

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI**  
**RULE NO. 3 OF 2009**

**RULES FOR ADMISSION TO THE COURSES CONDUCTED BY UNIVERSITY POST-GRADUATE TEACHING DEPARTMENT**

WHEREAS it is expedient to frame the rules in respect of **admission to the courses conducted by University Post-Graduate Teaching Departments**, the Management Council is hereby pleased to make the following rules :-

1) These rules may be called **“Rules for admission to the courses conducted by University Post-Graduate Teaching Departments.”**

2) These rules shall come into force w.e.f. the session 2009-10. Earlier rules for postgraduate admission (Rule no. 2 of 1998 amended by rule no.1/1999, 4/2003 and 6/2005) shall stand repealed.

3) These rules will be applicable for the admissions to part I of M.A./M.Sc./M.Ed./M.P.Ed. \*/ B.L.I.Sc./ M.L.I.Sc./ L.L.M./M.Tech./PGDCS/PGDHR/M.Phil. Courses group-wise in the following faculties & subjects :-

<b>Group A</b>	<b>Group B</b>	<b>Group E</b>
<b>Faculty of Science</b>	<b>Faculty of Arts</b>	<b>Faculty of Home Science</b>
<b>Faculty of Engg. &amp; Tech.</b>	<b>Faculty of Social Science</b>	1. Home Science
1. Physics	1. Marathi	
2. Chemistry	2. Translational Hindi	<b>Group F</b>
3. Mathematics	3. Sociology	M.Phil (Vacational)
4. Statistics	4. Functional English *	(Hindi, English, Marathi, Sanskrit, Physics,
5. Computer Science	5. Library Science	Botany, Zoology, Chemistry, Mathematics,
6. Botany	<b>Group C</b>	Statistics, Computer Science, Geology,
7. Zoology	<b>Faculty of Education</b>	Microbiology, Electronics, Bio-Technology,
8. Microbiology	1. Education	Bio-Chemistry, Sociology, History,
9. Bio-Technology	2. Physical Education **	Political Science, Geography, Economics,
10. Geology	<b>Group D</b>	Library & Information Science, Education,
11. Applied Electronics	<b>Faculty of Law</b>	Physical Education, Home-Science
	1. Law	

\* Admissions to Functional English will be made as per the merit list of entrance examination.

\*\* M.P.Ed. Admissions will be made by the Govt. of Maharashtra.

4) Definitions:-

i) “University” means “Sant Gadge Baba Amravati University, Amravati”.

ii) “Designated Agency” means Maharashtra Knowledge Corporation Limited” (MKCL).

iii) “Candidate” means student desiring to take admission for the courses conducted by University.

iv) “Committee” means the committee constituted by the Vice Chancellor for the purpose of conducting the admission process.

5) The application forms shall be filled online. University shall designate agency for filling online admission forms and preparation of merit list . University shall sign an agreement with designated agency for filling online application, scrutiny of application forms & preparation of merit list.

6) After publication of final merit list on designated agency's website, the admission would be done by COUNSELING, at a place by the Admission Committee appointed by the Hon'ble Vice-Chancellor. As per the admission procedure laid down in these rules, the applicants are required to remain present at the admission centre so specified by the Sant Gadge Baba Amravati University authority to indicate their choices against the seats in the various subjects which would be available to them as per their turn according to merit list. Although, this procedure requires the applicants to remain present at one place for securing the admission, this has become inevitable for honouring the merit and subject choice of the applicant and to provide natural justice to the applicant.

7) Students desire to take admission to various courses shall bring the original documents.

8) The departmental information will be available on University website and designated agency's website as given in **Appendix 'A'** .

#### (II) ELIGIBILITY APPLICANTS FOR ADMISSION

1) The applicant can apply for admission to (M.A. Part I / M.Sc. Part I / M.Ed. Part I / M.P.Ed. Part I / B.Lib.Sc. / M. Lib.Sc. / L.L.M. Part I / M. Tech. Part I / PGDCS/PGDHR/M/Phil.) in the subjects which were opted by him at (Bachelor Degree/Post Graduate degree) level.

2) The information regarding the number of seats available in various departments and eligibility criteria is given in **Appendix 'B'**

3) Candidate shall submit group wise only one application form for all the courses for which he/she is eligible.

4) The applicant shall give subject wise order of preference in which he/she wishes to apply for admission.

5) Students from other Universities can also apply for all the courses. Reservation policy is given in the point V on Page 3.

6) The students willing to take admission to M.Sc. Biotechnology course have to appear for the entrance test conducted by the University.

7) The students willing to take admission to M.Tech. should have passed Degree in Chemical Engineering or Chemical Technology with GATE. If GATE qualified candidates are not available or seats remain vacant, then the remaining seats will be filled by Entrance Examination conducted by the University.

