

NOTIFICATION
EDUCATION DEPARTMENT
SACHIVALAYA, GANDHINAGAR.

Dated 30th March, 2013.

**Gujarat
Professional
Technical
Educational
Colleges or
Institutions
(Regulation of
Admission
and Fixation
of Fees) Act,
2007.**

NO.GH/SH/05/2013/PVS/102013/17/S.- In exercise of the powers conferred by sub-section (1) of section 20 read with section 4 of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Guj. 2 of 2008), the Government of Gujarat hereby makes the following rules to regulate admission from Certificate Courses to Second Year of Professional Diploma Courses and payment of fees, namely:-

1. Short Title and Commencement.- (1) These rules may be called the Certificate Courses to Professional Diploma Courses (Regulation of Admission and Payment of Fees) Rules, 2013.

(2) They shall come into force on their publication in the *Official Gazette*.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) "Act" means the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Guj. 2 of 2008);

(b) "Admission" for the purpose of these rules means admission of candidates in the Second Year/ Third Semester of the Professional Diploma Courses in the First Shift;

(c) "Admission Committee" means the Admission Committee constituted by the State Government under section 4 of the Act, for the purpose of admission in the Second Year of the Professional Diploma Courses;

(d) "Certificate Holder" means a candidate who has passed the two years certificate course conducted by the Technical Examination Board (TEB) or the National Council for Vocational Training (NCVT) or Gujarat Council for Vocational Training (GCVT);

(e) "GCVT" means the Gujarat Council for Vocational Training established by the Government of Gujarat;

(f) "Gujarat Board" means the Gujarat Secondary and Higher Secondary School Examination Board established under section 3 of the Gujarat Secondary and Higher Secondary School Board Act, 1972 (Guj.18 of 1973);

(g) "Help Centres" means the centres notified by the Admission Committee for facilitation of the candidates for off campus online admission process;

(h) "Industrial Training Institute (ITI)" means the training institute which provides training in technical courses and is administrated by the Directorate of Employment and Training (DET), Government of Gujarat;

(i) "NCVT" means the National Council for Vocational Training established by the Government of India;

(j) "Professional Diploma Courses" means and includes Diploma in Engineering/Technology, Diploma in Architecture, Diploma in Hotel and Tourism Management, and Diploma courses in Applied Arts and Crafts;

(k) "Qualifying Examination" means,-

- (i) Std. X + Two years certificate course conducted by NCVT or GCVT, provided that the candidate has passed the Secondary School Certificate Examination (Standard X) with Mathematics, Science and English, or
- (ii) Std. X + Two years certificate course conducted by the Technical Examination Board (TEB), provided that the candidate has passed the Secondary School Certificate Examination (Standard X) with Mathematics, Science and English.

(l) "Shift" means spell of time in which educational activities of the technical institution are conducted;

(m) "Technical Examination Board (TEB)" means the Technical Examination Board, established by the State Government under Government Resolution, Education and Labour Department No.ECT-1064/91813-GH, dated the 11th July, 1966;

(n) "*web-site*" means the official website of the Admission Committee to carry out off campus online admission process.

(2) The words and expressions used in these rules but not defined shall have the same meanings as assigned to them in the Act.

3. Admissions to Professional Diploma Courses.- (1) The admissions to the Second Year of the Professional Diploma Courses on all the supernumerary seats shall be given on the basis of merit list prepared by the Admission Committee.

(2) The Admission Committee shall guide, supervise and control the entire process of admission of candidates to the Professional Diploma Courses in the Professional Educational Colleges or Institutions.

4. Seats Available for Admission.- For the purpose of admission to the Second Year of the Professional Diploma Courses in the First Shift, available seats shall include,-

20% of the sanctioned intake of the First Shift of the previous admission year of corresponding Professional Diploma Courses, which shall be the supernumerary seats of the approved intake, in the,-

(a) Government Colleges or Institutions

(b) Grant- in-aided Colleges or Institutions, and

(c) Unaided Colleges or Institutions,

of the State.

