



**Gujarat Technological University**  
(Established under the Gujarat Act No. 20 of 2007)  
**Chandkheda, Ahmedabad – 382424 (Gujarat)**

**Guidelines for Admission in  
3 Years Master of Business Administration (Part Time)  
Academic Year 2022-23**

**1) Admissions to 3 Years MBA (PT) programme shall be given as under;**

- a) 50% of total approved seats of each GTU-affiliated institute shall be filled on the basis of merit list prepared by the GTU MBA Integrated and MBA (PT) Admission Committee.
- b) Management Quota Seats (50% of total approved seats of each institution, including fifteen percent (15%) Non-Resident Indian (NRI) seats) shall be filled by the Management of the respective Educational College / Institution, on the basis of inter-se merit list of the students.
- c) The admissions of MBA (PT) programme will be carried out as per the AICTE norms declared earlier.

[**Note:** If the management of GTU affiliated institute has surrendered management quota seats to GTU, the same will be filled by the GTU on the basis of the merit list prepared by the GTU]

**2) Seats Available for Admission**

For the purpose of admission to the 3 Years Master of Business Administration (Part Time) programme, available seats in all GTU affiliated Colleges / Institutes shall include all the sanctioned seats of this programme as granted by AICTE.

**3) Eligibility for Admission**

- a) Candidate must have acquired graduation degree of any stream from UGC recognized university with minimum 50% in graduation level. If a candidate possess graduation degree of foreign university then he / she must produce AIU certificate along with the degree certificate.
- b) Minimum of Two Years Full Time work experience in a registered firm/ company/ industry/Educational Institute and/or Government, autonomous organizations in the relevant field in which admission is sought.

**4) 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. And 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) A candidate seeking admission on EWS (Economically Weaker Section) seat shall be required to produce EWS Certificate issued and authorized by the competent authority which should be valid as per Govt. Resolution from time to time.
- d) No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
- e) 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.
- f) 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.
- g) 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.
- h) 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.

**5) 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 programme. 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.*

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

- a) One percent (1%) of available seats in each category *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, even if they have passed the qualifying examination from the schools located outside the Gujarat State.

### 7) Registration for Admission

- a) The GTU MBA Integrated & Part Time Admission Committee shall, by advertisement in the prominent newspaper/s widely circulated in the State, by web-site and by such other means, as the Committee may consider convenient; publish the period for which registrations shall be open along with the last date of registration etc., and such other information as may be necessary in this behalf.
- b) 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.
- c) A candidate has to upload the self-attested copies of requisite certificates and testimonies as specified in the application form.
- d) A candidate shall require to make payment of Rs. 500/- (Rupees Five hundred only) Non-refundable towards registration fees to be paid online in the registration portal.
- e) An acknowledgement receipt of the fees paid for the same shall be generated online. It is required to upload this payment receipt along with other documents.
- f) 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.

### 8) Preparation of Merit List

- a) Admissions will be done on the merit of result of graduation degree. 50% weightage is given to graduation level and remaining 50% weightage is given to work experience. Weightage of Maximum 50 points will be allotted to experience where each additional years of experience will be given a credit of 5 points. For every additional percentage beyond 50%, 1 point will be given.
- b) While preparing the inter-se-merit list, there shall be a deduction of 1% of the marks from the total marks obtained for every additional trial beyond the primary attempt and 1 trial thereafter.

### 9) 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.admission.gtu.ac.in](http://www.admission.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 required to report at the allotted institute for confirmation of admission and payment of the token fees of Rs.10000 within 5 days. Remaining fees for first term should be paid within a week at the institute.
- d) The seat will be treated as cancelled if the fees are not paid by the student with in the allotted time.

- e) The admission shall be given in first and second rounds. If the seats are vacant even after that, then the Institute shall be given the right to fill such seats on the basis of inter-se-merit and shall collect the Registration fees of Rs.500/-.

#### 10) Fees

- f) A candidate who gets admission shall have to pay fees, as may be determined/ approved/ finalized by Gujarat Technological University for the concerned institute.
- g) In case the candidate who has paid the fees after getting admission and gets his/her admission Cancelled, provided that the seat vacated by him/her is filled by another candidate, shall be paid back the fees paid by him/her after the completion of admission process after a deduction of Rs. 1000 of fees as administrative charges.
- h) The fees should be collected semester wise by the institute.

#### 11) Documents to be uploaded with the application form

The candidate is required to upload the self-attested copies of the following documents, namely;

- a) Marksheet & Degree Certificate : Graduation (All Semester/Years); H.S.C. Examination (Standard 12th - 10+2 Pattern) and S.S.C Examination (Standard 10th)\*
- b) Conversion Certificate of CGPA / Grade Point to Percentage, if applicable.
- c) School Leaving Certificate or Transfer Certificate.
- d) Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), Economically Backward Class (EBC) issued by the authority empowered by the Government in this behalf, if applicable.
- e) 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.
- f) Certificate of Physical Disability issued and duly signed by the Civil Surgeon/Medical authority, in case of a Physically Handicapped candidate.
- g) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer, if applicable.
- h) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which they are serving, if applicable.
- i) Valid Certificate of widows' child and orphan
- j) EWS Certificate issued and authorized by the competent authority which should be valid as per Govt. Resolution from time to time.
- k) All Experience Certificates.
- l) Admission Form fees payment copy.

