



# GUJARAT UNIVERSITY

## Information Booklet (YEAR 2024-25)



**4 YEAR COURSES ( HONS.)**

B. Com. | BBA | BCA

### Gujarat University Admission Cell (GUAC)

Behind Gujarat University Library,  
Near GU Information Center,  
Gujarat University Campus,  
Navrangpura, Ahmedabad - 380 009

[www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)



- 3.3 B. Com. – Bachelor of Commerce
- 3.4 CBSE – Central Board of Secondary Education
- 3.5 CISCE – Council of Indian School Certificate Examination
- 3.6 EWS – Economically Weaker Section
- 3.7 GU – Gujarat University
- 3.8 IB – International Baccalaureate - International Board
- 3.9 MBA – Master of Business Administration
- 3.10 M. Sc. – Master of Science
- 3.11 NIOS – National Institute of Open Schooling
- 3.12 NRI – Non Resident Indian
- 3.13 PEC – Provisional Eligibility Certificate
- 3.14 PIO – Persons of Indian Origin
- 3.15 SC – Scheduled Caste
- 3.16 SEBC – Socially and Educationally Backward Class
- 3.17 ST – Scheduled Tribe
- 3.18 UGC – University Grants Commission
- 3.19 AIML – Artificial Intelligence and Machine Learning
- 3.20 B. S. – Bachelor of Science
- 3.21 GCAS – Gujarat Common Admission Services

#### **4. Admission to Various Programmes**

Admission to the first year of the programmes mentioned in 1.2 shall be given on all the government, grant-in-aid and unaided seats on the basis of merit list prepared by the admission committee.

## 5. Seats Available for Admission

For the purpose of admission to the first year of the programmes, available seats shall include all the sanctioned government, grant-in-aid and un-aided seats of the programmes mentioned in 1.2 in the government, grant-in-aid and un-aided university school, department, government college or institution,

## 6. Eligibility for Admission

6.1 For the purpose of admission, a student who has passed the qualifying examination in the subjects prescribed by Gujarat University from time to time from—

6.1.1 The Gujarat Higher Secondary Education Board;

6.1.2 The Central Board of Secondary Education;

6.1.3 The Council of Indian School Certificate Examination, New Delhi;

6.1.4 The International Baccalaureate;

6.1.5 National Institute of Open Schooling;

6.1.6 A student who has passed the qualifying examination from any State other than Gujarat;

6.2 A student who has passed the qualifying examination after appearing in the supplementary examination conducted by the Board shall be eligible for admission in the current academic year on vacant seats declared under rule 19.

6.3 A student who has passed the qualifying examination from other STATE shall be required to submit the **Provisional Eligibility Certificate (PEC)** from Gujarat University before registration. The

link is given below :

<https://fees.gujaratuniversity.ac.in>

6.4 Following shall be eligibility criteria for admission in first year of the programmes mentioned in 1.2,

6.4.1 **B.Com.:** A student should have passed the qualifying examination with the following subjects:

6.4.1.1 English and

6.4.1.2 Accountancy

Student, who has not opted Accountancy as a subject in standard 12 and taken admission in B. Com. Course, has to submit assignment of Accountancy subject before completion of First Semester by paying Rs. 500 as additional fees at Gujarat University Admission Committee (GUAC). The Student has to submit assignment in School of Commerce, Gujarat University.

6.4.2 **B.B.A./B.C.A.:** A student should have passed the qualifying examination with the following subjects:

6.4.2.1 English and

6.4.2.2 Mathematics or Business Mathematics or Statistics or Physics or Chemistry or Biology or Accountancy or Elements of Accountancy or Economics or Statistics or Psychology or Sociology or Philosophy or Geography or History

Student other than rule number 6.4.2.2 seeking admission

in **B.B.A./B.C.A.** Course, has to submit assignment of Accountancy subject before completion of First Semester by paying Rs. 500 as an additional fees at Gujarat University Admission Committee (GUAC). The Student has to submit assignment in GUAC, Gujarat University.

