



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established 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/Admission/2025/ ૫૧૭૭

Date 26/06/2025

Guidelines for filling up Management Quota Seats and Schedule of Integrated MBA, Integrated MCA, Integrated M.Sc.(IT), B.Voc., D.Voc., B.I.D., B.Design, BCA (Honours/ Honours with Research), BBA(Honours/ Honours with Research), B.Sc.(BT), M.Sc.(IBT) for the Admission Year 2025-26

Procedure for filling up Management Seats:

1. Each institute will have to prepare merit list (inter-se) from the applications of eligible candidates and display it on the institute's notice board as well as on website and a copy of the same is to be forwarded to the GTU Admission Committee. All the students included in the merit list should individually be communicated by speed post or registered post or registered mail for counselling at least 3 days prior to the date of counselling. The institute will have to maintain a record of distribution and acceptance of admission forms in a separate register.
2. Institutes can admit students to Management Quota seats as per the submitted Undertaking for Management quota (Maximum of 50% of sanctioned intake) while strictly adhering to the reservation criteria prescribed in the Admission Guidelines. In the absence of category students, Institutes can fill the seats by converting seats to General category.
3. Each institute has 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.
4. For Management seat admission GCAS registration of student is mandatory. It is the sole responsibility of the institutes to verify the registration of the student on GCAS before confirming admission.
5. Every institute has to follow the said guidelines carefully for filling up Management Seats. Any complaint regarding the violation of the said guidelines against the institute will be taken seriously and penal actions will be initiated in such cases.
6. The schedule of the admission process should include dates for distribution and acceptance of admission, declaration of merit list and date and place for counselling should invariably be published in a single advertisement and the entire details are to be provided to the concerned Admission Committee.
7. Each institute should nominate one Nodal Officer from their institute for granting admission on Management Seats. The name of Nodal Officer with telephone number should be informed to the concerned GTU Admission Committee. Student as well as GTU concerned Admission Committee may contact Nodal Officer in connection with any complaint related

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Ph : +91 079-23267521/570

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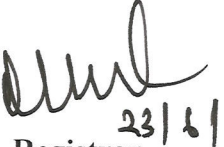
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to the Admission and Nodal Officer will have to solve all such complaints within the time limit.

8. The entire procedure to fill the Management Quota seats must be completed on or before **18/07/2025**.
9. The list of admitted students along with hardcopies of all the documents needs to be submitted to GTU latest by **25/07/2025** without fail.
10. Institutes have to confirm their MQ students' admission on the GCAS portal within the mentioned timeline.
11. It is instructed that all Institutes strictly follow the seats matrix. In case of any discrepancy, the institute will be solely responsible for the admission of such students.

Procedure for filling up of N.R.I. Seats:

1. 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.
2. The procedure for filling NRI Seats for institutes shall be as per prevailing rules of notification of Government of Gujarat/AICTE.
3. Such candidates who seek admission must fulfil the eligibility criteria of the program admission guidelines. The students who have passed qualifying examination from outside India shall have to obtain equivalency certificate from Association of Indian Universities, Delhi.
4. N.R.I. student who seeking 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. 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. The relation of N.R.I. (sponsored) 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 be clearly mentioned in the affidavit. Priority would be given to N.R.I. candidates for admission on N.R.I. seats.
5. N.R.I sponsored students shall be included in the merit list of N.R.I. seats as well as in the merit list of Management Seats.


23/6/25
Registrar

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FILE DOCUMENTS TO BE SUBMITTED FOR MQ/NRI SEATS

ADMISSION ENDORSEMENT

**Integrated MBA, Integrated MCA, Integrated M.Sc.(IT), B.Voc., D.Voc.,
B.I.D., B.Design, BCA (Honours/ Honours with Research), BBA(Honours/
Honours with Research), B.Sc.(BT), M.Sc.(IBT)
for the Admission Year 2025-26**

- 1 **Forwarding letter** requesting To Registrar, GTU for Endorsement.
- 2 **Admitted student list** (to be endorsed by GTU) on Institute's Letter Head strictly as per format, **Two copy**(Copy of format Attached here **Annexure-1**)
- 3 Filled **MQ (including NRI seats) STATUS detail IN FORMAT SIGNED** by Head of Institute (Copy of format Attached here **Annexure-2**)
- 4 **Information of Nodal officer** at institute level, Name- Mobile No.- E-mail-ID (Copy of format Attached here **Annexure-3**)
- 5 **Advertisement for admission**
 - 1) Publish advertisement in leading Newspaper of morning edition.
 - 2) Copy of paper cutting duly signed by Head of institute.
 - 3) Copy of Bill of advertisement.
 - 4) Certificate of circulation from competent authority certifying that circulation of newspaper is more than 50000 copies.
- 6 **Copy of Issue and Receive register** of Application forms. (Copy of format Attached here **Annexure-4**)
- 7 **Inter-se Merit list** on Institute's Letter Head strictly as per format.(**Annexure-5**)
- 8 **Copy of call letter** Sent through **speed post or registered post or email** (all candidates)
- 9 **Attendance Register of counselling (Annexure-6)**
(Attended students must sign the register, in case of absentia authorized person should mark absent in register.)
- 10 **Copy of Application form of all admitted candidates** along with self-attested below mentioned documents:
 1. Copy of 10th standard Mark-sheet(s) (For DVoc students only)
 2. 12th standard Mark-sheet(s)
 3. Leaving certificate/Transfer certificate



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Additional documents for candidates admitted on NRI/ NRI sponsored candidates along with admission form: - (as applicable)

In case of NRI:-

- 1) Copy of 10th standard Mark-sheet (For DVoc students only)
- 2) Copy of 12th standard Mark-sheet/Grade Card.
- 3) Copy of passport of admitted student and copy of passport of his/her mother and/or father proving NRI status.
- 4) Certificate of equivalence from Association of Indian University, Delhi, if NRI candidate passed qualified exam from other countries.
- 5) Affidavit of father/mother of NRI candidate undertaking responsibilities of tuition fee, other fees and other responsibilities till completion of course.

