

2. (B) ADMISSION MODALITY FOR MCA (First Year and Lateral Entry)#

1. Modality for admission to Master of Computer Application (MCA) Course, under Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007.

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;
- (b) “Admission” for the purpose of these rules, means admission of students in the first year and/or second year (lateral entry) of the Master of Computer Application (MCA) Course;
- (c) “Admission Committee” means the Admission Committee constituted by the State Government under section 4 of the Act, for the purpose of admission to the Master of Computer Application (MCA) Course;
- (d) “Common Management Aptitude Test (CMAT)” means the entrance test, conducted by the All India Council of Technical Education, for determination of merit of the candidate for the purpose of admission in the Master of Computer Application (MCA) Course;
- (e) “Help Centres” means the centres notified by the Admission Committee for facilitation of the candidates for off campus online admission process;
- (f) “Professional Educational Colleges or Institution” means a college or an institution including a University imparting Master of Computer Application (MCA) course, leading to award a post-graduate degree approved or recognised by the All India Council for Technical Education, New Delhi;
- (g) “Qualifying Examination” means a degree obtained from,-
 - (i) a University established or incorporated by Central or State Act, or
 - (ii) any institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956, or
 - (iii) any other equivalent qualification recognised by the Government;
- (h) “web-site” means the official website of the Admission Committee to carry out off campus online admission process.

(2) The words and expressions used in these rules but not defined shall have the meanings as assigned to them in the Act.

3. Admissions to Master of Computer Application (MCA) Course.-

(1) Admissions to the Master of Computer Application (MCA) Course shall be given 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 Master of Computer Application (MCA) Course in the Professional Educational Colleges or Institutions.

4. Seats Available for Admission.-

(1) For the purpose of admission to the first year of the Master of Computer Application (MCA) courses, available seats shall include,-

A. Government Seats:

- (i) All the sanctioned seats of the Master of Computer Application (MCA) course in the Government Colleges or Institutions of the State,
- (ii) All the sanctioned seats of the Master of Computer Application (MCA) course in the aided Colleges or Institutions,
- (iii) Seventy-five percent of the total sanctioned seats of the Master of Computer Application (MCA) course in the unaided Colleges or Institutions, and
- (iv) All supernumerary seats of the professional courses in the Government colleges or institutions and in the aided and unaided Colleges or Institutions.

B. Management Seats:

- (i) Twenty-five percent seats of the total sanctioned seats of the Master of Computer Application (MCA) course in the unaided Colleges or Institutions, including fifteen percent Non-Resident Indian (NRI) seats,
 - (ii) The intimation received, in respect of sanction of seats, by the Admission Committee three days prior to the commencement of the first counselling programme, shall be considered as available seats,
 - (iii) If any unaided College or Institution requests to fill up the Management Seats by the Admission Committee, three days prior to the commencement of the counselling program, such Management Seats shall also be considered as available for giving admissions, and
 - (iv) The unaided college or institution shall fill up the Management Seats up to 5 % of the sanctioned intake from the students of the out of the State, on the basis of CMAT of corresponding year and inter-se merit prepared in accordance with the provisions of rule 11 irrespective of whether such candidate has applied to the Admission Committee or not, subject to the conditions that the student fulfils the eligibility criteria for admission prescribed under these rules and has passed the qualifying examination from the recognized University/Institute.
- (2) For the purpose of admission to the second year (lateral entry) of the Master of Computer Application (MCA) Course, available seats shall include,-

A. Government Seats:

- (i) All the sanctioned seats of separate division for lateral entry for current academic year in the,-
 - (a) Government Colleges or Institutions,
 - (b) the aided Colleges or Institutions, and
- (ii) Twenty percentage (20%) seats of the sanctioned seats of the immediate previous academic year in the-
 - (a) Government Colleges or Institutions,
 - (b) the aided Colleges or Institutions, and
 - (c) the Unaided Colleges or Institutions,
- (iii) The seats remained vacant in the previous year of MCA course and the seats fallen vacant for any reason during previous academic year in the first year of MCA course in the,-
 - (a) Government Colleges or Institutions,
 - (b) the aided Colleges or Institutions, and
 - (c) the Unaided Colleges or Institutions,
- (iv) Seventy-five percent of the total sanctioned seats of the Master of Computer Application (MCA) course of separate division for lateral entry in the unaided Colleges or Institutions, and
- (v) All supernumerary seats of separate division for lateral entry of the professional courses in the Government Colleges or Institutions, aided and unaided Colleges or Institutions of the State.

