



# GUJARAT UNIVERSITY



## INFORMATION BOOKLET (2024-25) Master of Commerce (M. Com.)



### Gujarat University Admission Cell (GUAC)

Gujarat University Campus, Gujarat University, navrangpura, Ahmedabad - 380009

Email : [pgmcom@gujaratuniversity.ac.in](mailto:pgmcom@gujaratuniversity.ac.in)

Visit us : [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)

GCAS portal : <https://gcas.gujgov.edu.in/>

## From the Desk of the Vice-Chancellor



Namskar and Season's Greetings!

Many congratulations to you on your excellent academic journey so far. You are warmly welcome to the Gujarat University family. Since its inception in 1949 and banking on our glorious alumni tradition, the University strives to excel in various disciplines like Commerce, Humanities, Management, Law, Education, Sciences, Medical and Paramedical.

This e-booklet details various courses following the UGC and Government of Gujarat guidelines. The credit system for each subject is the core component of the education system at Gujarat University. This will be especially beneficial for those who wish to pursue higher studies at the institutes and universities of national and international repute. These programmes include a wide range of Core-Compulsory and Core- Elective, subject electives and soft skill and foundation courses.

The motto of Gujarat University is "Education-Innovation-Skill with Culture". The Gujarat University also provides a progressive platform to young entrepreneurs /researchers /scholars /faculties. The University has a strong and innovative initiative like Gujarat University Startup and Entrepreneurship Council (GUSEC), Gujarat University Consultancy Cell (GUCC) and APJ Abdul Kalam Centre for Extension, Research and Innovation (CERI), Research Park (RP), DST- Technology Business Incubator (TBI), Atal Incubation Centre (AIC). The affiliated colleges of this University also provide varied opportunities and a platform to the students to blossom in curricular and extra-curricular activities like cultural, social, sports, NSS and NCC, etc. We encourage and strive for all round development of the students for a better culture – individual and national.

Let me put some light on a few key and remarkable achievements of the University during the last year. GU became the first university in India to sign a cooperation agreement with the Indian Army to collaborate on innovation, training of soldiers and solving challenges faced by the Indian army. GU also signed MoU with Canada's Launch Academy during the Vibrant Gujarat Start-up Summit. During the year, GU also undertook a program named her START to boost women-led start-ups and women entrepreneurship, paving way for more than 35 women-led start-ups emerging from the program.

These initiatives are only a few out of dozens that the University has taken in the last year, and your joining this historical and largest University of the state will also make you a part of this family and will be part of such groundbreaking innovations. Gujarat University has a strong and inspiring legacy.

You all are welcome once again to be a part of the unique combination of tradition & modern innovation to make India more vibrant.

Dr. Neerja A. Gupta  
Vice Chancellor,  
Gujarat University,  
Ahmedabad – 380009, India

## **CONTENT**

|  |           |
|--|-----------|
| From the Desk of the Vice-Chancellor .....                                     | 2         |
| Key Words .....  | 4         |
| Abbreviations and Acronyms .....   | 4         |
| 1. Preamble .....  | 5         |
| 2. Admission Rules .....   | 5         |
| 1. Short Title and Commencement.....   | 5         |
| 2. Definitions.....  | 6         |
| 3. Abbreviations .....   | 6         |
| 4. Admission to various Programs.....  | 6         |
| 5. Seats Available for Admission .....   | 7         |
| 6. Eligibility for Admission .....   | 7         |
| 7. Reservation of Seats.....   | 7         |
| 8. Reservation for Physically Disabled Candidates .....                        | 8         |
| 9. Reservation for the Children of Defense Personnel and Ex-Servicemen .....   | 8         |
| 10. Distribution of Seats between Candidates of various Universities .....     | 8         |
| 11. Supernumerary Seats.....   | 9         |
| 12. Preparation of Merit List.....   | 9         |
| 13. Correction of Marks.....   | 9         |
| 14. Registration for Admission .....   | 9         |
| 15. Admission Procedure.....   | 10        |
| <b>16. Fees .....</b>  | <b>11</b> |
| 17. Documents to be uploaded with the application .....                        | 11        |
| 18. Ineligibility for admission on production of false documents.....          | 12        |
| 19. Cancellation of Admission and Refund of Fees.....                          | 12        |
| 20. Vacant Seats.....  | 12        |
| 21. Interpretation.....  | 13        |
| 3. Instructions for the P.G. Department/Centers.....                           | 13        |
| 4. Tables showing List of PG Center .....                                      | 14        |
| 5. Prevention and Prohibition of Ragging.....                                  | 17        |
| 6. Format of Affidavit by the Student (Pass out student other than 2023) ..... | 22        |
| 7. Fees Details & Instructions .....   | 23        |

## Key Words

|                                     |   |
|-------------------------------------|---|
| Bank                                | A bank designated by GUAC for collection of registration charges and tuition Fees   |
| Course                              | Course under which student would be offered a seat  |
| Counseling                          | Counsel the students for admission process  |
| Intake                              | Sanctioned seats as per Gujarat University  |
| Inter -Se- Merit                    | Merit list prepared by the colleges on the basis of applications received by respective college   |
| Merit Number (Rank)                 | Unique position of the counselees   |
| Open Category                       | Seat available for all student participating in the counseling  |
| Participating College / Institution | A college or an institute participating in counseling   |
| Reserved Categories                 | SC, ST, SEBC, (Subcategories - DS, PH); EWS   |
| Seat Matrix                         | A table showing the available seats and its bifurcation among different categories as per the reservation policy of the state. The seat matrix is prepared by college or institute, course and category-wise. |
| Stream                              | Various streams like General / Commerce, Science  |