## **7. Reservation of Seats**

7.1 For the purpose of admission, the seats shall be reserved for the students who are of Gujarat origin and falling under the respected categories and in the following proportion, namely-

7.1.1 Scheduled Caste: 7 %

7.1.2 Scheduled Tribe: 15 %

7.1.3 Socially and Educationally Backward Classes 27%.

7.1.4 Physically disabled students: 5%

7.1.5 Economically Weaker Section (EWS): (Supernumerary Seats 10 % in which 33% for Girls)

7.1.6 Sports/NSS/NCC/Cultural Quota: 2% Supernumerary Seats

7.1.7 Ex-Serviceman and Defense: 1% Supernumerary Seats

- One percent of available seats shall be reserved for the children of Defense personnel and Ex-Serviceman for admission.
- A student claiming admission against Ex-Serviceman category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer. In-Service Defence personnel shall be required to submit certificate to that effect duly issued by the Commanding Officer of the respective

layer), 5% Physically Handicapped (From each Category), 48% for General Domicile, 1% for Kashmiri Migrants, 1% Children of Ex-defence Personnel).

## **8. Reservation for Physically Disabled Students**

5% of the available seats in each category shall be reserved, in accordance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), for the persons with disability who can perform the academic activities in the respective programmes.

A student with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon.

**Explanation:** “Person with Disability” means a person suffering from not less than 40 % of any disability as certified by a competent medical authority.

## **9. Distribution of Seats between Students of Gujarat Board and Other Boards**

For the purpose of admission, the available seats shall be distributed based on the merit list prepared in 11:

- (A) 90% of available seats for admission shall be reserved for students who have passed qualifying examination from GSEB.
- (B) 10% of available seats for admission shall be reserved for students who have passed qualifying examination other than 9(A).

## **10. Supernumerary Seats**

2% Supernumerary seats will be allotted to the student of NSS, NCC, Sports and having cultural achievements. The criteria and verification will be done by competent committee constituted by Gujarat University.

**To claim admission under this category a student has to contact**



**GUAC with supporting documents within the stipulated time.**

## **11. Preparation of Merit List**

The merit list of the students, who have applied for admission in the manner prescribed by the Admission Committee, within the prescribed time limit and who are found eligible for admission under these rules, shall be prepared in the following manner, namely—

- 11.1 For the student who has passed the qualifying examination from any of the Boards mentioned in the 6.1, percentage of marks up to four decimal points obtained in the **grand total** shall be the merit marks.
- 11.2 The criteria for deciding merit order in case of students having equal merit marks shall be based on the following sequence, namely—
  - 11.3 GRAND TOTAL marks obtained in qualifying examination
  - 11.4 Theory subject marks in qualifying examination
  - 11.5 Aggregate marks of SSC Examination or equivalent examination
  - 11.6 Date of Birth (Higher age will be given preference)
- 11.7 For students other than Gujarat Secondary & Higher Secondary Education Board, Gandhinagar and Gujarat University, Ahmedabad
  - 11.7.1 The Boards / Universities who have issued the marksheet with theory and practical as well as external and internal (if any) marks must produce certificates issued by School / Board / University

receipt of letter, or as the case may be. In such case, he/she shall be placed at an appropriate order in the merit list.

12.3 If the mark sheet indicates the combined marks of theory and practical, student must produce a certificate from the school principal indicating bifurcation of practical and theory marks separately, otherwise form cannot be verified.

12.4 If the mark sheet indicates grade or CGPA instead of marks / percentage, student must produce equivalent certificate indicating percentage of marks.

### 13 Registration for Admission

The admission procedure shall be online in the following manner:

13.1 Refer website <https://gcas.gujgov.edu.in/>

13.2 <https://gcas.gujgov.edu.in/Content/general-instructions-196>

### 14 Admission Procedure

14.1 The Admission Committee shall prepare merit lists of the eligible students who have applied, after online verification of the documents submitted.

