

# **Professional Diploma Courses (Regulation of Admission and Payment of Fees) Rules, 2008**

GUJARAT

India

## **Professional Diploma Courses (Regulation of Admission and Payment of Fees) Rules, 2008**

### **Rule**

### **PROFESSIONAL-DIPLOMA-COURSES-REGULATION-OF-ADMISSION- of 2008**

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Professional Diploma Courses (Regulation of Admission and Payment of Fees) Rules, 2008 Published vide Notification No. GH/SH/16/2008/PVS-102008-632-S, dated 30.5.2008 Last Updated 7th June, 2019 GH/SH/16/2008/PVS-102008-632-S. - In exercise of the powers conferred by sub-section (1) of section 20 read with section 4 of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Gujarat 2 of 2008), the Government of Gujarat hereby makes the following rules to regulate admission to the first year of the Professional Diploma Courses and payment of fees, namely:-

### **1. Short Title and Commencement.**

(1) These rules may be called the Professional Diploma Courses (Regulation of Admission and Payment of Fees) Rules, 2008. (2) They shall come into force on and from the 30th May 2008

### **2. Definitions.**

(1) In these rules, unless the context otherwise requires,- (a) "Act" means the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Guj. 2 of 2008); (b) "Admission" for the purpose of these rules means admission of candidates in the first year of the Professional Diploma Courses; (c) "Admission Committee" means the Admission Committee constituted by the State Government under section 4 of the Act, for the purpose of admission in the first year of the Professional Diploma Courses; (d) "Certificate Holder" means a candidate who has passed the two years certificate course conducted by the Technical

Examination Board (TEB) or the National Council for Vocational Training (NCVT) or Gujarat Council for Vocational Trades (GCVT);(e)"GCVT" means the Gujarat Council for Vocational Training established by the Government of Gujarat;(ee)"Gujarat Board" means the Gujarat Secondary and Higher Secondary School Examination Board established under section 3 of the Gujarat Secondary and Higher Secondary School Board Act, 1972 (Gujarat 18 of 1973);(eee)"Help Centres" means the centres notified by the Admission Committee for facilitation of the candidates for off campus online admission process;(eeee)"Industrial Training Institute (ITI)" means the training institute which provides training in technical courses and is administrated by the Directorate of Employment and Training (DET), Government of Gujarat;(eeeeee)"NCVT" means the National Council for Vocational Training established by the Government of India, Ministry of Labour (Directorate General of Resettlement and Employment) vide Resolution No.TR/E.P.-24/56,dated the 21st August,1956 and the Directorate General of Employment and Training No.DGET/12/21/80-TC dated the 30th September,1981";(f)"Professional Diploma Courses" means and includes Diploma in Engineering/Technology, Diploma in Architecture, Diploma in Hotel and Tourism Management, and Diploma courses in Applied Arts and Crafts;(g)"Qualifying Examination" means(i)the Secondary School Certificate Examination, (Standard X) passed with Mathematics, Science and English or equivalent examination, or(ii)Std. X + Two years certificate course conducted by NCVT or GCVT, provided that the candidate has passed the Secondary School Certificate Examination (Standard X) with Mathematics, Science and English, or(iii)Std. X + Two years certificate course conducted by the Technical Examination Board (TEB), provided that the candidate has passed the Secondary School Certificate Examination (Standard X) with Mathematics, Science and English, or(iv)Std. VIII + certificate course of two or more years conducted by NCVT or GCVT, provided that the candidate shall have passed the Std X examination from the Gujarat Secondary and Higher Secondary Examination Board or from Open Schooling with subjects (i) Mathematics, (ii) Science (iii) Gujarati and (iv) English or equivalent examination;(gg)"Second Shift" means activities conducted in second spell of time wherever two shift working exists;(ggg)"Shift" means spell of time in which educational activities of the technical institution are conducted;".(h)"Technical Examination Board (TEB)" means the Technical Examination Board, established by the State Government under Government Resolution, Education and Labor Department No.ECT- 1064/91813-GH, dated the 11th July, 1966.(i)"web-site" means the official website of the Admission Committee to carry out off campus online admission process.(2)"Schedule I" appended to these rules, specifies the groups and the names of the Professional Diploma Courses, their duration and eligibility for admission,(3)The words and expressions used in these rules but not defined shall have the same meanings as assigned to them in the Act.