## Abbreviations and Acronyms

|          |   |
|----------|---|
| B. B. A. | Bachelor of Business Administration   |
| B. Com.  | Bachelor of Commerce  |
| DS       | Defense Service (Ex./ In Personnel of Defense Service)  |
| EWS      | Economically Weaker Sections  |
| GEN      | General   |
| GU       | Gujarat University  |
| GCAS     | Gujarat Common Admission Services   |
| GUAC     | Gujarat University Admission Cell   |
| HPP      | Higher Payment Program  |
| MBA      | Master of Business Administration   |
| MHRD     | Ministry of Human Resource Development  |
| M. Marks | Merit Marks   |
| M. Com.  | Master of Commerce  |
| NRI      | Non-Resident Indian   |
| PH       | Physically Handicapped (A Person with Physical Disability)  |
| PI       | Participating Institute   |
| SC       | Schedule Caste of Gujarat State   |
| SEBC     | Socially and Educationally Backward Class of Gujarat State (Including Widow Candidate and Orphan of Any Caste of Gujarat State) |
| SF       | Self-Financed   |
| ST       | Schedule Tribe of Gujarat State   |

## 1. Preamble

The Gujarat University is established in the year 1949 by The Gujarat University Act, 1949. As per the powers conferred in the said Act, Gujarat University has constituted “Gujarat University Admission Committee” to regulate the admission of candidates to the certain programs as mentioned in “The Gujarat University Admission Rules, 2024 (Master of Commerce)”. The mission assigned to this Committee is to carry out the admission process in a fair and transparent manner. The admission process is conducted by this Committee strictly on the basis of merit and the preference of the candidate. The functions of the Committee are as follows:

- The Committee shall supervise, monitor, and control the entire process of admission to the candidates seeking admission to affiliated colleges or institutions.
- The Committee shall prepare the merit list in accordance with the provisions of the rules made there under.
- The Committee shall allocate the Government, Grant-in-Aid or Unaided Seats in accordance with the provisions of the rules made there under.
- The Committee shall ensure that admission in the Government, Grant-in-Aid or Unaided Seats are made as per the merit list prepared.
- The Committee shall perform such other functions as may be assigned to it by Gujarat University.

The GUAC deals with admission of Bachelor of Commerce (B.Com.), Bachelor of Business Administration (B.B.A.), Bachelor of Computer Applications (B.C.A.), Master of Business Management (M.B.A. – Five Years Integrated), Master of Science in Computer Applications, Information Technology (M. Sc. in C.A. & I.T.- Five Years Integrated), Five Years’ Integrated M.Sc. in Actuarial Science, Five Years’ Integrated M.Sc. in Data Science, Five Years’ Integrated M.Sc. in Artificial Intelligence & Machine Learning and Master of Commerce (M. Com.)

Gujarat University has launched online admission procedure since June, 2014-15 and is performing successfully. Online web-based admission process proved to be most accurate, transparent and time and cost effective.

## 2. Admission Rules

### **The Gujarat University Admission Rules, 2024 (Master of Commerce)**

In exercise of the powers conferred by Section 4 read with section 22 of the Gujarat University Act, 1949, the Gujarat University hereby makes the following rules to regulate admission to various programs mentioned in 1.2 as follows, namely-

### **1. Short Title and Commencement**

1.1 These rules may be called the “The Gujarat University Admission Rules, 2024 (Master of Commerce)”.

1.2 These rules shall be applicable for admission in the first semester of the following program:  
1.2.1. Master of Commerce in Grant-In-Aid & Higher Payment Seats.

1.3 They shall come into force from the Academic year 2024-2025 and the earlier ordinances, rules.



and regulations will stand null and void for the programs mentioned in 1.2.

## 2. Definitions

- 2.1. In these rules, unless the context otherwise requires:
  - 2.1.1. “University” means the Gujarat University constituted under the Gujarat University Act, 1949.
  - 2.1.2. “UGC” means University Grants Commission constituted under the University Grants Commission Act, 1956.
  - 2.1.3. “Rules” means “The Gujarat University Admission Rules, 2024 (Master of Commerce)”.
  - 2.1.4. “Admission Committee” means “Gujarat University Admission Committee” framed for centralized online admission of Gujarat University for programs mentioned in 1.2.
  - 2.1.5. “Admission” for the purpose of these rules means admission of candidates in the program mentioned in 1.2.
  - 2.1.6. “University School”, “Department”, “Post-Graduate Center”, “Institution” means a “University School”, “University Department”, “Post-Graduate Center”, “Institution” respectively as defined in the Gujarat University Act, 1949.
  - 2.1.7. “Merit Marks” or “Percentage of Marks” means the total External marks obtained by the candidate in his / her university examination only divided by total External Marks and multiplied by 100.
  - 2.1.8. “Qualifying examination” means the Bachelor of Commerce & Bachelor of Business Administration, (10+2+3 pattern) passed in relative subjects.
  - 2.1.9. “Unaided” means Higher Payment Program.
  - 2.1.10. “PI” means Participating Institution / Department.
  - 2.1.11. “Other University” means any University other than Gujarat University.
- 2.2. The words and expressions used in these rules but not defined shall have the same meanings as assigned to them in the Rules.

