



## **GONDWANA UNIVERSITY, GADCHIROLI**

### **DIRECTION NO 08 OF 2025**

#### **PROCEDURE TO GOVERN ADMISSIONS TO FULL TIME POST-GRADUATE PROGRAMS IN UNIVERSITY TEACHING DEPARTMENTS, DIRECTION, 2025**

**Whereas**, the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017) (hereinafter “the Act”) has come into force with effect from 1st March 2017 and the same is applicable to Gondwana University, Gadchiroli (hereinafter “the University”);

AND

**Whereas**, the Government of Maharashtra vide its G.R. No. T.E.M- 2015/Pra. Kra. 325/Tashi-4, dt. 20<sup>th</sup> July 2016 has directed the Universities in the State of Maharashtra to introduce the system of Admission Process for the Post- Graduate courses in the University;

AND

**Whereas**, as per the “Maharashtra State Reservation for Socially and Educationally Backward Classes Act, 2024”, reservation to the people belonging to the Maratha and Socially and Educationally Backward Category (S.E.B.C.) is required to be given for admission of students in the educational institutions of the non-agricultural Universities within the State of Maharashtra;

AND

**Whereas**, section 75(1) (c) of the Act, Regulation needs to be framed laying down conditions for admission of students for various courses of the University;

AND

**Whereas**, Direction No.10 of 2024 in respect of “Admission to Full Time Post-Graduate Courses in University Teaching Departments Direction, 2024” was issued by the Vice-Chancellor on 18/07/2024. However, this direction has lapsed by virtue of proviso to Section 12(8) of the Act. There is no Regulation of the University in existence regarding this matter and preparing Regulation in this matter is a time consuming process and it is expedient to begin the admission process. Therefore, considering the exigency of the situation, it is necessary to issue fresh Direction incorporating the provisions of the said lapsed direction.

**Now**, therefore, I, Dr. Prashant S. Bokare, the Vice-Chancellor of the University, in exercise of powers conferred upon me by section 12(8) of the Act, do hereby issue the following Direction.

1. This Direction shall be called **“PROCEDURE TO GOVERN ADMISSIONS TO FULL TIME POST-GRADUATE PROGRAMS IN UNIVERSITY TEACHING DEPARTMENTS, DIRECTION, 2025”**.
2. This Direction shall come into force with effect from the date of its issuance;
3. Notwithstanding anything to the contrary in any other Directions of the University, the admission to post graduate degree courses in all the four faculties, except those courses for which admission is regulated by the centralized admission process (CAP) of the State Government of Maharashtra, in all the post graduate teaching departments of the University, shall be regulated by this Direction.
4. Definitions:-In this Direction unless the context requires otherwise, the words and phrases shall have the meaning given hereunder.
  - a) “Application Form” means prescribed form filled up by the Candidate for admission.
  - b) “Competent Authority” means the Authority appointed by the Vice-Chancellor, for the purposes of this Direction.
  - c) “PROGRAM” means the full time Post graduate program in the University.
  - d) “Department” means Post Graduate Teaching Department of the University.
  - e) “Foreign Student” means a student who is citizen of a country other than India.
  - f) “Home University (HU)” means the Gondwana University, Gadchiroli.
  - g) “HSC” means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board.
  - h) “Inter-Se-Merit” means the order of merit declared by the Competent Authority in respect of various classes/category of candidates.
  - i) “Minority Quota” means seats earmarked for the minority community students, from within the State.
  - j) “Non-Resident Indian (NRI)” means a person as defined in Indian Income Tax Act, 1961, and Foreign Exchange Management Act, 1999 and includes his child or ward.
  - k) “Other than Home University (OHU)” means the University other than Gondwana University, Gadchiroli.
  - l) “Person of Indian Origin (PIO)” means a person who is a citizen of a country other than India but who was at any time the citizen of India or whose parents or either of whom or any grandparent was a citizen of India by virtue of the provisions of Part II of the Constitution of India or under the Citizenship Act, 1955.
  - m) “Qualifying Examination” means an examination on the basis of which a candidate becomes eligible for admission for the postgraduate program or its equivalent examination.
  - n) “SSC” means the Secondary School Certificate (Standard X) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board.
  - o) “Supernumerary Seats” means seats which are over and above the sanctioned intake capacity of the department, college, conducted college or institution which is approved by the University/appropriate authority/ the Government, from time to time.