### **3. Admissions to Professional Diploma Courses.**

(1)Admissions to the First Year of the Professional Diploma Courses shall be given, by the Admission Committee constituted under section 4 of the Act, as under, namely:-(a)All the Government Seats shall be filled on the basis of merit list prepared by the Admission Committee.(b)All the Management Seats shall be filled by the management of the respective Professional Educational College or Institution, on the basis of inter-se merit list of the candidates whose names appear in the merit list prepared by the Admission Committee.(2)The Admission

Committee shall guide, supervise and control the entire process of admission of candidates to the Professional Diploma Courses in the Professional Educational Colleges or Institutions.

#### **4. Seats Available for Admission.**

(1) For the purpose of admission to the first year of the Professional Diploma Courses available seats shall include,-A. Government Seats. - (a) All the sanctioned seats of the Professional Diploma Courses,-(i)in the Government Colleges or Institutions of the State,(ii)in the Grant- in- Aided Colleges or Institutions, and(b)Seventy-five percentage (75 %) of the total sanctioned seats of the Professional Diploma Courses in the Unaided Colleges or Institutions.B. Management Seats. - Twenty-five percentage (25 %) seats of the total sanctioned seats of the Professional Diploma Courses in the Unaided Colleges or Institutions, including fifteen percentage (15%) Non-Resident Indian (NRI) seats.(2)The intimation received in respect of sanction of seats, by the Admission Committee three days prior to the commencement of the first counseling program, shall be considered as available seats.(3)Before commencement of admission process, if any unaided College or Institution requests the Admission Committee to fill up the Management Seats, such Management Seats shall also be considered as available for giving admissions.

#### **5. Eligibility for Admission.**

(1) For the purpose of admission, a candidate shall have passed the qualifying examination from,-(i)The Gujarat Board; or(ii)The Central Board of Secondary Education Board:Provided that,-(a)the school in which the candidate has studied, should have been located in the State of Gujarat; or(b)the school in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat; or(iii)the Council of Indian School Certificate Examination, New Delhi:Provided that,-(a)the school in which the candidate has studied, should have been located in the State of Gujarat; or(b)the school in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat; or(iii-a) the National Institute of Open Schooling:Provided that,-(a)the study centre/school in which the candidate has studied, shall have been located in the State of Gujarat; or(b)the study centre/school in which the candidate has studied, shall have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat; or(iii-b) the International School Board:Provided that,-(a)the school in which the candidate has studied, shall have been located in the State of Gujarat; or(b)the school in which the candidate has studied, shall have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat; or(iv)Sanskrit Pathsala:Provided that,-(a)the school in which the candidate has studied, should have been located in the State of Gujarat; or(b)the school in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat; or(v)A candidate who has studied under Jawaharlal Navodaya Vidyalaya Scheme upto Standard VIII in any of the schools located in the State of Gujarat, thereafter studied in any of the schools located out of the State of Gujarat under the said Scheme shall be eligible for admission.Explanation. - "Jawaharlal Navodaya Vidyalaya Scheme" means the Jawaharlal Navodaya Vidyalaya scheme started during the year 1985-86 by the Government of India