\* 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).

**12) Ineligibility for admission on production of false documents:** All the original documents are to be verified at GTU, 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.

**13) Vacant Seats:** In case the seats remain vacant after the completion of first round of admission process, such vacant seats shall be displayed on the official website.

#### 14) Admission to Unaided Colleges / Institutions

- a) The Management Seats may be filled, by the management of the respective unaided Colleges / Institutions based on the inter-se merit of the applications received by them.
- b) The admission process for filling up of Management Seats shall be carried out by the management of the respective unaided Colleges / Institutions as per the Admission Norms mentioned above, in accordance with the procedure as may be determined by the GTU MBA Integrated & Part Time Admission Committee.

**15) Penalty:** Breach of any of the provisions of these rules and any directions issued by the Gujarat Technological University or as the case may be, by any person, shall be liable for penalty as decided by GTU MBA Integrated & Part Time Admission Committee.

**16) 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 Gujarat Technological University shall remain final and in case of any controversy the process of ACPC (Admission committee for professional programmes) for the admission will be adopted at the time when needed.

**ANNEXURE 1**

સામાજિક ન્યાય અને અધિકારીતા વિભાગના તા.૨૬/૦૬/૨૦૨૦ના ઠરાવ ક્રમાંક: ઇડબલ્યુએસ/૧૨૨૦૧૯/૪૫૯૦૩/અ નું પરિશિષ્ટ

બાંહેધરીપત્રક (સાદા કાગળ ઉપર) :-

**બાંહેધરી**

આથી હું નીચે સહી કરનાર શ્રી/શ્રીમતી/કુ ..... , ઉ.વર્ષ ..... જાતિ ..... ધંધો ..... સરનામું ..... આથી જાહેર કરું છું કે .....(EWS પ્રમાણપત્ર ઇસ્યુ કરનાર સત્તાધિકારી) દ્વારા આપવામાં આવેલ આર્થિક રીતે નબળા વર્ગો(EWS) માટે પાત્રતા પ્રમાણપત્ર ક્રમાંક: ..... તા..... ધરાવું છું. જેની મુદત તા..... ના રોજ પૂર્ણ થયેલ છે. સરકારશ્રીના સામાજિક ન્યાય અને અધિકારી વિભાગના તા.૨૬/૦૬/૨૦૨૦ના ઠરાવ ક્રમાંક: ઇડબલ્યુએસ/૧૨૨૦૧૯/૪૫૯૦૩/અ થી આ પ્રમાણપત્રની માન્યતા પ્રમાણપત્ર ઇસ્યુ થયા તારીખથી ૦૩ વર્ષ કરવામાં આવેલ છે, તે મારી જાણમાં છે. હાલ જે આર્થિક રીતે નબળા વર્ગો(EWS) માટે પાત્રતા પ્રમાણપત્ર ધરાવું છું તેની મુદત પૂર્ણ થયેલ છે ત્યારબાદથી પ્રમાણપત્ર રજૂ કર્યા સુધીમાં મારા કુટુંબની આવકમાં એવો કોઈ વધારો થયેલ નથી કે જેના કારણે હું આર્થિક રીતે નબળા વર્ગો(EWS) પ્રમાણપત્ર મેળવવા માટેની પાત્રતા ધરાવતો બંધ થાઉં. જેથી હું આર્થિક રીતે નબળા વર્ગો(EWS) માટેના સરકારશ્રી દ્વારા નિર્ધારિત થયેલ અનામતના લાભો માટે પાત્ર ઠરું છું તેની સ્વયં કબુલાત કરું છું.

આથી હું બાંહેધરી આપું છું કે ઉપર મુજબની વિગત સત્ય છે. ભવિષ્યમાં ગમે ત્યારે અધિકૃત અધિકારી દ્વારા ચકાસણી કરતાં ઉક્ત વિગત ખોટી માલુમ પડશે અથવા અનામતના લાભ મેળવ્યા પહેલાં કે પછી પણ ખોટી માલુમ પડશે તો તે સંજોગોમાં મારી ઉમેદવારી/ પ્રવેશ/ નિમણૂક રદ થવા પાત્ર છે તેની મને જાણકારી છે અને તે સમયે પ્રવર્તમાન કાયદા અને અથવા નિયમો હેઠળ મારી વિરૂધ્ધ પગલાં લઈ શકાય તેની મને જાણ છે અને તે મને બંધનકર્તા છે.

તારીખ : (અરજદારની સહી)

સ્થળ : (અરજદારના માતા અથવા પિતા અથવા વાલીની સહી)