## 3. Abbreviations

- 3.1. UGC -University Grants Commission
- 3.2. GU-Gujarat University
- 3.3. B.Com.-Bachelor of Commerce
- 3.4. BBA -Bachelor of Business Administration
- 3.5. M.Com. -Master of Commerce
- 3.6. PEC-Provisional Eligibility Certificate
- 3.7. SC-Scheduled Caste
- 3.8. ST-Scheduled Tribe
- 3.9. SEBC -Socially and Educationally Backward Class
- 3.10. EWS -Economically Weaker Sections
- 3.11. NRI -Non-Resident Indian
- 3.12. PIO -Persons of Indian Origin

## 4. Admission to various Programs

Admission to the first semester of the program mentioned in 1.2 shall be given to all the government, grant-in-aid and unaided seats (HPP) on the basis of merit list prepared by the Admission Committee.

## 5. Seats Available for Admission

For the purpose of admission to the first semester of the program, available seats shall include.

### 5.1 Government, Grant-in-Aid or Un-Aided Seats

5.1.1 All the sanctioned Government, Grant-in-Aid or Un-Aided seats of the program mentioned in 1.2 in the Government, Grant-in-Aid or Unaided University School and PG Centers.

5.1.2 All Supernumerary seats of the program mentioned in 1.2 in the Government, Grant-in-Aid or Unaided University School and PG Centers.

## 6. Eligibility for Admission

6.1. For the purpose of admission, a candidate must have passed the qualifying examination in the respective subjects prescribed by Gujarat University from time to time from any University recognized by UGC.

6.1.1 B.Com.

6.1.2 B.B.A.

6.1.3 Equivalent degree of any recognized University

6.2. A candidate who has passed the qualifying examination from other than Gujarat University shall be required to obtain Provisional Eligibility Certificate (PEC) from Gujarat University.

## 7. Reservation of Seats

7.1. For the purpose of admission, the seats shall be reserved for the candidates who are of Gujarat State and falling under the following categories and in following proportion, namely-

7.1.1. Scheduled Castes: 7%

7.1.2. Scheduled Tribes: 15%

7.1.3. Socially and Educationally Backward Classes: 27%

7.1.4. Economically Weaker Sections 10% (As per Resolution of Gujarat Government)

7.2. A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste provided that -

7.2.1 A candidate belonging to Socially and Educationally Backward Classes shall be required to produce a certificate of Non-Creamy Layer in addition to the caste certificate.

7.2.2 A candidate belonging to EWS shall be required to produce a valid certificate.

7.3. Caste Certificate / Non-Creamy Layer Certificate / EWS Certificate shall be valid only if it is duly issued by the authority empowered by the Government of Gujarat.

7.4. A non-creamy layer certificate issued by the competent authority shall be valid for the period of 3 years from the date of issuance.

7.5. If a candidate fails to submit the certificates as required within the stipulated time, his / her candidature shall be considered for admission under the unreserved category.

7.6. 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.

7.7. The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he / she shall not have right to claim his / her admission on 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.

- 7.8. After granting admission to all the students of reserved categories on respective reserved seats, the remaining vacant reserved category seats of Scheduled Caste (SC) shall be transferred to Scheduled Tribe (ST) and similarly the remaining vacant seat of Scheduled Tribe (ST) shall be transferred to Scheduled Caste (SC) by the Admission Committee after having obtained sanction from the competent authority of the Gujarat University.
- After granting admission to all the students of EWS categories on respective reserved seats, the remaining vacant reserved category seats of female students (of EWS category) shall be transferred to male students (of EWS category) by the admission committee after having obtained sanction from the competent authority of the Gujarat University.
- 7.9. After granting admission to all the students as mentioned in 7.8 above, the remaining reserved category vacant seats (if any) shall be transferred to the unreserved category seats by the Admission Committee after having obtained sanction from the competent authority of the Gujarat University

## **8. Reservation for Physically Disabled Candidates**

5% (Five 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 (1 of 1996), for the persons with disability who can perform the academic activities in the respective program.

A candidate with a disability shall have to submit certificate of disability duly signed by the Civil Surgeon.

Explanation: "person with disability" means a person suffering from not less than 40 % (forty per cent) of any disability as certified by a competent medical authority.

## **9. Reservation for the Children of Defense Personnel and**

### **Ex-Servicemen**

- 9.1 One percent of available seats shall be reserved for the children of Defense personnel and Ex-Servicemen, for admission.
- 9.2 A student claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board or by the District Sainik Welfare Officer. In-Service Defense 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.
- 9.3 The seats remaining vacant against the category of Defense personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category students.

## **10. Distribution of Seats between Candidates of various Universities**

For the purpose of admission, the available seats shall be distributed based on the merit list prepared in 12.1:

5% seats of available seats for admission shall be reserved for candidates who have passed the qualifying examination from a n other University.



## 11. Supernumerary Seats:

- 11.1 2 % Supernumerary seats will be allotted to the Students of NSS, NCC, Sports and cultural achievements. The criteria and verification will be done by a competent committee constituted by Gujarat University. (Copies of supporting documents along with print of registration forms must be submitted to admission committee before the date specified on GUAC website).
- 11.2 The student who gets admission in the category of supernumerary seats as a ward of martyrs will be one time exempted to pay the tuition Fees and will get benefit of supernumerary seat.

## 12. 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-

- 12.1. For the candidates who have passed the qualifying examination from any University, percentage of theory external marks obtained in the semester V and VI or final year theory external in case of yearly pattern shall be the merit marks.
- 12.2. The criteria for deciding merit order in case of candidates having equal merit marks shall be based on the following descending sequence, namely -
  - 12.2.1. Aggregate marks obtained in semester V and VI or final year in case of yearly pattern.
  - 12.2.2. External Marks obtained in semester VI or final year in case of yearly pattern.
  - 12.2.3. External Marks obtained in semester V.
  - 12.2.4. Date of Birth (Age).
  - 12.2.5. **Those students whose mark sheet includes CGPA / Grade only and does not produce marks / percentage have to produce equivalent certificate issued by the University showing the conversion of Grade / CGPA into marks or percentage otherwise their registration form will not be accepted.**

## 13. Correction of Marks

- 13.1. In case of change in marks of a candidate in the qualifying examination, such candidate shall produce a letter to that effect by the competent authority or the corrected mark sheet issued by the University, before the Admission Committee at least **one day before the declaration of final merit but not later than seven days from the receipt of letter**, or as the case may be. In such case he / she shall be placed at an appropriate order in the meritlist.
- 13.2. The candidate who was declared failed initially in the qualifying examination, but later on declared passed after rechecking of marks by the University, such candidate shall, notwithstanding any time limit prescribed, be allowed to apply for the admission, provided he / she produces a letter to that effect by the competent authority or the corrected mark sheet issued by the University, within seven days of the receipt of letter, or as the case may be corrected mark-sheet. In such case he / she shall be placed at an appropriate order in the merit list.

## 14. Registration for Admission

- 14.1. The Admission Committee shall, by advertisement in the prominent newspapers widely circulated in the State or by website or by such other means, as it may consider convenient, publish the date of registration, last date for submission of registration form, programs

offered, and such other information as may be necessary in this behalf. For all students seeking admission in any of the programme offered by Gujarat University, it is mandatory to register on Gujarat Common Admission Services (GCAS) portal <https://gcas.gujgov.edu.in/> developed by Education Department, Government of Gujarat, as per the given schedule.

- 14.2. A candidate seeking admission shall apply on-line, for the registration of his / her candidature, on the website, within the time limit specified by the Admission Committee.
- 14.3. For the purpose of registration, a candidate shall be required to make payment of such a sum towards the Registration Fees, etc. as determined by the Admission Committee.
- 14.4. Where a candidate has made more than one registration, the registration made at the later stage shall be taken into consideration for admission purpose and the other registration shall be treated as cancelled.
- 14.5. A repeater, reserved category, PH or other University candidate shall be required to obtain the printout 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 Center. An acknowledgement receipt for the same shall be given by the person authorized by the Admission Committee.  
A fresh candidate (first attempt) of Gujarat University is not required to do this process.

Provided that any student, who has passed out his / her Qualifying Examination before April 2024, must submit an affidavit in the prescribed format which is given in **content 7**.

**Note: Without online registration no admission shall be granted**

## 15. Admission Procedure

The admission procedure shall be off campus online in the following manner, namely-

- 15.1. The Admission Committee shall prepare merit lists of the eligible candidates who have applied under 14.2, after verification of the documents submitted under 14.5.
- 15.2. The merit lists shall be displayed on the website of the Admission Committee and by such other means, as the Committee may consider convenient.
- 15.3. The Admission Committee shall publish the Key Dates on its website or by other means, as it may consider convenient.
- 15.4. The candidate shall be required to indicate a minimum of 10 of his/her order of choices of programs and university schools, departments, 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 website of Gujarat University. The candidates are required to obtain the printout of the allotment letter and bank Fees receipt copies from the website.
- 15.5. The candidate shall be required to pay such Fees, as may be determined by the Admission Committee.
- 15.6. The candidate, for securing his / her admission, shall produce at the allotted University school and P.G. Centers only, the allotment / information letter, receipt of Fees, all original documents and testimonials, for verification, within the specified time limit. A candidate shall be eligible to participate in the successive rounds of counseling provided he / she has been given the option for the same (if GUAC announce to do so). Such a candidate should not submit an original certificate till the admission is confirmed. In case the candidate fails to produce the aforesaid required documents within prescribed time limit, the admission offered to him shall be treated as cancelled. Once the students have reported to their respective college, cannot take part in the subsequent rounds.

- 15.7. Where a considerable number of seats fall vacant and it appears to the Committee to fill the vacant seats, it may conduct the on-line admission process for readjustment (reshuffling) of seats. The candidate who opts to take part in the reshuffling process shall be considered for such admission. The candidate may either give the 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 alteration of new choices, then his / her earlier admission shall be treated as cancelled, if a reshuffling round is done by the GUAC. If GUAC announces it to do so.
- 15.8 After completion of the second round, the vacant seats of reserved categories will be transferred to the open category.

**Note: Each Student must give minimum 10 preference of colleges**

## 16. Fees

- 16.1. A candidate who gets admission in the government, aided or unaided university school, department, college or institution shall have to pay such Fees, as may be determined by the Gujarat University.
- 16.2. The student who gets their admission in the category of supernumerary seats as a ward of martyrs will be one time exempted from paying the tuition Fees.
- 16.3. If a candidate who has paid the Fees after getting admission, gets his/ her admission cancelled, his / her Fees shall be refunded after completion of the admission process after deducting 10% of the Fees paid, if permitted by GUAC to do so.
- 16.4. In case of admission, the benefits of Free ship card will be availed to only un-aided (i.e. – self- financed) / higher payment programmes.