in accordance with the National Policy of Education. The scheme is managed by Navodaya Vidyalaya Samiti, an autonomous organisation under the Department of Education, Ministry of Human Resource Development.(1A)For the purpose of admission on reserved seats for Certificate Holders,-(a)A candidate who has passed the two years certificate course conducted by the Technical Examination Board, as specified in column 2 of Table A or NCVT or GCVT examination from ITI, as specified column 2 of Table B of rule 13 shall be eligible for admission:Provided that,-(i)the ITI or Technical school/institution in which the candidate has studied, should have been located in the Gujarat State; or;(ii)the ITI or Technical school/ institution in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat, or(b)A candidate who has passed the approved course of ITI of two or more years duration after Std. VIII conducted by NCVT or GCVT and Std. X from the Gujarat Secondary and Higher Secondary Examination Board or Open Schooling with subjects (i) Mathematics, (ii) Science (iii) Gujarati and (iv) English or equivalent examination shall be eligible for admission:Provided that,-(i)the ITI in which the candidate has studied, should have been located in the Gujarat State; or(ii)the ITI in which the candidate has studied, should have been located in the Union Territories of Diu, Daman and Dadra Nagar Haveli and whose parents are origin of Gujarat.".(2)A candidate whose parents are origin of Gujarat and who are residing out of Gujarat and who have passed the qualifying examination from Central Board of Secondary Education or the Council of Indian School Certificate Examinations, New Delhi or the respective State Boards shall be eligible for admission, subject to the condition that he shall produce his parents' domicile certificate.(3)(a)A candidate whose parents are origin of Gujarat and who is living outside India and have passed the qualifying examination from outside India shall be eligible for admission, subject to the condition that he shall produce his parents' domicile certificate.(b)The grade with which he has passed the qualifying examination shall be converted into the Merit Marks by considering the lowest of the marks-range on the basis of which grade is awarded.(4)A candidate who has passed the qualifying examination and,-(i)whose parents are serving in the category of service as shown below; and(ii)who are transferred from other States to Gujarat and have resumed their duty in the place where they are transferred in Gujarat and working in Gujarat at the time of registration shall be eligible for admission and shall remain so transferred in the State of Gujarat at the time of registration for admission.Category of Service:-(a)Officers or Employees of Central Government; or(b)Officers or Employees of Public Sector Undertakings of Central Government and State Government; or(c)Officers or Employees of nationalised banks; or(d)Officers or Employees of United Nations, UNICEF, World Health Organisation and such other International Institutions located in Gujarat State; or(e)Officers or Employees of Indian Administrative Service, Indian Police Service, Indian Forest Service of Gujarat Cadre working in Gujarat or working in other States on deputation from Gujarat; or(f)Officers or Employees of Gujarat Government posted outside Gujarat State for administrative reasons.(5)A candidate who has passed the qualifying examination after appearing in the supplementary examinations conducted by the board shall not be eligible for admission in the current academic year.(6)For the purpose of admission a candidate shall have obtained at least 35% marks at the qualifying examination.

## 6. Reservation of Seats.

(1) For the purpose of admission, the seats shall be reserved for the candidates who are origin of Gujarat and falling under the following categories, namely:-(a) Scheduled Castes [ SC ] ..... 7 % (b) Scheduled Tribes [ ST ] ..... 15 % (c) Socially and Educationally Backward Classes, including Widows and Orphan of any castes [ SEBC ] ..... 27 % (2) A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste, from which he originates: Provided that the candidate belonging to Socially and Educationally Backward Class shall be required to produce a certificate to the effect of non-inclusion in Creamy Layer in addition to the caste certificate. (3) No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat. (4) 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. Such certificate shall have been issued on or after the 1st April of the academic year in which the candidate is seeking admission. (5) If a candidate fails to submit the certificates as required under sub-rule (2) within the stipulated time, his candidature shall be considered for admission under unreserved category. (6) If a candidate of reserved category gets admission on unreserved seat in order of merits, he may be given admission on the unreserved seat according to his preference. (7) The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he shall not have right to claim his admission on reserved seat and if he has been already granted admission, such admission shall be cancelled. In case of vacant unreserved seats, admission may be given to such candidate subject to the condition of eligibility and merit. (8) After granting admission to all the candidates of reserved categories on reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

## 7. Reservation For Physically Disabled Candidates.

(1) Three percentage (3%) of the available seats in each course 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 person with disability who can perform the academic activities in the respective course. A candidate 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 forty per cent of any disability as certified by a medical authority. (2) No candidate having 100 % blindness or 100% deafness shall be eligible for the admission. (3) The admission of the candidate referred to in sub-rule (1) shall be subject to his suitability for the course, as certified by the Director, Vocational Rehabilitation Centre, Ahmedabad, at the time of admission.

## 8. Reservation for the Children of Defence personals and Ex-Servicemen.

(1) One percent of available seats shall be reserved for the children of Defence personals and Ex-Servicemen, for admission. (2) 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 Defence 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.(3)The seats remaining vacant against the category of Defence Personals and Ex-Servicemen shall be transferred to the unreserved category seats.(4)The admission on such reserved seat shall be valid subject to the verification of certificate by the authority empowered by the Director, Sainik Welfare Board.

