

# Sir P. T. Sarvajanik College of Science

(Autonomous)

Jawaharlal Nehru Marg, Athwalines, Surat-395001

## Admission Guidelines for Under Graduate Courses

Proposed policy, rules and procedure governing admission to the first semester of various undergraduate courses:

### Eligibility criteria for getting admission in Bachelor of Science:

- A student should have cleared Higher Secondary (12<sup>th</sup> Std.) from Government recognised board or Equivalent Examination under science stream. Equivalent Examination includes any Diploma degree and student having studied science subject equivalent to the level of 12<sup>th</sup> std. science stream (Chemistry, Physics and Mathematics) in their Diploma Courses.

Seats for undergraduate program will be filled as per the policies and norms of the Government of Gujarat and the College.

These seats will be filled on the basis of procedure decided by the Admission Committee of the college.

Seats fixed for various courses in the college are as follows:

Sr. No.	Course	Intake	
		Grant-in-Aid	Total
1.	B. Sc.	450	450

Sr. No.	Course	Intake		
		Self-Financed	Management Quota	Total
1	B. Sc.	108	12	120

### Reservation policy:

The reservation of seats shall be as per the guidelines promulgated by the Government of Gujarat from time to time, provided that the candidates shall produce only valid certificates duly signed by the competent authority authorized by the Government of Gujarat which have been issued on or after 1<sup>st</sup> April of the academic year.

Sr. No.	Seat Category	Reservation (%)
1.	Scheduled Caste (SC)	07%
2.	Scheduled Tribe (ST)	15%
3.	Other Backward Class (OBC) or Socially and Economically Backward Class (SEBC)	27%
4.	Economically Weaker Section (EWS)	10%

Candidates seeking admission in the reserved category shall have to submit valid Government approved certificates within the stipulated time, failing which the admission application will be considered under unreserved category.

**Seats reservation policy for Physically Handicapped:**

- For PH students there will be 5% in each reserve category. candidate seeking admission in PH seats than candidate have to produce more than 40% disability certificate from the competent authority.

After due verification of all necessary documents for admission to the reserved seats lying vacant after the last date of submission of application in any category, first of all the above vacant seats shall be converted into reserved category other than that reserved category. Even thereafter, if sufficient applications are not received, the remaining reserved seats will be converted into open category seats.

**Application for Admission:**

Candidates shall have to apply online on GCAS Portal for admission within the specified time limit. Link for the same is provided here.

<https://gcasstudent.gujgov.edu.in/applicants/QuickRegistration.aspx>

The College shall announce all the information deemed necessary in respect of the admission process on college website.

**Required Documents/Evidences:**

Following is the list of self-attested documents to be submitted along with the admission form for the purpose of application verification:

Sr. No.	Documents	Required	If applicable
1.	S. S. C. Examination (Standard X) Mark-Sheet	✓	
2.	H. S. C. Examination (Standard XII) Mark-Sheet	✓	
3.	School Leaving Certificate, Transfer Certificate or Migration Certificate	✓	
4.	Caste certificate for Scheduled Caste (SC) candidate		✓
5.	Caste certificate for Scheduled Tribe (ST) candidate		✓
6.	Socially and Educationally Backward Classes (SEBC) Certificate		✓
7.	Certificate of Non-Cream Layer and Family (Mandatory)		✓
8.	Socially and Economically Weaker Sections (EWS)		✓
9.	Income certificate for candidate belonging to EWS		✓

10.	Physical Disability Certificate, issued by Civil Surgeon/Competent Medical Authority and duly signed, if the candidate belongs to PH category		✓
11.	Ex-Servicemen's Certificate		✓
12.	Affidavit in case of cessation of education for one or more years		✓
13.	Aadhar card	✓	
14.	Latest passport size one photograph of the candidate	✓	

### **Admission Process:**

The admission process will be as follows:

1. The announcement of Commencement of admission process shall be done through the advertisement for admission on the college website and college notice board.
2. A student who passes std. 12 in the Science Stream will be admitted in the respective course based on the availability of seats and as per the prepared merit list.
3. All the supplementary/additional details regarding the admission process (other than those mentioned in the advertisement for admission) will be published on the college website/notice board time-to-time.
4. On allotment of admission, if a student fails to pay the applicable admission fee or fails to get verified all the original documents within the stipulated time frame, then the admission of that student will be considered as cancelled.
5. The Principal shall have the authority to cancel any admission given inadvertently by the Admission Committee or any admission taken by the candidate on the basis of false/insufficient information.
6. If, for any administrative or other reason, the College cancels the allotment of a seat to any candidate, the deposited fee (excluding application form fee) shall be refunded as per the "Admission Cancellation and Refund Policy" of the College.
7. For vacant seats at the end of the admission process may be filled up by the college following the standard procedure.

### **Procedure for Verification of Student Record and Admission Details:**

#### **(A) First Stage Verification:**

All the documents including the student's mark sheets should be uploaded online along with the online form. The student need not visit the help centre of the college to submit or verify the document. The college staff will verify the form based on the documents uploaded by the student online on the basis of guidelines of verification.