### (III) APPLICATION FORM

The application form shall be filled online by the candidates and as per the online instructions. The admission brochure will be available on University website [www.sgbau.ac.in](http://www.sgbau.ac.in) and **designated agency's website.**

After complete filling of form, the applicant will attach a Demand Draft in favor of Registrar, Sant Gadge Baba Amravati University, Amravati or cash receipt of cash paid at cash counter of Sant Gadge Baba Amravati University, Amravati of an amount decided by Management Council from time to time. The applicant will print the form, attach the Demand Draft or cash receipt and send by post to the Chairman, Central Admission Committee, Sant Gadge Baba Amravati University, Amravati.

An application form will be considered to be valid only if -

- 1) Only one prescribed application form for the group is duly filled online by the applicant.
- 2) The application should be alongwith Application Fee of by cash or Crossed Demand Draft payable to the **Registrar, Sant Gadge Baba Amravati University, Amravati** along with true copies of ,
  - i) S.S.C. Mark sheet
  - ii) S.S.C. Certificate (Board)
  - iii) H.S.C. Mark sheet
  - iv) Mark sheet of First year, Second year, Third year of qualifying degree examination including attempt certificates issued by the University for each year and gap certificate (if any)
  - v) Caste certificate
  - vi) Certificate recently issued by the competent authority to show that the candidate does not belong to creamy layer.
  - vii) Transfer certificate signed by Principal or Head of Department or institute last attended (with two Xerox copies).
  - viii) Physical fitness certificate from any Registered Medical Practioner as prescribed in the application form.
  - ix) No objection certificate, if employed.
  - x) A self attested Passport size Photograph.
  - xi) Students from other University should produce degree equivalence certificate issued by Sant Gadge Baba Amravati University.

#### (IV) PREPARATION OF MERIT LIST

1) The grand total marks secured by the applicant in the qualifying degree examination required to pass as per eligibility criteria will be in the proforma prescribed in **Appendix 'B'**, with essential subjects at degree level with deductions (if any) as stated in **Appendix 'C'** will form the basis of selection. It will be Qualifying Index of the applicant. Rules regarding **tie breaker** are as stated in **Appendix 'D'**.

$$\text{Qualifying Index} = \frac{\text{GT}}{\text{MM}} \times 1000 - (5 \times \text{dd})$$

Where, GT - Grand total of mark secured by the candidate at qualifying degree.  
MM - Maximum marks for qualifying degree.  
dd - Number of additional attempts.

- 2) The provisional merit list will be prepared in descending order of merit by designated agency.
- 3) There will be separate merit list for each group.
- 4) An applicant having objection regarding his position in merit list must submit a representation in writing or by email to Chairman within a period allotted for the purpose, the objections raised thereafter will not be entertained.
- 5) After considering such representation, the final merit list will be displayed online by designated agency.
- 6) The applicants whose names appear in the merit list will be required to attend admission program within dates as per program published online by designated agency.

#### (V) RESERVATION OF SEATS

- 1) i) Out of total intake capacity 70% seats shall be reserved for the students of the Sant Gadge Baba Amravati University.
- ii) 20% seats shall be reserved for the other universities students & students belonging to other states.
- iii) 10% seats shall be reserved for the students from the foreign universities.  
**Provided, the seats reserved for category (ii) and (iii) above remain vacant, these seats shall be filled in from the students of this university.**
- iv) Reservation policy will be adopted as per government norms from time to time..

2) An applicant belonging to backward categories will be required to submit the caste certificate issued by the competent authority.

3) All the candidates from other than Maharashtra State will be treated as Open category candidates as per G.R. No. CBC-1290/23116/pra.kra.- 378/१९९५- 5 dt. 21/08/1995.

4) Creamy Layer

i) An applicant belonging to “Creamy Layer” amongst the categories NT-C, NT-D and OBC must note that the provision of reservation is “NOT” applicable to him. **An applicant claiming benefit of reservation under the categories NT-C, NT-D and OBC will be required to produce recently issued Non-Creamy Layer certificate from the competent authority.**

ii) The selection against these seats so reserved shall be exclusive of the selection of applicant of these categories in open merit category.

iii) The seats remaining vacant from the Backward categories will be filled in

a) From among the applicants of their respective groups. The groups are as follows :

i] SC & ST

ii] VJ-A & NT-B

iii] NT-C, NT-D & OBC

If the seats still remain vacant then the seats will be filled -

b) From among the applicants of reserved categories taken together .

If the seats still remain vacant then the seats will be filled -

c) From among the applicants of the open category.

#### (VI) SELECTION PROCESS

The selection will be made on the basis of qualifying index obtained by the applicant in the descending order of merit and availability of seats.

1) The applicants will be required to attend interview in person as per the programme to be announced by the Central Admission Committee. **Individual intimations will NOT be sent to applicants.** At the time of interview, the applicant will be called as per his merit position. The complete position of availability of seats in various subject will be shown to the applicant and he will exercise his final choice in writing for the course and subject.

2) **The option exercised by the applicant will be final, binding and irrevocable.**

3) Failure to attend the admission process on the appointed date and time due to any reason whatsoever will be mean that the applicant is not interested in admission at a particular round and his name will be transferred to subsequent round for admission as per merit against the available vacancies in different subjects.

4) The admissions to M.Sc. (Biotechnology) Semester-I will be done on the merit list of the Entrance Examination conducted by the University.

