



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref.: GTU/ACAD/ADMISSION/2022/7333

ate 24-09-2022

**Guidelines for filling up Management Quota Seats and Schedule of Integrated MBA, Integrated MCA, BVOC, DVOC, MBA-Part time, Integrated M.Sc. IT, B. Design and B.I.D. Admission-2022-23**

- (1) Each institute will have to conduct admission process in a fair, transparent & non-exploitative manner and no eligible candidate should be denied issuing or accepting his/her admission form.
- (2) Each institute would nominate one Nodal Officer from their institute for granting admission on Management Seats. Name of Nodal Officer with telephone number should be informed to the GTU concerned Admission Committee. Student as well as GTU concerned Admission Committee may contact Nodal Officer in connection with any complaint related to the Admission and Nodal Officer will have to solve all such complaints within the time limit.
- (3) All the sample documents for MQ seat admission endorsement to be submitted to GTU are attached herewith as annexures.
- (4) Individual institution or group of institutions on a common platform may conduct admission process of Management Seats. All details regarding admission should be published in any one of the leading newspapers in the State having circulation of 50,000 or more copies and also on institute's website. The schedule of admission process should include dates for distribution and acceptance of admission forms, declaration of merit list and date and placed for counselling should invariably be published in a single advertisement and the entire details are to be provided to the concerned Admission Committee.
- (5) The institute will have to maintain a record of distribution and acceptance of admission forms in a separate register. The institute will have to prepare merit list (inter-se) from the applications of eligible students, display it on the institute's notice board as well as on website and a copy of the same is to be forwarded to the Admission Committee.
- (6) For Management seat admission GTU registration is not required. The fees for the admission form on Management Seats should not be more than Rs. 350/-.
- (7) Every institute has to follow the said guidelines scrupulously for filling up of Management Seats. Any complaint regarding violation of the said guidelines against the institute will be taken seriously and penal actions will be initiated in such cases.

*Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424, Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
**Gandhinagar** : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat. e-mail : info@gtu.ac.in URL : www.gtu.ac.in



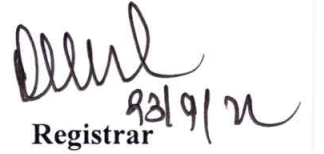
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- (8) Institute will not deny issuing or accepting admission form within the stipulated time limit to any Candidate.
- (9) The Management Quota Schedule of Integrated MBA, Integrated MCA, BVOC, DVOC, MBA-Part time, Integrated M.Sc. IT, B. Design and B.I.D. Admission-2022-23 is as per following:

Sr. No	Activity	Dates
1	Submitting the hard copy of application form with copy of supporting documents at Institute.	30-09-2022
2	Declaration of final merit list	03-10-2022
3	Counselling session for Allotment of Seat(s) for Admission and Payment of Fees	10-10-2022
4	File Submission at GTU for Endorsement	20-10-2022

  
Registrar

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Date: 24-09-2022

### FILE DOCUMENTS TO BE SUBMITTED FOR MQ/NRI SEATS

#### ADMISSION ENDORSEMENT 2022-23

For Integrated MBA, Integrated MCA, BVOC, DVOC, MBA-Part time,

Integrated M.Sc. IT, B. Design and B.I.D. Courses

- 1 Forwarding letter requesting To Registrar, GTU for Endorsement.
- 2 Admitted student list (to be endorsed by GTU) on Institute's Letter Head strictly as per format, Two copy(Copy of format Attached here Annexure-1)
- 3 Filled MQ (including NRI seats) STATUS detail IN FORMAT SIGNED by Head of Institute (Copy of format Attached here Annexure-2)
- 4 Information of Nodal officer at institute level, Name- Mobile No.- E-mail-ID (Copy of format Attached here Annexure-3)
- 5 Advertisement for admission
  - 1) Publish advertisement in leading Newspaper of morning edition.
  - 2) Copy of paper cutting duly signed by Head of institute.
  - 3) Copy of Bill of advertisement.
  - 4) Certificate of circulation from competent authority certifying that circulation of newspaper is more than 50000 copies.
- 6 Copy of Issue and Receive register of Application forms. (Copy of format Attached here Annexure-4)
- 7 Inter-se Merit list on Institute's Letter Head strictly as per format.(Annexure-5)
- 8 Copy of call letter Sent through speed post or registered post or email (all candidates)
- 9 Attendance Register of counseling (Annexure-6)  
(Attended students must sign the register, in case of absentia authorized person should mark absent in register.)
- 10 Copy of Application form of all admitted candidates along with self attested below mentioned documents:
  1. 12th standard Mark-sheet
  2. Leaving certificate/Transfer certificate

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**Additional documents for candidates admitted on NRI/ NRI sponsored candidates along with admission form: - (as applicable)**

**In case of NRI:-**

- 1) Copy of 12th standard Mark-sheet/Grade Card.
- 2) Copy of passport of admitted student and copy of passport of his/her mother and/or father proving NRI status.
- 3) Certificate of equivalence from Association of Indian University, Delhi, if NRI candidate passed qualified exam from other countries.
- 4) Affidavit of father/mother of NRI candidate undertaking responsibilities of tuition fee, other fees and other responsibilities till completion of course.

