Recommended Guidelines of the Admission procedure for the Academic Year 2020-21 for various courses under the **Faculty of Commerce and Management**

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Course Name: Bachelor of Commerce

1. Eligibility Criteria:
   a. For the purpose of admission, a candidate shall have passed Std. 12 (or equivalent) from government recognized board with English as one of the subjects OR English as medium of instruction. The candidate who has studied in English Medium where English is not one of the subjects has to produce, a valid Certificate from the institute stating that the candidate has studied in English Medium.
   b. Provisional Eligibility Certificate is required for the candidates qualifying from other than (i) Gujarat board or (ii) Central board schools located in Gujarat.

2. Reservation of Seats:
   a. Reservation of seats shall be as per the guidelines of Government of Gujarat, time to time, provided the candidate produces valid certificate(s) duly signed by competent authority empowered by the Government of Gujarat.
   b. The candidate mentioned in 2(a) has to submit the valid certificate(s) within the stipulated time, failing to which, the admission application shall be considered under unreserved category.
   c. If any of the reserved seats remains vacant then such a seat will be made available to the candidates of open category.

3. Preparation of Merit:
   a. For all eligible (mentioned in 1) candidates, merit shall be prepared on the basis of percentage of marks obtained (grand total) in qualifying examination.
   b. In case of equal merit marks, following sequence shall be followed:
      i. English subject marks in qualifying examination. If English is not taught as a subject but English is a medium of instruction, percentage of marks obtained in the theory subjects.
      ii. Aggregate marks of SSC Examination or equivalent examination
      iii. Date of Birth (Age)

4. Process of Admission:
   a. The announcement of commencement of admission procedure shall be done by (i) advertisement for admission in the newspapers widely circulated in the university area and/or (ii) web-site (iii) University and institute notice board (iv) any such other means. Such advertisement should include the detailed admission schedule.
   b. A candidate seeking admission shall have to apply as per the instructions/guidelines mentioned in advertisement for admission.

c. The institute shall prepare merit list of all eligible candidates after due verification of relevant documents.

d. The merit lists shall be displayed on the website/notice-board of Institute/University.

e. All supplementary/additional details pertaining to admission procedure (other than mentioned in the advertisement for admission) shall be announced on the website/notice-board of Institute/University.

f. Upon allotment of admission, the admission shall be treated as confirmed/secured only after (i) Payment of applicable fees AND (ii) verification of all original documents, within stipulated time period, failing which the admission shall be considered as cancelled.

g. The candidate shall have to submit documents as mentioned in 6.

h. For the vacant seats after the end of admission procedure, institute may fill the same by following the standard procedure.

5. Fees:

a. A candidate who gets admission shall have to pay fees, determined by the University.

b. If a student applies for admission cancellation within 10 days of the end of admission procedure, the fees shall be refunded after deducting 15% of total fees paid, as administrative charges.

c. If a student applies for admission cancellation after 10 days of the end of admission procedure AND before issuance of enrolment number by University, the fees shall be refunded after deducting 25% of total fees paid, as administrative charges.

d. After issuance of enrolment number by University, if a student applies for admission cancellation, no fees shall be refunded for the current term.

e. Full fees for the term concerned, shall be refunded in the case of death of the student.

6. Documents to be attached: The candidate shall submit self-attested copies of the valid documents (as applicable) issued by the concerned authority:

- SSC Examination (Std. X) Mark-sheet.
- HSC Examination (Std. XII) Mark-sheet.
- School Leaving Certificate, Transfer Certificate OR Migration Certificate
- Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), Non Creamy Layer certificate
- Non Creamy Layer certificate of the family,
- Income Certificate
- Certificate of Physical Disability
- Certificate of Ex-Serviceman
- Affidavits in case of discontinuity in education for one or more years
- Aadhar Card

B.Com. Admission Schedule for Academic Year 2020-21

No	Activities	Date
1	Filling of Admission Forms	15-6-2020 to 18-08-2020
2	Last date of submission of filled application form with necessary Documents.	19-08-2020
3	Declaration of first merit list on website/institute notice board	20-08-2020
4	Deposition of fees (For first merit list)	24-08-2020
5	Declaration of second merit list on website/institute notice Board	25-08-2020
6	Deposition of fees (For second merit list)	26-08-2020
7	Commencement of Academic Term (Tentative)	04-09-2020

In case of vacancy after 25-08-2020, further merit list will be displayed.

Instructions:
1. Admission form will be available upon the payment of Rs.100/-.
2. Details of fees-structure for the concerned B.Com. Program are available on university website and institute notice board.
3. Admission to concerned programmes will be as per the rules of University.
4. Please take sincere note that once the deadline for payment of fees (for any of the merit list) is crossed, the student will not have any right to claim admission allotted in respective round.
5. The list of students admitted, will be displayed on the college notice board at the end of the admission process.

