

Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI)



Formerly known as the National Institute of Cooperative Management (NICM),
Post-Graduate Centre of Gujarat Technological University-MBA, Approved by AICTE-New Delhi,
Accredited as Cooperative Training Institute by C-PEC BIRD, Lucknow, NABARD



DECLARATION on INTERNATIONAL STUDENT

We at NICM-SJPI declares that we abide by the guidelines of Gujarat Technological University's Guidelines for International Students admission & other process.

All foreign students of GTU are earnestly expected to follow the under mentioned 'International Students Guidelines' while implementing their learning process throughout their academic years of the respective course of GTU with their best and matured set of minds. Also, they are advised to go through these guidelines before applying to any course at GTU.

ADMISSION OF INTERNATIONAL STUDENT

Eligibility: International Student may take admission at GTU under ICCR scholarship. For that the student has to approach Indian Council for Cultural Relations (ICCR), Ministry of External Affairs, Government of India.

Or Any International Students having status of Foreign Nation (FN), Person of Indian Origin (PIO), