



**Gujarat Technological University**  
(Established under the Gujarat Act No. 20 of 2007)  
**Chandkheda, Ahmedabad – 382 424 (Gujarat)**

---

**Guidelines for Admission in  
5 Years Integrated Master of Business Administration**

**Academic Year 2018-19**

**[1] Admissions in 5 Year Integrated Master of Business Administration (MBA) Course:**  
Admissions to the 5 Year Integrated Master of Business Administration (MBA) Course shall be given as under;

1. All the Seats shall be filled on the basis of merit list prepared by the GTU.
2. All the Management Seats shall be filled by the Management of the respective Professional Educational College / Institution, on the basis of inter-se merit list of the students.

**[2] Seats Available for Admission**

1. For the purpose of admission to the 5 Year Integrated MBA course, available seats shall include;
  - i. All the sanctioned seats of the 5 Year Integrated MBA course in the GTU affiliated Colleges or Institutions of the State
2. The admissions for this course shall be effected on the basis of separate merit lists of students passed in various streams at Standard 12<sup>th</sup> Examination as,
  - ✓ Science Stream : 20 seats when total intake is 60
  - ✓ Commerce Stream : 20 seats when total intake is 60
  - ✓ Arts Stream : 20 seats when total intake is 60

In case of non-availability of students from one stream, remaining seats in the particular stream may be allotted to the students from other two streams on equal basis. In case of non-availability of students from other two streams, remaining seats in those streams may be allotted to students from third stream.

3. The intimation received, in respect of sanction of seats, by the GTU Integrated MBA Admission Committee three days prior to the commencement of the counseling programme, shall be considered as available seats.

4. Before commencement of admission process, if any Unaided College / Institution requests the GTU Integrated MBA Admission Committee, to fill up the Management Seats, such Management Seats shall also be considered as available for allotment of the admissions.

### **[3] Eligibility for Admission**

1. To seek admission in 5 Year Integrated MBA Course, a candidate shall have passed the qualifying examination (Standard XII - 10+2 pattern) with minimum of 45% marks in General Category (40% marks in case of Reserved Category), computed on the basis of grand total or, cumulative grade point average as shown in the mark sheet of the Board. In case cumulative grade point average is shown in the mark sheet, the student shall be required to produce equivalence percentage certificate from the respective Board.
2. A candidate 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 the Vacant Seats.

### **[4] Reservation of Seats**

1. For the purpose of admission, the seats shall be reserved for the candidates who are of Gujarat origin and falling under the following categories and in following proportion, namely;
  - i. Scheduled Castes : 7%
  - ii. Scheduled Tribes : 15%
  - iii. Socially and Educationally Backward Classes, including Widows and Orphan of any Caste : 27%
2. A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste / valid Income Certificate authorized by the competent authority.

Provided that the candidate belonging to Socially and Educationally Backward Classes (SEBC) 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 1<sup>st</sup> 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 4(2) within the stipulated time, his/her 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/she may be given admission on the unreserved seat according to his/her preference and merit.
7. The admission of a candidate from a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued to him/her by the authority empowered by the State Government in this behalf. In case the caste certificate is found to be invalid on verification, he/she shall not have right to claim his/her admission on a reserved seat and if he/she has already been granted admission, such admission shall be cancelled. Admission of such candidate may be continued in case of availability of vacant unreserved seats, subject to the condition of eligibility of merit.
8. After granting admission to all the candidates of reserved categories on respective reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

**[5] Reservation For Physically Disabled Candidates:** Three percent (3%) of the available seats in each category shall be reserved, in accordance with the provisions of the 'Persons With Disabilities' (PWD) (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, for the persons 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 (40%) of any disability as certified by a competent medical authority.

**[6] Reservation for the Children of Defence Personals and Ex-Servicemen**

1. One percent (1%) of available seats shall be reserved for the children of Defense personnel 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 Personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.
4. The children of Defence Personnel and Ex-Servicemen of Gujarat origin shall be

included under the reserved category specified in this rule, if they have passed the qualifying examination from the schools located outside the Gujarat State.

