



गुरु घासीदास विश्वविद्यालय
GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

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Ref. No. 115/Academic/2020

Bilaspur, Date- 28/07/2020


Office Memorandum

The University floated its admission notice VET 2020-21 on 29.04.2020 and invited applications from interested candidates online for admission to various UG/PG programmes of the University. The last date of submission of online applications was 30.06.2020.

Whole country is facing lockdown since 24.03.2020 due to pandemic COVID-19 and therefore Entrance Test cannot be conducted at all examination centres now as per earlier practice of the University.

And therefore, following guidelines are issued hereby to the departments of the University for Further Necessary Action please-

1. Admissions can be given to the applicants on the basis of marks scored in qualifying examination as notified in admission notice no. 03/Admission/Academic/20 Dated 29.04.2020 (Annexure-1).
2. **Admissions of UG classes shall be started first. PG Admissions will be started later on.**
3. Head of Departments will collect the documents in support of educational qualifications (i.e. scanned copies of 10th, 12th Marksheets) and caste/PWD/EWS certificate, if applicable from the candidates through Email. HoDs will inform the candidates that black and white scanned documents will not be accepted for online verification. **Only colorful scanned documents** will be considered by the department. However, black and white documents may be considered in exceptional cases with the approval of Dean and be verified later on. Verification of documents will be conducted online/through Email.
4. Candidates may be instructed by the HoDs/Authorized person of the department that they have to submit one file for documents, if possible.
Candidates have to mention their Name, registration number and name of Course applied for on their Email.
5. HoDs can distribute the work of collection of marksheets/certificates among the teaching/nonteaching staff of the department.
6. HoDs will declare in their notice that Online Provisional admission will be given to the candidates after declaration of merit-list in order of merit. Admission will be confirmed by the department only after physical verification of documents during study/first semester of the course. Mere appearance in the Entrance Test or securing a place in merit list at the time of provisional admission does not entitle an applicant to be considered for confirmed admission to any discipline unless otherwise he/she fulfills the eligibility conditions with necessary supporting documents. If an applicant inadvertently allowed to give admission who otherwise does not fulfills the minimum eligibility requirements with supporting documents, he/she cannot, at a later date, use the permission as a right to claim that he/she meets the eligibility requirements of VET. His/Her admission will be canceled by the University without any prior notice.
7. Payment of fee will be done online through Allahabad Bank link available in ggu website www.ggu.ac.in. Fee once submitted to the University will not be refunded to any candidate after starting of classes. However, refundable fee shall be refunded to the candidates according to the provisions of relevant Ordinances of the University.
8. After receiving photocopies of marksheets, the departments will prepare Merit List of the candidates of their department.

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After that, HoDs of grouped courses will seat together, Deans will coordinate the meeting and Common Merits for Grouped Courses will be prepared by the HoDs concerned in consultation with Deans concerned and will arrange common counseling/admission program for such candidates online, if the situation permits.

9. Merit list of candidates will be decided on the basis of provisions mentioned in Admission Brochure 2020-21. However, in case of any tie in marks of class 12th, higher percentage of 10th class shall be considered for merit. And if in case of further tie elder students shall be considered in merit.

It is required to mention here that merit list shall be prepared in groups (grouping of courses as per table 23(v)) as mentioned in Admission Brochure.

Concerned departments of Groups will seat together and will prepare a common merit list and shall arrange a common counseling for such candidates.

10. The Head of Departments will publish the list of Selected Candidates and will give admissions to such candidates after getting its approval from the Dean concerned.

11. Schedule for admission process will be as follows-

Action/Item	Date/Duration	Remarks
Sending of letters/notices to the UG candidates and publication of dates of submission of marksheets in website www.ggu.ac.in	29.07.2020 to 06.08.2020	HoDs/Authorized persons of the department will issue letters to all candidates through Email. And will ask them to submit marksheets as required,
Collection of certificates/documents online from the candidates in support of their qualification/caste/category	07.08.2020 to 17.08.2020	Documents may be collected through Email and will be verified by the Admission Committee of the Department.
Declaration of Merit List	18.08.2020 to 21.08.2020 and declaration of first list of candidates for admission	Common Merit List will be published in departmental Notice Board as well as website www.ggu.ac.in and will be sent to candidates through Email also,
Online/offline admission and online Submission of fee of UG classes (1 st Phase)	24.08.2020 to 26.08.2020	Candidates will be allowed to submit the fee online and send their receipt through Email to concerned Head.
Declaration of second list	27.08.2020	

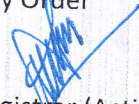
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Online/offline admission and online Submission of fee of UG classes (2 nd Phase)	31.08.2020 02.09.2020	to	HoDs will declare the second list of candidates for admission Department will provide challan to the applicants online. Candidates can submit the fee online. If students will submit the requisite fee, then his/her seat will be treated as filled.
Declaration of seats vacant in the department for transfer of applications, Declaration of third list for admission, if required	02.09.2020		HoDs will declare the seats vacant in their department after 2 nd Phase of admission
Transfer of applications from one department to another department	03.09.2020 07.09.2020	to	Candidates may contact telephonic/through Email/personally to the concerned department where he/she wants to take admission through transfer of application
Online/offline admission and online Submission of fee of UG classes (3 rd Phase), Admission of transferred cases	09.09.2020 11.09.2020	to	Candidates will be allowed to submit the fee online and send their receipt through Email to concerned Head. Department will provide challan to the applicants online. Candidates can submit the fee online. If students will submit the requisite fee, then his/her seat will be treated as filled.
Starting of Classes Online/Offline, if possible, departments in which seats will be filled in first phase of admission	01.09.2020 onwards		Classes may be started on later dates after giving admissions in all UG seats.

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12. Academic Section will send the list and details of candidates to the HoDs through Email. Department may contact Academic Section for any further clarification/help please.

By Order



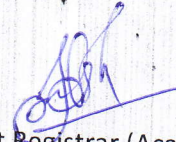
Registrar (Acting)

Bilaspur Date:- 28/07/2020

Endt. No. 116 /Academic/2020

Copy to –

1. PS/PA to VC for information and record please.
2. All Deans of Schools/Heads of Departments, Guru Ghasidas Vishwavidyalaya for information and further necessary action please.
3. The Finance Officer, Guru Ghasidas Vishwavidyalaya for information please.
4. The Controller of Examinations, Guru Ghasidas Vishwavidyalaya for information please.
5. DSW, Guru Ghasidas Vishwavidyalaya for information please.
6. Coordinator, IT Cell for information and for uploading in website.
7. Incharge, Media Cell, Guru Ghasidas Vishwavidyalaya for information please.
8. Office File.



Assistant Registrar (Academic)