



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/Admissions/2026-27/ 3631

Date: 20 / 5 / 2026

### Guidelines for Admission in

### Bachelor of Business Administration (BBA) Honours / Honours with Research

(Academic Year 2026-27)

#### 1. Admissions to Bachelor of Business Administration Honours/Honours with Research program shall be given as under;

a) **State Quota (SQ):** A minimum of fifty percent (50%) of the total sanctioned intake shall mandatorily be filled as State Quota, on the basis of the merit list prepared by the GCAS. In the event an institute does not opt for Management Quota, one hundred percent (100%) of the total sanctioned intake shall be filled through the merit-based admission process. Bifurcation of State Quota for the preparation of Merit list is as per Point 6(b).

b) **Management Quota (MQ)** (Applicable to Non-Aided / Self-Financed Institutes Only): Non-Aided / Self-Financed institutes may opt for a Management Quota of up to fifty percent (50%) of the total sanctioned / approved intake, which shall include fifteen percent (15%) Non-Resident Indian (NRI) seats. These seats shall be filled by the management of the respective Institution on the basis of the inter-se merit list of applicants.

#### [Note:

- Opting for Management Quota is at the discretion of the institute. Govt. Aided / Govt. institutes are not entitled to Management Quota seats.
- Management Quota seats shall be filled by the institute through a merit list prepared by its own Admission Committee, in accordance with the procedure determined by GTU.
- All the sanctioned seats of the said program in the GTU affiliated Institutes shall be considered as available seats for admission.
- The final determination of seat availability shall be binding as per the directions of the University.]

#### 2. Duration & Eligibility for Admission

Duration of the Bachelor of Business Administration (Honours / Honours with Research) is of 4 Years. Detailed guidelines for opting Honours / Honours with research in this program can be found on GTU website.

(Link: [https://s3-ap-southeast-1.amazonaws.com/gtusitecirculares/uploads/BBA%20Guidelines\\_317291.pdf](https://s3-ap-southeast-1.amazonaws.com/gtusitecirculares/uploads/BBA%20Guidelines_317291.pdf))

- a) To seek admission in the Bachelor of Business Administration (Honours / Honours with Research) program, a candidate shall have passed
- i. the qualifying examination of Standard 12<sup>th</sup> (10+2 pattern) from a recognized Board, under any stream. **OR**
  - ii. completed a Diploma (10+3) or equivalent with the Higher Secondary (12<sup>th</sup> Standard) Equivalence Certificate issued by the Competent Authority (State Education Board)
- b) Admissions shall be made on a merit basis, determined by the aggregate percentage of marks obtained in Standard 12<sup>th</sup> (HSC) Examination or Equivalent Diploma. Where a mark sheet

5 - Star Rating in GSIRF  
(Gujarat State Institutional Rating Framework) - 2024

In Top 50 universities under the 'Innovation' category  
and Top 100 under 'State Public University' category for 2025

Re-accredited as a Green University in  
Platinum Ranking till 2027 by Green Mentors

Computer Engineering (Cyber Security) Course  
under 'Tier-1' category has been accredited by



Head Office : GTU Campus, Nr. Visat Three Road, Visat-Gandhinagar Road, Chandkheda, Ahmedabad-382424. Gujarat, India.

Ph : +91 079-23267521/570

e-mail : [info@gtu.ac.in](mailto:info@gtu.ac.in)

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



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

reflects Cumulative Grade Point Average (CGPA) instead of percentage, the candidate shall produce an equivalence percentage certificate issued by the respective Board / University.

- c) Candidates who have passed the Standard 12th / qualifying examination in any year prior to the current academic year shall also be eligible, provided all other conditions are fulfilled.

### 3. Reservation of Seats

- a) For the purpose of admission, seats shall be reserved for candidates who are of Gujarat origin and falling under the following categories, in the proportions specified below:

|                                                                                           |       |
|-------------------------------------------------------------------------------------------|-------|
| i. Economically Weaker Section (EWS)*                                                     | : 10% |
| ii. Scheduled Castes                                                                      | : 7%  |
| iii. Scheduled Tribes                                                                     | : 15% |
| iv. Socially and Educationally Backward Classes, including Widows and Orphan of any Caste | : 27% |

\* EWS (10%) quota shall be implemented as per AICTE / UGC / Government of Gujarat notifications issued from time to time.

