

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT



(Under Section-42 of the South Gujarat University Act, 1965)

RULES RELATING TO THE POST GRADUATE ADMISSION

These rules will apply only to the Faculties of Arts, Science, Commerce, Law, Education and Rural Studies

P.G. Enrolment

P.G. Rule No. 1

- (1) A student preparing for a Post - Graduate Degree of this University shall fulfill the following conditions :
 - (i) He shall enroll himself at a University Department/Post Graduate Centre or at any Approved Institution for a subject and receive instruction for the period prescribed under the relevant Ordinances.
 - (ii) He shall pay the tuition and other fees as may be prescribed under Ordinance 128 to the University Department/P.G. Centre concerned or at an Approved Institution as may be sanctioned by the University from time to time.
- (2) A student shall be required to pay the registration fee, tuition fee and laboratory fee, if any, at the University Office at the time of registration within a week from the date of receipt of admission letter or as may be directed by the University to pay at an Approved Institution. The P.G. Centre at the College or an Approved Institution will collect other prescribed fee/s as per the rules of the respective College/Approved Institution and the tuition fees and laboratory fees, if any, for the second term of the first year and for both the terms of the second year studies for each academic year.
- (3) Registration and other fees, except tuition fees, once paid shall not be refunded under any circumstances. The tuition fees may, however, be refunded as prescribed under Ordinance 129 or as may be prescribed by the Approved Institution with the permission of the University.
- (4) A student who is a graduate of a University other than the South Gujarat University shall be required to obtain a Certificate of Eligibility from the Registrar, South Gujarat University, before he can be registered as a Post-Graduate student. If necessary, he may obtain a Provisional Eligibility Certificate before applying for registration as a Post-Graduate student. The Final Eligibility Certificate should, in any case, be obtained by the student before the end of the first term of the relevant course.
- (5) A student seeking admission from another Centre/College or Department or from an Approved Institution of South Gujarat University shall have to produce a Transfer Certificate from the College or University Department or from the Approved Institution concerned last attended by him.

- (6) A student will be admitted only provisionally pending the receipt of the relevant certificates. The student himself shall be responsible for obtaining such certificates. Failure to do so, may result in the cancellation of admission.

P.G. Rule No. 2

Every application for registration as Post-Graduate student of the University :

- (a) shall be in the prescribed form,
- (b) shall be accompanied by the prescribed registration fee, and
- (c) shall be submitted through the Head of the University Department/the Principal of the College or through the Director of an Approved Institution concerned.

P.G. Rule No. 3

- (1) Unless otherwise specified, students who have passed the Bachelor's Degree Examination of this University or any other University recognised for the purpose shall be eligible for admission to the Post-Graduate Courses.
- (1) Employment cannot be permitted, in the case of students pursuing P.G. Course in Textile Chemistry.
 - (2) Under the provision of O.M.A. 2 students who have passed the M.A. Examination of this University or the Examination equivalent thereto, with certain subjects or set of subjects, will be eligible for admission to the M.A. course with an entirely new subject or set of subjects after keeping four fresh academic terms.

P.G. Rule No. 4

To be eligible for admission to a University Department/Post-Graduate Centre or at an Approved Institution in a subject, a candidate must have obtained the first degree or a degree recognised as equivalent thereto, in the same subject as the Principal subject of the Post-Graduate Degree course. Provided however, a candidate who has passed the degree examination in Second or First class may be considered eligible for admission to the M.A. Degree course in any subject.

Notwithstanding the above requirement, applicants with following qualifications shall also be eligible for admission to the Post-Graduate courses as provided herein.

- (1) **For Sociology (M.A.)**, an applicant with Bachelor's Degree in any subject/s under Social Sciences or Languages ;
- (2) **For Economics (M.A.)**, a First or Second class Commerce graduate :
- (3) **For M.A. Degree in Linguistics**, an applicant with Bachelor's Degree in any subject of this University or a Degree recognised as equivalent thereto
- (4) **For Rural Studies (M.R.S.)**, graduates of any faculty will be admitted on the basis of a selection test for ascertaining their suitability and aptitude for work in rural surroundings :
- (5) **For Diploma in Business and Industrial Management (D.B.I.M.)** graduates of any faculty who have good knowledge of English and have two years experience in business or industry as Junior and/or Senior Executives will be admitted on the basis of a selection test, provided, however, that preference will be given to candidates sponsored by their employers, and that in exceptional cases deserving candidates without 2 years experience as mentioned above may be admitted on the condition that they shall not be allowed to appear at D.B.I.M. Final Examination unless they complete the prescribed experience requirement.

