

ADMISSION POLICY

SCHOOL OF MANAGEMENT (SOM)

GSFCU/ADMN/ADMISSION/SOM/2020-R0

ACADEMIC YEAR 2020-21



GSFC UNIVERSITY, VADODARA



Table of Contents

PREAMBLE.....	3
1. DEFINITIONS	4
2. PROGRAMS UNDER SCHOOL OF MANAGEMENT (SOM).....	4
3. SEATS AVAILABLE FOR ADMISSION.....	4
4. MINIMUM ELIGIBILITY CRITERIA	5
5. RESERVATION OF SEATS.....	6
6. APPLICATION FOR ADMISSION	6
7. REQUIREMENT OF DOCUMENTS	7
8. ADMISSION PROCEDURE AND ENTRANCE TEST	8
9. SCHOLARSHIP ASSISTANCE.....	11
10. FEE	11
11. ADMISSION DISQUALIFICATION.....	12
12. CANCELLATION OF ADMISSION AND REFUND OF FEES.....	12
13. WARNING	14
14. COMMUNICATIONS.....	14
15. KEY DATES (SCHEDULES)	15
16. INTERPRETATION	16



PREAMBLE

GSFC University is constituted under the Gujarat Private Universities Act, 2009 as amended by Gujarat Private Universities (Second Amendment) Act, 2014. GSFC University strives to be the best compact boutique institution with a futuristic approach, encouraging student-centric culture and focus on developing industry-ready & employable students with all-round development in the areas of Science, Technology and Management.

GSFC University, through its established School of Management focuses on imparting quality education i.e. theoretical and practical in the varied disciplines of Information Technology Management, Accounting & Finance and Marketing/Finance/HR. School of Management offers the following programs as mentioned below:

1. B.B.A. (Specialization in Marketing / Finance / HR) – 3 Years
2. B.B.A. in Information Technology Management – 3 Years
3. B.B.A. in Accounting & Finance – 3 Years

The above programme aims at providing diverse growth of knowledge with an opportunity for students to have access to all circular areas with mobility to other universities in India as well as abroad. The Curriculum is based on new knowledge, in response to the needs of the industries and community at large.

School of Management (SOM) through its Bachelors programs intends to create industry ready professional after the course completion with a focus on varied specialization. In each Semester of the three years degree program, students are required to go for one month of industrial internship in relevant industries, where they get practical exposure beyond the classroom studies.

GSFC University, hereby makes the following rules to regulate admissions for Academic Year 2020-21 at its School of Management for the Bachelors Programs.



1. DEFINITIONS

In this Policy, definitions are as follows:

- a. **“University”** means GSFC University
- b. **“Admission”** means admission of the candidates in the Bachelor Programs under School of Management (SOM)
- c. **“School”** means School of Management (SOM)
- d. **“Website”** means www.gsfcuniversity.ac.in – the Official Website of University

2. PROGRAMS UNDER SCHOOL OF MANAGEMENT (SOM)

GSFC University through its School of Management shall offer Undergraduate level degree programs. The admission during the first year of program to be provided under the below mentioned offerings:

- a. B.B.A. (Specialization in Marketing / Finance / HR) – 3 Years
- b. B.B.A. in Information Technology Management – 3 Years
- c. B.B.A. in Accounting & Finance – 3 Years

3. SEATS AVAILABLE FOR ADMISSION

The seats for Undergraduate Degree Programs shall be filled as per the norms and standards of GSFC University.

All the seats under School of Management will be filled in by GSFC University as per the resolutions / amendments, passed by the authority from time to time. These seats shall be filled-in on the basis of Direct Admission, Merit List and Entrance Tests prepared and conducted by the Admission Committee considering the applications received from the candidates fulfilling the eligibility criteria for admission to the programs under School of Management, GSFC University.

The seats as decided for the programs under School of Management (SOM) are mentioned below as Seat Matrix of SOM.