#### **(B) Second Stage Verification:**

After the first stage verification is done by the college, at the time of publication of the provisional merit list for the second stage verification, the student will be given an opportunity to verify his/her details. The student can send a request to correct his/her marks, category or for that matter, any other details. After checking such requests and verifying the evidences, if it is found to be correct, then the final merit list will be declared after making necessary corrections at the college level. Once the final merit list is declared, these details cannot be modified under any circumstances during the ongoing admission process.

**(C) Third Stage Verification:**

At the time of provisional admission, there will be a third stage verification of the original documents of the student and the details mentioned in the online form at the college level. In particular, the marks indicated by the student in the online form and the marks on the original mark sheet, the reserved category indicated by the student and its certificate and the validity of the certificate, the prescribed qualification of the course and the actual qualification of the student etc. will be verified. College will allot provisional admission to the student only if all these things are fulfilled. If a student has not received the original mark sheet of class-12, then the self-attested copy of the mark sheet downloaded from the internet and submitted by the student will be considered.

The particulars mentioned by the student in the form, verified by the college and verified by the student himself/herself after the publication of the provisional list, notwithstanding that if any mistake is found in the particulars of the student and the following circumstances prevail, the decision will be binding on the student.

- (1) If the actual marks of the student are more than the marks indicated by the student in the form, then in such a case the student will get admission according to the marks indicated in the online form only.
- (2) In case the actual marks of the student are less than the marks indicated by the student in the form, the admission form of the student will be considered cancelled and the student will not have any right for admission. However, if such a student gives a request to the college through an application and if the college grants him/her admission as per the merit based on his/her true marks and the availability of the seats, it will be binding on the part of the student for his/her admission.
- (3) If the student belongs to general category and fills the admission form for reserved category, he/she will get admission in general category only.
- (4) Even if the student belongs to reserved category, but he/she fills the form for general category, he/she will be eligible for admission in general category only. Such a student will not be able to get admission on reserved seats.
- (5) In case the student fills the form for a category other than the category to which he/she belongs (e.g., an SC student fills the form for ST category or an ST student fills the form for SEBC), such a student will be eligible for admission to general category only. Such a student will not be able to get admission on reserved seats.

**(D) Fourth Stage Verification:**

The fourth stage verification will take place at the time of enrolment. The original mark sheet of the student will be taken from the student, the merit marks of the student will be verified and the college office will verify the mark sheet of the student for enrolment and stamp college seal to complete the enrolment process.

**(E) Fifth Stage Verification:**

A copy of the mark sheet of the student who has passed the Class 12 examination from a board other than GSEB will be verified before giving him/her final eligibility certificate. If the genuineness of the mark sheet of the student is not proved, then the admission of that student will be cancelled.

(F) Admission and enrolment to be allotted to the student shall be provisional. In the event that any discrepancy arises in future regarding the authenticity of the student's certificates/mark sheets or the prescribed eligibility for admission, the decision including cancellation of the degree certificate will be binding on the student even if he/she has been admitted.

**(G) College Round:**

The college round will be conducted according to the order of merit for the purpose of making the admission process based on merit. The student has to reach the college during the round period itself, or in unavoidable circumstances, can send his/her representative with the authority letter to finalize the admission. If he/she does not reach the college during the round period, he/she will lose the claim for the admission.

**Calculation of seats:**

1. The admission procedure will be done for 150 seats per division.
2. The seats for sports quota: There will be a total of 16 seats of sports quota which will be supernumerary. Candidates seeking admission in Sports Quota based on merit in sports at national level or state level have to apply for admission online and has to appear in practical test of that skill on the date specified by the institute. Hard copy of online admission application along with attested copy of all certificates related to merit in sports. It has to be deposited separately in the college.

**Allotment of Seats between the Students of Gujarat Secondary and Higher Secondary Education Board (GSEB), Gandhinagar and other Boards:**

80% of the total available seats would be reserve for GSEB, 15% for other board Gujarat state and 5% for other board other state.

Students coming from abroad for whom the Overseas Account of the Govt. recommends or in case of ICCR may be allotted seats beyond the prescribed number of seats.

After accepting the online form of the student, the college will verify it, prepare the provisional merit list, receive representations regarding the provisional merit list and publish the final merit list after making necessary corrections based on the received representations. After that, the entire admission process will be done under the supervision of the Principal at the college. Category wise admission process will be done in the following order.