## 17. Documents to be uploaded with the application.

- 17.1. A Student needs to upload the following documents (as applicable) with the Registration Form namely-
- 17.1.1 School Leaving Certificate, Transfer Certificate or Migration certificate.
  - 17.1.2 Marksheet of semester V & VI or Marksheet of the final year in case of yearly pattern (of each attempt)
  - 17.1.3 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 Gujarat State Government in this behalf.
  - 17.1.4 Economically Weaker Sections (EWS) issued by the authority empowered by the State Government.
  - 17.1.5 A certificate to the effect of non-inclusion in creamy layer issued by the competent authority having validity for the period of 3 years from the date of issuance or as per the latest amendment made by Government of Gujarat with this regard.
  - 17.1.6 Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case of a Physically Handicapped candidate.
  - 17.1.7 Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board by the District Sainik Welfare Officer.
  - 17.1.8 A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which he/she is serving.
  - 17.1.9 A copy of Provisional Eligibility Certificate for student of other than Gujarat University
  - 17.1.10 Such other certificates as the Admission Committee deems necessary.
- 17.2. After getting the allotment letter, the candidate shall have to produce the original certificates and testimonials of the documents attached with the registration form for

verification, within the time-limit as may be specified by the Admission Committee as and when allotted college demands.

- 17.3. The allotted college may retain any original certificate or testimonial which it considers necessary until the admission process is completed. These documents will be returned after the admission process is over.
- 17.4. The candidate who is unable to produce original certificates and testimonials necessary for the purpose of registration / admission within the time-limit prescribed in 17.2, may be granted provisional admission, subject to following conditions, namely-
  - 17.4.1. 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 three working days, the remaining amount of the security deposit shall, after deducting Rs 500/- (Rupees Five hundred) towards the administrative expenditure, be refunded.
  - 17.4.2. In the event of failure to submit original certificates and testimonials within the time limit as aforesaid, the provisional admission may be cancelled, and the security deposit may be forfeited.

## **18. Ineligibility for admission on production of false documents**

During verification of documents or subsequently, if the Admission Committee, the college find any certificate or testimonial 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.

## **19. Cancellation of Admission and Refund of Fees**

- 19.1 A student who has already reported and canceled his / her admission within 10 days from the date of reporting his / her Fees will be refunded after deduction of 10% Fees for admin charges. If admission is cancelled after 10 days from the date of reporting date, no Fees will be refunded.
- 19.2 In such cases the Fees collected by GUAC will be refunded by GUAC after deducting 10% of Fees and the Fees collected by college will be refunded by college after deducting 10% of Fees as per 19.1.
- 19.3 A student admitted through GUAC shall not be eligible to get refund of Fees in any circumstances if he/she cancels his/her admission after 31.08.2023.

## **20. Vacant Seats**

- 20.1. After offering admission to all the candidates whose name appear in the merit list or after completion of the admission process, if the seats remain vacant, such vacant seats shall be filled by the university school, department, college, or institution, in accordance with the directions of the Admission Committee, in the manner prescribed in 20.2.
- 20.2. Such university school, department, college, or institution shall invite application from the eligible candidates after completion of admission process and prepare an inter-se common merit-list.
- 20.3. Admission to vacant seats mentioned in 20.2 shall be completed within the stipulated time period prescribed by the Admission Committee. No admission shall be granted after that.
- 20.4 Any admission given by university school, departments, college, or institutions without permission of admission committee will not be registered as students.

## **21. 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 shall be final. If any dispute arises, it will fall under Ahmedabad City Jurisdiction only.

## **3. Instructions for the P.G. Department / Centers**

The University P.G. Department and all the P.G Centers will work as help centers and all types of verification will be done by them during the entire admission process.

