

Department of Computer Science & Information Technology(CSIT)

SOP For New Admission

Department details

Name of School: School of Mathematics & Computational Sciences

Name of Department: Department of CSIT

Building No: 30

Name of Head & Contact No. Dr. Ratnesh Prasad Srivastava (6397843727)

Help Desk In-charge & Contact No: Mr. Vivek Sarathe (877096034) & Dr. Rajwant Singh Rao(+91 88275 72070)

E-Mail Id of HoD: hodcsitggu@gmail.com & hodcsit@ggu.ac.in

Schedule of Provisional Admission Process

Sl.	Action/Activity	Date/Duration
1.	Declaration of first merit list for submission of fee (First round admission)	10/06/2025 (First Round Merit List) (ONLINE)
2.	Submission of fee online by the candidates in Samarth Portal for first round admission	11/06/2025 to 14/06/2025 Fee Submission First Round (ONLINE MODE)
3.	Declaration of second merit list for submission of Fee (Second round admission)	17/06/2025 (Second Round Merit List) (ONLINE)
4.	Submission of fee online by the candidates in Samarth Portal for second round admission	18/06/2025 to 21/06/2025 Fee Submission Second Round (ONLINE MODE)
5.	Physical reporting and verification of documents by the candidates who got provisional admission in the first and second rounds	01/07/2025 to 03/07/2025 Physical verification of the documents (OFFLINE)
6.	Declaration of vacancy after physical verification and merit list for further admission	04/07/2025
7.	Offline counseling	14/07/2025
8.	Commencement of classes	23/07/2025

Seat Details of Programme offered by Department (category wise)

Sl. No.	Programme	Total Seat Available	UR	OBC	SC	ST	EWS
1.	Four year B.Sc.(CS) Programme	75	32	20	11	05	07
2.	Four year BCA (Self Finance) Programme	60	25	16	09	04	06
3.	Two Year M.Sc.(CS) Programme	35	16	09	05	02	03
4.	Two year MCA Programme	75	32	20	11	05	07

***PH (Divyangjan) reservation applicable as per GOI guideline**

Programme-wise Fee Structure (2025-26)

Sl. No.	Programme	Total Seat Available	Semester I	Semester II	Semester III	Semester IV	Total
1.	Four year B.Sc.(CS) Programme	75	7050/-	4050/-	5000/-	4050/-	38,250/-
			Semester V	Semester VI	Semester VII	Semester VIII	
			5000/-	4050/-	5000/-	4050/-	
2.	Four year BCA (Self Finance) Programme	60	37450/-	30900/-	31650/-	30900/-	258,600/-
			Semester V	Semester VI	Semester VII	Semester VIII	
			31650	32200	31650	32200	
3.	Two Year M.Sc.(CS) Programme	35	13850/-	10850/-	11800/-	10850/-	47,350/-
4.	Two year MCA Programme	75	16850/-	13850/-	14800/-	13850/-	59,350/-

Documents required during physical verification

Documents Required: The following documents in original along with **03 sets** of Self attested photocopies, arranged in the same sequence must be submitted for the scrutiny/ document verification process by the Department. Kindly check the Admission Notification on the Website for final requirement.

अवश्यक दस्तावेज़: "निम्नलिखित दस्तावेजों को मूल प्रति सहित स्वप्रमाणित 03 सेट छायाप्रतियों के साथ, उसी क्रम में व्यवस्थित कर विभाग में जांच/दस्तावेज़ सत्यापन प्रक्रिया हेतु प्रस्तुत करना अनिवार्य है। अंतिम आवश्यकताओं के लिए कृपया वेबसाइट पर उपलब्ध प्रवेश सूचना को देखें"।

10th /HSC Marksheet 12th/HSSC Marksheet UG/PG Marksheet (having passed status) Caste/PWD/EWS certificate, if applicable GGV CUET PG Application form CUET PG Score Card Transfer Certificate Semester

1. CUET Application Form, Score Card, and Registration Form

CUET एप्लीकेशन फॉर्म, स्कोर कार्ड एवं रजिस्ट्रेशन फॉर्म

2. High School (Class X) Mark Sheet

हाई स्कूल (कक्षा 10वीं) की मार्कशीट

3. Higher Secondary (Class XII) Mark Sheet

हायर सेकेंडरी (कक्षा 12वीं) की मार्कशीट

4. Graduation Mark Sheets of All Semesters/Years

(Including marks of all subjects such as compulsory/core papers like Language, EVS, etc.)