5. In order to conduct the admission process for admitting students to various post graduate programs in the post graduate teaching departments of the University, the Vice Chancellor shall be the "Competent Authority".
6. The competent authority shall constitute a committee consisting of not more than five members, including the competent authority, who shall be Full time post graduate teacher. As far as possible the committee shall represent all the four faculties of the University. The competent authority shall be the chairman of the committee.
7. The university shall provide the necessary dedicated infrastructure like room, staff, furniture, internet, computer, printer, scanner, Xeroxing facility and stationary to the competent authority for discharging its function in a smooth and efficient manner.
8. The University shall provide the competent authority the necessary financial assistance for meeting the expenditure which is incidental to the process of admissions under this Direction.
9. At the beginning of every academic session the competent authority shall publish on its website as well as through the information brochure the list of the places, where admissions to the said programs are offered along with the intake capacity, reservation of seats for various categories of the students, the fees structure and also the supernumerary seats. The competent authority shall also publish the schedule of various activities relating to the admissions on its web site, and also the information brochure.
10. Unless specified otherwise every publication by the competent authority shall be on its website and on the notice board of its office.
11. A student aspiring to take admission in the post graduate courses through the admission process here under shall first register online/offline by providing the necessary details and by paying the prescribed fee. The candidate shall submit application form online/offline along with attested copies of all the necessary documents like mark sheets of SSC, HSC and qualifying degree examination, college leaving certificate from the last attended college/institution, caste certificate and cast validity certificate, non-creamy layer certificate (if applicable), and other certificates in support of his/her claim for consideration against special category/quota.
12. The committee shall verify the information supplied by the candidate in his/her application form from the original documents and confirm the application form by issuing the acknowledgement of receipt of the application form. Once the application form has been confirmed by the committee the applicant candidate shall not be allowed to make any change in his/her application form.
13. The competent authority shall prepare the merit list of the candidate, course wise by following the procedure as below: -
  - 13.1 All the eligible candidates who have submitted online application form on or before the specified last date shall be assigned a merit number. The merit list shall be prepared on the basis of the score/marks obtained by the candidate at the qualifying examination and the specific eligibility as per the relevant Direction/Ordinance, governing the program.



13.2 Where the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned competent authority or University, the same shall be reported to the Competent Authority, conducting the admission process, hereunder, or his designated representative, immediately. However, the effect of such change will be taken into consideration only for the subsequent round (s) of admission if the change is reported after publication of the final merit list for starting the first admission round.

13.3 For calculating marks at qualifying examination, for deciding eligibility and merit, following procedure shall be adopted:

- i. Where letter grades are assigned at SSC, HSC, Diploma, degree examination or its equivalent examination, the candidate must submit the certificate of conversion of letter grades into equivalent percentage from the concerned competent authority or Board, at the time of submission of application form. The eligibility shall be decided on the basis of equivalent marks.
- ii. Where a candidate has reappeared for the qualifying examination with all subjects then the marks obtained in the last examination shall only be considered.

13.4 The comparative merit of the applicant student shall be determined on the basis of the marks secured by him/her in the qualifying examination. Incentive marks secured by the candidate shall also be taken in to consideration in determining the merit. Where two or more number of students have secured equal number of marks the candidate with higher percentage of marks in the HSSC examination shall be given the preference. Where two or more students have equal marks even in the HSC examination then the candidate with higher percentage of marks in the SSC examination shall be given the preference and where even in the SSC examination the candidates have secure equal marks then date of birth shall be the deciding factor. The elder candidate will be preferred over the younger one. Finally, if, even the dates of birth of the candidates are identical then the competent authority shall draw the lot and decide who shall get preference over whom.

14. There shall be supernumerary seats for the below mentioned candidates as per the directions received from the central and state governments another competent authorities from time to time: -

- i. NRI Candidates.
- ii. Foreign Candidates.
- iii. Person of Indian Origin.
- iv. Jammu & Kashmir (J & K) candidates.

15. Allocation of Seats:

The percentage of allocation of seats for various types of candidates i.e. for the Home University and University other than Home University shall be in accordance with the policy of the University for admission in various entry level Post Graduate Courses.

15.1 There shall be reservation of seats in each place of learning for the candidates belonging to the Home University, subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time.

15.2 The reservation shall be as per State policy in force from time to time. The detailed department wise intake and reservation of seats shall be as per Annexure A appended to this direction.

NOTE:

- i. The reservation shall be exclusive of the number of students belonging to the various categories who secure admission on merit.
- ii. If any, of the Backward class categories mentioned above, do not get the required number of candidates for the percentage(s) laid down, the seats so remaining vacant shall be filled in from among the candidates from the other reserved categories on inter-se-merit as per Parent University Circular No. SCT/M/S/224, dated 28th June 2002.
- iii. The valid Non-Creamy Layer Certificate issued by the competent authorities is essential for all categories of reservation except SC and ST candidates as per Govt. Circular No. dated 15th June, 2006.
- iv. Candidate claiming to, belong to the Backward Classes of the State must attach a certificate from the Chief Metropolitan Magistrate and the District Magistrate or the Executive Magistrate authorized by them in other areas, of Special Welfare Officer of Zilla Parishad or Special Welfare Officer of Bombay. If no certificate is produced, it would be classified as Non-Backward.
- v. The admission of students from Reserved Category to the Post Graduate Courses will be made on merit basis, based on the marks obtained by them in qualifying examination, relaxed by 5% in the minimum percentage of marks.
- vi. Students should submit Govt. Of India Scholarship forms at the time of admission.