**(Dr. P. M. Patel)**  
**Registrar**



## 4. Tables

### 4.1 List of University School and P.G. Centers for M. Com.

|    | Name of College   | Mode of Education            | Medium             | Group/ Subject |
|----|---|------------------------------|--------------------|----------------|
| 1  | S. D. School of Commerce (Uni. Dept.)<br>Gujarat University Campus, Ahmedabad-380009  | Co-Education                 | English            | EA, EB, EC, ED |
|    | S. D. School of Commerce (Uni. Dept.)<br>Gujarat University Campus, Ahmedabad-380009<br><u>HPP Program</u><br>Department of Accountancy<br>Department of Finance and Financial Services | Co-Education<br>Co-Education | English<br>English | A/C<br>FF      |
| 2  | City C. U. Shah Commerce College,<br>Lal Darwaja, Ahmedabad-380001  | Co-Education                 | Gujarati           | EA             |
| 3  | Gujarat Commerce College, Ellis bridge,<br>Ahmedabad - 380006   | Co-Education                 | English            | EA             |
| 4  | H. A. College of Commerce, Ellis bridge,<br>Ahmedabad - 380006  | Co-Education                 | English            | EA             |
| 5  | Shri H. K. Commerce College, Ashram Road,<br>Ahmedabad - 380009   | Co-Education                 | Gujarati           | EA             |
| 6  | H. L. College of Commerce, Navarangpura<br>Ahmedabad - 380009. <b>(Autonomous)</b>  | Co-Education                 | English            | EA             |
| 7  | J. G. College of Commerce, Drive-in-Road,<br>Ahmedabad - 380058   | Co-Education                 | English & Gujarati | EA             |
| 8  | Lokmanya College of Commerce, Shivranjani<br>Char Rasta, 132 Feest Ring Road, Satellite,<br>Ahmedabad - 380015  | Co-Education                 | English            | EA             |
| 9  | SPV Mahila Vanijay Mahavidhyalaya, Patel Wadi,<br>Amber Cinema Road, Bapunagar, Ahmedabad<br>- 380024   | Girls Only                   | Gujarati           | EA             |
| 10 | MP Arts & MH Commerce College for Women,<br>Raipur Darwaja, Ahmedabad -<br>380022   | Girls Only                   | Gujarati           | EA             |
| 11 | Shri G N Zala & N M Zala Arts & Commerce College,<br>Ghatlodia, Ahmedabad   | Co-Education                 | English            | EA             |
| 12 | N. C. Bodiwala Prin M C Desai Commerce College,<br>Kalupur, Ahmedabad - 380001  | Co-Education                 | English & Gujarati | EA             |
| 13 | National College of Commerce, Opp. VijayChar<br>Rasta, Navrangpura, Ahmeabad - 380009   | Co-Education                 | English            | EA             |
| 14 | Neeldeep College of Commerce,<br>Sola Sci. Road, Ahmedabad - 380060   | Co-Education                 | English            | EA             |

| Sr. No | Name of College   | Mode of Education | Medium             | Group/ Subject |
|--------|---|-------------------|--------------------|----------------|
| 15     | P. D. Pandya Mahila Commerce college, Muktajivan, Smruti Mandir Road, Ghodasar, Vatva, Ahmedabad - 382445     | Girls Only        | English & Gujarati | EA             |
| 16     | R. J. Tiberwal Commerce College, Vastrapur, Ahmedabad - 380009  | Co-Education      | English            | EA             |
| 17     | S. V. Commerce College, Relief Road, Ahmedabad - 380001   | Co-Education      | Gujarati           | EA             |
| 18     | S. V. Vanijya Mahavidhayalay, Relief Road, Ahmedabad - 380001   | Co-Education      | Gujarati           | EA             |
| 19     | Shree Narayana College of Commerce, Jodhpur Tekra, Satellite, Ahmedabad -                                     | Co-Education      | English            | EA             |
| 20     | SLU Arts and H & P Thakor Commerce College for Women, B/h V. S. Hospital, Ahmedabad - 380006                  | Girls Only        | English & Gujarati | EA             |
| 21     | Smt. A. P. Patel Arts & Late Shri N. P. Patel Commerce College, Naroda,                                       | Co-Education      | Gujarati           | EA             |
| 22     | Umiya Arts & Commerce College for Girls, Near Bhagwat Vidyapith, S. G. Highway, Sola, Ahmedabad - 380060      | Girls Only        | English & Gujarati | EA             |
| 23     | Vivekananad College of Commerce, Raipur, Darwaja, Ahmedabad - 380022  | Co-Education      | English & Gujarati | EA             |
| 24     | Shri K. K. Shastri Government Commerce College, Khokhra Road, Maninagar (E),                                  | Co-Education      | English            | EA             |
| 25     | Government Commerce College Behind Jan Seva Kendra, Manohar Villa Char Rasta, Nikol, Naroda Road, Ahmedabad - | Co-Education      | English            | EA             |
| 26     | Bhavan's Sheth R A College of Arts & Comm. Khanpur, Ahmedabad   | Co-Education      | English            | EA             |
| 27     | Shah C. K. Municipal Commerce College, Kalol  | Co-Education      | Gujarati           | EA             |
| 28     | C. C. Sheth College of Commerce, Ashram Road, Ahmedabad - 380014.   | Co-Education      | English            | EA             |
| 29     | Aroma college of commerce, Ashram Road, Ahmedabad - 380014  | Co-Education      | English & Gujarati | EA             |
| 30     | Sheth C. L. Commerce College, Rakhiyal, Ahmedabad - 380021  | Co-Education      | Gujarati           | EA             |
| 31     | Government Commerce College, Sector-15 Gandhinagar  | Co-Education      | English & Gujarati | EA             |
| 32     | Navgujarat Commerce College, B/h. Datt Mandir, Near Shopping Center, Sector-28, Gandhinagar                   | Co-Education      | English & Gujarati | EA             |
| 33     | Chaudhari Commerce College, Gandhinagar   | Girls Only        | English            | EA             |
| 34     | Gujarat Arts and Commerce College, Ellis bridge, Ahmedabad  | Co-Education      | English            | EA             |
| 35     | Smt. Ramilaben Bachubhai Patel Arts and Commerce College, Sanand  | Co-Education      | Gujarati           | EA             |
| 36     | G B Shah Commerce College, Vasna, Ahmedabad.  | Co-Education      | English & Gujarati | EA             |
| 37     | Ahmedabad Arts and Commerce College, Vasna, Ahmedabad.  | Co-Education      | English & Gujarati | EA             |
| 38     | S D Arts and Shah B R Commerce College, Mansa.  | Co-Education      | English & Gujarati | EA             |
| 39     | Desai Chandulal Manilal Arts and Commerce College, Viramgam.  | Co-Education      | English & Gujarati | EA             |
| 40     | M B Patel Rashtrabhasha Vinayan & Vanijya Mahavidhyalay College, Ahmedabad.                                   | Co-Education      | English & Gujarati | EA             |