5. Eligibility for Admission.- (1) For the purpose of admission, a candidate shall have passed the qualifying examination any time before the admission process for the current admission year starts:

Provided that-

(a) the ITI or technical school/institute in which the candidate has studied, should have been located in the State of Gujarat; or

(b) the ITI or technical school/institute in which the candidate has studied, should have been located in the Union Territories of Daman and Diu or Dadra and Nagar Haveli and whose parents are of Gujarat origin.

(2) The candidates who have passed the qualifying examination from other State shall also be eligible if seats remain vacant after granting admission to the candidates mentioned under sub-rule (1), giving priority to the candidates who are of Gujarat origin.

6. Name of Corresponding Eligible Diploma Course in which admission may be granted.- Subject to the fulfillment of eligibility criteria and such other conditions as prescribed under these rules, a candidate, who has passed the qualifying examination, as mentioned in column (2) or column (3) of the Schedule I, shall be eligible for admission to the corresponding diploma courses, as mentioned in column (4) of the Schedule I.

7. Reservation of Seats.- (1) For the purpose of admission, the seats shall be reserved for the candidates who are of Gujarat origin and falling under the following categories and proportion, namely:-

(a)	Scheduled Castes [SC]	7 %
(b)	Scheduled Tribes [ST]	15 %
(c)	Socially and Educationally Backward Classes, including Widows and Orphan of any castes [SEBC]	27 %

(2) A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste:

Provided that the candidate belonging to Socially and Educationally Backward Classes shall be required to produce a certificate to the effect of non-inclusion in Creamy Layer along with the caste certificate.

(3) No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.

(4) No certificate to the effect of non-inclusion in Creamy Layer shall be valid, unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat. Such certificate shall have been issued on or after the 1st April of the academic year in which the candidate is seeking admission.

(5) If a candidate fails to submit the certificates as required under sub-rule (2) within the stipulated time, his candidature shall be considered for admission under unreserved category.

(6) If a candidate of reserved category gets admission on unreserved seat in order of merit, he may be given admission on the unreserved seat according to his preference.

(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 shall not have right to claim his admission on reserved seat and if he has been already 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.

(8) After granting admission to all the candidates of reserved categories on reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

8. Reservation for Physically Disabled Candidates.- (1) Three per cent. (3%) 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 person with disability who can perform the academic activities in the respective course. A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon.

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

(2) No candidate having 100 % blindness or 100% deafness shall be eligible for the admission.

(3) The admission of the candidate referred to in sub-rule (1) shall be subject to his suitability for the course, as certified by the Director, Vocational Rehabilitation Centre, Ahmedabad, at the time of admission.

9. Reservation for the Children of Defence personnel and Ex-Servicemen.-

- (1) One per cent. of the available seats shall be reserved for the children of Defence personnel and Ex-Servicemen, for admission.
- (2) A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board, Gujarat State or the District Sainik Welfare Officer. In-Service Defence 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.
- (3) The seats remaining vacant against the category of Defence personnel and Ex-Servicemen shall be transferred to the unreserved category seats.

The admission on such reserved seat shall be valid subject to the verification of certificate by the authority empowered by the Director, Sainik Welfare Board.

10. Admission under Tuition Fee Waiver Scheme.- (1) The Tuition Fee Waiver Scheme shall be applicable to all the sanctioned seats of the diploma engineering courses in the Government colleges or institutions, grant-in-aid colleges or institutions and unaided colleges or institutions approved by AICTE, New Delhi.

- (2) The supernumerary seats not exceeding five percent of sanctioned intake of the colleges or institutions shall be filled on the basis of merit of the candidate, whose parents are having less than Rs. 4.5 lakhs of annual income from all sources.
- (3) These seats shall be filled in accordance with the directions of the All India Council of Technical Education, New Delhi and Ministry of Human Resources Development, Government of India, on merit basis.
- (4) The Tuition Fee Waiver Scheme shall be for the complete duration of the course and the candidates admitted under this scheme shall not be allowed to change the institution or the course under any circumstances.
- (5) The supernumerary seats remaining vacant under this category shall not be offered to any other category.
- (6) No supernumerary seats shall be allotted to Second Shift Program.