B. Management Seats:

- (i) Twenty-five per cent. seats of the total sanctioned seats of the Master of Computer Application (MCA) course in separate division for lateral entry, in the unaided Colleges or Institutions including fifteen per cent. Non-Resident Indian (NRI) seats,
- (ii) The intimation received, in respect of sanction of seats of separate division, by the Admission Committee, three days prior to the commencement of the first counselling programme shall be considered as available seats,
- (iii) If any unaided College or Institution requests to fill up the Management Seats of separate division for lateral entry by the Admission Committee, three days prior to the commencement of the counselling program, such Management Seats shall also be considered as available for giving admissions, and
- (iv) The unaided college or institution shall fill up the Management Seats up to 5 % of the sanctioned intake of separate division of lateral entry from the students of the out of the State, on the basis of CMAT of corresponding year and *inter-se* merit prepared in accordance with the provisions of rule 11 irrespective of whether such candidate has applied to Admission Committee or not, subject to the conditions that the student fulfils the eligibility criteria for admission prescribed under these rules and has passed the qualifying examination from the recognized University/Institute.

5. Eligibility for Admission.-

- (1) For the purpose of admission, a candidate shall have appeared in the Common Management Aptitude Test (CMAT) as prescribed by AICTE, for the corresponding year.

(2) A candidate shall have passed the qualifying examination with minimum of 50% marks (45% marks in case of SC/ST/SEBC category candidates) from-

(a) a University situated in the Gujarat State; or

(b) a University situated outside the Gujarat State provided that the candidate shall have passed the Higher Secondary School Certificate Examination (Standard XII, 10+2 pattern) or its equivalent examination from,-

(i) the Gujarat Board; or

(ii) the Central Board of Secondary Education:

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 Daman and Diu or Dadra and Nagar Haveli; or

(iii) the Council of Indian School Certificate Examination, New Delhi:

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 Daman and Diu or Dadra and Nagar Haveli:

Provided that a candidate shall have passed the Higher Secondary School Examination (Standard XII, 10+2 pattern) or Bachelors' degree with Mathematics or Business Mathematics or Statistics as one of the subjects.

(3) Subject to the provisions of sub-rules (1) and (2), a candidate who has passed the qualifying examination in the stream of Bachelor of Computer Application or Bachelor of Science (IT) or Bachelor of Science (Computer) with minimum 50% marks (45% marks in case of SC/ST/SEBC category candidates) shall also be eligible to apply for lateral entry admission in the Master of Computer Application (MCA):

Provided that a candidate who has appeared in the final year of degree examination shall also be eligible to apply for admission.

Explanation. - 50% marks (45% marks in case of SC/ST/SEBC category candidates) shall be computed on the basis of grand total or, cumulative grade point average as shown in the final year mark sheet of the University. In case of grade points, the candidate shall be required to produce equivalence percentage certificate from the University.

6. 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:-

(a) Scheduled Castes : 7 %

(b) Scheduled Tribes : 15%

(c) 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: Provided that the candidate belonging to Socially and Educationally Backward Classes 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 issued to him by the authority empowered by the State Government in this behalf. In case the caste certificate is found to be invalid on verification, he shall not have right to claim his admission on reserved seat and if he 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.

7. Reservation For Physically Disabled Candidates.- Three percent of the available seats in each category shall be reserved, in accordance with the provisions of the Persons With Disabilities (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. of any disability as certified by a competent medical authority.

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

- (1) One percent of available seats shall be reserved for the children of Defence 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, and 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 college or institute located outside the Gujarat State and have appeared in the Common Management Aptitude Test (CMAT) as prescribed by AICTE, conducted in the corresponding academic year.

9. 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.
- (2) (a) Notwithstanding anything contained in these rules, two supernumerary seats in each college or institute shall be filled by the candidates who are migrants of the State of Jammu and Kashmir, in accordance with the directions from the All India Council of Technical Education, New Delhi and Ministry of Human Resources Development, Government of India, subject to the eligibility criteria prescribed in these rules.
- (b) Such candidate shall be exempted from appearing in the Common Management Aptitude Test (CMAT) as prescribed by AICTE.

10. Registration for the Admission-

- (1) A candidate seeking admission shall apply on-line, for the registration of his candidature, on the web-site, 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 it may consider convenient, publish the date of registration, the list of Help Centres, last date for submission of registration form, courses offered 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 Registration fee, etc. as determined by the Admission Committee.
- (4) Where a candidate has made more than one registrations, the registration made at the later 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 and submit the same along with the self-attested copies of the requisite certificates and testimonials as specified in the registration form, at the Help Centre. The candidate shall have to produce for verification, the original certificates and testimonials of the documents attached with the registration form, at the Help Centre, within time-limit as may be specified by the Admission Committee. An acknowledgement receipt for the same shall be given by the person authorised by the Admission Committee.
- (6) The Help Centre may retain any original certificate or testimonial which it considers necessary until the admission process is completed. The receipt of the same shall be given by the Help Centre. The Such Help Centre shall return the original certificate or testimonial to the candidate after completion of the admission process.

- (7) The candidate who is unable to produce original certificates or testimonials necessary for the purpose of admission at the time of registration within the time-limit prescribed in sub-rule (5), may be registered for admission subject to following conditions, namely:-
- (i) On payment of Rs.5,000/- (Rupees five thousand) to the Admission Committee as security deposit by the candidate. If the candidate submits the required documents within a period of five working days, the amount of the Security deposit shall be refunded, after deducting Rs.500/- (Rupees Five hundred) towards the administrative expenditure.
 - (ii) In the event of failure to submit original certificates and testimonials within the time limit as aforesaid, the registration may be cancelled and the security deposit shall be forfeited.

11. Preparation of Merit List.- The merit list of the candidates who have applied for admission in the manner prescribed by the Admission Committee, 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 candidates who have passed the Qualifying Examination from any of the Boards mentioned in the sub-rule (2) of rule 5, on the basis of marks obtained in the Common Management Aptitude Test (CMAT).
- (2) The criteria for deciding merit order in case of students having equal merit marks in Common Management Aptitude Test (CMAT) shall be in the following sequence, namely:-
 - (i) Marks obtained in QT & Data Interpretation section of CMAT.
 - (ii) Marks obtained in Logical Reasoning section of CMAT.
 - (iii) Marks obtained in Language Comprehension section of CMAT.
 - (iv) Percentage of marks obtained in Mathematics subject of S.S.C. Examination (Std. 10th)
 - (v) Percentage of marks obtained in S.S.C. Examination (Std. 10th)

12. Admission Procedure.— The admission procedure shall be off campus online in the following manner, namely:-

- (1) The Admission Committee shall prepare merit lists of the eligible candidates who have applied under sub-rule (1) of rule 10, after verification of the documents submitted under sub-rule (5) of rule 10.
- (2) The merit lists 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 counselling program on its web-site, by advertisement in the prominent newspapers widely circulated in the State, and by such other means, as it may consider convenient.
- (4) The candidate shall be required to indicate his order of choices of courses and colleges or institutions, online. Allotment of seats shall be made on the basis of merit, category of the candidate and availability of seats. The allotment of seats shall be published on the web-site of the Committee. The candidates are required to obtain the print out of the Information Letter and bank fee receipt copies from the website.
- (5) The candidate shall be required to pay such fee, as may be determined by the Admission Committee.

- (6) On payment of tuition fees as required under sub-rule (5), either online payment or in the branches of banks as specified, the admission allotted to the candidate shall get confirmed. The candidate shall be required to login to his account to get the print out of the Admission Slip. In case, the candidate fails to pay the tuition fees within the prescribed time limit as aforesaid, the admission offered to him shall be treated as cancelled. Such candidate shall not be eligible to get admission on same course in the same institute in the successive rounds of counselling.
- (7) Where considerable number of seats fall vacant and it appears to the Committee to fill up 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 up gradation 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.

13. Fee.-

- (1) A candidate who gets admission in the Government or aided college or institution shall have to pay such fees, as may be determined by the Government, at such stages, as may be determined by the Admission Committee.
- (2) A candidate who gets admission in unaided colleges or institutions shall have to pay such fees, as may be determined by the Fee Regulatory Committee constituted under section 9 of the Act, for unaided colleges or institutions, at such stages, as may be determined by the Admission Committee.
- (3) If a candidate, who has paid the fees after getting admission, gets his admission cancelled within the time limit specified by the Admission Committee, his fees shall be refunded after completion of the admission process, provided that the seat vacated by him is filled by another candidate.
- (4) If a candidate who has paid the fees after getting admission and gets his admission changed in another course and/or college or institution in the readjustment (reshuffling) process, he shall pay the difference of fees, if any, at the time of getting admission or, as the case may be, shall be refunded the fees after the completion of admission process.

14. Documents to be attached with the application.-

- (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 Centre, namely:-
- (i) S.S.C. Examination (Std. X) Mark-sheet,
 - (ii) H.S.C.Examination (Std. XII) Mark-sheet or of equivalent examination,
 - (iii) Mark sheets of all semesters / years of degree (graduation),
 - (iv) CMAT Score card,
 - (v) School Leaving Certificate or Transfer Certificate,
 - (vi) 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 State Government in this behalf,

- (vii) Non-Creamy Layer (NCL) certificate of the family, issued after 1st April of the relevant academic year, by the authority empowered by the State Government in this behalf,
- (viii) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case of a Physically Handicapped candidate,
- (ix) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer,
- (x) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which he is serving,
- (xi) Passport size Photograph of candidate, and
- (xii) Such other certificates as the Admission Committee deems necessary.

15. 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.

16. Cancellation of Admission and Refund of Fees.-

- (1) In case of cancellation of admission or transfer of candidate by the Admission Committee, due to administrative reasons, the College or Institution in which the candidate was granted admission shall refund the amount of fees collected by it, to such candidate.
- (2)(a) In case of a candidate withdrawing his candidature before completion of admission process, for any reason whatsoever, he may login to his account on the *web-site* of the Admission Committee for online admission process and put the request for cancellation of admission within the time limit specified by the Admission Committee. In such case, the fees 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) After completion of online admission process and before declaration of schedule of admission on vacant seats, if any candidate who has withdrawn his candidature in the manner as provided in para (a), the fees paid by him shall be refunded subject to the condition of such vacated seat being filled up by the institution, as per the directions of Admission Committee and prevailing rules of AICTE.
- (c) A candidate desirous to withdraw his candidature after completion of admission on vacant seats, for any reason whatsoever, shall have to request in writing in person to the college or institution in which he is granted admission but he shall not be entitled to get refund of the fees paid by him for getting admission.
- (d) In case of cancellation of admission at college or institute level on the request of the student, he shall liable to pay the fees for the current semester and no college or institution shall demand fees for further semesters.

17. Vacant Seats.-

- (1) After offering admission to all the candidates whose names appear in the merit list or after completion of the online admission process, if the seats remain vacant, such vacant seats shall be filled by the college or institution by preparing common merit list, in accordance with the directions of the Admission Committee and in the manner prescribed in sub-rule (2).
- (2) The Admission Committee shall, by an advertisement in the prominent newspapers widely circulated in the State, by web-site and by such other means, as it may consider convenient, display the details of vacant seats. Such vacant seats shall be filled by college or institution by inviting application from the eligible candidates and prepare an inter-se merit-list in the following order, namely:-
 - (i) the names of the candidates whose name appears in the merit list of the Admission Committee;
 - (ii) candidate who are eligible as per sub-rule (2) of rule 5 and have appeared in CMAT/CAT/MAT or any other such test conducted in the corresponding year as prescribed by the AICTE;
 - (iii) candidate who have passed the qualifying examination with at least for open category with 50% (45 % for SC/ST/SEBC) marks from any of the recognized Universities or Institutes situated outside the Gujarat State and have appeared in CMAT/CAT/MAT or any other such test conducted in the corresponding year as prescribed by the AICTE, by any agency / body approved by AICTE;
 - (iv) after allotting the seats to candidates mentioned in sub-clauses (i) to (iii), if any seat remains vacant, the institute shall invite application from the candidates who have cleared the qualifying examination from recognized Universities or Institutes with minimum eligibility criteria prescribed as per sub-rule (2) of rule 5 but not appeared in CMAT/CAT/MAT or any entrance examination, shall be eligible for admission. The merit list shall be prepared on the basis of graduation percentage.

18. 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 appears in the merit list prepared by the Admission Committee:
Provided that no candidate shall be admitted against the management seat unless his name appears in the merit list prepared by the Admission Committee:
Provided further that where any Non Resident Indian seat remains vacant, such seat shall be filled in from the Management Seat:
Provided also that where any management seat remains vacant, such seat shall be filled by the Admission Committee as Government Seat.
- (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) 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 and such other fees as provided under the provisions of the Act.

(4) No college or institution shall retain the original documents or testimonial of the candidate. In case of breach of such provision, the college or institution shall be liable to penalty as specified in rule 19.

19. Penalty.-

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

20. 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.

Note: Above admission modality is just for information and guidance only. For admission notification and latest update, please refer MBA-MCA link of website www.jacpcldce.ac.in