## 6.1 Table showing different groups of M.Com.

| Group / Subject Code | Group / Subject Name   |
|----------------------|--|
| EA                   | ADVANCED ACCOUNTING AND AUDITING   |
| EB                   | MANAGEMENT   |
| EC                   | STATISTICS (MAJOR SPECIALISATION) AND FINANCE (MINOR SPECIALISATION)             |
| ED                   | INTERNATIONAL BUSINESS (MAJOR SPECIALISATION) AND BANKING (MINOR SPECIALISATION) |
| A/C                  | ACCOUNTING   |
| FF                   | FINANCE AND FINANCIAL SERVICES   |

## 6.2 List of University School for Other P. G. Courses

| Sr No. | Name of the Department   | Name of the Course   | Eligibility             | Intake  |
|--------|--|--|-------------------------|---|
| 1.     | Department of Advanced Business Studies, S. D. School of Commerce, Gujarat University, Ahmedabad – 380009. | Post Graduate Diploma in Business Analytics                                    | B.Com. / B.B.A / B.C.A. | Number of seats available for this program normally shall not exceed 75 reservation quotas for SC/ST/SEBC/PH students will be maintained as per the rules |
| 2.     | Department of Advanced Business Studies, S. D. School of Commerce, Gujarat University, Ahmedabad – 380009. | Post Graduate Diploma in Forensic Accounting and Financial Fraud Investigation | B.Com. / B.B.A / B.C.A. | Number of seats available for this program normally shall not exceed 75 reservation quotas for SC/ST/SEBC/PH students will be maintained as per the rules |

|    |  |  |                         |   |
|----|--|--|-------------------------|---|
| 3. | Department of Advanced Business Studies, S. D. School of Commerce, Gujarat University, Ahmedabad – 380009. | Post Graduate Diploma in Financial Markets and Insurance                     | B.Com. / B.B.A / B.C.A. | Number of seats available for this program normally shall not exceed 75 reservation quotas for SC/ST/SEBC/PH students will be maintained as per the rules |
| 4. | Department of Advanced Business Studies, S. D. School of Commerce, Gujarat University, Ahmedabad – 380009. | Post Graduate Diploma in Teaching, Learning And Research in Higher Education | B.Com. / B.B.A / B.C.A. | Number of seats available for this program normally shall not exceed 75 reservation quotas for SC/ST/SEBC/PH students will be maintained as per the rules |
| 5. | Department of Advanced Business Studies, S. D. School of Commerce, Gujarat University, Ahmedabad – 380009. | Post Graduate Diploma in Investment & Financial Analysis                     | B.Com. / B.B.A / B.C.A. | Number of seats available for this program normally shall not exceed 75 reservation quotas for SC/ST/SEBC/PH students will be maintained as per the rules |

## 7. Prevention and Prohibition of Ragging

### Objectives:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.

### What Constitutes Ragging:

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**MANDATORY DISCLOSER:**

1. Ragging is totally banned, and anyone found guilty of ragging and / or abetting ragging is liable to be punished.
2. The Appendix-I should be filled up and signed by the candidate to the effect that he / she is aware of the law regarding prohibition of ragging as well as the punishments, and that he / she, if found guilty of the offence of ragging and / or abetting ragging, is liable to be punished appropriately.
3. The affidavit-II should be signed by the parent / guardian of the applicant to the effect that he / she is also aware of the law in this regard and agrees to abide by the punishment meted out to his / her ward in case the latter is found guilty of ragging and / or abetting ragging.
4. A student seeking admission to the hostel shall have to submit another affidavit along with his / her application for hostel accommodation that he / she is also aware of the law in this regard and agrees to abide by the punishments meted out if he / she is found guilty of ragging and / or abetting ragging.
5. The first-year students should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
6. A student securing admission to a particular institute shall have to submit concern affidavits to the principal of the institute.

**Actions to be taken against students for indulging and abetting ragging in all Government, Grant-in-Aid and un-aid Colleges / Institutes and all schools and departments of the University:**

1. The punishment to be meted out to the persons indulged in ragging must be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,
  - a. Cancellation of admission
  - b. Suspension from attending classes.



- c. Withholding / withdrawing scholarship / fellowship and other benefits
- d. Debarring from appearing in any test / examination or other evaluation process
- e. Withholding results
- f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g. Suspension / expulsion from the hostel
- h. Rustication from the institution for period ranging from 1 to 4 semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution.
- j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

1. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice- Chancellor of the University.
2. In case of an order of a university, to its Chancellor.
3. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the University from time to time.

Note : In addition to the above information students are advised to see <https://antiragging.in> for latest provisions of it.

**APPENDIX - I: AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with admission / registration / enrolment number) s/o - d/o Mr. \_\_\_\_\_.

- 1) having been admitted to \_\_\_\_\_  
(Name of the institute) \_\_\_\_\_ (address)  
have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I am aware as to what constitutes ragging.
- 3) I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that.
  - a) I will not indulge in any behavior or act that may be constituted as ragging under the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ Day of \_\_\_\_\_ Month of \_\_\_\_\_ Year.