Seat Matrix

Sr. No.	Program Name	Total Intake
1.	BBA (Specialization in Marketing / Finance /HR)	60
2.	BBA in Information Technology Management	30
3.	BBA in Accounting & Finance	30
Total Seats		120

4. MINIMUM ELIGIBILITY CRITERIA

The eligibility criteria for BBA Programs are mentioned below:

For BBA Programme:

- i. Candidate must have passed 12th or equivalent Examination, with English as one of its subjects from the recognized Board, securing a minimum 45% marks in aggregate of all the subjects. (40% for SC/ST/OBC-Non Creamy Layer / PD / EWS).
- ii. Applicants with 12th or equivalent from International Schools, affiliated to foreign education boards like IGCSE (International General Certificate for Secondary Education) and IB (International Baccalaureate) can apply, they have to submit equivalence certificate of Association of Indian Universities, New Delhi.



5. RESERVATION OF SEATS

5.1 Reservation of Seats shall be as per the guidelines of Government of Gujarat announced time to time, provided that the candidates should produce valid certificates duly signed by competent authority empowered by Govt. of Gujarat, issued on or after the 1st April of the Academic Year.

Sr. No.	Seat Category	Reservation (%)
1.	Schedule Caste (SC)	7%
2.	Schedule Tribe (ST)	15%
3.	Other Backward Classes (OBC)	27%
4.	Physically Handicapped (PH)	3%
5.	Economically Weaker Sections (EWS)	10%

5.2 The candidates as mentioned in the above clause 5.1, has to submit the valid certificates within the stipulated time, failing which the admission application shall be considered under unreserved category.

5.3 Reserved seats remaining vacant after last date of application submission in any category shall be converted to open category seats, after due verification of all the necessary documents for admission.

6. APPLICATION FOR ADMISSION

For the purpose of admission, a candidate shall apply on-line, for the application of his/her candidature, on the University website, within the time limit specified by the University.

- a. The University shall announce, by advertisement in some leading national newspapers / on web-site and by such other means, as it may consider necessary, the date of application, last date for submission of application form, programs offered and such other information as may be necessary in this regard.
- b. Candidate can apply online through Application Form made available on the website www.gsfcuniversity.ac.in by paying online Application Form fees of Rs. 500/- (Rupees Five Hundred Only). Application Form should be filled with correct information as per the procedure listed from time to time.

- c. A candidate shall be required to upload a colour scanned copy of the requisite certificates and testimonials as specified in the registration form.
- d. The candidate shall be required to indicate online his/her order of choices of branches at the time of registration.

For further details and Online Application Procedure, please visit University website; www.gsfcuniversity.ac.in

7. REQUIREMENT OF DOCUMENTS

The list of documents to be uploaded at the time of Online Application for Admission Process and also to be produced as Self-Attested Photocopy at the time of verification:

- S.S.C. Examination (Std. X) Mark Sheet
- H.S.C. Examination (Std. XII) Mark Sheet
- School Leaving Certificate, Transfer Certificate or Migration Certificate
- Caste Certificate for a candidate belonging to Scheduled Caste (SC), Scheduled Tribes (ST) and Socially and Economically Weaker Sections (EWS).
- Socially and Educationally Backward Classes (SEBC) Certificate
- Non Creamy Layer Certificate of the family (Mandatory).
- Income and Asset Certificate for a candidate belonging to Economically Weaker Sections (EWS) (If Applicable)
- Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case the candidate belongs to a PH Category (If applicable)
- Affidavits in case of discontinuity in education for one or more years
- Aadhar Card
- Latest Passport size photographs of the candidate (Three Photographs)



8. ADMISSION PROCEDURE AND ENTRANCE TEST

I. Admission Procedure:

The admission procedure shall be in the following manner as mentioned below:

- a. The announcement of commencement of admission procedure shall be done by (i) Advertisement of admission in the newspapers widely circulated in the university area or (ii) Website (iii) University and Institute Notice Boards (iv) Such Other Means. Such advertisement shall include Detailed Admission Schedule.
- b. For the students securing 55% marks and above at the qualifying examination, direct admission shall be provided on first cum first basis on complying the requirements as per the instructions / guidelines mentioned in the advertisement for admission.
- c. A candidate with less than 55% marks and seeking admission shall have to apply as per the instructions / guidelines mentioned in advertisement for admission.
- d. For application as per the above (Point C)., the University shall prepare the Merit List / Conduct Entrance Test of all eligible candidates after due verification of relevant documents.
- e. Students securing between 50% to 55% marks at the qualifying examination, merit list will be prepared on the basis of marks obtained in the aggregate of the qualifying examination.
- f. The Merit List /Schedule of Entrance Test shall be displayed on the website / notice boards of respective Schools / University.
- g. All supplementary / additional details pertaining to Admission Procedure (other than mentioned in the advertisement for admission) shall be announced on the website/ notice boards of respective schools / university.
- h. Upon the allotment of admission, the admission shall be treated as confirmed/secured only after (i) Payment of Applicable Fees and (ii) Verification of all Original Documents, within stipulated time period, failing which the admission shall be considered as cancelled.



- i. The candidate shall have to submit the self attested documents, as mentioned in Point No. 7 during the time of securing admission.
- j. Admission Committee is empowered to cancel any admission that has been given inadvertently by the Admission Committee or admission taken by the candidate on the basis of incorrect / in-sufficient information.
- k. If due to any administrative or other reasons, the University cancels the allotment of seat made to any candidate, the entire fee collected (except the Application Fee) shall be refunded.
- l. For the vacant seats after the end of Admission Procedure, the University may fill the same by following the standard procedure.

II. Entrance Test:

- a. Students securing between 45% to 50% marks in qualifying examination shall have to appear for an Entrance Test which shall be conducted by University. Merit List will be prepared on the basis of two parameters i.e. 60% weightage will be given to the marks obtained in HSC Examination of relevant Boards and 40% weightage will be given to the entrance test as conducted by GSFC University.

In entrance test conducted by GSFC University students has to score minimum 50% of total marks. If student score less than 50% of total marks, she / he will not be considered for admission.

- b. In case of equal merit marks, following sequence shall be followed:
 - Aggregate Marks of HSC with Practical
 - Aggregate Marks of SSC Examination or equivalent Examination
 - Date of Birth (Age)

III. Information about Entrance Test:

- a. The entrance examination shall be consisting of Objective questions related to English, Verbal Abilities, Reading Comprehension, Quantitative Aptitude, Logical Reasoning and General Knowledge.
- b. There will be no negative marking.



- c. The dates regarding Written Test shall be informed to students accordingly.
- d. The Tests to be conducted Online at the University premises only on a designated date and day.
- e. The sample test papers have been uploaded in GFSC University website for the reference study purpose.
- f. Candidates are to report at the venue at least 45 minutes before the scheduled time of the commencement of test.
- g. Candidate will not be allowed to the exam venue after 15 minutes to commencement of the test. Further, no extra time will be granted for completing the test.
- h. Candidates must make their own arrangements for reaching the test centre. All the expenses for attending online test are to be borne by the candidates.
- i. Based on the performance in written test and evaluation, a single merit list would be put up on the University website on particular date. The merit list will be based on the entrance exam. Cut-off scores, if required, would be decided by the Admission Committee. Programme preference indicated in Application Form will be considered while allocating the admission.
- j. All the communications for the admission process will be made through GSFC University website (www.gsfcuniversity.ac.in) Candidates are strongly advised to access the University's website on regular basis for admission updates.
- k. Admission Committee is empowered to cancel any admission that has been given inadvertently by the Admission Committee or admission taken by the candidate on the basis of incorrect / in-sufficient information.
- l. The above rules are subject to modifications from time to time, whenever found necessary.