11. Preparation of Merit List. (1) The merit list of the candidates shall be prepared on the basis of the total marks obtained in Theory in the final year examination of Certificate Course after converting the total marks to 300 in case of TEB Certificate Holders or sum of Trade Theory and Workshop Calculation and Science in the final year examination of Certificate Course after converting the total marks to 300 in case of ITI Certificate Holders.

- (2) The criteria for deciding merit order in case of candidates having equal merit marks shall be in the following sequence, namely:-
- (a) Total percentage marks obtained in practical in case of TEB Certificate Holders or percentage marks obtained in Trade Practical in case of ITI Certificate Holders;
 - (b) percentage marks of grand total obtained in case of TEB Certificate Course or percentage marks of grand total obtained in case of ITI Certificate Holders;
 - (c) total marks obtained in Mathematics in the Secondary School Certificate Examination (Standard X);
 - (d) total marks obtained in Science in the Secondary School Certificate Examination (Standard X);
 - (e) total marks obtained in Mathematics, Science and English in the Secondary School Certificate Examination (Standard X).

(3) Common merit list of group of Certificate Courses specified in column (2) and (3) of Schedule I for a corresponding Diploma Course, as specified in column (4) of Schedule I, shall be prepared.

12. Correction of Marks. – (1) In case of change in marks of a candidate in the qualifying examination, such candidate shall produce a letter to that effect issued by the competent authority or the corrected mark-sheet, before the Admission Committee at least one day before the commencement of admission process (counseling program) but not later than seven days from the receipt of letter or, corrected mark-sheet, as the case may be. In such case, he shall be placed at an appropriate order in the merit list.

(2) The candidate who was declared failed initially in the qualifying examination, but later on declared passed after rechecking of marks by the competent authority, shall, notwithstanding any time limit prescribed, be allowed to apply for the admission provided he produces a letter to that effect issued by the competent authority or the corrected mark sheet, within seven days of the receipt of letter or corrected mark-sheet, as the case may be. In such case, he shall be placed at an appropriate order in the merit list.

13. Registration for Admission.– (1) A candidate seeking admission shall apply on-line, for the registration of his candidature, on the web-site, within the time limit specified by the Admission Committee.

(2) The Admission Committee shall, by advertisement in the prominent newspapers widely circulated in the State, by web-site or by such other means, as it may consider convenient, publish the date of registration, the list of Help Centres, last date for submission of registration form, courses offered and such other information as it may deem necessary in this behalf.

(3) For the purpose of registration, a candidate shall be required to make payment of such sum towards the registration fee, as determined by the Admission Committee.

(4) Even if a candidate is eligible for more than one corresponding diploma courses, he shall have to register only once.

(5) Where a candidate has made more than one registrations, the registration made at the latest stage shall be taken into consideration for admission purpose and the other registrations shall be treated as cancelled.

(6) A candidate shall be required to obtain the print out of the registration form and shall sign and submit the same, along with self-attested copies of the requisite certificates and testimonials as specified in the registration form, at the Help Centre. An acknowledgement receipt for the same shall be given by the person authorised by the Admission Committee.

14. Admission Procedure.- The admission procedure shall be off campus on line in the following manner, namely:-

(1) The Admission Committee shall prepare a merit list of eligible candidates, who have applied under sub-rule (1) of rule 13 after verification of the documents submitted under sub-rule (6) of rule 13.

(2) The merit list shall be displayed on the web-site of the Admission Committee and by such other means, as the Committee may consider convenient.

(3) The Admission Committee shall publish the schedule of online counselling program on its web-site, by advertisement in the prominent newspapers widely circulated in the State and by such other means, as it may consider convenient.

(4) The candidate shall be required to indicate his order of choice of courses and colleges or institutions, online. Allotment of seats shall be made on the basis of merit, category of the candidates and availability of seats. The allotment of seats shall be published on the web-site of the Committee. The candidate shall be required to obtain the print out of the Information letter and bank fee receipt copies from the web-site.

(5) The candidate shall be required to pay such fee, as may be determined by the Admission committee.