- (6) **For Diploma in Linguistics**, a candidate having M.A. Degree in any subject of this University or a Degree recognised as equivalent thereto ;
- (7) **For Diploma in Research Methodology in Social Sciences (D.R.M.S.S.)** course a candidate having M. A. Degree in Second Class or with "B" grade in any of the Social Sciences or applicants having Pass Class or "C" Grade in Master's Degree in any subject of this or any recognized University with two years experience as a research worker either in any Government or Private organization who needs training in Research Methodology ;
- (8) **For Public Administration (M.P.A.)** graduates of any faculty shall be admitted on the basis of a selection test ;
- (9) **For Statistics (M.A./M.Sc.)** graduate who have obtained Bachelor's Degree with either (i) Statistics as a Principal subject, or (ii) both Mathematics and Statistics as optional subjects ;
- (10) **For Bio-Science (M.Sc.)** a candidate should have obtained his Bachelor's Degree in any one of the subjects in Biological Sciences as a Principal subject ;
- (11) **For Textile Chemistry (M.Sc.)** a candidate should have obtained his/her Bachelor's Degree with Chemistry as Principal and Physics or Mathematics/Statistics or an equivalent subject as a subsidiary subject.
- (12) **For LL.M.** ordinarily a candidate holding LL.B. (Special) Degree shall be admitted to the LL.M. course, However a candidate holding LL.B. (General) may be given admission to the LL.M. course provided seats remain vacant and that such a candidate has secured at least 55% marks in aggregate at the LL.B. (General) examination of this University.
- (13) No student shall be permitted to Undertake two Degree (U.G. & P.G. Degree/U.G. & P. G. Diploma) courses simultaneously.

P.G. Rule No. 5

The student shall pay the Registration fee for Master's Degree/P.G. Diploma as prescribed by the Syndicate from time to time. The Registration fee once paid shall not be refunded under any circumstances.

P.G. Rule No. 6

- (1) (i) The advertisement inviting applications for admission to post graduate courses shall be given by the Registrar, by the Director-in-Charge in the case of admissions at an Approved Inst. not later than the 25th May of every year the last date for receiving applications for admission shall be 15 days after the appearance of the advertisement or 15 clear days from the date of declaration of the results of the last qualifying examination, whichever is later.
- (ii) Within two days of the last date for receiving applications for admission by the University Office all such applications shall be forwarded to the concerned Head of the University Department/Professor in Charge of the P.G. Centre. On receipt of applications the Department/Centres shall initiate the process of recommending admissions to the University. In subject in which there are two or more Post Graduate Centres (including University Department) a centralized admission system shall be followed.
In the case of admissions to a Post Graduate course run by an Approved Institution, such applications should reach the Institution concerned within the stipulated time limit.

- (iii) (I) The recommendations for admission shall be made by a Committee consisting of :
- (a) The Dean of the respective Faculty (**as Chairman**)
 - (b) The Head of the University Department (**as Co -Chairman**)
 - (c) Three Professor(s) In Charge of the P.G. Centre(s) to be nominated by the Vice Chancellor;
 - (d) At least one teacher representing each of the branches of specialization/optional paper offered in the subject and not represented in (b) and (c) above to be appointed by the Vice-Chancellor
 - (e) Nominee/s of the Vice Chancellor
- (II) In case of an Approved Institution the Committee appointed with the approval of the University will decide the admissions.
- (iv) The admissions shall be declared not later than 3 weeks after the last date for receiving applications for admission.
- (v) The last date for admission and registration shall not be later than 15 clear days from the date of declaration of admissions.
- (vi) Students selected for admission must produce their original marksheet of the last qualifying examination and any other marksheets called by the University/an Approved Institution with certified copies thereof, within a week from the notification of selection. The seats of students failing to enroll themselves within the stipulated period will be allocated to others on the waiting list.
- (2) Fresh applications must be made every year for admission to any part /session of the Post Graduate Degree/Diploma course and also for accommodation in the University Hostel run by an Approved Institution, if any.
- (3) Admission to the Post Graduate Degree/Diploma courses shall be given on the basis of priority to be decided as under, excepting where there are specific rules for admissions;
- (i) Ordinarily first preference may be given to those students who have secured **First** class at the Degree Examination of this University.
 - (ii) After filling in seats as (i) above, if any seats are available 20 % or 5 seats whichever is less shall be filled in from the **First** class students of other Universities. Such applicant shall be admitted on the basis of performance at the written test to be conducted by the University through Head/Professor-in-Charge in the manner decided by the University in consultation with the Head/Professor in Charge of the Department/Centre or an approved Inst. concerned.
 - (iii) After filling in seats as in (i) and (ii) above, second preference will be given to students of this University who have secured atleast **Second** class or 48 % or more marks.
 - (vii) After filling in seats as in (i), (ii) and (iii) above, if any seats remain vacant, third preference will be given to students of this University who have secured marks between 45% & 48%.

