GUJARAT TECHNOLOGICAL UNIVERSITY
(Established Government of Gujarat under Gujarat Act No. : 20 of 2007)
(Accredited with A+ Grade by NAAC)
ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/Admissions/2025-26/ 3975

Date: 21 /05/2025

Guidelines for Admission in 4 Years

Bachelor in Business Administration (BBA) with Honours/Honours with Research

Academic Year 2025-26

1. **Admissions to 4 Years Bachelor in Business Administration with Honours/Honours with Research** program shall be given as under;
   a) 50% of total approved seats of each GTU-affiliated institute shall be filled on the basis of merit list prepared by respective Institutes.
   b) Management Quota Seats (50% of total approved seats of each institution, including fifteen percent (15%) Non-Resident Indian (NRI) seats) shall be filled by the Management of the respective Educational College / Institution, on the basis of inter-se merit list of the students.
   [**Note:** The management quota seats will be filled by the Institute on the basis of the merit list prepared by Institute's Admission Committee.]

2. **Seats Available for Admission**

   For the purpose of admission to the Bachelor in Business Administration (BBA) course, available seats shall include;
   a) All the sanctioned seats of the 4 Years Bachelor in Business Administration (BBA) course in the GTU affiliated Institutes.
   b) Before commencement of admission process, Institutes needs to fill up the Management Seats.
   c) Final decision is bind to University/respective Admission Committees of Institutes.

3. **Eligibility for Admission**

   a) To seek admission in 4 Years Bachelor in Business Administration (BBA) with Honours/ Honours with Research, a candidate should have passed the qualifying examination of Standard 12th (10+2 pattern) with minimum of 45% marks in case of 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.
   b) Candidates having diploma (10+3) with 12th Equivalent certificate issued by Competent Authority (State Education Board) having minimum 45% (40% in case of Reserved Category) marks are eligible to apply for the admission in 4 Years Bachelor in Business Administration (BBA) with Honours/ Honours with Research.
   c) To seek admission in 4 Years Bachelor in Business Administration (BBA) with Honours/ Honours with Research, a candidate shall have passed 10+2 Higher Secondary or Equivalent Examination under any stream with English as one of the subjects. Equivalent Examination includes any Diploma or ITI (NCVT/GCVT Certificate) for which recognized board has issued certificate of equivalence certifying equivalence with higher secondary certificate.

d) Admissions will be done on the merit basis based on the marks of Standard 12th (HSC).

e) Students who have qualified 12th standard exams prior to current academic year are also eligible with other conditions remaining same.

4. Reservation of Seats

a) 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.	Economically Weaker Section($)	: 10%
ii.	Scheduled Castes	: 7%
iii.	Scheduled Tribes	: 15%
iv.	Socially and Educationally Backward Classes, including Widows and Orphan of any Caste	: 27%

b) 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 SEBC shall be required to produce a certificate to the effect of non- inclusion in Creamy Layer in addition to the caste certificate.

c) A candidate seeking admission on EWS (Economically Weaker Section) seat shall be required to produce EWS Certificate issued and authorized by the competent authority which should be valid as per Govt. Resolution from time to time.

d) Caste certificate shall be not valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat

e) Certificate to the effect of non-inclusion in Creamy Layer shall not be valid, unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat. Certificate should be valid for three years from the date of issue.

f) 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.

g) 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.

h) 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 other category as per Government of Gujarat norms.

5. Reservation For Physically Disabled Candidates:

Five percent (5%) of the available seats in each category shall be reserved, in accordance with the provisions of the section 32 of the rights of persons with Disabilities ACT, 2016 (49 of 2016) for the persons with benchmark 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 certifying authority.