## 8A. Reservation for Candidates of Border District.

(1)Notwithstanding anything contained in these rules, the seats shall be reserved for the candidates who have studied in the schools situated in the Border Districts, in accordance with the scheme under Border Area Development Programme (BADP) of the Government of India for the educational development in the Border areas of Gujarat, in the colleges/institutes and the courses as specified in the Table below :-Table

Sr.No.	Diploma Courses	Intake	
		Ist Shift	IInd Shift
Government Polytechnic, Bhuj			
1.	Civil Engineering	120	60
2.	Mechanical Engineering	120	60
3 .	Electrical Engineering	120	60
Government Polytechnic, Palanpur			
1.	Electronics and Communication	30	30
2.	Instrumentation and Control Engineering	60	30

(2)To avail the benefit of admission under the scheme referred in sub-rule (1) , a candidate shall have to produce a certificate issued by the Principal of the school in which the candidate has studied, being located in one of the areas of the Border Districts.Explanation. - "Border District" means and includes the revenue area of Banaskantha District, Katchchh District and Radhanpur and Santalpur Talukas of Patan District, of the Gujarat State."

## 9. Provisions relating to filling up the supernumerary seats.

(1)The supernumerary seats shall be filled in accordance with the directions of the All India Council of Technical Education, New Delhi and Ministry of Human Resources Development, Government of India on merit basis.(2)Admission under Tuition Fee Waiver Scheme. - (i) the Tuition Fee Waiver Scheme shall be applicable to all the sanctioned seats of the diploma engineering courses in the Government colleges or institutions, grant-in-aided colleges or institutions and unaided colleges or institutions approved by AICTE, New Delhi;(ii)the supernumerary seats not exceeding five percent of sanctioned intake of the colleges or institutions shall be filled on the basis of merit of the candidate, the annual income of whose parents is less than Rs. 4.5 lakhs from all sources of income.(iii)the Tuition Fee Waiver Scheme shall be for the complete duration of the course and the

students admitted under this scheme shall not be allowed to change the institution or the course under any circumstances.(3)Admission under the Scheme of Polytechnics for Persons with Disabilities (SP, PWD). -(a) The supernumerary seats in the colleges or institutions, under the Scheme of Polytechnics for Persons with Disabilities (SP, PWD), as shown in the Table below, shall be filled, on merit basis, namely:-Table

Sr. No.	Name of colleges or institutions	No. of Seats
01	Government Polytechnic, Ahmedabad,	25
02	Government Polytechnic for Girls, Ahmedabad,	25
03	Sir Bhavsinghji Polytechnic Institute,Bhavnagar,	21
04	Dr. S and S. S. Gandhi College of Engineeringand Technology, Surat.	25

Explanation. - "The Scheme of Polytechnics for Persons with Disabilities (SP, PWD)" means the centrally sponsored scheme framed in the year 2000, in accordance with the National Policy on Education -1986 and under the Persons with Disability Act -1995, by the Ministry of Human Resource Development, Government of India, for up gradation of Fifty selected polytechnics to integrate the Persons with Disabilities in the mainstream of Technical and Vocational Education. A candidate securing admission under the scheme is eligible to get financial assistance.(b)The conditions contained in rule 7 shall, subject to which a candidate belonging to physically handicapped category may be given admission, also apply to the candidate belonging to physically handicapped category under the Scheme of Polytechnics for Persons with Disabilities (SP, PWD).(4)Reservation of seats in other States for the candidates of Gujarat State. - The seats shall be reserved for the candidates of the Gujarat State in other States in specific fields of technical education under the scheme of the Ministry of Human Resources Development, Government of India. The admission to such seats shall be on the basis of merit.Explanation. - Under the scheme of the Ministry of Human Resources Development, Government of India, the supernumerary seats shall be reserved for the candidates of the States and Union Territories which do not have Polytechnics, Colleges or Institutions or lack facilities in specific fields of technical education including foreign students.(5)Reservation of seats for Kashmiri Migrants. - The seats shall be reserved for the wards of Kashmiri Migrants in accordance with the directions issued, from time to time, by the All India Council of Technical Education, New Delhi and Ministry of Human Resources Development, Government of India. The admission to such seats shall be on the basis of merit.(6)The supernumerary seats for Foreign Nationals or Persons of Indian Origin (PIO) or the children of Indian workers in Gulf countries. - The supernumerary seats for Foreign Nationals or Persons of Indian Origin (PIO) or the children of Indian workers in Gulf countries not more than 15% of the sanctioned intake shall be applicable to all the Government Colleges or institutions, grant-in-aid colleges or institutions or unaided colleges or institutions approved by AICTE, subject to the condition that upto 1/3rd of the 15% shall be reserved in the different disciplines in all the college or institution, for the Children of Indian Workers in the Gulf Countries. The remaining seats of such category shall be reserved for the Foreign Nationals or Persons of Indian Origin (PIO). The Foreign Nationals or Persons of Indian Origin (PIO) or the children of Indian Workers in the Gulf Countries admitted through Indian Council for Cultural Relation (ICCR or as Government of India nominee) shall be included in their respective category.(7)The supernumerary seats remain vacant shall not be offered to anyone other than the respective category.(8)No supernumerary seats shall be

