

**GUIDELINES FOR ADMISSIONS TO THE MANAGEMENT QUOTA SEATS  
FOR MBA/MCA ADMISSIONS (2010-11)**

**Guide Lines for Management Seats:**

- (1) Each institute/college shall carry out the process of admission in Fair, Transparent, and Non-Exploitative manner and shall not refuse to give admission form to any eligible candidate.
- (2) Each institute shall appoint one Nodal Officer to look after the admission process of management seats and will inform Admission Committee (MBA/MCA) the name and tele. No. of the Nodal Officer. Any candidate as well as Admission Committee will contact the Nodal Officer regarding any admission complaint and nodal officer must attend all such complaints and solve the same within time limit.
- (3) Each institute will prepare the time schedule of the admission process as per their convenience, within time duration fixed by the Admission Committee, and carry out the admission process during that period. Admission process is to be started from date **05-07-2010** and to be completed latest by **10-08-2010**. The institute shall submit the list of admitted candidates and get endorsed from the Admission Committee of MBA/MCA, within the stipulated time period.
- (4) The management quota admission can be carry out by institute itself or by forming consortium( group of institutes). All the information regarding admission process shall be advertised atleast in any one leading newspaper having circulation of 50000 (fifty thousand) or more copies, as well as displayed on web site of the institute. Minimum seven working days time shall be given for the filling up and receiving the admission forms. Time schedule of management seats admission and the place of the admission shall be clearly mentioned in the advertisement as well as on web site and all above information shall be submitted to the Admission Committee of MBA/MCA.
- (5) Institute shall maintain a separate register for the sale and receipt of admission forms. The institute shall prepare the **Inter-se Merit** list of eligible candidates having merit number of Admission Committee of MBA/MCA. The institute shall display the Intra-se Merit list on institute notice board as well as on web site and submit the copy of the same to the Admission Committee of MBA/MCA. Each candidate of Inter-se Merit shall be informed individually, to remain present for the counseling through U.P.C or registered post, minimum seven days before the date of counseling.
- (6) Institute shall not charge more than Rs. 300 as application form fee for the Management Seats.
- (7) Following officer shall work as a Nodal officer for the MBA/MCA "Grievances cell" constituted by Admission Committee (ACPC). Nodal officer draw the attention of the Government in writing, regarding non compliance of the rules.

Nodal officer MBA/MCA:                      Prof. B.J.Panchal  
Mobile No : 9099063499

### **Guideline for NRI Seats**

For admission on NRI seats, following are the guidelines in addition to the guidelines prescribed for admissions to the management seats

- (1) For admission on the NRI seats, GCET shall be exempted to the students, who have passed qualifying examination from countries other than India and included in the merit based on the marks obtained in the qualifying examination. Such students shall be fulfilling the admission eligibility as per State Government norms. But, if the student has passed qualifying examination from India, such students shall be eligible only if he/ she has appeared in GCET examination of the relevant admission year. N.R.I students shall be given priority for the admission.
- (2) The student, who has passed the qualifying examination from any foreign countries shall have to obtain equivalency certificate from the Association of Indian Universities, New Delhi.
- (3) The NRI student seeking admission on NRI seats shall have to submit copy of his/her passport along with a copy of passport of his/her mother and/or father. NRI sponsored student seeking admission on NRI seats shall have to submit copy of a passport (having signature of sponsorer) of sponsoring NRI person and the affidavit stating relation of student with sponsoring NRI person, responsibilities of paying tuition fee and other fees and taking all responsibilities of education of sponsored student.
- (4) Sponsored NRI student shall be included in the merit list of NRI seats as well as management seats.
- (5) If the student has applied for the NRI category, and not able to produce necessary proofs of being NRI or NRI sponsored student at the time of counseling, such student shall be granted admission in the management seats on the basis of merit of the same.

**Note:** For the purpose of interpretation, the Gujarati Version of the guidelines shall be considered final. This translation is only to facilitate in the larger interest of students and parents.

### **Tentative Key Dates (Revised)**

#### **MBA, MCA Management Quota Admission**

<b>Activity Details</b>	<b>Revised Key Dates for MBA /MCA</b>
Receiving form from an Institute and its submission to the same institute	05-07-2010 to 19-07-2010
Submission of the form at MBA/MCA admission committee with affidavit in case when particular institute refuses to receive the form	21-07-2010 to 23-07-2010
Display of merit list of on a notice board of an institute and website of an institute	25-07-2010 to 27-07-2010
To carry out admission process and Submission of a list of admitted candidates to MBA /MCA committee for endorsement.	02-08-2010 to 10-08-2010