**In case of NRI Sponsored:-**

- 1) Copy of 12th standard Mark-sheet
- 2) Leaving certificate/Transfer certificate
- 3) Proof of sponsorer's NRI detail.
- 4) Copy of passport of sponsorer NRI (sponsorer's signature should be clearly visible)
- 5) NOTARISED Affidavit of sponsorer NRI which indicates relation with student and undertaking responsibilities of tuition fee, other fees and other responsibilities till completion of course. (Signature of affidavit should match with signature in passport)

**NOTE: Important points for Institute**

1. Institute needs to collect all the educational documents (only photocopies) from candidates.
2. Institute should maintain following records :
  - Issue & receive registered for application forms for MQ(including NRI seats) (**Annexure-4**)
  - **copy of call letter** Sent through **speed post or registered post or email** (all candidates) Merit list of eligible candidates
  - Attendance Register of counseling (**Annexure-6**)  
(Attended students must sign the register, in case of absentia authorized person should mark absent in register.)
  - **Merit list of Eligible Candidate**
  - Admitted Student list
  - All Management Quota students (except 5% Outside Gujarat) and NRI sponsor should have GTU merit rank of 2022 (if applicable)
  - 5% MQ of outside Gujarat candidate should be eligible as per admission guidelines.

### Annexure-1

This Form is to be given on Institute Letter head

**Admitted Student List for MQ/NRI Seats for (Course Name)**

**Admission Endorsement 2022-23**

Date:

Sr. No.	GTU Merit No. (if applicable)	Name	GTU Application No. (if applicable)	MQ/NRI	Remark
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GTU INSTITUTE ID:

NAME OF INSTITUTE:

NAME OF NODAL OFFICER:

SIGN OF NODAL OFFICER:

<div>Round Seal of Institute</div>	<div>Signature of Principal/Director/Dean with Rubber Stamp</div>
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## **Annexure-2**

On Institute Letter Head

### **Filled MQ-NRI Status for (Courses Name) Admission Endorsement 2022-23**

This Association / Institution has Conducted the admission process on \_\_\_\_\_ % of sanctioned intake as Management Quota (Including NRI Quota) Seats

<b>Course Name</b>	<b>Sanction MQ Seats</b>	<b>Management Quota Seats</b>		
		<b>Filled Seats</b>	<b>Filled NRI seats (if any )</b>	<b>Filled Other state quota seats in MQ category (if any )</b>

**NAME OF NODAL OFFICER:**

**SIGN OF NODAL OFFICER:**

**SEAL OF INSTITUTE**

**SIGNATURE OF HEAD OF INSTITUTE**

### **Annexure-3**

This Undertaking is to be given on Institute Letter head

#### **INFORMATION OF NODAL OFFICER MQ ADMISSION 2022-23**

GTU INSTITUTE ID: \_\_\_\_\_

NAME OF INSTITUTE: \_\_\_\_\_

NAME OF NODAL OFFICER: \_\_\_\_\_

CONTACT NUMBER OF NODAL OFFICER: (M) \_\_\_\_\_  
(Land Line) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Round  
Seal of  
Institute

Signature of Principal/Director/Dean with  
Rubber Stamp


## UNDERTAKING

On behalf of institute I undertake that this institute has carried out all the admission process under the Management Quota (including NRI admissions) strictly as per the guidelines provided by the GTU and in a fair, transparent and non- exploitative method.

This institute further undertakes that all the original documents of the candidates admitted to the courses have been verified personally and the candidates who are listed in the Admitted List have fulfilled the eligibility criteria as per the Guidelines for Admission 2022-23 issued by the GTU on GTU website.

This institute further undertakes that the institute has not taken possession of any original documents from the candidates during the admission process.

This institute further undertakes that in the event of violation of any clauses of this undertaking, the GTU will be free to take appropriate legal/punitive action which will be binding to the institute.

 <p>Round Seal of Institute</p>	<p>Signature of Principal/Director/Dean with Rubber Stamp</p>
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## Annexure-4

[illegible]

### Annexure-5

On Institute Letter Head

<b>Institute name</b>
<b>Merit List for MQ/NRI Seats (Course Name) 2022-23</b>

[illegible]

## Annexure-6

## Attendance Register of Counseling

[illegible]



**UNDERTAKING OF STUDENT FOR ADMISSION ON MULTIPLE SEATS**

Date: / /20\_\_

I, \_\_\_\_\_ (Name of Candidate) have applied for admission as per following details:

Seat: MQ/NRI	
GTU merit no: ( if applicable)	
Entrance exam and Roll No.	
User ID:	
Registration/Application No: (New Registration if any):	
Course	
Name of institute & code:	

I declared that apart from above admission, I have also applied /got admission in following courses

	Admission 2	Admission 3
Seat: SQ/MQ/NRI		
course:		
Name of institute:		
(if applicable)		

We assure to treat Admission 2 and/or Admission 3 as cancelled and admission in this institute as final admission. I will not claim any right of my previous admission.

I abide that, Refund of fees if any, of my previous admission is subjected to the condition of Government of Gujarat Notification Regarding admission process and as per the directions of Admission Committee and prevailing rules of AICTE and as per the direction of GTU, I don't have any complaint/grievances towards the institutes for my pervious admission.

The above information provided by us is correct.

Date:

Sign of Candidate

Sign of Parent

Place:

Mobile No.

Institute endorsement:

The above information provided by candidate is verified at institute level and correct according to my knowledge and before me.

**PRINCIPAL/DIRECTOR/DEAN  
(STAMP& SIGN)**