



**PROCEDURE FOR FILLING UP MANAGEMENT SEAT (INCLUDING NRI SEATS) BY
UNAIDED INSTITUTIONS FOR THE ACADEMIC YEAR 2024-25**

DEGREE ENGINEERING- 2024

Procedure for filling up Management Seats:

- (1) Each unaided institute will have to prepare merit list (inter-se) from the applications of eligible candidates and display it on the institute's notice board as well as on website and a copy of the same is to be forwarded to the Admission Committee. All the students included in the merit list should individually be communicated by speed post or registered post or registered mail for counselling at least seven days prior to the date of counselling. The institute will have to maintain a record of distribution and acceptance of admission forms in a separate register.
- (2) Unaided institutions can admit students who have passed qualifying examination with minimum eligibility criteria from school located in INDIA (Including Gujarat State) on merit prepared on GUJCET 2024/JEE(Main) 2024 , on a maximum limit of 50% seats (management seats) of sanctioned intake.
- (3) Each unaided institute has to conduct admission process in a fair, transparent & non-exploitative manner and no eligible candidate should be denied issuing or accepting his/her admission form.
- (4) The list of admitted students will have to be submit to ACPC latest by **30.08.2024** without fail. The mode of submission will be communicated.
- (5) For Management seat admission **ACPC registration is not required**.
- (6) Institute shall have to pay the registration fee for those students who have not registered and issued merit with ACPC.

Procedure for filling up of N.R.I. Seats:

In addition to the guidelines for filling up of Management Seats, the following points would also be applicable for admission process on N.R.I. seats:

- (1) The procedure for filling 15% NRI Seats for Universities/Institutes shall be as per prevailing rules of notification of GoG.
- (2) The students who have passed qualifying examination from outside India would be exempted from GUJCET-2024/JEE(Main) 2024 examination. Based on the marks obtained in the qualifying examination he/she would be included in the merit list. Such candidates must fulfil the eligibility criteria prescribed by the State Government for admission. However, if the students have passed qualifying examination from India, they should have appeared in GUJCET-2024 / JEE (Main) 2024 to be considered eligible for admission.

(4) N.R.I. student who seeks admission on N.R.I. seat will have to submit copy of his/her passport as well as passport of his/her mother and/or father, to prove himself/herself as an N.R.I. candidate. N.R.I. sponsored students have to submit proof of his sponsor being an N.R.I. Copy of sponsor Passport (which contains signature of sponsor) as well as the affidavit has to be submitted. The relation of N.R.I. (sponsorer) with the student (N.R.I. sponsored candidate), sponsorer's undertaking the responsibility for payment of tuition and other fees as well as the entire responsibility of the candidate's study should be clearly mentioned in the affidavit.

Priority would be given to N.R.I. candidates for admission on N.R.I. seats.

(5) N.R.I sponsored students shall be included in the merit list of N.R.I. seats as well as in the merit list of Management Seats.

Procedure for conversion of Management Seats into Vacant Seats:

- (1) The institute shall publish the counselling time-period on the website with each specified event.
- (2) After offering seats to students who have been issued merit rank for management seats, the vacant seats shall be filled as per the guidelines of Rule 19, sub-rule (2) of Bachelor of Engineering and Technology (Regulation of Admission and Fee Payment of Fees) amendment 2022.
- (3) The Institute heads, Registrar of Private Universities shall note that each institute shall comply on the basis of notification Rule 20 and Sub-rule (3) of said admission rules.



Member Secretary