#### **[7] Registration for Admission**

1. The GTU 5 Year Integrated MBA 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 consider convenient; publish the date of registration, last date of registration etc., and such other information as may be necessary in this behalf.
2. To get admission, a candidate shall fill-up the online form from the website i.e. <http://integratedcourse.gtu.ac.in/> within the given time period.
3. A candidate has to upload the self-attested copies verified by the Help Centres of requisite certificates and testimonies as specified in the application form.
4. A candidate shall require to make payment of a sum towards registration fees as determined by the GTU 5 Year Integrated MBA Admission Committee and shall be payable online through the GTU-Online SBI Portal.
5. An acknowledgement receipt of the fees paid for the same shall be generated online.
6. Where a candidate has made more than one registration, the registration made at the latest stage shall be taken into consideration and the other registration shall be treated as cancelled.

#### **[8] Preparation of Merit List**

1. The merit list of the candidates, who have got their names registered under sub-rule 7(2) and who are found eligible for admission under these rules, shall be prepared by the GTU 5 Year Integrated MBA Admission Committee, on the basis of Percentage of Total Aggregate Marks obtained in the H.S.C. Examination (Std. 12<sup>th</sup> - 10+2 Pattern).
2. Separate merit list shall be prepared for the students passed in various streams in Standard 12<sup>th</sup> viz. Science, Commerce and Arts Stream. Merit list of the candidates belonging to the Reserved Category would also be prepared separately.
3. The criteria for deciding merit order in case of students having equal merit marks in H.S.C. Examination (Standard 12<sup>th</sup> - 10+2 Pattern) shall be in the following sequence, namely;
  - i. Percentage of marks obtained in S.S.C. Examination (Standard 10<sup>th</sup>)
  - ii. Percentage of marks obtained in English Subject (Standard 12<sup>th</sup> - 10+2 Pattern)
  - iii. Date of Birth (Candidate who is older in age shall be given priority)

**[9] Admission Procedure:** The admission procedure shall be offline on campus in the following manner;

1. The GTU 5 Year Integrated MBA Admission Committee shall prepare a merit list of eligible candidates, who are registered under sub-rule 7(2) subject to the verification of the documents submitted under sub-rule 7(3).
2. The merit list shall be displayed on the web-site <http://integratedcourse.gtu.ac.in/> and by such other means, as the Committee may consider convenient.
3. The GTU 5 Year Integrated MBA Admission Committee shall publish the schedule of counseling program on the web-site <http://integratedcourse.gtu.ac.in/>, by advertisement in the prominent newspapers widely circulated in the State and by such other means, as the committee may consider convenient.
4. Allotment of seats shall be made on the bases of merit, category of the candidates and availability of seats.
5. The candidate whose name appears in the merit list shall have to remain present personally for counseling at the scheduled date, time and place for admission. The candidate shall be required to pay such fees, as may be determined by the GTU 5 Year Integrated MBA Admission Committee at the time of counseling, if admission is granted.
6. In case the candidates is unable to remain present personally, on the date, time and place of counseling due to serious illness, accident or unavoidable circumstances his/her parents or guardian shall, after obtaining prior approval of the Committee or any officer authorized by the committee, remain present on the scheduled date time and place. An authority letter signed by the candidate showing his/her order of preference and choice of colleges / institutions shall have to be produced by the parents or guardian who shall remain present on his/her behalf, along with the documentary evidence showing reason for the absence or inability to remain present personally.
7. In case the candidate dose not remain present during the counseling for the purpose of admission at the scheduled date, time and place and approaches the committee on later date, with an application in writing to allow him/her for admission, he/she may be permitted for counseling and will be granted admission, in the college / institution and in the respective category available at such later date. He/she shall have no right to claim for the admission in the college / institution and in the respective category available on the scheduled date and time.
8. The candidate belonging to reserved category may be allowed to remain present at the scheduled date, time and place of counseling for the admission under the unreserved category, as per his/her merit number in the unreserved category. The admission shall be granted to such candidate in unreserved category, only if he/she is eligible to get admission, in the higher order of preference of College / Institution than

that in the reserved category.