5) 1. Admission to M. Tech. Course in Membrane & Separation Technology will be effected according to Merit List prepared on the basis of valid GATE score in any branch of Chemical Engineering or Chemical Technology.

2. When enough GATE qualified candidates in respective branch are not available the vacant seats will be offered to the non-GATE candidates as per merit based on total marks secured out of 100 as indicated below;

- |     |                       |   |                  |
|-----|-----------------------|---|------------------|
| i)  | Entrance Test         | - | Maximum 70 Marks |
| ii) | Interview / Viva-voce | - | Maximum 30 Marks |

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Total      100 Marks

6) Any disputes regarding the admission will be addressed to Chairman, Central Admission Committee and the decision of Chairman, Central Admission Committee or their nominee will be final.

#### (VII) MISCELLANEOUS

1) No duplicate leaving Certificate / Transfer Certificate will be accepted at the time of admission.

2) Candidate must produce the original leaving Certificate / Transfer Certificate of the Institute last attended.

If the candidate has taken admission in any other Institute, he must bring a certificate from the Head of the Institute stating that original leaving Certificate / Transfer Certificate is retained by that Institute. OR he / she must bring Bonafide Certificate from that Institute. Without such Certificate no candidate will be admitted. However, it is made clear that such candidate shall be required to pay the fees then and there only and submit the required original certificate to the admission authority within 3 working days or period as mentioned by the authority. Candidate shall sign the undertaking for the same. If he / she fails to submit the original certificate within the stipulated period, the admission shall be treated as cancelled.

3) If any of the statements made in application form or any information supplied by the candidate in connection with his / her admission is, lateron at any time, found to be false or incorrect, his / her admission will be cancelled, fees forfeited and he / she may be expelled from the Department by the Competent Authority and prosecuted, if deemed necessary.

4) Students while studying in any Department if found indulging in anti-national / anti social activities / ragging, contrary to the provisions of Act & Laws enforced by Government and / or any activity contrary to rules of discipline will be liable to be expelled from the Department without any notice by the Competent Authority.

- 5) Students belonging other University should submit Migration Certificate signed by the Registrar of the University from which he / she migrates on or before 15th September and shall pay an immigration fee.
- 6) Students not already enrolled in Sant Gadge Baba Amravati University will have to pay the University Enrollment Fee of **Rs. 25/-** at the time of admission to Department.
- 7) For study tour & educational visits, students will have to pay the Educational Tour Fee/Expenses separately.
- 8) No student shall be admitted to the University Examination unless he/she produces the relevant degree certificate in original. A student migrating from other University must produce his/her degree well before 15th of February.
- 9) A student admitted to the Department shall attend 75% classes as per provisions of Ordinance No. 2.
- 10) A student once admitted to a regular course of study in this University, shall not be permitted to appear for any other degree examination simultaneously.
- 11) It will be binding on the students to accept the medium of instruction & papers in the concerned subject in which instructions are given in the Department.
- 12) Once a student is admitted, he/she will not be allowed to transfer the admission to any other Institution affiliated to Sant Gadge Baba Amravati University for any reason.
- 13) Information regarding examination etc. can be found in the Ordinance Book, Prospectus & University Gazette published from time to time.

(VIII) FEES, CANCELLATION - REFUND AND CONCESSIONS.

- 1) The candidate will have to pay fees prescribed by the University from time to time.
- 2) The Candidates belonging to Backward Categories will have to pay fees as per Government rule.
- 3) Caution money & Library Deposit :- Student leaving the department during the academic session or after completion of the Course i.e. on 30th April should claim the refund of caution money/library deposit within two years from the date of issuance of Transfer Certificate or from the closing date of

academic session i. e. 30 the April, as the case may be. Thereafter the amount of caution money / library deposit shall be deemed to be deposited in the account of Students' Welfare Fund.

**Note :-** Unless there is any recovery, no deduction shall be made from the caution money/Library Deposit.

**4) Refund of fees :**

(a) In case the student is admitted to one Department and then transferred to another Department of the University where less or more fees are prescribed than fees paid by him/her then the difference in amount shall be refunded to him / her or shall be paid by the student.

(b) If during the First Year course of studies, a candidate desires to discontinue his studies for any reason whatsoever, he/she shall be allowed to do so and it shall be presumed that he / she has cancelled his/her admission at that stage. He shall be issued the leaving certificate from the Department. The fees paid by him shall be refunded as under.

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Sr. No.	Period	Amount to be deducted
1.	With in 10 days from the date of admission.	20% of the total fees excluding caution money & Library deposits. (as an administrative expenditure)
2.	After 10 days from the date of admission.	No refund.

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(c) If admitted candidate desires to discontinue his/her further studies for any reason whatsoever after passing of first year or those who are eligible to take admission to the next year under ATKT rules, he/she shall be allowed to do so. But he/she will have to pay the complete fees for the remaining academic sessions.

**(IX) HOSTEL ACCOMMODATION**

On admission to the Department, hostel accommodation for Girls & Boys will be made on merit basis as per availability of seats. For details students are advised to contact the respective wardens of the hostels.