



# Kamdhenu University

*Our Motto: Welfare of all living beings*

(Established by Government of Gujarat vide Gujarat Act No.9 of 2009)

Read: Resolution No. 15.19 of minutes of Fifteenth Meeting of the Academic Council held on 05/06/2020 at Chamber of Hon'ble Vice-Chancellor, Room No.414, Karmayogi Bhavan, Block 1, 4th Floor, Wing-B1, Gandhinagar.

## NOTIFICATION

It is hereby notified to all concerned that the Academic Council of Kamdhenu University in its Fifteenth Meeting held on June 5, 2020 vide item No 15.19 has resolved as under:

### **Resolution**

The Academic Council approves the conduct of Choice based online admission process as per the steps mentioned there in *Annexure-1* from the Academic Year 2020-21 and onwards.

  
**Registrar**

No.KU/Reg/Acad/15<sup>th</sup>-AC/  
1412-37/2020

Date: 26/06/2020

### **CFWCS for information:**

1. All members of the Academic Council
2. All Officers of the University
3. All Principals of Polytechnics/Colleges/PG Institutes

### **CC:**

1. All Concerned Branches of Registrar Section
2. PS to Hon'ble Vice Chancellor, Kamdhenu University, Gandhinagar
3. PS to Registrar, Kamdhenu University, Gandhinagar
4. Notification / Order file



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ONLINE ADMISSIONS – 2020-21  
ONLINE ADMISSIONS BASED ON CHOICE FILLING (INSTEAD OF PERSONAL COUNSELING)

Anneuxure-1

Note: In this document, "College" word is used to represent Polytechnic/College/Institute of Kamdhenu University.

**PROCESS AND STEPS OF THE ONLINE ADMISSION PROCESS BASED ON CHOICE FILLING:**

1. **Quick Registration** of the applicant to generate login id and password. Applicant will specify the choice of admission in Diploma, UG or PG.  
Basic personal details like name, address, email id, mobile no are entered.
2. **Filling of Online Admission Form** with following details
  - a. **Enter personal and postal details**
  - b. **Enter academic and criteria details** (seat no, board, marks, caste, disability, minority etc.)  
For Gujarat Board, based on seat no., HSC/SSC marks fetched automatically by system. In case of other boards, applicant will enter the marks.  
**Students who have applied for their mark sheet verification must declare** and inform the university while filling the online admission form (using a checkbox – Applied for mark sheet verification). In case, the Applicant is not declaring this, then their updated marks will not be considered in the admission process by the University.
  - c. **Upload the applicable documents** (LC, Marksheet, Attempt Certificate, Photo, Signature)
  - d. **Specify the Choice filling for all the available polytechnics/Colleges** as per the selected Programme in step-1. Choice filled cannot be changed later.
  - e. **Select the nearest help center** for e-checking of documents
  - f. **Online payment of application fees and receipt**
3. **E-Checking/Tentative E-Verification by the Help Center**  
Help Center In-charge will e-check the application using the uploaded documents and **provisionally** approve/reject/dis-approve the application with remarks.
4. **The applicant will be able to see the status of the application** (approved, rejected, pending, query with remarks to comply/submit revised document by last date)

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**5. Provisional Merit List**

General merit list and category wise merit list, College-wise Seat Allotment, College-wise cut-off and College-wise vacant seats.

The allotment of the applicant to specific College in each allotment round will be based on the merit rank of the applicant and the choice/preference of the College specified by the applicant while filling the online admission application form.

- 6. Advertisement for Applicants** to verify the merit with seat allotment and inform in case of any discrepancy. In case of any discrepancy, applicant must inform the University along with documentary proof by email.

**7. Final Merit List and First Allotment Round**

General merit list and category wise merit list, College-wise Seat Allotment, College-wise cut-off and College-wise vacant seats.

- To confirm the admission to the allotted College, applicant must pay the fees and generate provisional admission memo and report to the College with original documents within given period.
- **If the allotted College is first choice of applicant**, then applicant must confirm the admission by paying fees and reporting to allotted College, otherwise the applicant will be out of admission process.
- **If the allotted College is not the first choice of applicant**, then the applicant can pay fees and lock/confirm the admission (without reporting to the College) and continue in the next round of admission process. Applicant admission is confirmed in the Programme of Kamdhenu University and in the next round as per availability of vacant seats, applicant may be upgraded as per merit in upper choice College.
- So, after each allotment round, the applicant must pay the fees to remain in admission process otherwise admission of applicant is cancelled without any further notice

- 8. After the allotment round, there are two options for the Applicant:**

- **Lock the seat by paying the admission fees (token fees in case of Diploma) and continue in the admission process**

OR

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- **Confirm the admission by paying the admission fees** (token fees in case of Diploma), **generate provisional admission memo and report to the College** with original documents.  
Note: Online payment using debit card/ credit card/online banking. Offline payment using Bank Challan.

**9. Reporting at the confirmed College** with provisional admission memo and payment receipt/bank challan for verification of original documents and **final confirmation of admission** by Dean/Principal through system.

**10. Second Allotment Round (Same steps as first round)**

**11. Third Allotment Round (if required)**

**12. Last Allotment Round (for vacant seats left after LAST DATE OF REPORTING)**

- After all the rounds are completed and last date for reporting is over, there may be vacant seats in some Colleges due to **unconfirmed admission by applicants who have locked their seats in previous rounds, but not reported to College by last date of reporting.**

**IMPORTANT ADMISSION RULES:**

- In a particular allotment round, if the applicant is getting the admission in the **FIRST CHOICE** College, then
  - **Applicant must confirm the admission** to the allotted College by paying the fees, generating provisional admission memo and reporting to the Polytechnic with original documents, **admission is confirmed and he/she is out of further admission process.**
  - **OTHERWISE, Applicant is out of admission process.**
- In a particular allotment round, if the applicant is allotted admission to his **2<sup>nd</sup>/3<sup>rd</sup>/n<sup>th</sup>** choice College, and **does not want to confirm the admission, but wants to continue in the admission process by paying the fees and LOCKING THE SEAT**, applicant admission is locked in that College, and in the subsequent rounds, he can move forward to higher choice Colleges, subject to availability.