allotted to Second Shift Program.

## 10. Preparation of Merit List.

- The merit list of the candidates who have applied for admission in the prescribed form, within the prescribed time limit and who are found eligible for admission under these rules, shall be prepared in the following manner, namely:-(1)For the purpose of preparing the merit list, the marks obtained in the Secondary School Certificate Examination, (Standard X) from total 500 marks of the following subjects shall be taken into consideration, namely:-(i)Mathematics,(ii)Science,(iii)English,(iv)Social Science and(v)Language.Explanation. - "Language" means -(a)principal language,(b)optional language.(2)The criteria for deciding merit order in case of candidates having equal merit marks shall be in the following sequence, namely:-(a)Total Marks obtained in Mathematics, Science and English,(b)Marks obtained in Mathematics,(c)Marks obtained in Science,(d)Marks obtained in English, and(e)Date of Birth (Candidate who is older in age shall be given priority).

## 11. Correction of Marks.

(1)In case of change in marks of a candidate in the qualifying examination, such candidate shall produce a letter to that effect or the corrected mark sheet issued by the Board, before the Admission Committee at least one day before the commencement of admission process (counseling program) but not later than seven days from the receipt of letter, or as the case may be, corrected mark-sheet. In such case he shall be placed at an appropriate order in the merit list.(2)The candidate who was declared failed initially in the qualifying examination, but later on declared passed after rechecking of marks by the Board, such candidate shall, notwithstanding any time limit prescribed, be allowed to apply for the admission provided he produces a letter to that effect or the corrected mark sheet issued by the Board, within seven days of the receipt of letter, or as the case may be, corrected mark-sheet.

## 12. Addition of Marks obtained in Technical Subjects.

- The candidate shall be entitled for addition of ten (10) marks only in case of Group I diploma courses as shown in the Schedule I , who has passed the Qualifying Examination from the Gujarat Board with any one of the following technical subjects, namely:-

Sr. No.	Subject	Code No.
(1)	Engineering Sketching, Drawing and Drafting(Paper 1and 2)	90 and 91
(2)	Basic workshop practice (Paper 1and 2)	92 and 93
(3)	Electrical Motors Service and Repair (Paper 1and2)	94 and 95
(4)	Home Electrical Appliances and Wiring, Serviceand Repair (Paper 1and 2)	96 and 97
(5)	Electronics Appliances Service and Repair (Paper1and 2)	98 and 99
(6)	Auto Vehicle Two Wheelers Service and Repair(Paper 1and 2)	100 and 101



(7)	Engineering Drawing	63/85
(8)	Basic Principles of Mechanical and Electrical Engineering	64/86
(9)	Workshop Technology	65
(10)	Basic Electronics	66
(11)	Elements of Engineering	28/54
(12)	Computer Aided Engineering Drawing	31/55
(13)	Basics of Engineering Process, Maintenance and Safety	32/56

### 13. Reservation of Seats for Certificate Holders.

(1) The seats shall be reserved for the Certificate Holders in the ratio of 15: 1 (i.e. one seat shall be reserved per every fifteen seats of sanctioned seats) for the corresponding Diploma Course as mentioned in the Table-A and Table-B below:

Sr. No.	TEB Certificate	Course Corresponding Diploma Courses
1	Computer Aided Civil and Architectural Drafting and Estimating	Civil Engg. and Architectural Assistantship.
2	Computer Aided Mechanical Drafting and Estimating, Production and Maintenance Technician, Press Tool and Die Making, Advance Automobile Engineering	Mechanical Engg, Metallurgy, Fabrication Technology, Automobile Engineering, Plastic Engineering
3	Electrical Service Technician	Electrical Engg, Electronics and Communication Engg.
4	Textile Designing	Textile Design and Textile processing
5.	Chemical Laboratory Technician	Chemical Engineering

