

Admission General Rules



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1. PREAMBLE

Kaushalya – The Skill University has been established vide an Act of Gujarat Assembly in October, 2021 with the objective of “Education with Skill” and aims at making youth ‘Skill Smart’. The University is committed to the principle of NEP 2020 encompassing education as a holistic mission. The University is an Affiliating State University set up by Department of Labour, Skill Development and Employment, Government of Gujarat.

Kaushalya The Skill University has set up various schools; School of Computing, School of Science, Manufacturing & Infrastructure, School of Liberal Arts, School of Services, School of Management & Finance and School of Drones.

Kaushalya The Skill University, hereby makes the following rules to regulate admissions for Academic Year 2025-26 at its various Schools.

2. DEFINITIONS

In these rules, unless the context otherwise requires,

- a. **“University”** means “Kaushalya” The Skill University.
- b. **“Admission”** means admission of candidates in the undergraduate program at Kaushalya The Skill University;
- c. **“School”** means various schools of Kaushalya The Skill University
- d. **“Website”** means <https://kaushalyaskilluniversity.ac.in> - the official website of the University;

3. ELIGIBILITY FOR ADMISSION

- DEGREE / UG COURSE
 1. 10+2 (H.S.C)
 2. I.T.I (2 Year Trades) + 12th Equivalency Certificate
 3. Diploma (Polytechnic) Completed Students
- PG COURSE
 1. Graduate Degree
- Diploma / Certificate Course as per requirement of program
- Any other courses: as per requirement of UGC

4. RESERVATION OF SEATS

- a.** Kaushalya The Skill University will follow the reservation policy as decided by the UGC and State Government from Time to time.
- b.** For the purpose of admission, the seats shall be reserved for the candidates of All India Seats under the following categories:
 - i.** Scheduled Caste (SC) : 7%
 - ii.** Scheduled Tribe (ST) : 15%
 - iii.** Socially and Educationally Backward Classes, including Widows and orphan of any caste : 27%
 - iv.** Physically Handicapped (PH) : 5%
 - v.** Economic Weaker Section (EWS)^{\$} : 10%

\$ References

- (1) Resolution No. EWS/122019/45903/A of Department of Social Justice and Empowerment, Govt. of Gujarat dated 11-02-2019
 - (2) Resolution No. PRCH/102019/129/2 of Education Department, Govt. of Gujarat dated 08- 03-2019
 - (3) Resolution No. EWS/122019/45903/A of Department of Social Justice and Empowerment, Govt. of Gujarat dated 26/06/2020
- c.** Provided that notwithstanding anything of above in clause “b” in case the affiliated institute offering paid job before admitting student in a certain course the reservation rules as applicable to those jobs shall apply for admission also.
 - d.** A candidate seeking admission on reserved seat shall be required to produce a Certificate of Caste from the competent authority in either English or Hindi or Gujarati language.
 - e.** No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the State Government/Central Government, from where the candidate has passed the qualifying examination.
 - f.** If a candidate fails to submit the necessary caste certificate as required within the stipulated time, his candidature shall be considered for admission under unreserved category as per merit.
 - g.** The candidate of reserved category shall be entitled to be considered for admission on open category seat according to his preference,

subject to fulfillment of open category eligibility criteria and as per merit order of open category merit list.

- h.** The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued to him by the authority empowered by the University on its behalf. In case the candidate fails to submit the caste certificate within the stipulated time or the caste certificate is found to be invalid on verification, he shall not have the right to claim his admission on reserved seat and if he has already been granted admission then such admission stands cancelled.
- i.** Reserved seats remaining vacant in any category shall be converted to open category seats.
- j.** Five percent of the available seats in each branch shall be reserved, for Physically Handicapped (PH) candidates who can perform the academic activities in the respective branch of admission. Such candidates shall have to submit certificate of disability issued and duly signed by the Civil Surgeon in either English or Hindi or Gujarati language. This is subject to verification of the disability in person by the medical officer of the University, who will also certify whether the candidate is capable of pursuing four-year study program at the University. **For PH candidate the suitability for admission to particular program as per NCVT/GCVT Norms in that Category of Trade.**

Explanation - "Physically Handicapped (PH)" means a person suffering from not less than forty percent of any disability as certified by a competent medical authority or prescribed by Government norms.
- k.** The candidate of PH category shall be entitled for admission on the SC /ST category seat according to his / her preference subject to fulfillment of respective category eligibility criteria and as per merit order of respective category merit list.
- l.** Reservation for the children of Defense Personnel and Ex-Servicemen

 - a) One percent (1 %) of available seats subject to minimum of 1 seat shall be reserved for the children of Defense personnel and Ex-Servicemen, for admission.
 - b) A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board, Gujarat State or by the

District Sainik Welfare Officer. In-service defense personnel shall be required to submit certificate to that effect duly issued by the Commanding Officer of the respective unit in which they are serving.