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If the applicant who has locked the seats in earlier rounds, and does not REPORT to the College by the last date of reporting, then ADMISSION CANCELLED and OUT OF ADMISSION PROCESS.

- Applicant can fill the choice only once initially during filling the application form. Without choice filling he cannot proceed further in the admission process.

**General Points**

- Information to be displayed after every allotment round - General merit list, Category wise merit list, College-wise allotment list, CUT-OFF MARKS in each College along with vacant seats.

**Important Instruction to be displayed to the Applicants through the System**

- Applicant should frequently visit the KU website for the information and updates related to the admission.
- Applicant should not change their email ID and mobile number entered in the online admission form throughout the admission process. All the admission related important information and updates will be sent on provided email id and mobile no, and the applicant should check that every day. If mobile number and email id is changed by the applicant, then the University will not be responsible.
- **E-copy of Admission information booklet** will be available on the website.
- In view of the prevailing COVID-19 pandemic situation, new instructions/guidelines (if any) will be displayed in the E-copy of the admission information booklet on the website.
- In case of any query or problem, applicant must report to the University by sending an email (by enclosing necessary documentary proof) to the email address—[kuadmission@ku-guj.com](mailto:kuadmission@ku-guj.com) and may also call on the admission help line number – 079-23220713.

**LIST OF MANDATORY DOCUMENTS FOR ALL CATEGORIES OF APPLICANTS**

1. School Living Certificate(LC)
2. SSC/HSC/Graduation Marksheet
3. Attempt/Trial Certificate

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4. Applicant Photo
5. Applicant Signature

**LIST OF DOCUMENTS TO BE UPLOADED MANDATORY BY THE CANDIDATE AS PER THE CATEGORY**

<b>General/Open/ Other Board</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. Sports Certificate <b>(optional)</b></li> </ol>	<ol style="list-style-type: none"> <li>5. Domicile Certificate <b>(if required)</b></li> <li>6. Candidate Photo</li> <li>7. Candidate Signature</li> </ol>
<b>EWS</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. EWS Category Certificate</li> <li>5. Sports Certificate <b>(optional)</b></li> </ol>	<ol style="list-style-type: none"> <li>6. Domicile Certificate <b>(if required)</b></li> <li>7. Candidate Photo</li> <li>8. Candidate Signature</li> </ol>
<b>SEBC</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. SEBC Category Certificate</li> <li>5. Non-creamy layer certificate (3-years valid) (must be issued on or after 01-04-2018)</li> </ol>	<ol style="list-style-type: none"> <li>6. Sports Certificate <b>(optional)</b></li> <li>7. Domicile Certificate <b>(if required)</b></li> <li>8. Candidate Photo</li> <li>9. Candidate Signature</li> </ol>
<b>SC</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. SC Category Certificate</li> </ol>	<ol style="list-style-type: none"> <li>5. Sports Certificate <b>(optional)</b></li> <li>6. Domicile Certificate <b>(if required)</b></li> <li>7. Candidate Photo</li> <li>8. Candidate Signature</li> </ol>
<b>ST</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. ST Category Certificate</li> </ol>	<ol style="list-style-type: none"> <li>5. Sports Certificate</li> <li>6. Domicile Certificate <b>(if required)</b></li> <li>7. Candidate Photo</li> <li>8. Candidate Signature</li> </ol>

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<b>PH</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. Respective Category Certificate (if applicable) (SC, ST, EWS, SEBC)</li> </ol> <p>In case of SEBC category,  <u>(SEBC certificate + SEBC-Non-creamy layer certificate – 3 years validity)</u>          (Non-creamy layer certificate must be issued on or after 01-04-2018)</p>	<ol style="list-style-type: none"> <li>5. PH-Certificate of Civil Surgeon</li> <li>6. Sports Certificate <b>(optional)</b></li> <li>7. Domicile Certificate <b>(if required)</b></li> <li>8. Candidate Photo</li> <li>9. Candidate Signature</li> </ol>
<b>EX. ARMY</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. Respective Category Certificate (if applicable) (SC, ST, EWS, SEBC)</li> </ol> <p>In case of SEBC category,  <u>(SEBC certificate + SEBC-Non-creamy layer certificate – 3 years validity)</u> (Non-creamy layer certificate must be issued on or after 01-04-2018)</p>	<ol style="list-style-type: none"> <li>5. Ex-ARMY Document</li> <li>6. Sports Certificate</li> <li>7. Domicile Certificate (if required)</li> <li>8. Candidate Photo</li> <li>9. Candidate Signature</li> </ol>
<b>PARSI</b>	<ol style="list-style-type: none"> <li>1. School Living Certificate(LC)</li> <li>2. SSC Marksheet</li> <li>3. Attempt Certificate/Trial Certificate</li> <li>4. Parsi Community Certificate</li> </ol>	<ol style="list-style-type: none"> <li>5. Sports Certificate</li> <li>6. Domicile Certificate <b>(if required)</b></li> <li>7. Candidate Photo</li> <li>8. Candidate Signature</li> </ol>

**Note:**

- \* Sports Certificate is included in all the category but not to be made upload mandatory.
- \* Domicile Certificate is included in all the category but not to be made upload mandatory.