(6) The candidate, for securing his admission, shall produce at the Help Centre, the allotment letter, receipt of fee, all original documents and testimonials, for verification, within the specified time limit. In case, the candidate fails to produce the aforesaid required documents within the prescribed time limit, the admission offered to him shall be treated as cancelled. However, such candidate shall be eligible to participate in the successive rounds of counselling provided he has given option for the same.

(7) Where considerable numbers 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 partake in reshuffling process, shall be considered for such admission. The candidate may either give 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 new choice, then his earlier admission shall be treated as cancelled.

15. *Fee.*-(1) A candidate who gets admission shall have to pay such fees, as may be determined by the Fee Regulatory Committee constituted under section 9 of the Act, for unaided colleges or institutions, at such stages, as may be determined by the Admission Committee.

(2) If a candidate, who has paid the fees after getting admission, gets his admission cancelled, his fees shall be refunded after completion of admission process, after deducting such amount towards administrative charges as may be determined by the Admission Committee, provided the seat vacated by him is filled by another candidate.

(3) If a candidate, who has paid the fees after getting admission, gets his admission changed in another course and/or college or institution, he shall pay the difference of fees, if any, at the time of admission or, as the case may be, shall be refunded the fees, after the completion of admission process.

16. *Change of Course or Institution.*- Except as provided in these rules, no candidate shall, after getting admission, be allowed to change his course or, as the case may be, college or institution in any circumstances.

17. *Documents to be submitted.*- (1) The candidate shall submit the self-attested copies of the following documents along with the print out of the registration form at the Help Centre, namely:-

- (i) Mark sheet issued by ITI/ TEB;
- (ii) S.S.C. Examination (Std. 10th) Mark-sheet;
- (iii) Caste certificate for a candidate belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Socially and Educationally Backward Classes (SEBC), issued by the authority empowered by the State Government in this behalf;
- (iv) Non-Creamy Layer (NCL) certificate of the family, issued by the authority empowered by the State Government in this behalf;
- (v) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case of a Physically Handicapped candidate;
- (vi) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer;
- (vii) Certificate of in-Serviceman duly issued by the Commanding Officer of the respective unit in which he is serving; and
- (viii) Such other certificates as the Admission Committee deems necessary.

(2) After getting the allotment letter, the candidate shall have to produce for verification, the original certificates and testimonials attached with the registration form, at the Help Centre, within time-limit as may be specified by the Admission Committee.

(3) The Help Centre may retain any original certificate and testimonial, which it considers necessary until the admission process is completed. Such

Help Centre shall return the original certificate or testimonial to the candidate after completion of the admission process.

(4) The candidate who is unable to produce original certificates and testimonials necessary for the purpose of admission within the time-limit prescribed in sub-rule (2), may be granted provisional admission, subject to following conditions, namely:-

(i) On payment of Rs.10,000/- (Rupees Ten thousand) as security deposit by him. 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.

(ii) 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, if the Admission Committee finds any certificate or testimonial or any other information submitted by a candidate, to be incorrect or false, the candidature of such candidate shall be cancelled for that year and he shall be disqualified for admission for the period of next two years.

19. Cancellation of Admission and Refund of Fee.- (1) In case of cancellation of admission or transfer of candidates by the Admission Committee, due to administrative reasons, the college or Institution in which the candidate was granted admission shall refund the amount of fee collected by it, to such candidate.

(2) In case of cancellation of admission due to failure of candidate to get himself reported at the Help Centre within the specified time limit as prescribed in sub-rules (6) of rule 14 or such other reasons as the Admission Committee may consider reasonable, and subject to the condition of such vacated seat being filled up by the Admission Committee, the fees collected from such candidate shall be refunded after completion of the admission process.

(3) A candidate withdrawing his candidature, for any reason whatsoever, before final endorsed admitted list is submitted by Admission Committee to concerned Universities as well as institutions, may request in person to the Admission Committee for such withdrawal. In such case, the fee collected, if any, by the Admission Committee shall be refunded to such candidate, subject to the condition of such vacated seat being filled up by the Admission Committee.