Recommended Guidelines of the admission procedure for the Academic Year 2020-21 for various courses under the Faculty of Commerce & Management (First Semester)

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Course Name: Bachelor of Business   Administration

1. Eligibility Criteria:
   a. For the purpose of admission, a candidate shall have passed Std. 12 Any Streams (or equivalent) from government recognized board with English as one of the subjects OR English as medium of instruction. The candidate who has studied in English Medium where English is not one of the subjects has to produce, a valid Certificate from the institute stating that the candidate has studied in English Medium.
   b. Provisional Eligibility Certificate is required for the candidates qualifying from other than (i) Gujarat board or (ii) Central board schools located in Gujarat.

2. Reservation of Seats:
   c. Reservation of seats shall be as per the guidelines of Government of Gujarat, time to time, provided the candidate produces valid certificate(s) duly signed by competent authority empowered by the Government of Gujarat.
   d. The candidate mentioned in 2(a) has to submit the valid certificate(s) within the stipulated time, failing to which, the admission application shall be considered under unreserved category.
   e. If any of the reserved seats remains vacant then such a seat will be made available to the candidates of open category.

3. Preparation of Merit:
   a. For all eligible (mentioned in 1) candidates, merit shall be prepared on the basis of percentage of marks obtained (grand total) in qualifying examination.
   b. In case of equal merit marks, following sequence shall be followed:
      i. English subject marks in qualifying examination. If English is not taught as a subject but English is a medium of instruction, percentage of marks obtained in the theory subjects.
      ii. Aggregate marks of SSC Examination or equivalent examination
      iii. Date of Birth (Age)

4. Process of Admission:
   a. The announcement of commencement of admission procedure shall be done by (i) advertisement for admission in the newspapers widely circulated in the university area and/or (ii) web-site (iii) University and institute notice board (iv) any such other means. Such advertisement should include the detailed admission schedule.
   b. A candidate seeking admission shall have to apply as per the instructions/guidelines mentioned in advertisement for admission.

c. The institute shall prepare merit list of all eligible candidates after due verification of relevant documents.

d. The merit lists shall be displayed on the website/notice-board of Institute/University.

e. All supplementary/additional details pertaining to admission procedure (other than mentioned in the advertisement for admission) shall be announced on the website/notice-board of Institute/University.

f. Upon allotment of admission, the admission shall be treated as confirmed/secured only after (i) Payment of applicable fees AND (ii) verification of all original documents, within stipulated time period, failing which the admission shall be considered as cancelled.

g. The candidate shall have to submit documents as mentioned in 6.

h. For the vacant seats after the end of admission procedure, institute may fill the same by following the standard procedure.

5. Fees:

   a. A candidate who gets admission shall have to pay fees, determined by the University.

   b. If a student applies for admission cancellation within 10 days of the end of admission procedure, the fees shall be refunded after deducting 15% of total fees paid, as administrative charges.

   c. If a student applies for admission cancellation after 10 days of the end of admission procedure AND before issuance of enrolment number by University, the fees shall be refunded after deducting 25% of total fees paid, as administrative charges.

   d. After issuance of enrolment number by University, if a student applies for admission cancellation, no fees shall be refunded for the current term.

   e. Full fees for the term concerned, shall be refunded in the case of death of the student.

6. Documents to be attached: The candidate shall submit self-attested copies of the valid documents (as applicable) issued by the concerned authority:

   - SSC Examination (Std. X) Mark-sheet.
   - HSC Examination (Std. XII) Mark-sheet.
   - School Leaving Certificate, Transfer Certificate OR Migration Certificate
   - Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), Non Creamy Layer certificate
   - Non Creamy Layer certificate of the family,
   - Income Certificate
   - Certificate of Physical Disability
   - Certificate of Ex-Serviceman
   - Affidavits in case of discontinuity in education for one or more years
   - Aadhar Card

<u>B.B.A. Admission Schedule for Academic Year 2020-21</u>

No	Activities	Date
1	Filling of Admission Forms	15-6-2020 to 18-08-2020
2	Last date of submission of filled application form with necessary Documents.	19-08-2020
3	Declaration of first merit list on website/institute notice board	20-08-2020
4	Deposition of fees (For first merit list)	24-08-2020
5	Declaration of second merit list on website/institute notice Board	25-08-2020
6	Deposition of fees (For second merit list)	26-08-2020
7	Commencement of Academic Term (Tentative)	04-09-2020

In case of vacancy after 25-08-2020, further merit list will be displayed.

Instructions:
1. Admission form will be available upon the payment of Rs.100/-.
2. Details of fees-structure for the concerned B.Com. Program are available on university website and institute notice board.
3. Admission to concerned programmes will be as per the rules of University.
4. Please take sincere note that once the deadline for payment of fees (for any of the merit list) is crossed, the student will not have any right to claim admission allotted in respective round.
5. The list of students admitted, will be displayed on the college notice board at the end of the admission process.