Table-B

Sr No.	ITI Certificate Course	Corresponding Diploma Courses
1	Draughtsmen Civil, Surveyor	Civil Engineering.
2	Fitter, Turner, Machinist, Refrigeration and Air-conditioning Mechanic, Draughtsmen Mechanic	Mechanical Engineering.
3	Electrician, Wireman	Electrical Engineering
4	Mechanic Motor Vehicle	Automobile Engineering.
5	Mechanic Maintenance (Chemical plant), Attendant Operator (Chemical Plant), Laboratory Assistant (Chemical Plant).	Chemical Engineering.
6	Instrument Mechanic	Instrumentation and Control Engg.
7	Electronics Mechanic, Mechanic in Radio & Television	Power Electronics

**13A. Preparation of Merit List for Certificate Holders.**

(1)The merit list of the Certificate Holders shall be prepared on the basis of the marks obtained in theory subjects in the final year examination of Certificate Course after converting the total marks to 500.(2)The criteria for deciding merit order in case of candidates having equal merit marks shall be in the following sequence, namely:-(a)Total Percentage Marks obtained in theory, practical and term work;(b)Date of Birth (Candidate who is older in age shall be given priority).(3)(a)Two separate merit list i. e. of TEB and ITI certificate holders shall be prepared.(b)Common merit list of group of Certificate Courses, as specified in column 2 of Table-A and Table-B of sub-rule (1), for a corresponding group of Corresponding Diploma Courses, as specified in column 3 of Table- A and Table-B of sub-rule (1), shall be prepared.(c)Admission to the candidates of ITI certificate holders shall be given on the seats remained vacant in corresponding diploma courses after the admission to the candidates of TEB certificate holder is granted.(d)After granting admission to all the candidates on seats reserved for Certificate Holders, seats remaining vacant shall be converted as the unreserved category seats."

**14. Admission to Unaided Colleges or Institutions.**

(1)The Management Seats may be filled, by the management of the respective unaided colleges or institutions based on the inter-se merit list of the candidates whose names appear in the merit list prepared by the Admission Committee.(2)The admission process for filling up of Management Seats shall be carried out by the management of the respective unaided colleges or institutions in accordance with the procedure as may be determined by the Admission Committee.(3)On request of the management of unaided colleges or institutions, the vacant Management Seats shall be filled up by the Admission Committee provided such request is made by the management before the commencement of admission process.(4)The unaided colleges or institutions shall collect the fees, as may be determined under the provisions of the Act, by the Fee Regulatory Committee, constituted under section 9 of the Act.

**15. Registration for Admission.**

(1)A candidate seeking admission shall apply on-line, for the registration of his candidature, on the website, within the time limit specified by the Admission Committee.(2)The Admission Committee shall, by advertisement in the prominent newspapers widely circulated in the State, by web-site and by such other means, as the Committee may considers convenient; publish the date of registration, the list of Help centres, last date for submission of registration form, order of preferences of the institutions, colleges and the courses etc., and such other information as may be necessary in this behalf.(3)For the purpose of registration, a candidate shall be required to make payment of such sum towards the form fee, etc. as determined by the Admission Committee.(4)Where a candidate has made more than one registration, the registration made at the latest stage shall be taken into consideration for admission purpose and the other registration shall be treated as cancelled.(5)A

candidate shall be required to obtain the print out of the registration form and shall sign on the copy thereof and submit the same, along with the self-attested copies of the requisite certificates and testimonies as specified in the registration form, at the Help Centre. An acknowledgement receipt for the same shall be given by the person authorized by the Admission Committee.