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:

a) One percent (1%) of available seats *subject to minimum of 1 seat* shall be reserved for the children of Defence personnel and Ex-Servicemen, for admission.

b) 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.

c) 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.

d) 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:

a) Gujarat Common Service Portal (GCAS) by advertisement in the prominent newspaper/s widely circulated in the State, by web-site and by such other means, publish the date of registration, last date of registration etc., and such other information as may be necessary in this regard.

b) To get admission, a candidate shall complete the online registration on the GCAS Portal Website i.e. https://gcas.gujgov.edu.in/ within the given time period.

c) A candidate has to fill necessary information and upload requisite certificates and testimonies as specified in the application form.

d) A candidate shall require to complete the payment to finalize the registration on the portal.

e) An acknowledgement receipt of the fees paid for the same shall be generated online.

f) When 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.

g) Uploaded documents will be verified by GTU/GTU affiliated Institutes. Students do not need to come to GTU for documents verification.

h) It is mandatory for a student to register on the GCAS Portal for Merit Quota, Vacant Quota and Management Quota admission.

8. Preparation of Merit List

a) The merit list of the candidates, who have got their names registered on GCAS Portal and who are found eligible for admission under these rules, shall be prepared by the respective GTU affiliated Institutes. Institute Admission Committee, on the basis of Percentage of Total Aggregate Marks obtained in the H.S.C. Examination (Std. 12th - 10+2 Pattern) or Equivalent Diploma.

b) A common merit list shall be prepared for the students passed Higher Secondary or Equivalent Examination under any stream with English as one of the subjects. Equivalent Examination includes any Diploma or ITI (NCVT/GCVT Certificate) for which recognized board has issued certificate of equivalence certifying equivalence with higher secondary certificate.

c) While preparing the inter-se-merit list, there shall be a deduction of 1% of the marks from the total marks obtained for every additional trial beyond the primary attempt and 1 trial thereafter.

d) The criteria for deciding merit order in case of students having equal merit marks in H.S.C. Examination (Std. 12th - 10+2 Pattern) or Equivalent Diploma shall be in the following

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sequence, namely;

   i.   Percentage of marks obtained in S.S.C. Examination (Standard 10th)

   ii.   Percentage of marks obtained in English Subject H.S.C. Examination (Standard 12th - 10+2 Pattern)

   iii.   Date of Birth (Candidate who is older in age shall be given priority)

9. Admission Procedure:

The admission procedure shall as per following:

a) Students have to fill and lock their application forms within the timeline given by GCAS.

b) Provisional merit list will be prepared by respective Institute based on the merit list criteria and Institute will upload the merit list on GCAS portal within the timeline.

c) Student can check the merit list on their GCAS dashboard.

d) Student can contact respective institutes for any grievances within two days (or the time provided by the GCAS whichever is earlier) from the publication of merit list.

e) Institute has to publish final merit list after clarification of any grievances within next two days (or the time provided by the GCAS whichever is earlier).

f) Institute has to display Allotment of seats on Institute website as well upload the allotment list on GCAS portal.

g) Student has to report to institute once the admission is offered to him by Institute.

h) Students are required to report at the allotted institute for confirmation of admission and payment of the token fees of Rs.10000 within within the time provided by the GCAS portal.. Remaining fees for first term should be paid within a week at the institute. To confirm the admission, Student has to use the OTP, which will be sent to the student's registered mobile no. /Email.

SECOND PHASE:

i) GCAS will provide the admitted student data/ vacant data after completion of first phase.

j) If student haven't got admission in 1st phase, then institute can offer the admission to such students on the vacant seats of first phase.

k) Institute will prepare the admission list and upload the updated merit list/Admission list on GCAS portal within two days (or the time provided by the GCAS whichever is earlier).

l) Institute has to display Allotment of seats on Institute website as well upload the allotment list on GCAS portal.

m) Students are required to report at the allotted institute for confirmation of admission and payment of the token fees of Rs.10000 within the time provided by the GCAS portal. Remaining fees for first term should be paid within a week at the institute. To confirm the admission, Student has to use the OTP, which will be sent to the student's registered mobile no. /Email.

n) Student who has already provided the admission in the first phase and has not confirm his/her admission, is not eligible to get admission in the same course in same institute.