16.3 In addition to the above reservation there shall be further reservation of seats as mentioned below: -

- i. 5% seats will be reserved for the person with disabilities (P.W.D.) students as per the Right of Persons with Disabilities Act 2016, Act No. 49 of 2016. The candidates claiming reservation under this category shall submit the certificates strictly as per the prescribed proforma.
- ii. 5% seats will be reserved for Ex-Serviceman/Military personnel or their wards as per Govt. Resolution no. TCM 4204(167/85) MC, dated 13/06/1985 and University Letter No. GA/D/G/745 dated 07/02/1986.
- iii. 1% seats will be reserved for Orphans.
- iv. 30% seats shall be reserved for the female candidates as per Govt. Resolution No. GEC-1000(12312000)/TE-I dated 17<sup>th</sup> April'2000.



- v. 10 % seats in every PG course of study shall be reserved for University students other than Gondwana University, Gadchiroli and from within the State of Maharashtra. Such seats if lying vacant after second/final round of admission process, shall be filled from waiting list candidates of Gondwana University, Gadchiroli.

16.4 Weightage:-

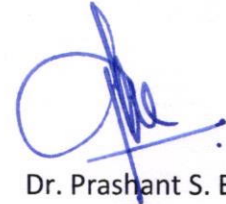
- i. Weightage for admission in the P.G. Departments for the admission of Sportsperson / Woman will be calculated as per the existing norms.
  - ii. Freedom fighter Quota: Five marks are added to the aggregate total marks of an applicant who is a direct dependent of the Freedom Fighter for the purposes of admission to the Post
- 17 authority shall dispose of the objections within the specified time and thereafter the final merit list shall be prepared and displayed on the website and notice board of the competent authority.
- The competent authority shall publish Graduate Teaching Departments of the University.(As per decision of the Executive Council, dated 18th September, 1976).
- 18 The competent authority shall publish the provisional merit list of the eligible candidates on its website, notice board of the office of the competent authority. The candidate must prefer objection in writing to the merit list, if he/she has any, within the specified time. The objection shall be lodged at the departments where the candidate had submitted his/her application form. The competent the provisional allotment of the Round-I indicating the allotment of the place of learning to the student.
  - 19 The candidate shall report to the allotted department along with all the original documents for taking admission in the allotted course. The candidate shall take admission at the allotted place by paying the fee prescribed for the program.
  - 20 If the candidate does not report to the allotted place of learning within the time specified, he/she shall loose the right to participate in the next Round. If the candidate decides to take admission, he/she shall pay the prescribed fee. However, fresh candidates can submit the application any time during the admission process.
  - 21 The competent authority shall publish the available category wise seats (seat matrix) and courses also for Round-II.
  - 22 The competent authority shall publish the provisional allotment of the Round-I indicating the allotment of the course and the place of learning to the participating student.
  - 23 There shall not be any further round of allotment of students after the Round-II. Therefore, if any seat for any course in any department remains vacant after the Round-II all such seats shall be filled by the concerned department directly by them. However, such vacant seats shall be filled only from amongst the students who have registered under the admission process. Therefore, the department must obtain from the applicant student his/her acknowledgement of receipt of the application form issued by the department.
  - 24 The competent authority shall publish the vacancies in various departments, program wise, after the end of Round-II. Such vacancies shall be filled by the departments purely on merit

basis from amongst the students who have registered for the admission process. After filling the vacancies, the departments shall submit the list of the students admitted by them in the institutional round to the competent authority. The competent authority on receiving the information from the departments shall publish the final list of the admitted students and also send the copy of the same to the examination section of the University.

- 25 Notwithstanding anything to the contrary in any Direction, Ordinance, Statute, Regulations or notifications, no department shall admit any student for the post graduate program admissions after the last date of admission notified by the competent authority for the admission process.
- 26 The fees for the programs and the concession in fees shall be as prescribed by the University and the resolutions of the State Government issued from time to time.
- 27 Admission to any PG course of the study of Gondwana University, Gadchiroli does not guarantee hostel accommodation due to limited availability.
- 28 The admissions for the SEBC category shall be confirmed subject to decision by the State Govt. and the Hon'ble Supreme Court.
- 29 If any dispute involving student arises out of the process of admission under this Direction the same shall be referred to the Vice-Chancellor whose decision shall be final and binding to all the concerned.

Place: Gadchiroli

Date: 20 / 05/2025



Dr. Prashant S. Bokare  
Vice-Chancellor