(4) A candidate withdrawing his candidature, for any reason whatsoever, after final endorsed admitted list is submitted by Admission Committee to concerned Universities as well as institutions, may request in person to the

college or institution in which he is granted admission, for refund of fee paid by him. In such case, the fee shall be refunded, by such college or institution, as per the directions of the Admission Committee.

20. Vacant Seats.-(1) After offering admission to all the candidates whose name appear in the merit list or after the completion of admission process, if the seats remain vacant, such vacant seats shall be filled in by the institutes, in accordance with the directions of the Admission Committee, in the manner prescribed in sub-rule (2).

(2) Any seat declared vacant under sub-rule (1) shall, subject to the other provisions of these rules, be filled up by the respective institutes on the basis of *inter-se merit* list prepared by them, after inviting application from eligible candidates by giving wide publicity through an advertisement in the prominent newspapers widely circulated in the State and by maintaining *inter-se merit* of the candidates who have applied for the admission.

(3) Such institute shall, invite application from the eligible candidates and prepare an *inter-se merit* list in the following order:-

- (i) Names of the candidates whose name appears in the merit list of the Admission Committee, and
- (ii) Names of the candidates who have passed qualifying examination from outside the Gujarat State giving priority to the candidates of Gujarat origin.
- (iii) For the endorsement of vacant seats, last admission of the candidate should be endorsed in case of having more than one admissions secured by the same candidate.

21. Penalty.- Any breach of any of the provisions of the Act, these rules or any direction issued by the State Government, the Admission Committee or the Fee Regulatory Committee, by any person, shall be liable to penalty as provided in the Act.

22. 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 State Government shall be final.

SCHEDULE I

(See rule 6)

Sr No.	QUALIFYING EXAMINATION		Corresponding Diploma Courses
	TEB Certificate Course	ITI Certificate Courses	
(1)	(2)	(3)	(4)
1	Computer Aided Civil and Architectural Drafting	(1) Draughtsmen Civil (2) Surveyor	(1) Civil Engineering (2) Architectural Assistantship

2	(1) Computer Aided Mechanical Drafting (2) Production and Maintenance Technician (3) Press Tool and Dye Making (4) Advance Automobile Engineering	(1) Fitter (2) Turner (3) Machinist (4) Refrigeration & Air-Conditioning Mechanic (5) Draughtsmen Mechanic (6) Machinist Grinder (7) Tool & Die Maker (Dies and Mould), (8) Tool & Die Maker (Press Tools, Jigs and Fixture) (9) Lift Mechanic (10) Machinist- Tool Room (11) Machine Tool Room (12) Tool Technology (13) Mechanic Motor Vehicle	(1) Mechanical Engineering (2) Metallurgy (3) Fabrication Technology (4) Plastic Engineering (5) Automobile Engineering (6) Mechatronics
3	Electrical Service Technician	(1) Electrician (2) Mechanic Cum Operator Electronic Communication System (3) Electronics Mechanic (4) Mechanic in Radio & Television (5) Mechanic Consumer Electronics (6) Industrial Electronics	(1) Electrical Engineering (2) Electronics and Communication Engineering (3) Power Electronics
4	Textile Design (Printing)	--	(1) Textile Design (2) Textile Processing Technology
5	---	(1) Spinning Technician (2) Textile Mechatronics (3) Weaving Technician	Textile Manufacturing and Technology
6	Chemical Laboratory Technician	(1) Mechanic Maintenance (Chemical Plant) (2) Attendant Operator (Chemical Plant) (3) Laboratory Assistant (Chemical Plant) (4) Electro Platter	(1) Chemical Engineering. (2) Petro Chemical Engineering
7	--	(1) Instrument Mechanic Chemical Plant (2) Instrument Mechanic	Instrumentation and Control Engineering
8	---	(1) Information Technology and Electronic System Maintenance (2) Mechanic Computer Hardware	(1) Information Technology (2) Computer Engineering
9	--	(1) Radiology Technician (Radio Diagnosis and Radiotherapy)	(1) Biomedical Engineering

By order and in the name of the Governor of Gujarat,



(M. A. Gandhi)

Joint Secretary to Government.