- c) The seats remaining vacant against the category of Defense Personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.
- d) The children of Defense Personnel and Ex-Servicemen of Gujarat origin shall be included under the reserved category specified in this rule, if they have passed the qualifying examination from the schools located outside the Gujarat State.

m. For calculation of seat matrix all the values between 0 to 0.50 will be considered 0 and values between 0.51 to 1 will be considered as 1.

5. APPLICATION FOR ADMISSION

- a) For the purpose of admission, a candidate shall apply on-line or direct, for the application of his candidature, on the University website, within the time limit specified by the University. (Please visit the University website for the online application procedure.)
- b) 100/- Rs will be charged as Application Fee.
- c) The University shall announce, by advertisement in at least two leading vernacular and one English newspapers / on web-site and by such other means, as it may consider necessary, the date of application, last date for submission of application form, programs offered and such other information as may be necessary in this regard.
- d) For admission to any program, particular process and requirement will be defined by particular program.

6. REQUIREMENT OF DOCUMENTS

- a) **List of documents to be uploaded at the time of On Line application for admission process on the university website:**

- S.S.C Mark sheet
- H.S.C. Mark sheet/12th equivalency certificate
- ITI Marksheet (if applicable)
- Diploma Marksheet (if applicable)
- School/Institute Leaving Certificate
- Address Proof (Any govt. issued document)

- Caste certificate for a candidate belonging to Scheduled Castes (SC) and Scheduled Tribes (ST), issued by the authority empowered by the State Government in this behalf (If applicable).
- Income Certificate for a candidate belonging to Economic Backward Class (EBC) (If Applicable).
- Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case the candidate belongs to a PH Category (If applicable).
- Latest passport size photograph of the candidate (Three photographs)

b) List of documents to be produced in original along with a set of self-attested photocopy at the time of verification:

- S.S.C Mark sheet
- H.S.C. Mark sheet/12th equivalence certificate
- ITI Marksheet (if applicable)
- Diploma Marksheet (if applicable)
- School/Institute Leaving Certificate
- Address Proof (Any govt. issued document)
- Caste certificate for a candidate belonging to Scheduled Castes (SC) and Scheduled Tribes (ST) issued by the authority empowered by the State Government in this behalf (If applicable)
- Income Certificate for a candidate Economic Weaker Class (EWC) (If Applicable).
- Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case the candidate belongs to a PH Category (If applicable)

c) The candidate shall have to produce original documents and testimonials of the documents to the University for verification purpose after securing the admission through online selection process, within time-limit as may be specified by the University.

7. PREPARATION OF MERIT LIST

(I) FOR BCA / B.Sc (CS) / M.Sc. (CS) / BBA / M.Sc Drone

- a) The initial merit list of the applicants, who have got their names registered and who are found eligible for admission under these rules, shall be prepared by the KSU Admission Committee, on the basis of Percentage of *qualifying examination.

- b) For the purpose of calculation of merit, the Merit marks will be calculated on 1000 level using below formula $(1000 \times \text{student total mark}) / \text{Grand Total}$.
- c) A common merit list shall be prepared for the applicants passed in various streams of qualifying examination. Merit list of the applicants belonging to the Reserved Category would be prepared separately.
- d) The criteria for deciding merit order in case of applicants having equal merit marks in qualifying exam shall be in the following sequence, namely;
 - i. Percentage of marks obtained in S.S.C. Examination
 - ii. marks obtained in English Subject (H.S.C)
 - iii. Date of Birth (applicant who is older in age shall be given priority)
- e) In addition to above, university may decide to conduct Personal Interview or any other arrangement and weightage for the same will be approx. 30 % or otherwise as decided by the university

(II) For all other courses (Except - I)

- A) The initial merit list of the applicants, who have got their names registered and who are found eligible for admission under these rules, shall be prepared by the KSU Admission Committee, on the basis of Percentage of *qualifying examination.

