

**Guidelines of the admission procedure of Bachelor of Business Administration (BBA)
for the Academic Year 2019-20)**

1. Eligibility Criteria:

- a. For the purpose of admission, a candidate shall have passed Std. 12 (or equivalent) from government recognized board with English as one of the subjects OR English as medium of instruction. The candidate who has studied in English Medium where English is not one of the subjects has to produce, a valid Certificate from the institute stating that the candidate has studied in English Medium.
- b. Provisional Eligibility Certificate is required for the candidates qualifying from other than (i) Gujarat board or (ii) Central board schools located in Gujarat.

2. Reservation of Seats:

- a. Reservation of seats shall be as per the guidelines of Government of Gujarat, time to time, provided the candidate produces valid certificate(s) duly signed by competent authority empowered by the Government of Gujarat, issued on or after 1st April of the academic year.
- b. The candidate mentioned in 2(a) has to submit the valid certificate(s) within the stipulated time, failing to which, the admission application shall be considered under unreserved category.
- c. If any of the reserved seats remains vacant then such a seat will be made available to the candidates of open category.

3. Preparation of Merit:

- a. For all eligible (mentioned in 1) candidates, merit shall be prepared on the basis of percentage of marks obtained (grand total) in qualifying examination.
- b. In case of equal merit marks, following sequence shall be followed:
 - i. Aggregate marks of SSC Examination or equivalent examination
 - ii. Date of Birth (Age)

4. Process of Admission:

- a. The announcement of commencement of admission procedure shall be done by (i) advertisement for admission in the newspapers widely circulated in the university area and/or (ii) web-site and/or (iii) university and institute notice board and/or (iv) such other means. Such advertisement should include the detail admission schedule.
- b. A candidate seeking admission shall have to apply as per the instructions/guidelines mentioned in advertisement for admission.
- c. The institute shall prepare merit list of all eligible candidates after due verification of relevant documents.
- d. The merit lists shall be displayed on the website/notice-board of Institute/University.
- e. All supplementary/additional details pertaining to admission procedure (other than mentioned in the advertisement for admission) shall be announced on the website/notice-board of Institute/University.
- f. Upon 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.
- g. The candidate shall have to submit applicable documents as mentioned in 6.
- h. For the vacant seats after the end of admission procedure, institute may fill the same by following the standard procedure.

5. Fees:

- a. A candidate who gets admission shall have to pay fees, determined by the University.
- b. If a student applies for admission cancellation within 10 days of the end of admission procedure, the fees shall be refunded after deducting 15% of total fees paid, as administrative charges.
- c. If a student applies for admission cancellation after 10 days of the end of admission procedure AND before issuance of enrolment number by University, the fees shall be refunded after deducting 25% of total fees paid, as administrative charges.
- d. After issuance of enrolment number by University, if a student applies for admission cancellation, no fees shall be refunded for the current term.
- e. Full fees for the term concerned, shall be refunded in the case of death of the student.

6. Documents to be attached: The candidate shall submit self-attested copies of the valid documents (as applicable) issued by the concerned authority:

- SSC Examination (Std. X) Mark-sheet.
- HSC Examination (Std. XII) Mark-sheet.
- School Leaving Certificate, Transfer Certificate OR Migration Certificate
- Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), Non Creamy Layer certificate
- Non Creamy Layer certificate of the family
- Income Certificate
- Certificate of Physical Disability
- Certificate of Ex-Serviceman
- Affidavits in case of discontinuity in education for one or more years
- Aadhar Card

Institute Name: Smt S.B. Patel Institute of Business Management

BBA Admission Schedule for Academic Year- 2019-20

Sr. No.	Activities	Date
1.	Distribution of Admission Forms	11-5-2019 To 03-6-2019
2	Last date of submission of filled application form with necessary documents at Institute office	04-6-2019
3	Declaration of first merit list on institute notice board	06-6-2019
4	Deposition of fees at institute office (For first merit list)	08-6-2019
5	Declaration of second merit list on institute notice board	11-6-2019
6	Deposition of fees at institute office (For second merit list)	14-6-2019
7	Commencement of Academic Term	18-6-2019

In case of vacancy after 14th June 2019, further merit list will be displayed.

General Instructions:

1. Admission form will be available from the institute office upon the payment of Rs.50/- during working hours.
2. Details of fees-structure for the concerned BBA program are available on institute notice board.
3. Admission to concerned programmes will be as per the rules of Sankalchand Patel University, Visnagar.
4. Please take sincere note that once the deadline for payment of fees (for any of the merit list) is crossed, the student will not have any right to claim admission allotted in respective round.
5. The list of students admitted, will be displayed on the college notice board at the end of the admission process.