- b) A candidate seeking admission on a reserved seat shall be required to produce a valid Caste Certificate and / or Income Certificate authorised by the Competent Authority. A candidate belonging to SEBC shall additionally produce a certificate of non-inclusion in the Creamy Layer in addition to the Caste Certificate.
- c) A candidate seeking admission under the EWS (Economically Weaker Section) category shall be required to produce a valid EWS Certificate issued and authorised by the Competent Authority, in accordance with Government of Gujarat resolutions and their time-to-time amendments.
- d) A Caste Certificate shall not be valid unless it is duly stamped, signed, and issued by an authority empowered by the Government of Gujarat.
- e) A Non-Creamy Layer Certificate shall not be valid unless it is duly stamped, signed, and issued by an authority empowered by the Government of Gujarat. The certificate shall remain valid for three years from the date of issue.
- f) If a candidate from a reserved category secures a position in the general merit list, he / she may be granted admission on an unreserved seat in accordance with his / her preference and merit.
- g) The admission of a reserved category candidate on a reserved seat shall be valid subject to verification of the Caste Certificate issued by the authority empowered by the State Government. In the event the Caste Certificate is found invalid upon verification, the candidate's claim to the reserved seat shall lapse; if admission has already been granted, such admission shall stand cancelled. Continuation of admission may be permitted only in the event of a vacant unreserved seat being available and subject to eligibility on merit.
- h) After granting admission to all reserved category candidates on their respective reserved seats, any remaining vacant reserved seats shall be transferred and filled in accordance with Government of Gujarat norms.





# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

#### 4. Reservation For Physically Disabled Candidates:

Five percent (5%) of the available seats in each category shall be reserved for persons with benchmark disability, in accordance with the provisions of Section 32 of the Rights of Persons with Disabilities Act, 2016 (Act No. 49 of 2016), provided the candidate is capable of performing the academic activities of the respective programme. A candidate with disability shall submit a Certificate of Disability duly issued and signed by the Certifying Authority.

**Explanation:** “Person with disability” means a person suffering from not less than forty percent (40%) of any disability, as certified by a competent medical authority.

#### 5. Reservation for the Children of Defence Personnel and Ex-Servicemen:

- One percent (1%) of available seats **subject to a minimum of one (1) seat** shall be reserved for the children of Defence Personnel and Ex-Servicemen.
- A candidate claiming admission under the Ex-Servicemen category shall be required to submit a certificate duly issued by the Director, Sainik Welfare Board, Gujarat State, or by the District Sainik Welfare Officer. In-Service Defence Personnel shall submit a certificate duly issued by the Commanding Officer of the respective unit in which they are serving.
- Seats remaining vacant in the Defence Personnel and Ex-Servicemen category shall be filled from the merit list of unreserved category candidates.
- Children of Defence Personnel and Ex-Servicemen of Gujarat origin who have passed their qualifying examination from schools located outside the State of Gujarat shall be included under this reserved category.
- Priority for admission shall be accorded as per the Ministry of Defence (GoI) letter reference no. F.No.6(1)2017/D(Res.II) dated 21st May, 2018.

#### 6. Preparation of Merit List

- The merit list of candidates who have completed online registration on the GCAS Portal and are found eligible for admission under these rules shall be prepared on the basis of the Percentage of Total Aggregate Percentage of Marks obtained in the H.S.C. Examination (Std. 12<sup>th</sup> – 10+2 Pattern) or Equivalent Diploma.
- The merit list shall be prepared separately for candidates of Gujarat State All Boards and candidates from Boards outside Gujarat State. Of the total State Quota seats, 95% of seats shall be filled from the merit list of candidates who have passed their qualifying examination from Gujarat State all Boards, and the remaining 5% of seats shall be filled from the merit list of candidates who have passed their qualifying examination from Boards outside Gujarat State.
- In the event two or more candidates obtain equal merit marks in the qualifying examination, the inter-se merit order shall be determined by applying the following tie-breaker criteria in strict sequential order. The criteria for deciding merit order in case of students having equal marks in H.S.C. Examination (Std. 12<sup>th</sup> – 10+2 Pattern) or Equivalent Diploma shall be applied in the following sequence:



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

- Priority I: Percentage of marks obtained in S.S.C. Examination (Standard 10th)
- Priority II: Date of Birth – the candidate who is older in age shall be given priority.

**Note:** If equality persists even after applying all prescribed tie-breaker criteria, the matter shall be referred to the University Admission Committee for a final determination.

### 7. Registration for Admission:

- Gujarat Common Admission Services (GCAS) shall publish the schedule of registration, including the date of commencement, last date of registration, total number of rounds, and all other relevant information through advertisements in widely circulated newspapers, the official website, and such other means as deemed appropriate.
- Every candidate seeking admission shall complete the online registration on the GCAS Portal Website i.e. <https://gcas.gujgov.edu.in/> within the prescribed time period.
- The candidate shall fill in all required information, indicate institute preferences, and upload all requisite certificates, other required documents and testimonials as specified in the application form on GCAS Portal.
- Payment of the prescribed registration fee is mandatory to finalise the registration on the portal.
- An acknowledgement receipt shall be generated online upon successful payment.
- In the event a candidate submits more than one registration, only the registration made at the latest stage shall be considered valid; all earlier registrations shall be treated as cancelled, or as per GCAS rules and regulations for registration of student.
- Registration on the GCAS Portal is mandatory for State Quota, Vacant Quota, and Management Quota admissions. Candidates who are not registered on the GCAS Portal shall not be eligible for admission.

