



Graduate School of Management Studies (GSMS)

Gujarat Technological University

Academic Block 4, Chandkheda, Ahmedabad – 382424

Admission Guidelines for Bachelor of Business Administration (BBA) Academic Year 2022-23

1) Seats Available for Admission

a) Total intake: 60 seats

- b) The admissions for this course shall be effected on the basis of separate merit lists of students passed in various streams at Standard 12th Examination as,
- Science Stream : 20 seats when total intake is 60
 - Commerce Stream : 20 seats when total intake is 60
 - Arts Stream : 20 seats when total intake is 60
- c) In case of non-availability of students from one stream, remaining seats in the particular stream may be allotted to the students from other two streams on equal basis. In case of non-availability of students from other two streams, remaining seats in those streams may be allotted to students from third stream.

2) Eligibility for Admission

- a) To seek admission in BBA, a candidate should have passed the qualifying examination of Standard 12th (10+2 pattern) with minimum of 45% marks in General Category (40% marks in case of Reserved Category), computed on the basis of grand total or cumulative grade point average as shown in the mark sheet of the Board.
- b) Admissions will be done on the merit basis based on the marks of Standard 12th (HSC).
- c) Students who have qualified 12th standard exams prior to current academic year are also eligible with other conditions remaining same.

3) Reservation of Seats

- a) 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;
- | | | | |
|------|--|---|-----|
| i. | Economically Weaker Section(\$) | : | 10% |
| ii. | Scheduled Castes | : | 7% |
| iii. | Scheduled Tribes | : | 15% |
| iv. | Socially and Educationally Backward Classes,
including Widows and Orphan of any Caste | : | 27% |

- Ref (\$): (1) Resolution No. EWS/122019/45903/A of Department of Social Justice and Empowerment, Govt. of Gujarat dated 11-02-2019
(2) Resolution No. PRCH/102019/129/2 of Education Department, Govt. of Gujarat dated 08-03-2019
(3) Resolution No. EWS/122019/45903/A of Department of Social Justice and Empowerment, Govt. of Gujarat dated 26/06/2020

- b) A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste/Income Certificate authorized by the competent authority. Provided that the candidate belonging to SEBC shall be required to produce a certificate to the effect of non-inclusion in Creamy Layer in addition to the caste certificate.
- c) No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
- d) 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.
- e) If a candidate of reserved category gets admission on unreserved seat in order of merits, he/she may be given admission on the unreserved seat according to his/her Preference and merit.
- f) The admission of a candidate from a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued to him/her by the authority empowered by the State Government in this behalf. In case the caste certificate is found to be invalid on verification, he/she shall not have right to claim his/her admission on a 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 condition of eligibility of merit.
- g) 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 other category as per Government of Gujarat norms.

4) Reservation for Physically Disabled Candidates:

Five percent (5%) of the available seats in each category shall be reserved, in accordance with the provisions of the 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 course. 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 (40%) of any disability as certified by a competent medical authority.

5) Reservation for the Children of Defence Personnel and Ex-Servicemen

- a) One percent (1%) of available seats **subject to minimum of 1 seat** shall be reserved for the children of Defense personnel and Ex-Servicemen, for admission.
- b) 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 Defense 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.
- c) The seats remaining vacant against the category of Defense Personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.

- d) The children of Defense 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.

6) Registration for Admission

- a) To get admission, a candidate shall fill-up the online form from the website i.e. <http://www.admission.gtu.ac.in/> within the given time period.
- b) A candidate has to upload the requisite scan copy of certificates and testimonies as specified in the application form.

7) Preparation of Merit List

- a) The merit list of the candidates, who have got their names registered under sub-rule 7(b) and who are found eligible for admission under these rules, shall be prepared on the basis of Percentage of Total Aggregate Marks obtained in the H.S.C. Examination (Std. 12th-10+2 Pattern).
- b) Separate merit list shall be prepared for the students passed in various streams in Standard 12th viz. Science, Commerce and Arts Stream. Merit list of the candidates belonging to the Reserved Category would also be prepared separately.
- c) The criteria for deciding merit order in case of students having equal merit marks in H.S.C. Examination (Std. 12th - 10+2 Pattern) shall be in the following sequence, namely;
- i. Percentage of marks obtained in S.S.C. Examination (Standard 10th)
 - ii. Percentage of marks obtained in English Subject (Standard 12th - 10+2 Pattern)
 - iii. Date of Birth (Candidate who is older in age shall be given priority)

8) Admission Procedure: The admission procedure shall be online in the following manner:

- a) The merit list shall be displayed on the GTU admission portal www.admissions.gtu.ac.in.
- b) Allotment of seats shall be made on the basis of merit, category of the candidates and availability of seats.
- c) Students are informed to report at GSMS office with required documents (original and one set of photo copy) for confirmation of admission and payment of the tuition fees.
- d) The seat will be treated as cancelled if the fees are not paid by the student with in the allotted time.

9) Tuition Fees:

- a) A candidate who gets admission shall have to pay **Rs.12, 500/- per semester.**
- b) In case the candidate who has paid the fees after getting admission and gets his/her admission cancelled, the refund of fees shall be as per UGC norms.

10) Documents to be uploaded with the application form

The candidate shall upload the self-attested copies of the following documents verified by the Help Centre, namely;

- a) Mark sheet : H.S.C. Examination (Standard 12th - 10+2 Pattern)*
- b) Mark sheet : S.S.C Examination (Standard 10th)*
- c) Conversion Certificate of CGPA / Grade Point to Percentage, if applicable.
- d) School Leaving Certificate or Transfer Certificate.*
- e) 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 State Government in this behalf.

- f) 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, if applicable.
 - g) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Medical authority, in case of a Physically Handicapped candidate.
 - h) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer, if applicable.
 - i) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which they are serving, if applicable.
 - j) Three passport size recent colour photographs.
- * All attempt(s) certificate(s) are required in case of more than one trial in S.S.C and/or H.S.C. Examination(s).

11) Ineligibility for admission on production of false documents: All the original documents will be verified at the time of admission. If any document(s) is/ are found incorrect/false, the admission will be cancelled. Also legal actions will be taken against the student submitting false documents.