In case of NRI Sponsored:-

- 1) Copy of 10th standard Mark-sheet (For DVoc students only)
- 2) Copy of 12th standard Mark-sheet
- 3) Leaving certificate/Transfer certificate
- 4) Proof of sponsorer's NRI detail.
- 5) Copy of passport of sponsorer NRI (sponsorer's signature should be clearly visible)
- 6) NOTARISED Affidavit of sponsorer NRI which indicates relation with student and undertaking responsibilities of tuition fee, other fees and other responsibilities till completion of course. (Signature of affidavit should match with signature in passport)

NOTE: Important points for Institute

1. Institute needs to collect all the educational documents (only photocopies) from candidates.
2. Institute should maintain following records :
 - Issue & receive registered for application forms for MQ(including NRI seats) (**Annexure-4**)
 - **copy of call letter** Sent through **speed post or registered post or email** (all candidates) Merit list of eligible candidates
 - Attendance Register of counseling (**Annexure-6**)
(Attended students must sign the register, in case of absentia authorized person should mark absent in register.)
 - **Merit list of Eligible Candidate**
 - Admitted Student list
 - All Management Quota students (except 5% Outside Gujarat) and NRI sponsor should have name in Merit list of respective Institutes.
 - 5% MQ of outside Gujarat candidate should be eligible as per admission guidelines.



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Annexure-1

This is to be given on Institute Letter head

Admitted Student List for MQ/NRI Seats for (Course Name)

Admission Endorsement 2025-26

Date:

Sr. No.	Course PK ID (Mandatory for GCAS Admission Only)	GCAS / GTU Merit No. (if applicable)	Name of Student	GCAS /GTU Application No.	Student category	Admitted category	MQ/NRI	Remark

GTU INSTITUTE ID:

NAME OF INSTITUTE:

NAME OF NODAL OFFICER:

SIGN OF NODAL OFFICER:

Round
Seal of
Institute

Signature of Principal/Director/Dean
with Rubber Stamp



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Annexure-2

This is to be given on Institute Letter head

Filled MQ-NRI Status for (Courses Name) Admission Endorsement 2025-26

This Association / Institution has Conducted the admission process on _____ %
of sanctioned intake as Management Quota (Including NRI Quota) Seats

Course Name	Sanction MQ Seats	Management Quota Seats		
		Filled Seats	Filled NRI seats (if any)	Filled Other state quota seats in MQ category (if any)

NAME OF NODAL OFFICER:

SIGN OF NODAL OFFICER:

SEAL OF INSTITUTE

SIGNATURE OF HEAD OF INSTITUTE



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Annexure-3

This is to be given on Institute Letter head

INFORMATION OF NODAL OFFICER MQ ADMISSION 2025-26

GTU INSTITUTE ID: _____

NAME OF INSTITUTE: _____

NAME OF NODAL OFFICER: _____

CONTACT NUMBER OF NODAL OFFICER: (M) _____
(Land Line) _____

E-MAIL: _____

Round
Seal of
Institute

Signature of Principal/Director/Dean
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This Undertaking is to be given on Institute Letter head

UNDERTAKING

On behalf of institute I undertake that this institute has carried out all the admission process under the Management Quota (including NRI admissions) strictly as per the guidelines provided by the GTU and in a fair, transparent and non- exploitative method.

This institute further undertakes that all the original documents of the candidates admitted to the courses have been verified personally and the candidates who are listed in the Admitted List have fulfilled the eligibility criteria as per the Guidelines for Admission 2025-26 issued by the GTU on GTU website.

This institute further undertakes that the institute has not taken possession of any original documents from the candidates during the admission process.

This institute further undertakes that in the event of violation of any clauses of this undertaking, the GTU will be free to take appropriate legal/punitive action which will be binding to the institute.

Round
Seal of
Institute

Signature of Principal/Director/Dean
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Annexure-5

This is to be given on Institute Letter head

Institute Name

Merit List for MQ/NRI Seats (**Course Name**) 2025-26

Sr.no	ID	GTU Merit (if applicable)	Name	Percentiles (For DVoc.)	Percentiles	Merit marks

Round
Seal of
Institute

Signature of Principal/Director/Dean
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UNDERTAKING OF STUDENT FOR ADMISSION ON MULTIPLE SEATS

Date: / /20__

I, _____ (Name of Candidate) have applied for admission as per following details:

Seat: MQ/NRI	
GTU merit no: (if applicable)	
Entrance exam and Roll No.	
User ID:	
Registration/Application No: (New Registration if any):	
Course	
Name of institute & code:	

I declared that apart from above admission, I have also applied /got admission in following courses

	Admission 2	Admission 3
Seat: SQ/MQ/NRI		
course:		
Name of institute:		
(if applicable)		

We assure to treat Admission 2 and/or Admission 3 as cancelled and admission in this institute as final admission. I will not claim any right of my previous admission.

I abide that, Refund of fees if any, of my previous admission is subjected to the condition of Government of Gujarat Notification Regarding admission process and as per the directions of Admission Committee and prevailing rules of AICTE and as per the direction of GTU, I don't have any complaint/grievances towards the institutes for my pervious admission.

The above information provided by us is correct.

Date:

Sign of Candidate

Sign of Parent

Place:

Mobile No.

Institute endorsement:

The above information provided by candidate is verified at institute level and correct according to my knowledge and before me.

**PRINCIPAL/DIRECTOR/DEAN
(STAMP& SIGN)**