## **16. Admission Procedure.**

- The admission procedure shall be off campus on line in the following manner, namely:- (1) The Admission Committee shall prepare a merit list of eligible candidates, who have applied under sub-rule (1) of rule 15 and after verification of the documents submitted under sub-rule (5) of rule 15. (2) The merit list shall be displayed on the web-site of the Admission Committee and by such other means, as the Committee may consider convenient. (3) The Admission Committee shall publish the schedule of online counseling program on the web-site of the Admission Committee, by advertisement in the prominent newspapers widely circulated in the State and by such other means, as the committee may consider convenient. (4) The candidate shall be required to give his order of choice of courses and colleges or institutions, online. Allotment of seats shall be made on the bases of merit, category of the candidates and availability of seats. The allotment of seats shall be published on the web-site of the Committee. The candidate shall be required to obtain the print out of the allotment offer letter and bank fee receipt copies from the web-site. (5) The candidate shall be required to pay such fee, as may be determined by the Admission committee, at the bank referred to in sub-rule (3) of rule 15. (6) The candidate, for securing his admission, shall produce to the Help Centre, the allotment letter, receipt of fee, all original documents and testimonials, for verification, within the specified time limit. In case, the candidate fails to produce the aforesaid required documents within the prescribed time limit, the admission offered to him shall be treated as cancelled. However, such candidate shall be eligible to participate in the successive round of counseling provided the candidate has given option for the same. (7) Where considerable numbers of seats fall vacant and it appears to the Committee to fill the vacant seats, it may conduct the on-line admission process for readjustment (reshuffling) of seats. The candidate, who opts to partake in reshuffling process, shall be considered for such admission. The candidate may either give option for upgradation of choices already given or submit new choices. If the candidate gets the admission on the basis of up-gradation or new choice, then his earlier admission shall be treated as cancelled.

### **16A. Admission Procedure for Certificate Holder.**

- The admission to the certificate holders shall be given in campus offline in the following manner, namely:- (1) All the applications duly received shall be scrutinised by the Admission Committee in accordance with the provisions of these rules and prepare a merit list of the candidates found eligible for admission. (2) The merit list shall be displayed on its official web-site and by such other means, as the Committee may consider convenient. (3) The Admission Committee shall publish the admission programme, by advertisement in the prominent newspapers widely circulated in the State, and by such other means, as the Committee may consider convenient. (4) The candidate whose name appears in the merit list shall have to remain present personally for counselling for the purpose of admission at the scheduled date, time and place. (5) In case the candidate is unable to remain present personally on the date, time and place of counselling, due to serious illness, accident

or unavoidable circumstances, his parents or guardian shall, after obtaining prior approval of the Committee or any officer authorised by the Committee, remain present on the scheduled date, time and place. An authority letter signed by the candidate showing his order of preference and choice of branches and colleges or institutions shall have to be produced by the parents or guardian.(6)In case the candidate does not remain present for counselling for the purpose of admission on the scheduled date, time and place approaches the Committee on a later date, with an application in writing, to allow him for admission, he may be permitted for counselling and granted admission, in the course, college or institution and in the respective category available at such later date. He shall have no right to claim for the admission in the course, college or institution and in the respective category available on the scheduled date, time and place.(7)The candidate belonging to reserved category shall be eligible to remain present on the scheduled date, time and place of counselling for admission of the candidates of unreserved category, as per his merit number in the unreserved category. The admission shall be granted to such candidate in unreserved category and the admission shall be granted as per his merit number."

## **17. Fee.**

(1)A candidate who gets admission shall have to pay such fees, at such stages, as may be determined by the Fee Regulatory Committee constituted under section 9 of the Act, for the unaided colleges or institutions.(2)In case the candidate who having paid the fees after getting admission gets his admission canceled, provided that the seat vacated by him is filled by another candidate, shall be paid back the fees paid by him after the completion of admission process.(3)In case the candidate who having paid the fees after getting admission and gets his admission changed in another course and/or college or Institution in the readjustment (reshuffling) process, the difference of fees, if any, shall be payable by the student at the time getting admission in the readjustment (reshuffling), or as the case may be, shall be refunded to him after the completion of admission process.

## **18. Change of Course or Institution.**

- Except as provided in these rules, no candidate shall, after getting admission, be allowed to change his course, or as the case may be, college or institution in any circumstance.