9. SCHOLARSHIP ASSISTANCE

GSFC University provides scholarship assistance to the meritorious and need based students under the category of three schemes:

- Merit cum Means Scholarship
- Need based Scholarship
- Merit Scholarship

The further detail regarding Scholarship Policy and its process of application with detailed information is available at the website of GSFC University i.e. <https://www.gsfcuni.edu.in/scholarshipprocess>

10. FEE

- A candidate who gets admission shall have to pay the fees, as determined by the University.
- Full fees for the term concerned, shall be refunded in the case of death of the student.
- Each Academic Year is split in two semesters.
- The admitted students are required to pay the fees of every semester one week before the commencement of the respective semester, failing which student shall not be allowed to attend the academic sessions.
- The payment shall be made through Online Mode (Debit Card/Credit Card/ UPI / Net banking) and Offline Mode (Cheque / Demand Draft / NEFT / RTGS).
- The Demand Draft / Cheque shall be drawn in favor of “GSFC University” payable at Vadodara only.



FEE STRUCTURE FOR ACADEMIC YEAR 2020-21:

The Fee Structure of the BBA Programs under School of Management (SOM) for the Academic Year 2020-21 shall be governed by respective authority of GSFC University. The Fees shall be subject to revision on the basis of decision as taken by University management for respective Academic Years.

The detailed Fee Structure can be viewed at GSFC University website; <https://www.gsfcuni.edu.in/admission>

HOSTEL:

- I. Limited hostel facilities at the campus are available for girls / boys according to hometown (outstation candidates gets preference)
- II. Hostel accommodation is available on first come first serve basis, subject to its availability. Candidate keen to avail the Hostel and Mess facilities should report at the Facilities Desk on the Campus, immediately after the securing of admission.

11. ADMISSION DISQUALIFICATION

During verification of documents or subsequently at any point of time, if the University finds that any certificate or testimonial or information submitted by any candidate is incorrect or false or irrelevant/non-compliant to the requirement, the admission of such candidate shall be cancelled and he/she shall be permanently disqualified for admission at the University.

All the fees paid by such candidates will be forfeited, and only the deposit may be refunded in a prescribed time limit as decided and announce by University from time to time after receiving all required documents from the candidate in this regard.

12. CANCELLATION OF ADMISSION AND REFUND OF FEES

- a. Admission committee is empowered to cancel any admission that has been given inadvertently by the Admission Committee or admission taken by the candidate on the basis of incorrect/ insufficient information. In such case, the fees shall be refunded, except the Application Fees.



- b. If the candidate has ATKT / back logs irrespective of any Boards in Class XII, he/she is not eligible to get admission in spite of him / her having applied/ registered for the admission process. The admission shall be granted only after the successful completion and meeting the necessary eligibility criteria of qualifying examination i.e. Class 12th Examination from respective boards before commencement of the Academic Sessions.
- c. All the candidates who are granted admission have to strictly abide by all the rules and regulations of the University and have to maintain a thorough discipline / decorum during their trips / visits / study tours / internships / workshops / any other activities etc. within or outside the campus, failing which the University holds the final right to cancel the admission granted at any point of time.
- d. The candidate who has been given admission and wants to cancel his/ her admission need to submit handwritten request letter of cancellation along with duly signed by parents / guardian, along with cancellation form as available in the university website and further submit at the admission office.
- e. After the completion of Admission Process and generation of Enrollment No., if candidate wants to cancel his/her admission, he/she needs to follow the same process as per above mentioned point (d) and submit the application to the Dean of SOM.
- f. For seeking refund, a candidate is required to complete all the necessary process and submit the original fee receipt, admission letter, handwritten cancellation application and the letter of request for withdrawal duly signed by him and counter signed by parent / guardian.
- g. No other communication will be considered except the hard copy of the Cancellation Form. If a student cancels the admission after the commencement of the program, the student shall have to submit a No-Objection Certificate (NOC) signed by respective Dean of School of Management of GSFC University.