9. After getting admission the candidate shall, within a specified period, report to his/her respective college/Institution. In case the candidate fails to get himself/herself registered, within the time limit the admission granted shall be treated as cancelled.
10. The admission shall be given in first and final round. If the seats are vacant even after that, then the Institute shall be given the right to fill such seats on the basis of inter-se-merit.

#### **[10] Fees**

1. A candidate who gets admission shall have to pay such fees, as may be determined by the GTU 5 Year Integrated MBA Admission Committee, at the time of getting admission to the respective institute.
2. In case the candidate who has paid the fees after getting admission and gets his/her admission cancelled, provided that the seat vacated by him/her is filled by another candidate, shall be paid back the fees paid by him/her after the completion of admission process.

#### **[11] Documents to be uploaded with the application form**

1. The candidate shall upload the self-attested copies of the following documents verified by the Help Centre, namely;
  - (i) Marksheet : H.S.C. Examination (Standard 12<sup>th</sup> - 10+2 Pattern)\*
  - (ii) Marksheet : S.S.C Examination (Standard 10<sup>th</sup>)\*
  - (iii) Conversion Certificate of CGPA / Grade Point to Percentage, if applicable.
  - (iv) School Leaving Certificate or Transfer Certificate.
  - (v) Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), Economically Backward Class (EBC) issued by the authority empowered by the Government in this behalf, if applicable.
  - (vi) Non-Creamy Layer (NCL) certificate of the family, issued after 1<sup>st</sup> April of the relevant academic year, by the authority empowered by the Government in this behalf, if applicable.
  - (vii) Certificate of Physical Disability issued and duly signed by the Civil Surgeon/Medical authority, in case of a Physically Handicapped candidate.
  - (viii) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer, if applicable.

(ix) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which they are serving, if applicable.

(x) Such other certificates as the GTU 5 Year Integrated MBM Admission Committee deem necessary.

\* All attempt(s) certificate(s) are required in case of more than one trial in S.S.C and/or H.S.C. Examination(s).

**[12] Ineligibility for admission on production of false documents:** During verification of the documents, if the GTU 5 Year Integrated MBA Admission Committee finds any certificate / testimony or information submitted by any candidate, incorrect or false, the candidature of such candidate shall be cancelled for that year and he/she shall be disqualified for admission for the period of next two years.

**[13] Vacant Seats:** In case the seats remain vacant after the completion of admission process or where the seats remain vacant after the offers have been made for all the available seats, such vacant seats shall be displayed on the official web-site, and the same may be intimated to the concerned Institution. In case any eligible candidate requires admission on such vacant seats, he/she shall apply directly to the concerned Institution. The concerned Institution shall carry out admission process for such seats by maintaining inter-se merit of the applications received by them.

#### **[14] Admission to Unaided Colleges / Institutions**

1. The Management Seats may be filled, by the management of the respective unaided colleges / institutions based on the inter-se merit of the applications received by them.
2. The admission process for filling up of Management Seats shall be carried out by the management of the respective unaided colleges / institutions in accordance with the procedure as may be determined by the GTU 5 Year Integrated MBA Admission Committee.
3. On request of the management of unaided colleges / institutions, the vacant Management Seats shall be filled up by the Committee provided such request is made by the Management before the commencement of admission process.

**[15] Penalty:** Breach of any of the provisions of these rules and any directions issued by the Gujarat Technological University or as the case may be, by any person, shall be liable for penalty as decided by GTU 5 Year Integrated MBA Admission Committee.

**[16] 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 Gujarat Technological University shall remain final.