## **19. Documents to be submitted.**

(1)The candidate shall submit the self-attested copies of the following documents along with the print out of the registration form at the Help Center, namely:-(i)S.S.C. Examination (Std.)10th Mark-sheet,(ii)School Leaving Certificate or Transfer Certificate,(iii)Caste certificate for a candidate belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Socially and Educationally Backward Class (SEBC), issued by the authority empowered by the Government in this behalf,(iv)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,(v)Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Medical Authority, in case of a Physically Handicapped candidate,(vi)Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer,(vii)Certificate of In-Serviceman duly issued

by the Commanding Officer of the respective unit in which they are serving,(viii)Mark sheet issued by TEB or ITI in case of certificate holders,(ix)Certificate of income issued by the authority empowered by the Government in this behalf, if applicable, and(x)Such other certificates as the Admission Committee deems necessary:(2)After getting the allotment letter, the candidate shall have to produce for verification, the original certificates and testimonies of the documents attached with the registration form, at the Help Centers, within time-limit as may be specified by the Admission Committee.(3)The Help Centre may retain any original certificate and testimony of the documents, which it considers necessary until the admission process is completed. Such Help Centre shall return the original certificate or testimony to the student after completion of admission process.(4)The candidate who is unable to produce original certificates and testimonies necessary for the purpose of admission within the time-limit prescribed in sub-rule (2), may be granted provisional admission, subject to following conditions, namely:-(i)On payment of Rs.10, 000/- (Rupees Ten thousand) as security deposit by the student. If the student submits the required documents within a period of three working days, the remaining amount of the security deposit shall, after deducting Rs. 500/- (Rupees Five hundred) towards the administrative expenditure, be refunded,(ii)In the event of failure to submit original certificates and testimonies within the time limit as aforesaid, the provisional admission may be cancelled and the security deposit may be forfeited.

## **20. Ineligibility for admission on production of false documents.**

- During verification of documents, if the Admission Committee finds any certificate or testimony or information submitted by any candidate, incorrect or false, the candidature of such candidate shall be cancelled for that year and he shall be disqualified for admission for the period of next two years.

## **21. Cancellation of Admission and Refund of Fee.**

(1)In case of cancellation of admission or transfer of students by the Admission Committee, due to administrative reasons, the college or Institution in which the candidate was granted admission shall refund the amount of fee collected by it, to such candidate.(2)In case of cancellation of admission due to failure of candidate to get himself reported at the Help Centers within the specified time limit, or for such other reasons as the Admission Committee may consider reasonable, as prescribed in sub-rules (6) of rule 16, and subject to the condition of such vacated seat being filled up by the Admission Committee, the fees collected from such candidate shall be refunded after deduction of such amount as the Admission Committee may determine, after completion of the admission process.(3)(a)In case of a candidate withdrawing his candidature before completion of admission process, for any reason whatsoever, he may request in writing to the Admission Committee for such withdrawal. In such case, the fee collected, if any, by the admission committee shall be refunded to such candidate, subject to the condition of such vacated seat being filled up by the Admission Committee,(b)In case of a candidate withdrawing his candidature after completion of admission process, for any reason whatsoever, he may request in writing to the college or institution in which he is granted admission, for refund of fee paid by him. In such case the fee shall be refunded, by such college or institution, as per the directions of the Admission Committee.

## **22. Vacant Seats.**

(1)(1) After the completion of admission process or offering admission to all the candidates whose name appear in the merit list, if the seats remain vacant, such vacant seats shall be filled in by the institutes, in accordance with the directions of the Admission Committee, in the manner prescribed in sub-rule (2).(1)(2) Such institute shall, invite application from the eligible candidates and prepare an inter-se meritlist in the following order:-(i)names of the candidates whose name appears in the merit list of the Admission Committee,(ii)names of the candidates who have passed qualifying examination from outside the Gujarat State giving priority to the candidates of origin of Gujarat State.(2)Any seats declared vacant under sub-rule (1) shall, subject to the other provisions of these rules and the provision of sub-rule (1) of this rule, be filled up by the respective institutes on the basis of interse merit list prepared by them, after inviting application from eligible candidates by giving wide publicity by an advertisement in the prominent newspapers widely circulated in the state and by maintaining inter-se merit of the candidates who have applied for the admission.

## **23. Penalty.**

- Any breach of any of the provisions of the Act, these rules and any directions issued by the Government, the Admission Committee, or as the case may be, the Fee Regulatory Committee, by any person, shall be liable for penalty as provided in the Act.

## **23A. Submission of report.**

- The Admission Committee for professional Diploma Courses shall submit the detailed report of admission as may be required by the Government, to the Director of Technical Education, Gujarat State and to the State Government within two months after completion of the admission process.

## **24. 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 Government shall be final.