

# PROCEDURE FOR FILLING UP MANAGEMENT SEATS (INCLUDING NRI SEATS) BY UNAIDED INSTITUTIONS FOR THE ACADEMIC YEAR 2022-23

## M.B.A/M.C.A Courses

### Procedure for filling up Management Seats:

- (1) Each unaided institute will have to prepare a merit list (inter-se) from the applications of eligible candidates and display it on the institute's notice board as well as on the website and a copy of the same is to be forwarded to the Admission Committee. All the students included in the merit list should individually be communicated by speed post or registered post or registered mail for counseling at least seven days prior to the date of counseling. The institute will have to maintain a record of the distribution and acceptance of admission forms in a separate register.
- (2) Unaided institutions can admit students who have passed the qualifying examination with minimum eligibility criteria (As per AICTE for the A.Y 2022-23) from institutions located in INDIA (Including Gujarat State) based on merit prepared on valid CMAT score/marks or Common Admission Test (CAT) marks, duly obtained by candidate of the corresponding year, giving first priority to CMAT qualified candidates on the maximum limit of 50% seats (management seats) of sanctioned intake.
- (3) Each unaided institute has to conduct the admission process in a fair, transparent & non-exploitative manner and no eligible candidate should be denied issuing or accepting his/her admission form.
- (4) The list of admitted students will have to be submitted to ACPC without fail. ***The mode and date of submission will be communicated separately.***
- (5) For Management seat admission ACPC registration is not required. The fees for the admission form on Management Seats should not be more than Rs. 350/-.

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

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

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

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

- (1) The students who have passed the qualifying examination from outside India shall have to obtain an equivalency certificate from the Association of Indian Universities, Delhi.
- (2) N.R.I. student who seeks admission to N.R.I. seat will have to submit a copy of his/her passport as well as the passport of his/her mother and/or father, to prove himself/herself as an N.R.I. candidate. N.R.I. sponsored students have to submit proof of their sponsor being an N.R.I. Copy of sponsor Passport (which contains the signature of sponsor), as well as the affidavit, has to be submitted. The relation of N.R.I. (sponsor) with the student (N.R.I. sponsored candidate), the sponsor's undertaking for the responsibility of payment of tuition and other fees as well as the entire responsibility of the candidate's study should be clearly mentioned in the affidavit. Priority would be given to N.R.I. candidates for admission on N.R.I. seats.
- (3) N.R.I. sponsored students shall be included in the merit list of N.R.I. seats as well as in the merit list of Management Seats.

**Member Secretary**