

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



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PART- ONE

Thursday, the 9th January, 2020

REGULATION NO. 01 /2020

PROCEDURE FOR ADMISSION TO THE COURSES CONDUCTED BY UNIVERSITY TEACHING DEPARTMENT

- 1) This regulations is 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./M.com/ MBA/ M.E/Post graduate Diplomas, courses group-wise in the following

Faculties & subjects :-

Group A Faculty of Science and Technology.	Group B Faculty of Humanities	Group C Faculty of interdisciplinary studies	Group D Faculty of Commerce & Management
1. Physics	1. Marathi	1. Education*	1. Commerce
2. Chemistry	2. Translational Hindi	2. Physical Education*	2. MBA* (Business Administration)
3. Mathematics	3. Sociology	3. Library and information Science	
4. Statistic	4. English	4. Home Science**	
5. Computer Science	5. Law	5. Performing Arts	
6. Botany	6. Dr. Babasaheb Ambedkar Thoughts	6. Counseling & Psychotherapy	
7. Zoology	7. Economics	7. Yoga Shastra	
8. Microbiology	8. History		
9. Bio-Technology	9. Political Science		
10. Geology	10. Functional English		
11. Applied Electronics	11. P. G. Diploma in Human Rights		
12. B.Tech*(Food Technology/Paper and Pulp technology/Petro chemical technology/ Oil and Paint technology			
13. M.Tech*(Membrane technology)			
14. ME* (Computer Science and Information technology)			
15. MCA* (Computer Application)			
16. P.G. Diploma in Watershed Technology & Management			
17. P.G. Diploma in Computer Science			

* Admissions will be made by State Common Entrance Test Cell, Govt. of Maharashtra, and various departments working under their supervision,

** Admission to M.Sc (Home Science) and M.A. (English) will be done by the respective departments

Note : All other admission will be done through Centralized admission process

Definitions:-

- i) "University" means Sant Gadge Baba Amravati University, Amravati.
 - ii) "Designated Agency" means any designated agency approved by the University for the Admission process.
 - 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 admission process.
 - v) "Inter-Se-Merit" means the order of merit declared by the competent authority in respect of various classes/category of candidates,
 - vi) "Foreign university students" means the candidates passing qualifying examination from any foreign university equivalent with the qualifying degree of Sant Gadge Baba Amravati University;
 - vii) "OU" means the area Outside Home University area;
 - viii) "Qualifying Examination" means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
 - ix) "SSC" means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;
 - x) "HSSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;
 - xi) "Supernumerary Seats" means seats which are over and above the sanctioned intake approved by the competent authority from time to time;
- 1) The Vice Chancellor is empowered to add or delete the subject/s.
 - 2) The application forms shall be filled online. University shall designate an agency for the online admission process. Activities like, Publication of admission notification, Publication of admission schedule, Online application of admission to all courses, SMS alert for application form submission, Registration fees through payment gateway, Application verification, Application Scrutiny, Provisional merit list, Final merit list, Admission confirmation, Course fees through payment gateway, ID card generation, Report generation, Admitted students list, Offer letter, Online payment details, Students user List, etc will be performed by designated agency
 - 3) The admission will be done by COUNSELING, through the Admission Committee, after publication of final merit list on the university website as well as designated agency's website,

The candidate will have to attend the Counselling at admission center as per the published schedule, so as to make correct choice of subject and get admission as per the availability according to the merit list.

- 4) The number of seats available in various departments, eligibility criteria for these courses, departmental information and related information is available on the website.
- 5) Students willing to take admission to various courses shall bring the original documents.

6) APPLICATION FORM

The application form shall be filled online by the candidates as per the instructions. The information regarding admission process will be available on University website www.sgbau.ac.in as admission brochure.

After filling the complete application form, the candidate should enclose a Demand Draft in favor of **Finance and Accounts officer, Sant Gadge Baba Amravati University, Amravati** or cash receipt of cash paid at cash counter of Sant Gadge Baba Amravati University, Amravati or online payment receipt of an amount notified by university from time to time and available on the website for admission process.

The candidate should print the form, enclose the Demand Draft or cash receipt or online payment receipt and send by post or by hand to the Chairman, Central Admission Committee, Sant Gadge Baba Amravati University, Amravati.

