

## **Admission Procedure/General Instructions**

1. Guru Ghasidas Vishwavidyalaya, Bilaspur invites offline applications for admission to various Apprenticeship Based Degree Programmes (ABDP) for the academic session 2025-26 through **direct admission on merit basis**.
2. Before submitting application forms read the instructions carefully. Merely applying or inclusion of name in the merit list does not entitle a candidate to be considered for admission to a programme unless he/she fulfils the prescribed eligibility conditions for that programme.
3. A candidate may submit his/her application form on or before 14.08.2025. Prescribed format of application form is available on University **website [www.ggu.ac.in](http://www.ggu.ac.in)**.
4. **OFFLINE Mode-** Candidates may submit their application form **offline** by downloading and taking a printout of application form which is available in the University website [www.ggu.ac.in](http://www.ggu.ac.in).
- 4.1 Fill up all the necessary information required and send the application form accompanied with, fee receipt submitted online on link (<https://ggu.ac.in/onlinepayment/>), caste certificate, if any and photocopies of mark-sheets, certificates of educational qualifications to **the Assistant Registrar (Academic), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (CG)- 495009** through Speed/Registered Post/Courier/Ordinary post latest by 14.08.2025.
5. Candidates may submit their hard copy of application forms by hand at University Counter on or before 14.08.2025.
6. The University will not be responsible for postal delay in delivery of the application forms of the candidates.
7. No TA/DA shall be paid to the candidates for appearing in counselling.
8. **PAYMENTS :**  
**Application processing fee- Rs. 750.00 for UR/OBC/EWS, Rs. 450.00 for SC/ST/PWD**  
 To be paid online on link (<https://ggu.ac.in/onlinepayment/>),  
 All other payments like admission fee/ hostel fee etc. will be accepted through online mode only.

## 12. ADMISSION DETAILS:

### (i) RELAXATION IN MINIMUM ELIGIBILITY FOR SC, ST & PWD CATEGORIES:

All SC, ST & PWD candidates who have passed the qualifying examination are eligible to apply for ABDP programmes irrespective of their percentage of marks.

(ii) For each programme, the minimum eligibility requirement is enclosed herewith as **Annexure-1**.

(iii) If his/her aggregate percentage of marks in the qualifying examination is below the stipulated minimum percentage of aggregate marks, his/her provisional admission will also stand automatically cancelled and the candidate will not claim for refund of fees.

(iv) Application Forms of candidates who submitted forged/fake certificates or adopted fraudulent means shall be REJECTED. Further, such candidates shall be debarred by the Vishwavidyalaya for any future admission.

**(x) APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR course wise ELIGIBILITY AS PRESCRIBED in the Annexure-1, BEFORE FILLING THE APPLICATION FORM.**

(xi) If an applicant is inadvertently allowed to take admission who otherwise does not meet the minimum course wise eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements.

Note : The Vishwavidyalaya reserves the right to cancel/refuse admission at any point of time if it is found that:

- a. Minimum eligibility requirements are not fulfilled.
- b. False/fake/forged documentation has been done, or, facts have been suppressed.
- c. Any other similar valid reason or human error in calculation/preparation of merit.

(xii) Candidates admitted to any programme of this Vishwavidyalaya shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution.

(xiii) University reserves the right not to run a course on the grounds which it deems to be appropriate.

### 13. RESERVATIONS:

Reservation and relaxation will be provided to the candidates belongs to SC/ST/OBC/PWD/EWS category as per Government of India norms. However percentage of reservation shall be as follows-

**SC- 15%, ST-7.5%, OBC- 27%, EWS- 10%, PWD- 5%**

### 15. IMPORTANT DATES:

- |   |                        |
|---|------------------------|
| 1. Start of Offline Application Process                     | : 18.07.2025           |
| 2. Last date of receipt of hardcopy of the application form | : 14.08.2025           |
| 3. Declaration of merit list-                               | : 25.08. 2025          |
| 4. Schedule for Counselling                                 | : 03.09.2025 (onwards) |
| 5. Commencement of classes                                  | : 15.09.2025           |

### 18. LIST OF DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM

I. An applicant must enclose the following documents with his/her hard copy of offline submitted application form

- (I) The original fee receipt generated online
- (ii) Certificate(s) in support of the category claimed for reservation in the application form: Self attested copy of Caste Certificate from the competent authority as mentioned in this admission brochure (for SC/ST/OBC/PH category candidates only)
- (iii) Photocopies of mark-sheets/certificates in support of his/her educational qualification.

### 19. REASONS FOR REJECTION OF APPLICATION FORM AND CANDIDATURE

- i. Non-submission of fee receipt
- ii. Non-submission of self-attested copies of Certificate(s) of categories for reservation.
- v. Non-submission of photograph pasted on the hard copy of the Application Form.

vi. Absence of signatures of the candidate at the appropriate places in the hard copy of the Application Form.

vii. Tampering of any kind in the Application Form and/or the supporting documents.

viii. Submission of Application Form by a candidate after erasing the entries made earlier by another candidate.

**IMPORTANT NOTES:**

1 Vishwavidyalaya has all the rights reserved to alter, add, modify or relax any of the conditions/or rules in the interest of the Vishwavidyalaya, as per the latest guidelines issued from time to time by the MoE, UGC and /or Vishwavidyalaya.

2. In case of any dispute/ambiguity/clarification regarding admission in any subject/department, the decision of the Vishwavidyalaya shall be final and binding on applicants.

Registrar (Acting)