- B) For the purpose of calculation of merit, the Merit marks will be calculated on 1000 level using below formula $(1000 \times \text{student total mark})/\text{Grand Total}$.
- C) A common merit list shall be prepared for the applicants passed in various streams of qualifying examination. Merit list of the applicants belonging to the Reserved Category would be prepared separately.
- D) The criteria for deciding merit order in case of applicants having equal merit marks in qualifying exam shall be in the following sequence, namely;
 - a. Percentage of marks obtained in S.S.C. Examination
 - b. marks obtained in English Subject (H.S.C)
 - c. Date of Birth (applicant who is older in age shall be given priority)
- E) Not with the standing the above, University and Partner Institute may demand for additional scrutiny, Test/Interview or any other arrangement for admission procedures.

8. ADMISSION PROCEDURE

The admission procedure shall be in the following manner:

- a. The University shall prepare the merit list of the eligible candidates who have applied for admission under these rules.
- b. The provisional admission shall be offered through online and direct mode as per the schedule.
- c. Offer of admission shall be made on the basis of merit, category of the candidate and availability of the seats.
- d. The candidate can freeze the admission for a branch offered to him upon payment of the fees as prescribed, subsequent to which such candidate will not be eligible for offer of admission in any other branch. A candidate if offered provisional admission in a branch as per his preference but not accepted it; he can be considered for subsequent relevant rounds of admission, only for the branch/es of his higher preference/s, if any.

- e. The provisional admission will be confirmed only after verification of the original documents, personal and academic credentials of the candidates viz. identity, age, academic qualifications and reservation category as per the schedule to be announced on the website.
- f. It shall not be obligatory to give admission to a candidate if he fails to secure the admission online as prescribed.
- g. No changes in branch-preference shall be possible after the last date of submission of online application.

The University reserves rights to hold admission process also through calling the candidates in merit on Campus.

9. FEES

- Application Form Fee: Rs. 100 at the time of Online Application
- At the time of admission confirmation: Rs. 250 Enrollment Fee & Tuition Fee

10. CANCELLATION OF ADMISSION AND REFUND OF FEE

- a) Cancellation of admission by the candidate or his guardian or authorized representative:
- b) Candidate needs to submit the hard copy of the cancellation form duly filled and forwarded through Head of Institute / Department (and no due form for students enrolled under university department)
- c) The refund will be processed by
 - i. If candidate applies for cancellation up to 30.09.2025 by application submitted in-person, the fees paid shall be refunded after deduction of Rs. 1,000/- of Enrollment & Tuition Fees as administrative charges.
 - ii. If a candidate applies for cancellation after 30.09.2025, there will be no refund.

The refund will be made in a prescribed time limit as decided and announced by university from time to time after receiving all required documents from the candidate in this regard.

d) Cancellation of admission by the University:

Sr. No.	Cancellation by University	Amount of Refund	Date of Refund
1	In case the candidate fails to produce original documents	90% of Enrollment & Tuition Fees	as decided and announced by University from time to time after receiving all required documents from the candidate in this regard
2	In case the information provided by a candidate is found to be false or irrelevant/noncompliant to the requirements	80% of Enrollment & Tuition Fees	

The candidate shall be required to submit the original receipt of the fees paid for refund in the prescribed form.

Note: No refund will be given in cash.

11. ADMISSION AGAINST CANCELLATION

The University will announce the admission process schedule to offer admissions on merit and seats available.

In case of a student once admitted in a particular branch, can then change his admission in any other branch on merit upon attending subsequent admission round/s as per the schedule/s notified on the website from time to time. The seat vacated by the candidate will be offered to the next candidate on merit either in the same admission round or in the subsequent admission rounds.

12. COMMUNICATIONS

All communications by the University for the Admission Process will be made through the website <https://kaushalyaskilluniversity.ac.in>. Candidates are advised to go through the University's website on regular basis for admission updates. The University will not be responsible for non- receipt of any communication, if any made additionally through email/SMS. No individual communication will be entertained.

The aspiring candidates, their parents and well-wishers are advised to check the website of University from time to time for all the latest information updates on the admission process.

These rules are subject to change due to several reasons. The change(s) in any of these rules including modalities of admission process shall be

announced and made available on the official website of the University i.e. <https://kaushalyaskilluniversity.ac.in>. Candidates are advised and are responsible for checking and verifying the latest information on the modalities and specifics of the admission including, but limited to rules, processes criterion, schedule, fee etc.

13. INTERPRETATION

In implementation of the provisions of these rules, if any difficulty or question arises as to the interpretation of any provision, the decision of the Chairman, Admission Committee, Kaushalya The Skill University shall be final. The candidates will be bound by the rules and regulations of the University as applicable during their course of study at the University. Disputes, if any, shall be subject to Ahmedabad jurisdiction only.