An application form will be considered to be valid on following conditions only -

- a) Candidate shall submit independent application form for each group.
- b) The candidate shall give subject wise order of preference in which he/she wishes to apply for admission.
- c) Students from other Universities can also apply for all the courses. The students willing to take admission to M.Sc. Biotechnology course will have to appear for the entrance test conducted by the University.
- d) The application should be along with Application Fee of by cash / Crossed Demand Draft payable to the **Finance and Accounts Officer, Sant Gadge Baba Amravati University, Amravati** / online payment receipt.
- e) The self attested copies of following documents must be attached with application ,
 - 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/ orphan certificate issued by the competent authority.
 - vi) Valid Certificate 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 Practitioner as prescribed in the application form (if required or demanded by the Chairman Admission committee),
 - ix) No objection certificate from the employer, if employed.
 - x) Students from other University should produce degree equivalence certificate issued by Sant Gadge Baba Amravati University.
 - xi) Aadhar card of the candidate
- f) A Passport size Photograph to be uploaded along with the form.

7) PREPARATION OF MERIT LIST

- a) The grand total marks secured by the candidate in the qualifying degree examination required to pass as per eligibility criteria will be filled online with essential subjects at degree level with deductions (if any). The Qualifying Index of the candidate will be calculated as follows,

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

Where, GT - Grand total of mark secured by the candidate at qualifying degree.

MM - Maximum marks for qualifying Degree

dd - Number of additional attempts.

- b) The provisional merit list will be prepared in descending order of merit by designated agency and will be made available on website and also on notice board of Admission Committee.

- c) There will be separate provisional merit list for each course.
- d) A candidate having objection regarding his position in provisional merit list shall submit representation to Chairman within a period allotted for the purpose. The objections raised thereafter will not be entertained.
- e) After considering such representation, the final merit list will be displayed online and on notice board of Admission Committee.
- f) The candidates having name in the final merit list, shall attend admission program as per schedule.

8) RESERVATION :

- a) i) Out of total intake capacity, 70% seats shall be reserved for the students passed the qualifying degree from Sant Gadge Baba Amravati University. However students passed from Rashtra Sant Tukdoji Maharaj Nagpur University prior the date of establishment of Sant Gadge Baba Amravati University i.e. before 1st May 1983, will be considered as home university students.
- ii) Out of total intake capacity 20% seats shall be reserved for the other universities students & students belonging to other states.(OU),
- iii) 10% seats shall be reserved for the students from the foreign universities.
if the seats reserved for category (ii) and (iii) above remain vacant, these seats shall be filled from the students of home university.
- b) Reservation policy will be adopted as per State Government norms from time to time.
- c) A candidate belonging to backward categories will be required to submit the caste certificate issued by the competent authority.
- d) Details of Concession in fees for Backward Class Category Candidates (belonging to Maharashtra State only) For SC/ ST/ VJ(A)/ NT(B) /NT(C) /NT(D) /SBC/ OBC/ SEBC/ EWS/ ORPHAN category candidates, the scheme/mode of concessions, scheme of loan scholarship (if any) available for eligible candidates, will be applicable as per the Central/ State Government. Candidates claiming fee concession under various categories shall produce the requisite certificates as may be specified by the respective Government Departments. The deletions or additions of the quota will be applicable as per norms of Government of Maharashtra applicable from time to time.
- e) **For candidates belonging to Maharashtra state** - The stages of allotment of admission to various subjects are as follows ó
 - i) All the Candidates (Open, Reserved) belonging to various categories shall be considered for allotment of seats as per their *Inter-Se-Merit*.
 - ii) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-Se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.
 - iii) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.
 - iv) Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.
 - v) Defence Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.
 - vi) Orphan Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their *Inter-Se-Merit*, if the seats reserved for them are not available at their merit.