### 8. Admission Procedure:

The admission procedure shall be conducted as per the following provisions:

- Candidates shall fill in all necessary information including institute choices/ preferences, upload requisite certificates and testimonials, and lock their application form within the timeline prescribed by GCAS.
- The provisional merit list shall be displayed by the respective institute based on the applicable merit criteria for each admission round.
- Candidates shall be able to check their merit rank and allotted institute on their GCAS dashboard based on their choice / preferences.
- Candidates shall report to the allotted institute for confirmation of admission and shall pay a token fee of Rs. 10,000/- within the time specified on the GCAS portal. The remaining fees for the first semester shall be paid directly to the institute within one week of admission. To confirm admission, the candidate shall authenticate using the OTP sent to the registered mobile number / email address.
- After completion of all admission rounds, each institute shall display the Final Allotment of seats on its official website.

4 | Page

5 - Star Rating in GSIRF  
(Gujarat State Institutional Rating Framework) - 2024



In Top 50 universities under the 'Innovation' category  
and Top 100 under 'State Public University' category for 2025



Re-accredited as a Green University in  
Platinum Ranking till 2027 by Green Mentors



Computer Engineering (Cyber Security) Course  
under 'Tier-1' category has been accredited by



Head Office : GTU Campus, Nr. Visat Three Road, Visat-Gandhinagar Road, Chandkheda, Ahmedabad-382424, Gujarat, India.

Ph : +91 079-23267521/570

e-mail : [info@gtu.ac.in](mailto:info@gtu.ac.in)

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



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

- f) In case of any discrepancy, candidates may contact the respective institute or GCAS for grievances within two days of the publication of the final merit list, or within the time provided by GCAS, whichever is earlier.
- g) Subsequent rounds of admission (2<sup>nd</sup> and 3<sup>rd</sup> rounds) shall be scheduled and conducted by GCAS for candidates who did not secure admission in the earlier round(s).
- h) The final schedule of all admission rounds shall be published by GCAS and shall be binding on all institutes and candidates.
- i) A candidate who was offered admission in a previous round but did not confirm it shall not be eligible to seek re-admission in the same course at the same institute in subsequent rounds.
- j) In the event an institute encounters any technical issue or grievance during a round, it shall raise the same on the GCAS Portal within a day, or within the time provided by GCAS, whichever is earlier.
- k) All institutes and candidates shall adhere strictly to the rules, regulations, and timelines of GTU /GCAS as updated from time to time. In case of any discrepancy in timelines, the updated timeline provided by GTU shall prevail.
- l) Any student admitted under any quota (State Quota / Management Quota / Vacant Quota) after the timeline stipulated by GCAS / GTU shall be treated as automatically cancelled.

### 9. Fees

- a) A candidate who secures admission shall pay fees as determined / approved / finalised by Gujarat Technological University for the concerned institute.
- b) In the event a candidate, having paid the fees after securing admission, subsequently cancels the admission, the fee refund shall be governed by the UGC Fee Refund Policy and its time-to-time amendments. (Ref: D.O.No.F.12-5/2024(FNT/NET)-FeeNirvan(Notice) dated 27<sup>th</sup> October, 2025.)
- c) Fees shall be collected semester-wise by the institute.

### 10. Documents to be verified:

**It is compulsory for candidates to produce all original documents at the allotted institute for verification. Institutes shall NOT collect or retain any original documents of students.**

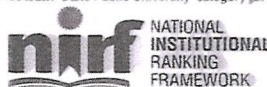
- a) Mark sheet: H.S.C. Examination (Standard 12<sup>th</sup> - 10+2 Pattern) or Diploma (10+3)\*
- b) Mark sheet: S.S.C Examination (Standard 10<sup>th</sup>)\*
- c) School Leaving Certificate or Transfer Certificate.
- d) Conversion Certificate of CGPA / Grade Point to Percentage, if applicable.
- e) 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 Government in this behalf, if applicable.
- f) Valid Non-Creamy Layer (NCL) certificate (for OBC/SEBC applicant) of the family by the authority empowered by the Government in this behalf, if applicable. (Details related to validity will be as described above in point no. 4(e).