14.2 The merit lists shall be displayed on the Gujarat University web-site.

14.3 The Admission Committee shall publish the schedule of admission process on Gujarat University web-site.

14.4 The students shall be required to indicate **minimum 25 college preferences** in his/her order of choices of programmes and university schools, departments, colleges or institutions, online.

14.5 **Provisional Merit** shall be made on the basis of marks and category



of the student. The students shall be required to report any help centre by providing necessary documents, in case of any discrepancy in merit with proof. Then Final Merit List shall be made.

14.6 Allotment of seats for Round-1 shall be made on the basis of Final merit, students' college preferences, category of the student and availability of seats. The allotment of seats shall be published on the web-site of the Gujarat University. The students are required to pay tuition fees online only. If a student is willing to take admission in the allotted college, he/she has to report to the allotted college as per the scheduled of GUAC, with the print out of the Allotment Letter, Bank Fee Receipt copy and with all required documents.

14.7 After Round-1 vacant seats will be displayed on the University Web Site. Reshuffling Round will be declared in which all the Students, whose names have been included in the Final Merit List including those who have reported in Round-1, can take part **by giving consent**.

**Note:** The student, for securing his/her admission, shall produce at the allotted college or institution only, the allotment letter, receipt of fee, all original documents and testimonials, for verification, within the specified time limit. **In case, the student produces false documents or fails to produce the documents within prescribed time limit, the admission offered to him/her shall be treated as cancelled.**

## 15. Fees

15.1 A student, who gets admission in the government, grant-in-aid

or

unaided university school, department, college or institution, shall have to pay such fees, as listed on the page number – 52.

15.2 If a student, after getting his/her admission confirmed, gets it cancelled, his/her fees shall be deposited after deducting 10% of the fees paid in his/her account after completion of the admission process.

15.3 In case of admission, benefit of Free ship card will be available to only un-aided (i.e. self-financed)/higher payment programmes.

15.3.1 If a student who has paid the fees in first round after getting admission and does not report to the respective college he/she has to pay prescribed fees to the college during admission in subsequent round/s. Fees paid in 1<sup>st</sup> round will be refunded to the student by GUAC after deducting 10 % of admin charges after completion of admission process of 2024-25 or as per UGC norms.

## 16. Documents required at the time of admission

16.1 The student shall submit the self-attested copies of the following documents along with the print out of the **GCAS registration form, copy of allotment letter and Receipt of Token Fee** paid to GUAC at time of taking admission in allotted college, at the time of reporting, namely-

16.1.1 SSC Examination (Std. X) Mark-sheet.

16.1.2 HSC Examination (Std. XII) Mark-sheet.

- 16.1.3 School Leaving Certificate or Transfer Certificate or Migration Certificate
- 16.1.4 Caste certificate for a student belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Socially and Educationally Backward Classes (SEBC) issued by the authority empowered by Gujarat state government in this behalf along with valid Non – Creamy layer (NCL) certificate.
- 16.1.5 Economically Weaker Sections (EWS) issued by the authority empowered by the State Government.
- 16.1.6 Valid Non – Creamy layer (NCL) certificate of the family, issued by the authority empowered by the state government in this behalf.
- 16.1.7 SEBC student must produce a certificate of non-inclusion in creamy layer issued by the competent authority having validity for the period of 3 years from the date of issuance or as per the latest amendment made by Government of Gujarat with this regard to avail the benefit of category.
- 16.1.8 Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/competent Medical Authority, in case of a Physically Handicapped student.
- 16.1.9 Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer.
- 16.1.10 A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which he/she is serving.