- (1) Among all types of merit list, the admission process will be done first on general (general) category seats. Admission process on other category seats will be done only after general category seats are filled.
- (2) The reserved category students who have the merit of admission to general category seats will be allotted admission to general (general) category seats only.
- (3) A student who has been admitted in the reserved category and subsequently, a vacancy arises in the general category, then in that case, the student from the reserved category may be admitted in the general category on the basis of merit.
- (4) Mutual transfer of vacant seats in SC or ST categories will take place where seats are vacant and students are not available (i.e., if SC category seats become vacant, it will be transferred to ST category and if ST category seats become vacant, it will be transferred to SC category). If any seat remains vacant after such mutual transfer, then such seats will be transferred to general category.
- (5) In case the seat is vacant in EWS or SEBC category and a student is not available in these categories, the vacant seats will be transferred to general category.
- (6) After filling the reserved category seats, the vacant seats will be transferred to the general category and admissions in the general category will be allotted to them.
- (7) For those students who failed to fill the form in the admission process of the first phase, if the seat remains vacant at the end of the first phase, the admission procedure will be carried out by filling the form for the second phase.
- (8) The above seats will be transferred to the GSEB merit list, if seats of Other Board-Gujarat and Other Board-Other State remains vacant.

#### **Self-Finance Division Seats:**

- (1) All admissions will be on the basis of merit and government rules of reservation would be applicable.
- (2) For the Self Finance division, 10% of the total seats will be filled by the Management quota.
- (3) In case management decide to surrender the quota then the surrendered seats would be filled as per existing rules for other non-management quota seats.

If a student wants to get admission in this college after getting admission in another college, he/she will get admission in this college only after cancelling his/her admission in the previous college.

#### **Merit Calculation in Graduate Level Courses:**

Merit list will be calculated based on the total marks obtained by the student in class 12.

In the case of students who have passed the class 12 examination in more than one attempt, the following percentage of merit marks will be deducted from their total marks

First attempt - 0%

Second attempt - 2%

On the third attempt - 4%

On the fourth attempt - 6%

Any number of attempts of five and above - 8%

In cases where the merit marks are equal, the tie breaker will be as follows:

1. The student who has higher marks in practical will be given priority as shown below:  
**A -Group** - Total marks of (Physics+ Chemistry) practical  
**B and AB -Group** - Total marks of (Physics+ Chemistry+ Biology) practical
2. If the marks in practical are also the same for them, then the student who has obtained higher marks in Mathematics/Biology (Theory) will be given priority.
3. If there is a tie even after point 1 and point 2 above, priority will be given to the one who has higher marks in the following sequential order.
  - i. Physics
  - ii. Chemistry
4. If there is a tie after points 1, 2 and 3 above, then the student who is older in age will be given priority.

#### **Fee Structure for Academic Year 2024-2025:**

The detailed fee structure will be available on the college website.

#### **Admission Disqualification:**

During the verification of documents or at any time thereafter, if the college finds that any certificate or information provided by a candidate is false or incorrect or irrelevant, the admission of such candidate shall be cancelled and he/she shall be permanently disqualified for admission to the college permanently.

All fees paid by such students will be forfeited and only the deposit will be refunded within the prescribed time limit as determined and announced by the college from time to time after receiving all the necessary documents from the student in this regard.

#### **Cancellation of Admission and Refund of Fee:**

- The Principal shall have the authority to cancel any admission given inadvertently by the Admission Committee or the admission taken by the candidate on the basis of wrong/insufficient information. In such case, the fee will be refunded as per UGC rules.

- All admitted candidates must strictly follow all the rules and regulations of the college, failing which the admission of such students will be cancelled.
- The students shall have to maintain complete discipline/decency during their visits/study tours/internships/workshops/any other academic activities, failing which the college has all the rights to cancel their admission at any time.
- A student who has been admitted and wants to cancel his/her admission, has to submit a cancellation request letter duly signed by the parent/guardian along with the cancellation form fee prescribed by the college to the college admin office.
- After completion of the admission process and allotment of Enrolment Number, if a candidate wants to cancel his admission, he has to apply to the College Admission Committee for the same.
- To get a refund, the candidate is required to submit the original fee receipt, cancellation of admission application duly signed by him/her.
- Fees will be refunded to student as per UGC rules and regulation.

**Important Note:**

- Students must submit an application for cancellation of admission.
- Refund request will be processed within 15 working days after receipt of all mandatory supporting documents.
- Fees will be refunded by check only.

**Warning:**

Ragging is strictly prohibited on or off campus of the college. Students are instructed to follow and maintain discipline in the campus. They shall not engage in any kind of ragging related activities inside or outside the campus. They shall not make any kind of comment or action with respect to anyone's caste, creed, religion, gender etc. All these are punishable offenses and appropriate action will be taken against the culprits.

**Necessary Information:**

All communication will be done by the college for the admission process through the website as well as through the registered mobile number of the student given in the admission form. Therefore, all the candidates are advised to go through the college website and other means on a regular basis for admission updates. The college shall not be responsible for non-receipt of any information.

These rules are subject to change. Any change in these rules will be announced and made available on the official website of the college.

**Interpretation:**

If any difficulty or question arises as to the interpretation of any provision or in the enforcement of these rules, the decision of the college shall be final.

Candidates shall be bound by the rules and regulations of the college as applicable during their studies in the college. Disputes, if any, shall be subject to the exclusive jurisdiction of Surat.

The college reserves the right to change any of the above conditions at its sole discretion without assigning any reasons thereof.