5 | Page

5 - Star Rating in GSIRF  
(Gujarat State Institutional Rating Framework) - 2024



In Top 50 universities under the 'Innovation' category  
and Top 100 under 'State Public University' category for 2025



Re-accredited as a Green University in  
Platinum Ranking till 2027 by Green Mentors



Computer Engineering (Cyber Security) Course  
under 'Tier-1' category has been accredited by



Head Office : GTU Campus, Nr. Visat Three Road, Visat-Gandhinagar Road, Chandkheda, Ahmedabad-382424, Gujarat, India.

Ph : +91 079-23267521/570

e-mail : info@gtu.ac.in

Website : www.gtu.ac.in



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)  
(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

- g) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Medical authority, in case of a Physically Handicapped candidate.
  - h) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board Gujarat State or by the District Sainik Welfare Officer, if applicable.
  - i) Certificate of widows' child and orphan
  - j) EWS Certificate issued and authorized by the competent authority which should be valid as per Govt. Resolution from time to time.
  - k) A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which they are serving, if applicable.
  - l) Income Certificate.
  - m) Such other certificates as the Admission Committee deems necessary.
- \* All attempt(s) certificate(s) are required in case of more than one trial in S.S.C and/or H.S.C. Examination(s).

### Note:

- a) Uploaded documents shall be verified by the respective GTU-affiliated institutes with original documents before the confirmation of the admission. Candidates are not required to visit GTU for document verification.
- b) Verification of uploaded documents is the sole responsibility of the admitting institute. In case of any discrepancy arising in relation to the admission of a candidate, the institute shall be liable for the same.

### 11. Ineligibility for admission to production of false documents:

- a) All original documents shall be verified at GTU Schools / Constituent institute / affiliated institutes. If, during document verification, any document is found to be fraudulent, inappropriate, or insufficient as per the applicable admission eligibility and reservation criteria, the institute / GTU reserves the right to cancel the admission of the candidate at any time, without prior or written notice.
- b) If required an appropriate legal action shall be initiated against the candidate submitting false documents, in accordance with the prevailing norms.

### 12. Admission to Colleges / Institutions for Management seats:

- a) Management Quota seats may be filled by the management of the respective unaided colleges / self-finance institutions on the basis of the inter-se merit of applications received, only after the verification of required documents only. In case of any discrepancy arising in relation to the admission of a candidate, the institute shall be liable for the same
- b) The admission process for filling Management Quota seats shall be carried out by the management of the respective unaided colleges / institutions in accordance with the procedure determined by GTU.
- c) Institutes shall display the Management Quota (MQ) admitted student list separately (as per Merit) on the institute's website and shall submit all relevant documents to the University

6 | Page

5 - Star Rating in GSIRF  
(Gujarat State Institutional Rating Framework) - 2024



In Top 50 universities under the 'Innovation' category  
and Top 100 under 'State Public University' category for 2025



Re-accredited as a Green University in  
Platinum Ranking till 2027 by Green Mentors



Computer Engineering (Cyber Security) Course  
under 'Tier-1' category has been accredited by



Head Office : GTU Campus, Nr. Visat Three Road, Visat-Gandhinagar Road, Chandkheda, Ahmedabad-382424, Gujarat, India.

Ph : +91 079-23267521/570

e-mail : info@gtu.ac.in

Website : www.gtu.ac.in



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)  
(Accredited with A+ Grade by NAAC)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી  
(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

within the timeline prescribed by GTU.

### 13. Vacant Seats:

In the event seats remain vacant after the completion of a regular round of admission, such vacant seats shall be displayed on the institute's official website. After all rounds of the admission process have been completed, if seats still remain vacant, the institute concerned may fill such seats through the GCAS Portal, within the stipulated time period prescribed by GCAS. Registration as per Clause 7 is mandatory for admission under the Vacant Quota as well. No admission shall be granted after the stipulated deadline.

### 14. Penalty:

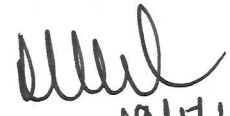
- Breach of any provision relating to reservation (Government of Gujarat / Government of India) or admission guidelines prescribed by GCAS / GTU shall render the institute / candidate liable for penalty.
- Failure to comply with any admission timeline or rule of GTU / GCAS shall attract a penalty as per the penalty clause. (Ref. No. GTU/Academic/GCAS/2025/1815 dated 10/03/2025) (Refer: [https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/GCAS-10-03-2025\\_518826.pdf](https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/GCAS-10-03-2025_518826.pdf)) and its time to time amendments.

### 15. Interpretation:

In the implementation of these guidelines, if any difficulty or question arises as to the interpretation of any provision, the decision of the Admission Committee, Gujarat Technological University, shall be final and binding on all concerned.

**Key Dates for the Admission Process shall be published on the website of the Gujarat Technological University and GCAS.**

All the above information is for reference only and is subject to change. The final admission guidelines as published on the GTU website shall be binding.

  
19/5/25  
Registrar