\_\_\_\_\_  
**Signature of Deponent**

Name : \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_

(place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
**Signature of Deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year) after reading the contents of this affidavit.

\_\_\_\_\_  
**OATH COMMISSIONER**

APPENDIX - II: AFFIDAVIT BY PARENT / GUARDIAN

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father /mother/guardian of \_\_\_\_\_ (full name of student) having admission /registration/enrolment number \_\_\_\_\_.

- 1) having been admitted to \_\_\_\_\_ (name of the College or Institution), have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I am aware as to what constitutes ragging.
- 3) I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he / she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that.
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
**Signature of Deponent**

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No.: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this.  
the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
**Signature of Deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year) after reading the contents of this affidavit.

\_\_\_\_\_  
**OATH COMMISSIONER**

## 6. Format of Affidavit by the Student (Pass out student other than 2024)

(This format must be printed on Non-Judicial Stamp paper of Rs. 20)

For the Students who have passed B Com/ BBA Exam before July 2024 and seek admission in M Com. through centralized Admission Process at The Gujarat University.

I, \_\_\_\_\_(Name), Son of \_\_\_\_\_

(Father/Mother's Name), \_\_\_\_\_(religion), and aged \_\_\_\_\_(years),

resident of \_\_\_\_\_City/Village, do hereby declare on solemn affirmation as under: -

1. That I have passed the Examination of B Com /BBA from \_\_\_\_\_(University) in \_\_\_\_\_(Month) \_\_\_\_\_(Year).

2. I declare that due to the following reason after having passed my B Com/BBA exam, I could not apply for admission in \_\_\_\_\_M Com semester. I, in the subsequent year:

Reason (Please Specify the reason in short) \_\_\_\_\_

\_\_\_\_\_.

a) I hereby declare that I have not taken admission in any stream of the Gujarat University/other University after B Com/BBA and my terms of any program is not in continuation at any university. I also declare that I have not been debarred from admission or restrained to appear for university Exam by way of punishment for having caught in the misconduct/copy at the exam by the competent authority of any university.

3. I further declare that after having passed my B Com/BBA exam; I have not taken admission in any stream at any other University / after having taken admission in \_\_\_\_\_(specify) at \_\_\_\_\_University, the same has been cancelled by me. I declare on oath that at present I am not pursuing any other program / course in any university.

4. I state and submit that I am fully aware of the fact as per the Gujarat university Centralized [M Com.] Admission Program Rules 2024, I cannot apply / get admission in any program during continuation of other program at the Gujarat university or other university and if I am found to pursue other program / course in continuation of the M Com program offered by the Gujarat university, the admission committee will be having full discretion to cancel my admission / remove my name from the merit list or take any such other action against me.

5. I also declare that whatever is stated here in above is true to the best of my knowledge, information, and belief. I am also aware of the fact that to file a false affidavit is punishable as an offence.

Solemnly affirmed on this \_\_\_\_\_(day) of \_\_\_\_\_(month) of the \_\_\_\_\_(Year) at \_\_\_\_\_(Place).

\_\_\_\_\_  
Signature of the Student

## 7. Fees Details & Instructions

1. The admission will be subject to intake sanctioned by the Gujarat University, Ahmedabad.
2. There is no tuition Fees for female students in Government and Grant-in-Aid colleges.
3. The payment of Fees can be made ONLINE through debit card/credit card/net-banking or other mode of payment accepted by the bank.
4. The above information is for reference only and subject to change. Latest information will be available at **GUAC website : [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in) and GCAS portal : <https://gcas.gujgov.edu.in/>**

### **Table of Fees**

| No. | Programme                                  | GIA | HPP   |
|-----|--|-----|-------|
| 1.  | M.Com.                                     | 500 | 5,000 |
| 2.  | M.Com. with Advance Account & Auditing     | --- | 9,000 |
| 3.  | M.Com. with Finance and Financial Services | --- | 9,000 |

### **5. Important Instruction:**

FOR STUDENTS OTHER THAN GUJARAT UNIVERSITY, AHMEDABAD

- 5.1 The boards / Universities who have issued the mark sheet with theory and practical marks must produce certificates issued by school / board / University which clearly indicate classification of theory and practical marks otherwise their registration form will not be accepted. The merit list will be prepared strictly on external theory marks only.

For e.g.

In subject of statistics 40 marks are for theory and 22 marks are for practical should indicate in the following manner. Statistics: 40 / 70 (Theory) 22 / 30 (Practical) 62 / 100 (Total)

If there is inclusion of theory / practical as well as external / internal will be classified as follows:

|                         |                                 |                         |                                 |
|-------------------------|---------------------------------|-------------------------|---------------------------------|
| 40 Marks<br>(Out of 70) | External Marks : 25 (out of 50) | 22 Marks<br>(out of 30) | External Marks : 15 (out of 20) |
|                         | Internal Marks : 15 (out of 20) |                         | Internal Marks : 07 (out of 10) |

- 5.2 Those students whose mark sheet include CGPA / Grade only and does not include marks / percentage have to produce equivalent certificate issued by the school / board / university showing the conversion of grade/ CGPA into marks or percentage otherwise their registration form will not be accepted.



**Gujarat University Admission Cell (GUAC)**

**Gujarat University, Navrangpura, Ahmedabad - 380009**

**Website: [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)**

**GCAS portal : <https://gcas.gujgov.edu.in/>**