- 16.1.11 A copy of Provisional Eligibility certificate for student of other than Gujarat Board. (Excluding CBSE school situated in Gujarat)
- 16.2 The allotted University school, department, college or institute may retain any original certificate or testimonial, which it considers necessary until the admission process is completed. Such allotted college or institute shall return the original certificate or testimonial to the student after completion of the admission process.
- 16.3 The student who is unable to submit original certificates and testimonials necessary for the purpose of admission within the time-limit, may be granted provisional admission, subject to the following conditions:
- 16.3.1 On payment of Rs. 5000/- (Rupees Five Thousand) to the Admission Committee as security deposit by the student. If the student submits the required documents within a period of seven working days, (before last date of fee payment) the remaining amount of the security deposit shall, after deducting Rs. 500/- (Rupees Five Hundred) towards the administrative expenditure, be refunded;
- 16.3.2 In the event of failure to submit original certificates and testimonials within the time limit as aforesaid, the provisional admission may be cancelled and security deposit may be forfeited.

102	SHRI K K SHASTRI GOVERNMENT COMMERCE COLLEGE	BACHELOR OF COMMERCE	Government	Gujarati	Morning	Co-Education	300
103	SHRI KISHANDAS KIKANI ARTS AND COMMERCE COLLEGE	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Co-Education	20
104	SHRI KISHANDAS KIKANI ARTS AND COMMERCE COLLEGE	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Co-Education	130
105	SLU ARTS AND H. & P. THAKORE COMMERCE COLLEGE FOR WOMEN	BACHELOR OF COMMERCE	Grant in Aid - Regular	English	Morning	Girls-Only	150
106	SLU ARTS AND H. & P. THAKORE COMMERCE COLLEGE FOR WOMEN	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Girls-Only	150
107	SMT. A.P.PATEL ARTS & LATE SHREE N.P.PATEL COMMERCE COLLEGE, NARODA	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Co-Education	300
108	SMT. A.P.PATEL ARTS & LATE SHREE N.P.PATEL COMMERCE COLLEGE, NARODA	BACHELOR OF COMMERCE	Grant in Aid - Regular	English	Morning	Co-Education	150
109	SMT. R D SHAH ARTS & SMT.V D SHAH COMMERCE COLLEGE. DHOLKA	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Co-Education	150
110	SMT. SARLABEN CHATURBHAI PATEL INSTITUTE OF COMMERCE	BACHELOR OF COMMERCE	Self Finance	English	Noon	Co-Education	150
111	SMT. SARLABEN CHATURBHAI PATEL INSTITUTE OF COMMERCE	BACHELOR OF COMMERCE	Self Finance	Gujarati	Noon	Co-Education	150
112	SMT.RAMILABEN BACHUBHAI PATEL ARTS & COMMERCE COLLEGE SANAND	BACHELOR OF COMMERCE	Self Finance	Gujarati	Morning	Co-Education	150
113	SOM LALIT COLLEGE OF COMMERCE	BACHELOR OF COMMERCE	Self Finance	English	Morning	Co-Education	450
114	SOM LALIT COLLEGE OF COMMERCE	BACHELOR OF COMMERCE	Self Finance	Gujarati	Morning	Co-Education	150
115	UMA ARTS AND NATHIBA COMMERCE MAHILA COLLEGE	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Girls-Only	150
116	UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS	BACHELOR OF COMMERCE	Grant in Aid - Regular	English	Morning	Girls-Only	150
117	UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS (UG)	BACHELOR OF COMMERCE	Grant in Aid - Regular	Gujarati	Morning	Girls-Only	150
118	VIVEKANAND COLLEGE OF COMMERCE	BACHELOR OF COMMERCE	Grant in Aid - Regular	English	Morning	Co-Education	150
<b>Sr. No</b>	<b>CollegeName</b>	<b>CourseName</b>	<b>ProgramType</b>	<b>Medium Name</b>	<b>Shift Name</b>	<b>Education Mode Name</b>	<b>Intake</b>
119	VIVEKANAND COLLEGE OF COMMERCE	BACHELOR OF COMMERCE	Grant in Aid - Regular	English	Morning	Co-Education	150



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