- (v) Lastly, if there are any vacancies left, the same may be filled in by admitting students from other Universities provided that they have secured atleast 45 % marks at the Degree examination.
- (vi) Merit list, except where merit list is to be decided by a written test will be prepared on the following basis :
- (a) Full credit for the total marks obtained by the applicant will be given to him/her if he/she has passed the degree examination concerned at the first attempt.
 - (b) The percentage of marks obtained by the applicant who passes the degree examination concerned at a time later than the time when he was due to appear for the first time, will be reduced by 2 % for each examination that has been hold between the examination at which he was due to appear for the first time and the examination at which he actually passes the subject, however, to a condition that maximum reduction of percentage in this manner shall not exceed 8%.
 - (c) The percentage of marks of the applicant who has passed the examination in compartments will be computed by giving credit to the marks obtained by him when he has passed the subject concerned but such an applicant will not be given more than 47 % marks for deciding his place in the merit list.
 - (d) When an eligible student seeks admission in a subject which he/she has not offered as a Principal subject at the graduate level, the Department/ Centre or an Approved Institution may give a selection test to such applicants. The selection test shall be as far as possible an objective test. In the selection test personal interview shall not have more than 10 % weightage. The constitution of the committee for conducting the selection test shall be the same as in P. G. Rule 6(1)(iii).
- (viii) Students who have represented the South Gujarat University in the Inter-University Tournaments or are holding "B" / G- I, N.C. C. Merit Certificate shall be given an additional weightage of two percent in the aggregate marks for the purpose of admission. Similarly students who have secured special award or cash prize or merit certificate under National Service Scheme for his performance at University level, will be given an additional weightage of two percent in aggregate marks for the purpose of admission.
- (ix) Before finalizing admissions to Post Graduate Courses(in the Faculties of Arts, Science, Commerce, Law, Education and Rural Studies) it will be ensured that the candidates belonging to the following categories are admitted to the Post Graduate Courses to the extent indicated against each of them provided they satisfy the minimum requirements for admission :

Sr. No.	Category	%
1	Scheduled Castes	007
2	Scheduled Tribes	015
3	Socially and Educationally Backward Class	027
4	Physically Handicapped	003

For the purpose of admission in an Approved Institution, any reserved seat/s which are not filled in by the said Institution, the reserved seat will be filled in by the University from the merit list of students seeking admissions to the Post Graduate Studies in the subject of Textile Chemistry.

- (x) If all the seats reserved for SC/ST students are not filled in by students from such classes for want of applicants having marks required for admission to any Post Graduate courses, such vacancies may be filled in by the applicants belonging to the respective classes provided they have passed the qualifying examination and the deficiency in prescribed percentage of marks required for admission to any of the Post-Graduate course does not exceed five percent.
- (xi) The reservation of seats in each University Department/Post Graduate Centres/or in an Approved Institution shall follow the same formula as in (ix) above
- (xii) The reservation of seats and the relaxation of the minimum percentage of marks or choice of branch/ optional paper within a subject shall follow the same formula as in (ix) above.
- (xiii) Notwithstanding anything contained in (i) to (xii) above, any student may be admitted by the Vice Chancellor in consultation with the Professor In Charge or Head of the Department. (નિયમ એકઝેમિક વિભાગના તા. ૩૧ - ૫-૨૦૦૬ ના પરિપત્ર ક્રમાંક : એકે/પ્રવેશ/૫૨૨૬/૨૦૦૫થી રદ કરેલ છે)

