

## ADMISSION COMMITTEE FOR PROFESSIONAL DIPLOMA COURSES

### MANAGEMENT QUOTA (M.Q.) GUIDELINES FOR DIPLOMA ENGINEERING

#### **GUIDELINES FOR FILLING UP MANAGEMENT QUOTA (INCLUDING NRI SEATS) BY SELF-FINANCED INSTITUTIONS FOR THE ACADEMIC YEAR 2021-22**

##### **Guidelines for filling up Management Seats:**

- 1) Each institute / college / Private University will have to conduct admission process in a fair, transparent & non-exploitative manner and no eligible candidate should be denied issuing or accepting his/her admission form.
- 2) institute / college / Private University has to give an advertisement in prominent newspaper of the state whose circulation is more than 50,000. Institute has to submit copy of Advertisement given in newspaper duly sealed & signed by Principal. Also, institute / college / Private University has to upload the advertisement on institute / college / Private University website
- 3) For Management quota admission ACPDC registration is not required. The fees for the admission form on Management Seats should not be more than Rs. 200/-.
- 4) The institute / college / Private University will have to maintain a record of distribution and acceptance of admission forms in a separate register. The institute / college / Private University will have to prepare merit list (inter-se) from the applications of eligible students who occupy merit number of Admission Committee, display it on the institute / college / Private University notice board as well as on website and a copy of the same is to be forwarded to the Admission Committee. All the students included in the merit list should individually be communicated by speed post or registered post for counselling at least seven days prior to the date of counselling.
- 5) Every institute / college / Private University has to follow the said guidelines scrupulously for filling up of Management Seats. Any complaint regarding violation of the said guidelines against the institute / college / Private University will be taken seriously and penal actions will be initiated under the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Gujarat Act No.2 of 2008) in such cases.
- 6) Self-financed institute / college or Private University can admit students who have passed qualifying examination with minimum eligibility criteria from school located in INDIA

(Including Gujarat State) on merit prepared as per the notifications issued by the Education Department, Government of Gujarat for Professional Diploma Courses of Engineering & Technology (Regulation of Admission and Payment of Fees) Rules, 2020 and its amendment made in time-to-time. The maximum limit of management seats is 50% seats of sanctioned intake. Which is previously given in undertaking.

- 7) The list of admitted students will have to be uploaded on MQ Solution Module of ACPDC latest by **16.10.2021 without fail**.

### **Guidelines for filling up of N.R.I. Seats:**

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

- 1) The students who have passed qualifying examination from outside India would be included in the merit list. Such candidates must have to fulfill the eligibility criteria prescribed by the State Government for admission. However, if the students have passed qualifying examination from India will be considered eligible for admission. Priority would be given to N.R.I. candidates for admission on N.R.I. seats.
- 2) The students who have passed qualifying examination from outside India shall have to obtain equivalency certificate from Association of Indian Universities, Delhi.
- 3) N.R.I. student who seeks admission on N.R.I. seat will have to submit copy of his/her passport as well as passport of his/her mother and/or father, to prove himself/herself as an N.R.I. candidate.
- 4) N.R.I. sponsored students have to submit proof of his sponsor being an N.R.I. Copy of sponsor Passport (which contains signature of sponsor) as well as the affidavit has to be submitted.
- 5) The relation of N.R.I. (sponsor) with the student (N.R.I. sponsored candidate), sponsor's undertaking the responsibility for payment of tuition and other fees as well as the entire responsibility of the candidate's study should have been clearly mentioned in the affidavit.
- 6) N.R.I sponsored students shall have to be included in the merit list of N.R.I. seats as well as in the merit list of Management Seats.
- 7) The procedure for filling 15% NRI Seats for Universities/Institutes /Colleges as per prevailing rules of notification of GoG.