स्नातक (UG) की सभी सेमेस्टर/वर्ष की मार्कशीट, जिसमें सभी विषयों के अंक दर्शाए गए हों, जैसे भाषा, पर्यावरण अध्ययन (EVS) आदि।

5. Post-Graduation Mark Sheet (of all semesters/years) – if applicable

स्नातकोत्तर (PG) की सभी सेमेस्टर/वर्ष की मार्कशीट (यदि लागू हो)

6. B.Ed. Mark Sheet (of all semesters/years) – for M.Ed. applicants only

बी.एड. की सभी सेमेस्टर/वर्ष की मार्कशीट (केवल एम.एड. हेतु)

7. Transfer Certificate / Migration Certificate (Original)

स्थानांतरण प्रमाणपत्र / प्रवजन प्रमाणपत्र (मूल प्रति आवश्यक)

8. 04 Recent Passport Size Photographs

04 हाल की पासपोर्ट साइज रंगीन फोटोग्राफ

9. Aadhaar Card

आधार कार्ड

10. Valid and Recent Caste Certificate (for SC/ST/OBC-Non Creamy Layer), PH, and EWS Certificate – if applicable

(As per Government of India norms, for those claiming reservation.)

वैध और नवीनतम जाति प्रमाण पत्र (एससी/एसटी/ओबीसी - नॉन-क्रीमी लेयर), पीएच तथा ईडब्ल्यूएस प्रमाण पत्र – यदि लागू हो (भारत सरकार के नियमों के अनुसार आरक्षण का दावा करने वालों के लिए)।

11. Online Fee Receipt

ऑनलाइन भुगतान की रसीद (शुल्क रसीद)

In case, any candidate will not report physically or will show inability to submit above said documents or found not-eligible for the programme, then his/her admission will be treated as cancelled after physical verification and seat will be declared as vacant for next round of admission.

"यदि कोई अभ्यर्थी निर्धारित समय पर स्वयं उपस्थित नहीं होता है, या उपरोक्त दस्तावेज़ प्रस्तुत करने में असमर्थता व्यक्त करता है, अथवा कार्यक्रम के लिए अयोग्य पाया जाता है, तो भौतिक सत्यापन के पश्चात् उसका प्रवेश रद्द माना जाएगा तथा उसकी सीट को अगले प्रवेश चरण के लिए रिक्त घोषित कर दिया जाएगा।"

PLEASE NOTE:

1. Please strictly follow the schedule for provisional admission process as mentioned above.

कृपया उपर्युक्त अनंतिम प्रवेश प्रक्रिया के लिए निर्धारित अनुसूची का सख्ती से पालन करें।

2. Merit list of candidates will be decided on the basis of CUET score. However, in case of any tie in marks of CUET, the admission will depend on academic scores of graduation, then, in case of further ties, on the score of 12th and 10th in respective cases. And if in case of further tie elder students shall be considered in merit.

उम्मीदवारों की मेरिट सूची CUET स्कोर के आधार पर तय की जाएगी। हालांकि, CUET अंकों में समानता (टाई) की स्थिति में प्रवेश का निर्धारण क्रमशः स्नातक स्तर की शैक्षणिक प्राप्तांक, फिर 12वीं और 10वीं के अंकों के आधार पर किया जाएगा। यदि इन सभी में भी टाई होता है, तो आयु में बड़े उम्मीदवार को वरीयता दी जाएगी।

3. If the candidate did not submit valid caste, PH & EWS Certificate his/her candidature will be considered under unreserved (UR) category.

यदि कोई उम्मीदवार वैध जाति, दिव्यांगता (PH) अथवा आर्थिक रूप से कमजोर वर्ग (EWS) का प्रमाण पत्र प्रस्तुत नहीं करता है, तो उसकी उम्मीदवारी अनारक्षित (UR) श्रेणी के अंतर्गत मानी जाएगी।

4. The category shown in the application form will be considered as final and no change will be entertained.

आवेदन पत्र में दर्शाई गई श्रेणी को अंतिम माना जाएगा, और इसमें किसी भी प्रकार के परिवर्तन पर विचार नहीं किया जाएगा।

5. After the scrutiny of documents, the merit list of short-listed candidates will be declared.

दस्तावेजों की जांच के उपरांत, चयनित उम्मीदवारों की मेरिट सूची घोषित की जाएगी।

6. Payment of fee will be done through online mode only.

शुल्क का भुगतान केवल ऑनलाइन माध्यम से ही किया जाएगा।

7. Please visit regularly the university website www.new.ggu.ac.in for any updates.

कृपया किसी भी अद्यतन (update) के लिए विश्वविद्यालय की वेबसाइट

www.new.ggu.ac.in को नियमित रूप से देखते रहें।

Fellowship & Scholarship Available:

- (i) Merit scholarship of Rs. 10,000/- per year may be extended to any one student from each School of Studies, who secured the highest score in the examination of the respective course at the end of each year. Such Scholarship will continue till the student maintains first position along with an attendance record of 80% as per NCTE/RCI Norms in classes and a clear status in the Semester Examination and on the recommendation of the Director/Deans. In case of otherwise, the benefit will be shifted to the other highest scorer.
- (ii) Merit Scholarship of Rs. 15,000/- per year may be extended to one student who secures highest score among all Schools in the examination of respective course. Other eligibility of the student is the same as mentioned in Point One.
- (iii) An amount of Rs. 5000/- may be extended to students for the particular session, who have participated in any national level Sports or Games/Events as recommended by Director/Dean.
- (iv) An amount of Rs. 1,00,000/- (Rupees one lac) may be awarded to students for the particular session, who have participated in any International Sports/Games/Events as recommended by Director/Dean.
- (v) Full free ship may be extended to any one student in each department belonging to poor family background, subject to condition that the student maintains attendance record of 75% in classes, all clear status, and secure minimum of 60% marks in Semester Examinations (who is not a recipient of scholarship or financial aid from any other source) as recommended by Director/Dean.
- (vi) Free meal facility may be extended to all blind students (total blindness) residing in hostels of the GGV. Their actual mess bill will be reimbursed under the Students Welfare Scheme. The amount will be paid by drawing the bill in favour of the Warden of the concerned hostel.
- (vii) A sum of Rs. 5000/- per annum per student in the form of cash may be provided to all blind students (total blindness) of the GGV as financial assistance to purchase "Teaching Aid" every year, as recommended by Director/Dean of concerned School of Studies.
- (viii) Hand Driven tricycle may be provided to physically handicapped students for movement in the campus in only once during their entire tenure of education in the GGV. Further, students have an attendance record of 75% in the classes and on the recommendation of the Director/Dean of the concerned School of Studies.
- (ix) An amount of Rs. 11,000 (eleven thousand only) may be awarded to students, who have set an example in the campus of their extraordinary task as recommended by the Dean Student Welfare (DSW)/Chief Proctor/Chief Warden.
- (x) Full free ship of tuition fee is given to Single Girl Child for Postgraduate (PG) courses.
- (xi) Full free ship is given to the dependents of Martyrs.
- (xii) Full free ship for five poor students under Vice-chancellor (VC) Discretionary Category.

Special Initiative of Guru Ghasidas University for Needy Students, GGV- Sudama Yojana:

Guru Ghasidas Vishwavidyalaya Sudama Yojana (GGV-Sudama Yojana) is one of the flagship initiatives of the University, which is probably one of its kind of innovative concepts started in the GGV to cater financial support to the eligible students of the University. From this Yojana, those students who are financially weak or whose parents are unable to afford the university fees/hostel fees/teaching aides, etc., to continue their studies, shall be given financial assistance. This Yojana has been effective since 2024-25 and finally notified vide Notification No 4038/Estt/Admin/2024 dated 28.11.2024. The university has so far provided financial assistance to more than 60 needy students, which not only extends financial support to the aspiring students but also motivates them to complete their academic degree without much hindrance.

Other Facilities

1. Railway Concession Form: The railway concession form is issued by the Dean Students' Welfare to the students in accordance with the University OM vide No. 04/DSW/2024 dated 04.03.2024.

2 . Grievance Redressal of Students under UGC e-Samadhan Portal: Timely redressal of grievances of the students received from UGC e-Samadhan Portal is ensured by the Dean Students' Welfare.

3. Life/accidental Insurance Coverage of Students: Group Insurance Coverage for the enrolled students of GGV is facilitated by the University through United India Insurance Company of India.

4. Other Support Systems to the Students: Support system for the students is available round the clock. Students' representations are considered, processed and resolved in an expedited manner. An online payment support system is made available to the students by using a swipe machine. DSW/ADSWs participate in each induction programme be conducted by various departments for their newly admitted students. We encourage our students to participate in various cultural and other national-level events at the university and other higher education institutions. We strive for betterment of all kind of support to the students in the future

Department of CSIT

**Guru Ghasidas Vishwavidyalaya, Bilaspur,
(C.G.)**

Important Contact Numbers

Dean School of Education: Prof. P.P. Murthy -9424168937

Head of the Department: Dr. Ratnesh Srivastava- 6397843727

Chief Proctor- Prof. P. K. Mishra - 9415301462

Chief-Warden- Prof. P. J. Mishra- 9413760046

Dispensary- Dr. Sarvesh Gauraha- 8982104246

Anti Ragging Cell - Prof. Sanjit Sardar - 9407928407