P.G. Rule No. 7

No student shall pursue two under-graduate or two Post-Graduate courses of this university simultaneously. A student may, however, pursue one under graduate course and one Post Graduate course of this university simultaneously. Except that a student shall not be allowed to pursue LL.B. course or a professional course like C. A. alongwith a Post Graduate Course. **(Please refer to amended Rule No 4(13))**

P.G. Rule No. 8

The number of students that can be enrolled in a Post Graduate Departments/ Centres or in a Approved institution shall be as under :

- (1) **Subjects under the Faculty of science** : The specific intake in the subject involving Laboratory / Work shop/ Clinical work shall be dermined from time to time by the Syndicate in each case on its merits. The case of Post Graduate studies in Textile Chemistry run by an Approved Institution, the total number of seats will be 30 and the allocation of seats will be as under.
 - (a) 20 seats will be kept for students of this University.
 - (b) 5 seats will be kept for students of other Universities in Gujarat.
 - (c) 5 seats will be reserved for students from other states.

- (2) **Subject/s under the Faculties of Arts , Education, Commerce, Law and Rural Studies** : A University Department/P. G. Centre shall not admit more than 30 candidates in a class. However the Vice Chancellor may in his discretion permit admission of additional candidates for the Departments / Centres on the recommendation of the committee formed under P. G. Rule No. 6(1)(iii).
- (3) The number of students to be admitted in various branches or specialization within a Department/ Centre shall be determined by the committee constituted in clause (1)(iii) of P. G. Rule - 6 by the 30th December of every year for admissions in the subsequent academic year. In the event of the said committee's not arriving at any decision, the matter will be referred to the Vice Chancellor whose decision shall be final.

P.G. Rule No. 9 {DELETED}

P.G. Rule No. 10

A student may be permitted by the Head of the Department/ Professor-in-Charge of the P. G. Centre or by the Director-in charge of the Approved Institution concerned on sufficient reason being shown **to change over** from one Department / P.G. Centre / an Approved Institution to another, if the application in this regard is received not later than 16th August of the relevant year and if the Department / PG. Centre / an Approved Institution to which the **transfer** is sought agree to the change.

P.G. Rule No. 11

A student intending to take a Post Graduate Degree in a subject different from the one for which he has been registered must register himself a fresh by paying the prescribed registration fee. Such registration will be permissible only if an application in this behalf is received by the University through the Head of the University Department / Professor in charge of the P.G. Centre or Director In Charge of an Approved Institution in the subject concerned by 31st August of the relevant academic year.

If, as a result of a change in the subject, it is necessary for the student to change the Post Graduate Department / P.G. Centres an Approved Institution concerned his tuition fee paid to the Post Graduate department / P. G. Centre / an Approved Institution where he was enrolled earlier shall be transferred to the new Post Graduate Department / P. G. Centre / an Approved Institution where his name as a Post Graduate student for the new subject is enrolled.

P.G. Rule No. 12

No Post - Graduate student shall be allowed to appear at an examination by paper/s for a Post Graduate Degree unless he has attended not less than three fourth's of the attendance of each term/semester as the case may be of lecturers/tutorials/seminar/practicals in the subject or group of subjects. In case of D.B.I.M. two thirds of the attendance is to be kept in all the papers and in both the terms taken together of the total number of lecturers/tutorials/seminar in the subject or group of subjects.

P.G. Rule No. 13

A student who fails short of minimum attendance for keeping the term on account of sickness may be condoned if an application is received by the University within three days of the conclusion of the term through the Head/Professor-In-Charge of the Department/Centre/the Director-In-Charge of the Approved Institution with a specific recommendation in each case along with a Medical Certificate of a Registered Medical Practitioner indicating the specific days for which the student was under his treatment.

P.G. Rule No. 14

A Principal of a College/Head of University Department or the Director-In-Charge of an Approved Institution is empowered to condone the deficiency in the requisites attendance of Post-Graduate student who is required to leave the Department/Centre/an Approved Institution for the purpose of taking part in University sports and other extra curricular activities or in Inter-University sports on behalf of this University, to the extent of the period for which he/she remains unavoidably absent from the Department/Centre/an Approved Institution.

P.G. Rule No. 15

In the case of students permitted to change their subject or group of subjects for a Post-Graduate studies, attendance kept by them in the subject or the group for which they were initially registered, as well as in the new subject or group, shall be counted towards the total attendance required to be kept for the purpose of keeping the term.