The details regarding the Fee Refund Policy against the cancellation of admission by candidate admitted to B.B.A. Programmes, is mentioned below:



Sr. No.	Percentage of Refund of Aggregate Fees	Point of Time when Notice of Withdrawal of Admission is served to the University
1.	100%*	15 days or more before the formally-notified Last Date of admission
2.	90%	Less than 15 days before the formally-notified Last Date of admission
3.	80%	15 days or less after the formally notified Last Date of admission
4.	50%	30 days or less, but more than 15 days after formally notified last date of admission
5.	00%	More than 30 days after formally notified last date of admission

* 5% of fee will be deducted up to the maximum amount of Rs. 5,000/- as penalty charges.

13. WARNING

Ragging is completely banned in GSFC University. The students are instructed to follow and maintain discipline in the campus. He/she shall not be indulged in any kind of ragging related activities inside or outside campus, any kind of remarks or action in respect to its Caste, Creed Religion, and Gender etc. All are punishable offences and appropriate actions shall be taken against the indulged student.

The students on their commencement of classes shall have to submit an Affidavit in the prescribed proforma as mentioned in the University website along with the signature of their parent/guardian to the effect that they are aware of the severity of the offences related to the Ragging or any illegal activities against any students at GSFC University.

<https://storage.googleapis.com/gsfconi/Notice/Anti-Ragging-Affidavit.pdf>

14. COMMUNICATIONS

All communications by the University for the Admission Process will be made through the website www.gsfconiversity.ac.in. Candidates are advised to go through the University's website on regular basis for admission updates. The University will not be responsible for non-receipt of any communication. No individual communication will be entertained.

The aspiring candidates, their parents and well-wishers are advised to check the website of University from time to time for all the latest information updates on the admission process.

These rules are subject to change due to several reasons. The change(s) in any of these rules including modalities of admission process shall be announced and made available on the official website of the University i.e. www.gsfcuniversity.ac.in .

Candidates are advised and are responsible for checking and verifying the latest information on the modalities and specifics of the admission including, but limited to rules, processes criterion, schedule, fee etc.

15. KEY DATES (SCHEDULES)

Particulars	Tentative Dates
Online Registration Start Date	20 th April, 2020
Last Date for Online Registration and Direct Admission	04 th July, 2020
Display of Students List admitted through Direct Admission	05 th July, 2020
Last Date of Fees Payment for the students admitted in Direct Admission Quota seat in the month of July'20	06 th July, 2020
Date of Entrance Exam Test for students obtained marks between 45% - 50%	06 th July, 2020
Display of the First Merit List of the online registered students, obtained marks between 50% - 55%	06 th July, 2020
Display of Final List of students admitted through Direct Admission	07 th July, 2020
Last Date of Fee Submission for students against First Merit List, between 50% - 55%	08 th July, 2020
Declaration of the Second Merit List of the online registered students, obtained marks between 50% - 55%	09 th July, 2020
Last Date of Fee Submission for students against Second Merit List, between 50% - 55%	13 th July, 2020



Announcement of Entrance Exam Test Results and announcement of its Merit List	14 th July, 2020
Last date of Fee Submission for Merit List students through Entrance Exam	17 th July, 2020
Operating Final Waitlist / Vacant Quota Seats	18 th July, 2020
Commencement of Academic Year	06 th August, 2020

*All the above dates are indicative of sequence and the Milestone activity.

16. INTERPRETATION

In implementation of these rules, if any difficulty or question arises as to the interpretation or any provision, the decision of the GSFC University Management shall be final.

The candidates will be bound by the rules and regulations of the University as applicable during their course of study at GSFC University. Disputes, if any, shall be subject to Vadodara jurisdiction only.

17. GSFC University management reserves the right to change any of the above stipulations at their sole discretion without assigning any reason.