FACULTY OF COMMERCE AND MANAGEMENT

Recommended guidelines of the admission procedure for the Academic Year 2020-21 for various courses under the Faculty of Commerce and Management (First Semester)

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Course Name: Master of Commerce (M. COM) I.

1. **Eligibility Criteria:**

a. For the purpose of admission, a candidate shall have passed the qualifying examination in the relevant subjects from any university recognized by UGC. B.COM. & equivalent degree from any recognized university.

b. Provisional Eligibility Certificate shall be required for the candidates before registration.

2. Reservation of Seats:

a. Reservation of seats shall be as per the guidelines of Government of Gujarat, time to time, provided the candidate produces valid certificate(s) duly signed by competent authority empowered by the Government of Gujarat.

b. The candidate mentioned in 2(a) has to submit the valid certificate(s) within the stipulated time, failing to which, the admission application shall be considered under unreserved category.

c. If any of the reserved seats remains vacant then such a seat will be made available to the candidates of open category

3. Preparation of Merit:

a. For all eligible (mentioned in 1) candidates, merit shall be prepared on the basis of percentage of external marks obtained in the semester V and VI or final year in case of yearly pattern shall be the merit marks.

b. In case of equal merit marks, following sequence shall be followed: i. Aggregate marks obtained in semester V and VI or final year in case of yearly pattern; ii. External Marks obtained in semester VI or final year in case of yearly pattern; iii. External Marks obtained in semester V; iv. Date of Birth (Age)

4. Process of Admission:

a.The announcement of commencement of admission procedure shall be done by (i) advertisement for admission in the newspapers widely circulated in the university area and/or (ii) web-site (iii) university and institute notice board (iv) any such other means. Such advertisement should include the detailed admission schedule.

b. A candidate seeking admission shall have to apply as per the instructions/guidelines mentioned in advertisement for admission.

c. The institute shall prepare merit list of all eligible candidates after due verification of relevant documents.

d. The merit lists shall be displayed on the website/notice-board of Institute/University.

e. All supplementary/additional details pertaining to admission procedure (other than mentioned in the advertisement for admission) shall be announced on the website/notice-board of Institute/University.

f. Upon allotment of admission, the admission shall be treated as confirmed/secured only after (i) Payment of applicable fees AND (ii) verification of all original documents, within stipulated time period, failing which the admission shall be considered as cancelled.

g. The candidate shall have to submit documents as mentioned in 6.

h. For the vacant seats after the end of admission procedure, institute may fill the same by following the standard procedure.

5. Fees:

a. A candidate who gets admission shall have to pay fees, determined by the University.

b. If a student applies for admission cancellation within 10 days of the end of admission procedure, the fees shall be refunded after deducting 15% of total fees paid, as administrative charges.

c. If a student applies for admission cancellation after 10 days of the end of admission procedure AND before issuance of enrolment number by University, the fees shall be refunded after deducting 25% of total fees paid, as administrative charges.

d. After issuance of enrolment number by University, if a student applies for admission cancellation, no fees shall be refunded for the current term.

e. Full fees for the term concerned, shall be refunded in the case of death of the student

6. Documents to be attached: The candidate shall submit self-attested copies of the valid documents (as applicable) issued by the concerned authority:

    (i)   SSC Examination (Std. X) Mark-sheet.

    (ii)   HSC Examination (Std. XII) Mark-sheet.

    (iii) Graduation Examination Mark-sheet. (B.COM. - SEM-V and VI Mark-sheet or final year

    (iv)Mark-sheet in case of yearly pattern) School Leaving Certificate, Transfer Certificate and Migration Certificate

(v)Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and socially and Educationally Backward Classes (SEBC), Non Creamy Layer certificate

(vi) Income Certificate

(vii) Certificate of Physical Disability

(viii) Certificate of Ex-Serviceman

(ix) Affidavits in case of discontinuity in education for one or more years

(x) Aadhar Card

Academic Year 2020-21

No	Activities	*Date
1	Filling of Admission Forms	09-08-2020 to 30-11-2020
2	Last date of submission of filled application form with necessary Documents.	30-11-2020
3	Declaration of first merit list on website/institute notice board	05-12-2020
4	Deposition of fees (For first merit list)	07-12-2020
5	Declaration of second merit list on website/institute notice board	15-12-2020
6	Deposition of fees (For second merit list)	16-12-2020
7	Commencement of Academic Term (Tentative)	20-12-2020

In case of vacancy after 16-12-2020, further merit list will be displayed.

Instructions:

1. Admission form will be available upon the payment of Rs.100/-.
2. Details of fees-structure for the concerned M.com. program are available on university website and institute notice board.
3. Admission to concerned programmes will be as per the rules of Gokul Global University.
4. Please take sincere note that once the deadline for payment of fees (for any of the merit list) is crossed, the student will not have any right to claim admission allotted in respective round.
5. The list of students admitted, will be displayed on the college notice board at the end of the admission process.