THIRD PHASE:

o) GCAS will provide the admitted student data to institutes after completion of Second phase within two days from second phase completion.

p) Institute has to upload the vacant seats information on GCAS portal within two days. If Institute will not upload the vacant seats information on GCAS portal then it is considered that all seats

of respective institute is filled.

q) Students, who haven't got admission in both phases can change and update their choices on GCAS portal within three days (or the time provided by the GCAS whichever is earlier).

r) GCAS will send the updated students' data to all respective Institutes or Institute can download students' data from Institute's dashboard in next two days.

s) Institute has to display Allotment of seats on Institute website as well upload the allotment list on GCAS portal for third phase within the time provided by the GCAS.

t) Students are required to report at the allotted institute for confirmation of admission and payment of the token fees of Rs.10000 within the time provided by the GCAS portal. Remaining fees for first term should be paid within a week at the institute. To confirm the admission, Student has to use the OTP, which will be sent to the student's registered mobile no. /Email.

u) All Institutes / Students must need to obey the rules and regulations of the GCAS for admission as updated on a time-to-time basis. In case of any of the differences found in the timeline, institutes need to follow the updated timeline provided by GCAS.

10. Fees

a) A candidate who gets admission shall have to pay fees, as may be determined/ approved/ finalized by Gujarat Technological University for the concerned institute.

b) 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 after a deduction of Rs. 1000 of fees as administrative charges. In other case, all institutes and candidates has to follow UGC norms for fees refund in the case of admission cancellation.

c) The fees should be collected semester wise by the institute.

11. Documents to be verified:

It is compulsory to produce the all the original documents at the allotted institute for the verification. Institutes cannot collect/retain any original Documents of students.

a) Mark sheet: H.S.C. Examination (Standard 12th - 10+2 Pattern) or Diploma (10+3)*

b) Mark sheet: S.S.C Examination (Standard 10th)*

c) Conversion Certificate of CGPA / Grade Point to Percentage, if applicable.

d) Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), issued by the authority empowered by the Government in this behalf, if applicable.

e) Valid Non-Creamy Layer (NCL) certificate (for OBC/SEBC applicant) of the family by the authority empowered by the Government in this behalf, if applicable. (Details related to validity will be as described above in point no. 4(e).

f) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Medical authority, in case of a Physically Handicapped candidate.

g) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer, if applicable.

h) Certificate of widows' child and orphan

i) EWS Certificate issued and authorized by the competent authority which should be valid as per Govt. Resolution from time to time.

j) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the

respective unit in which they are serving, if applicable.

k) Income Certificate.

l) Such other certificates as the Admission Committee deems 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:

All the original documents are to be verified at GTU/affiliated Institutes, if any document(s) is/are found incorrect/false, the admission will be cancelled. The legal actions will be taken against the student submitting false documents.

13. Vacant Seats:

In case the seats remain vacant after the completion of first phase of admission process, such vacant seats shall be displayed on the Institute's official website. After offering admission to all the candidates whose name appear in the merit list or after completion of all phases of the admission process, if the seats remain vacant, such vacant seats shall be filled by the concerned institute. Admission on Vacant Seats mentioned above shall be completed within stipulated time period prescribed by Admission Committee. No admission shall be granted thereafter.

14. Admission to Colleges / Institutions for Management seats:

a) 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.

b) 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

15. Penalty:

a) Breach of any of the provisions of reservation (GoG & GoI) and admission guidelines provided by GCAS/GTU, shall be liable for penalty.

b) Fail to comply of any of the admission timeline/rules of GTU / GCAS shall lead to a penalty as per the penalty clause. (Ref. no.- GTU/Academic/GCAS/2025/1815 [dated: 10/03/2025]) (Refer:https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/GCAS-10-03-2025_518826.pdf)

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 Admission committee, Gujarat Technological University shall remain final.

Key Dates for Admission Process will be uploaded on the Gujarat Technological University/Institute's website and GCAS Portal.

All the above information is for reference only and subject to change

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Registrar