

Sir P. T. Sarvajani College of Science

(Autonomous)

Jawaharlal Nehru Marg, Athwalines, Surat-395001

Admission Guidelines

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

Eligibility criteria for getting admission in Master of Science:

- A student should possess Bachelor Degree in the relevant Science Subject from any recognised University.

Seats for postgraduate 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			
		GIA	Higher Payment	Self-Finance	Total
1.	M.Sc.(Chemistry)	30	10	60	100
2.	M.Sc.(Physics)	18	11	30	59
3.	M.Sc.(Botany)	19	06	25	50
4.	M.Sc.(Mathematics)	20	10	60	90
5.	M.Sc.(Zoology)	10	05	20	35

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 1st 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)	27%
4.	Economically Weaker Section (EWS)	10%
5.	University other than VNSGU, Surat.**	05%**

** Students who get admission under category "University other than VNSGU" will be given admission in self-finance category only.

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.

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.	B.Sc. Sem-5 and Sem-6 Mark-Sheets	✓	
2.	Transfer Certificate or Migration Certificate	✓	
3.	Caste certificate for Scheduled Caste (SC) candidate		✓
4.	Caste certificate for Scheduled Tribe (ST) candidate		✓
5.	Socially and Educationally Backward Classes (SEBC) Certificate		✓
6.	Certificate of Non-Cream Layer and Family (Mandatory)		✓
7.	Socially and Economically Weaker Sections (EWS)		✓
8.	Income certificate for candidate belonging to EWS		✓
9.	Physical Disability Certificate, issued by Civil Surgeon/Competent Medical Authority and duly signed, if the candidate belongs to PH category		✓
10.	Ex-Servicemen's Certificate		✓
11.	Affidavit in case of cessation of education for one or more years		✓
12.	Aadhar card	✓	
13.	Latest passport size one photograph of the candidate	✓	

***Proposed policy, rules and procedure governing admission to the first semester of various Post-Graduate courses:**

1. Merit list for admission to post-graduate courses will be prepared as follows.

- Merit marks will be calculated on the basis of CGPA for students having grading method and on the basis of the total marks obtained in the final year marks for students having marks in their final year.

- In the case of students with semester system and passing their Semester 5 and Semester 6 exams in more than one attempt, 2% of the total marks will be deducted for each attempt with a maximum of 6% marks will be deducted based on the number of attempts and the merit will be prepared.

- In the case of yearly system and passing their final year exam in more than one attempt, 2% marks will be deducted for each attempt and maximum 6% marks will be deducted based on the number of attempts and the merit will be prepared.

- Even if there is more than one certificate of the following, the student will get an additional maximum weightage of 2% only.

1: NSS MERIT CERTIFICATE

2: NCC 'B' or 'C' certificate

3: 1st or 2nd position holder at State level in Saptadhara.

Tie Breaker:

In case, the merit marks of two or more students are the same as calculated as per the above method, then the following tie breaker will be applied.

- In case of students with semester system, the student with the higher total of external marks of Semester-5 and Semester-6 will be given higher merit rank and in case of students with yearly system, that with the higher total of external marks of the final year of the student will be given higher merit.

- In case the merit marks become the same on the basis of the above calculation for two students, the student whose total marks of semester-3 and semester-4 (external and internal combined) is higher will be given priority in merit in the case of the student with semester system. And in case of yearly system, the merit number of the student whose total marks (external and internal combined) in his/her Second year is higher will be given priority in merit.

- In case the merit marks become the same on the basis of the above calculation for two students, the student whose total marks of semester-1 and semester-2 (external and internal combined) is higher will be given priority in merit in the case of the student with semester system. And in case of yearly system, the merit number of the student whose total marks (external and internal combined) in his/her First year is higher will be given priority in merit.

- In the case the merit marks become equal in the above calculations, the merit number of the person who older in age based on his/her birth date will be counted first.

Provision of Admission Seats and Seat Allotment Procedure for Students of Universities other than Veer Narmad South Gujarat University (VNSGU):

CATEGORY 1: Candidates holding Bachelor Degree of VNSGU with First Class

CATEGORY 2: Candidates holding Graduate Degree from other universities

Arrangements for verification of student records 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.

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.
- (6) Students from universities other than VNSGU and whose mark sheets do not indicate explicitly the percentage obtained shall have to mandatorily upload conversion table with online admission form. If the conversion table is not uploaded by the student, then the decision of the college regarding the admission application will be final.

(D) Fourth Stage Verification:

All mark sheets of the students from other than VNSGU shall have to be verified the source university. The final eligibility certificate will be issued by the college only after the authentication process is successfully completed. If the genuineness of the mark sheet of the student is not proved, then the admission of such a student will be cancelled.

The admission and enrolment allotted to the student will be provisional. In the future, if any discrepancy arises regarding the veracity of the student's certificates/mark sheets or the prescribed eligibility for admission, the decision including cancellation of the degree certificate, if admitted, will be binding on the student.

College admission rounds will be executed as per the merit list.

The student is required to reach the college during the round period itself or in unavoidable circumstances send his/her representative with the authority letter to attend the admission process. If he/she does not reach the college during the round period he/she will lose the claim for the admission.

Allotment of Reserved Seats:

(A) Implementation of 10% reservation for EWS (Economically Weaker Sections) by increasing 25% seats in original course wise seats by increasing 25% seats.

(B) 5% seats shall be reserved for physically challenged students.

(C) The seats for sports quota: There will be a total of 05(Per program 01 seat) 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.

(D) Additional 1% seats will be reserved for "In Service Men" or Dependents of Ex Service Men in courses whose intake is not determined by the Apex Body.

(E) Students coming from abroad for whom the Foreign Account of Government recommends or ICCR in cases. A foreign student coming through may be allotted admission to seats beyond the prescribed number of seats.

The college will accept the online form and verify it, prepare the provisional merit list, receive the complaints regarding the provisional merit list and make necessary corrections regarding the received complaints and submitted the final merit list in their ERP. Then the entire admission will be under the supervision of the Principal at the concerned college. Category wise admission process will be 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 VN SGU seats, if seats of Other Universities remains vacant.

As the admission process is to be done before the declaration of the last semester/year result of the post graduate studies, the admission given to all the students will be considered as provisional, in the event that the result of the graduate studies of the student/student who got provisional admission is declared FAIL, the admission/registration will be cancelled by the college.

After getting admission in other college, the candidate can get admission in this college only after cancelling the admission in the previous college to get admission in this college.