- vii) If a seat is available for a candidate in more than one category, then the seat allotment shall be as per the sequence given below,
- a) Seat for Persons with disability candidates
 - b) Seat for Defence category candidates
 - c) Seat for Orphan category candidates
- f) **All the candidates from other than Maharashtra State will be treated as Open category candidates as per G.R. No. CBC-1290/23116/prakra.- 378/mavak- 5 dt. 21/08/1995.**
- g) **In case in equal marks between two or more candidates, the following process will be adopted-**
- i) The candidates having highest marks for the subject in which the admission is demanded will be admitted. If the candidate has not opted for subject in which candidate is demanding admission, then total marks at the graduation level will be considered and candidate with highest marks will be admitted. (e.g. MSc Biotechnology/MA)
 - ii) If the marks are same for (i) above, then the marks at HSSC or Percentage at HSSC or Equivalent will be considered and the candidate having highest marks/percentage will be admitted as the case may be,
 - iii) If the marks are same for (ii) above, then the marks at SSC or Percentage at SSC or Equivalent will be considered and the candidate having highest marks/percentage will be admitted as the case may be,
 - iv) If the marks are same for (iii) above, then the age of the candidate will be considered and the candidate older in age will be admitted.
- h) **Creamy Layer :**
- i) A candidate claiming benefit of reservation under the categories VJ-A, NT-B, NT-C, NT-D, OBC, SEBC and EWS will be required to produce valid Non-Creamy Layer certificate from the competent authority else the candidate will be treated as OPEN CATEGORY candidate.
 - ii) The seats remaining vacant from the Reserved categories will be filled in
 - a) From among the candidates of their respective groups. The groups are as follows :
 - i] SC & ST
 - ii] VJ-A & NT-B
 - iii] NT-C, NT-D ,OBC, SEBC, EWS, and ORPHANIf the seats still remain vacant then the seats will be filled -
 - b) From among the candidates of reserved categories taken together.
 - c) If the seats still remain vacant then the seats will be filled from among the candidates of the open category.
 - i) The change in the reservation policy and creamy layer will be applicable from time to time as per the state government policy.
- 9) **SELECTION PROCESS**
- The selection will be made on the basis of qualifying index obtained by the candidate in the descending order of merit and availability of seats.
- 1) The candidates will be required to attend Counseling in person as per the schedule. **Individual intimations will NOT be sent to candidates.** At the time of counseling, the candidate will be called as per the merit and the availability of the seats in various subjects will be displayed. The candidate will exercise the final choice in writing.
 - 2) The option exercised by the candidate will be final, binding and irrevocable.
 - 3) It is mandatory for the candidate to remain present personally for admission process on specified date and time. If the candidate fails to remain present on the specified date for the admission process then, his name will be transferred to subsequent round for admission as per merit against the available vacancies in different subjects.
 - 4) Vacancies will be displayed and filled in subsequent round.
 - 5) The admissions to M.Sc. (Biotechnology) Semester-I will be done as per the merit list of the Entrance Examination conducted by the University
 - 6) Any dispute regarding the admission will be addressed to Chairman, Central Admission Committee.
- 10) **MISCELLANEOUS**
- a) Candidate must produce the original Leaving / Transfer Certificate of the institute / college last attended. If the candidate has taken admission in any other institute/ college, the candidate must bring a certificate from the Head of the institute / college stating that original Leaving / Transfer Certificate is retained by that Institute. OR the candidate shall bring Bonafide Certificate from that institute/ college. However, the candidate shall submit the original transfer / leaving certificate to the admission authority within 3 working days or period as mentioned by the Chairman, Central Admission Committee. Candidate shall sign the undertaking for the same. If the candidate fails to submit the original certificate within the stipulated period, the admission shall be treated as cancelled.

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- b) No duplicate leaving Certificate / Transfer Certificate will be accepted.
- c) If any of the statements made in application form or any information supplied by the candidate in connection is later on at any time, found to be false or incorrect, the candidate admission will be cancelled, fees forfeited and the candidate may be expelled from the Department by the Competent Authority and prosecuted, if necessary.
- d) 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.
- e) Students belonging to other University shall submit Migration Certificate of the University from which the candidate has migrated, on or before 15th September and shall pay immigration fee.
- f) Students not already enrolled in Sant Gadge Baba Amravati University will have to pay the University Enrollment Fee as applicable from time to time at the time of admission to Department.
- g) For study tour & educational visits, students will have to pay the Educational Tour Fee/Expenses separately. Every candidate admitted to university department will have to carry identity card in the premises of University.
- h) A student admitted to the Department shall attend 75% classes as per provisions of Ordinance No. 2.
- i) 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 unless prescribed by ordinance/direction from time to time.
- j) All the admission will be governed by the respective ordinances / directions in force from time to time.

11) FEES, CANCELLATION - REFUND AND CONCESSIONS.

- a) The candidate will have to pay fees prescribed by the University from time to time.
- b) The candidates belonging to Backward Categories will have to pay fees as per Government rule.
- c) Caution money & Library Deposit :- Student leaving the department during the academic session or after completion of the Course 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 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.

d) Refund of fees :

- i) 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.
- ii) 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.

Sr. No.	Period	Amount to be deducted
1.	Within 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 of full fees.

- iii) If admitted candidate desires to discontinue 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 will have to pay the complete fees for the remaining academic sessions.
- iv) Candidate admitted if discontinues or does not attend the classes, will not be allowed to cancel admission until clears complete dues.
- v) All the changes in fees will be binding on the candidates and applicable from time to time.
- vi) Candidate admitted for a particular subject and cancel the same will not be entitled for the admission in the same subject, if there are students in waiting.
- vii) Canvassing in any form for admission out of merit/ relaxation of the admission process will stand disqualification from the process of admission.
- viii) The regulation shall come into force w.e.f. the session 2019-20. Earlier rules for postgraduate admissions (Rule no. 2 of 1998 amended by rule no.1/1999, 4/2003, 6/2005 and 3/2009) shall stand repealed.