may be forfeited.”.

**15. Ineligibility for admission on production of false documents.-** During verification of documents, if the Admission Committee finds any certificate or testimony 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.

### **16. Cancellation of Admission and Refund of Fee-**

- (1) In case of cancellation of admission or transfer of students by the Admission Committee, due to administrative reasons, the college or Institution in which the candidate was granted admission shall refund the amount of fee collected by it, to such candidate.
- (2) In case of cancellation of admission due to failure of candidate to get himself reported at the Help Centers within the specified time limit, or for such other reasons as the Admission Committee may consider reasonable, as prescribed in sub-rule (8) of rule 12, and subject to the condition of such vacated seat being filled up by the Admission Committee, the fees collected from such candidate shall be refunded after deduction of such amount as the Admission Committee may determine, after completion of the admission process.





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- (3) (a) In case of a candidate withdrawing his candidature before completion of admission process, for any reason whatsoever, he may request in writing to the Admission Committee for such withdrawal. 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) In case of a candidate withdrawing his candidature after completion of admission process, for any reason whatsoever, he may request in writing to the college or institution in which he is granted admission, for refund of fee paid by him. In such case the fee shall be refunded, by such college or institution, as per the directions of the Admission Committee.

**17. Vacant Seats.-** In case the seats remain vacant after the completion of admission process **or where** the seats remain vacant after the offers have been made for all the available seats, such vacant seats shall be displayed on the official *web-site*, on the notice board of the office of the Admission Committee and the same may be intimated to the concerned Institution. In case any eligible candidate requires admission on such vacant seat, he shall apply directly to the concerned Institution. Such seats shall be filled by the eligible candidates of Gujarat State and if any seats still remain vacant, the same shall be filled by the candidates who have passed the qualifying examination with at least 50% marks from any of the Universities or institutes situated outside Gujarat State and have appeared in GCET/CAT/MAT or any other such test conducted in the current year, by any agency approved by AICTE. The concerned Institution shall carry out admission for such seats by maintaining inter-se merit of the applications received by them.”.

### **18. 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 students whose names appears in the merit list prepared by the Admission Committee.
- [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] On request of the management of unaided colleges or institutions, the vacant Management Seats shall be filled up by the Admission Committee provided such request is made by the management before the commencement of admission process.
- [4] 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.

**19. Penalty-** Any breach of any of the provisions of the Act, these rules and 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 for penalty as provided in the Act.

**20. 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.

