

## **Guidelines for filling vacant seats in Self Finance institutes (SFI) for M.B.A/M.C.A courses for 2022-23**

The Vacant seats in **Self Finance Institutes (SFI)** shall be filled as management seats in line with provisions of rule 18 of prevailing notification uploaded on the website of the committee. Accordingly aspiring candidates fulfilling eligibility criteria of notification for admission to MBA/MCA courses dated 24.06.2020 & 23.06.2020 issued by Education department Government of Gujarat shall have to contact the concerned self-finance institute of his choice between 13.10.2022 to 25.10.2022 (Schedule/Timeline as per Institute) for vacant seats admission process at the institute of his choice and preference. The candidate has to submit his application with all requisite documents with an application fee of Rs. 350/- (Only from those who are not in merit of ACPC) at the concerned institution within the prescribed time limit.

The concerned self-finance institute shall process the filling up of vacant seats among eligible candidates in accordance fulfilling all provisions of prevailing notifications of Government of Gujarat for admission to MBA/MCA courses. The Merit list will be based on the following priority order:

- (i) the names of the candidates whose name appear in the merit list of the Admission Committee who have cleared the qualifying examination with minimum eligibility criteria prescribed in rule 5 and shall have appeared in Common Management Aptitude Test (CMAT) as prescribed by AICTE, for the corresponding year. The merit list shall be prepared on the basis of the marks obtained in CMAT of the corresponding year.
- (ii) after allotting the seats to candidates mentioned in clause (i) above, if seats remain vacant, the un-aided college or institution shall fill such seats by inviting the application from the candidates who have cleared the qualifying examination with minimum eligibility criteria prescribed in rule 5 and shall have appeared in Common Management Aptitude Test (CMAT) as prescribed by AICTE for the corresponding year but have not appeared in current year online admission process. The merit list shall be prepared on the basis of the marks obtained in CMAT of the corresponding year.
- (iii) after allotting the seats to candidates mentioned in clauses (i) and (ii) above, if seats remain vacant, the un-aided college or institution shall fill such seats by inviting the application from the candidates who have cleared the qualifying examination with minimum eligibility criteria prescribed in rule 5 but not appeared in Common Management Aptitude Test (CMAT) as prescribed by AICTE for the corresponding year shall be eligible for admission. The merit list of such candidates shall be prepared based on the basis of percentage of marks obtained at qualifying examination."

**All the heads of Self-Financed Institutes are hereby informed to complete the admission process as per above procedure, schedule mentioned in the advertisement and as above and submit the files in requisite formats (available on committee's website/shared via e-mail) to this office for vacant seats endorsement on 21/10/2022 (Submission Phase - 1) & 02/11/2022, 03/11/2022 (Submission Phase - 2) admission data for vacant seats is to be submitted in soft copy as per the format shared via email.**

**Date: 13.10.2022**

**Admission Committee for Professional Course  
(ACPC)**