



First Year BBA Admission Guidelines – 2016-17

1. Eligibility Criteria

- i. A candidate who has **passed** HSC Examination of Gujarat State or an equivalent examination with minimum 45% of marks in aggregate shall be eligible to apply.
- ii. All those students who have appeared in the HSC Examination in the Gujarat State HSC Education Board or any other equivalent examination with ENGLISH as a one of the subjects and awaiting for the result of the final examination and the mark-sheet shall be considered as eligible to apply for admission in F.Y.BBA.
- iii. Those students who have passed the HSC examination from other than the Gujarat Higher Secondary Education Board, Gandhinagar will be compulsorily required to obtain Provisional Eligible Certificate from The Maharaja Sayajirao University of Baroda and must submit it along with the application form for admission.
- iv. All the requisite and relevant documents and Certificates in original along-with two duly attested sets are required to be submitted at the time of paying the fees. In case of candidates belonging to Reserve Categories, the concerned students will be compulsorily required to obtain and submit necessary certificate from the competent authorities as the case may be, along-with an application form for admission on or before the date of Entrance (Written) examination without fail.
- v. The admission of the candidates belonging to Reserve Categories shall be in accordance with the rules of the Government of Gujarat for the time being in force. In such cases, the concerned student shall be compulsorily required to obtain and submit necessary certificates from the competent authorities as the case may be.
- vi. List of the candidates selected for provisional admission in F.Y.BBA shall be displayed on the Notice Board. The candidates shall also be informed individually about their selection. However, the Faculty of Commerce or Programme Director will not be responsible for the non-receipt or late receipt of such information.



- vii. All the admissions, till the issuance of the Enrollment Certificate/Permanent Record Number (PRN No.) shall be regarded as provisional and subject to confirmation and approval by the appropriate authorities of The Maharaja Sayajirao University of Baroda.

2. Allocation of Seats under Various Categories

- i. All the admission to the First Year BBA shall be purely on merit. The Merit List of all candidates who have applied for the admission to the First Year BBA shall be finalized on the basis of the performance of the students at the Entrance Test comprising of Written Test, Creative Writing (Extempore), Group Discussion and Personal Interview.
- ii. Intake at First Year BBA would be as under:

Category	Quota	Category wise seats available	Fees Category*
A. General Category (Regular Fees)			
a. Reserved Category			
i. SC	7%	7	23800/-
ii. ST	15%	15	23800/-
iii. SEBC	27%	27	23800/-
Total Reserved Category	49%	49	
b. General Unreserved	51%	51	23800/-
Total	100%	100	
B. Payment Category		40	55800/-
C. Special Payment Category		40	95800/-
Total Intake		180	

* Note: Fees Structure would be decided by the University time to time and shall be applicable

Provision for Reserved Category candidates

The quota for the Reserved Category is to be followed as per prevalent rules of Government of Gujarat. Admission in the Reserved Category shall be in the proportion of the total number of seats in the General Normal Category [100 seats]. Candidates who have applied for a particular reserved category shall be considered under their respective categories only. Any seat falling vacant under Reserved Category for any reason shall be compensated by increasing equal number of General Open Category Super Numeric Seats.

For physically handicapped candidates [PH], having 40% to 60% extent of disability, there is 3% reservation within their respective category. Such candidates are required to submit the relevant certificate; duly signed by a civil surgeon or in the absence of civil surgeon, the residential Medical Officer.



- iii The total number of candidates to be called for Creative Writing (Extempore), Group Discussion /Personal Interview will be three times the total number of seats.

[3 x Total Number of Seats (180) = 540].

3. Admission criteria:

All the admission to the First Year BBA shall be purely on merit. The merit list of all candidates who have applied for the admission to the First Year BBA shall be finalized on the basis of the performance of the students at the Entrance Test comprising of Written Test, Creative Writing (Extempore), Group Discussion and Personal Interview.

3.1 Written Test:

The written test would be of **two hours** and generally consist of **100 Multiple Choice Questions** of **01 mark** each from the prescribed area such as English Language Proficiency, Data Interpretation, Analytical Reasoning, Quantitative Problem Solving and General Awareness with equal weightage of 20 marks. There shall be **No Negative Marking** in the Written Test. There is a likely possibility of online test as per above criteria. The details will be communicated in the due course of time.

3.2 Details of Creative Writing (Extempore), Group Discussion and Personal Interview

The candidates who clear the Written Test are required appear for Creative Writing, Group Discussion and Personal Interview.

- i. Criteria for Creative Writing (Extempore), Group Discussion /Personal Interview:

Creative Writing (Extempore)

With a view to assess skill in written communication and presentation, language proficiency and extempore flow of thoughts, it is proposed to test candidates in terms of 'Creative Writing'(Extempore), as one of the stages of the entrance test of the BBA Programme, having **total weightage of 10 marks**. Candidates shall be given topic for Creative Writing (extempore) in the examination hall and are required to write on the topic **in not more than 200 words, within 20 minutes, in English language only.**

Group Discussion:

Guidelines for Group Discussion:

Group discussion is introduced as one of the criteria for F.Y.B.B.A admission, with effect from the academic year 2016-17. The Topics for Group Discussion shall be announced on the day of Written Test to the candidates.

Personal Interview:

Each candidate shall be required to appear before the Interview Panel for the Personal Interview.



4. Merit List

- i. The merit list of all the students who have appeared for the Written Test, Creative Writing (Extempore), Group Discussion and Personal Interview shall be prepared on the basis of total **100 marks** to be calculated as follows:
 - a. 60 Marks for Written Test
 - b. 10 Marks for Creative Writing (Extempore),
 - c. 15 Marks for Group Discussion, and
 - d. 15 Marks for Personal Interview
- ii. The entire final merit list of all the candidates who have appeared for the Creative Writing (Extempore), Group Discussion/Personal Interview; under all the categories [reserved, general unreserved, special payment] shall be declared by the Programme Director.

5. Verification of Eligibility and Documents

Candidates provisionally admitted and eligible to pay fees for final admission at First Year BBA must bring Original and Attested copies of all the certificates shown below at the time of payment of fees and finalizing the admission:

- a) H.S.C. Mark sheet
- b) School Leaving Certificate
- c) Attempt Certificate
- d) Students who have passed HSC Examination other than Gujarat Board shall bring Provisional Eligibility Certificate issued by The Maharaja Sayajirao University of Baroda
- e) Caste Certificate if applicable from the competent authority of Government of Gujarat.
- f) Non Creamy Layer Certificate [પરિશિષ્ટ-ક] for SEBC Candidate from the competent authority of Government of Gujarat for the current financial year 2016. (i.e. on or after 01.04.2016)
- g) Students who have passed HSC Examination with gap between 10th and 12th standard shall have to bring bonafide certificate from the respective school.

6. 10% of total seats at First Year BBA shall be offered to Foreign Students as an additional seats over and above 180 regular seats as per the guidelines of the University. Such candidates shall have to make online application and Fees as per 'Special Payment Category' shall be paid for these admissions. Admission will be granted on the basis of merit list prepared based on the last qualified examination as per the eligibility criteria (ii) and (iii), as referred above under the First Year BBA guidelines 2016-17.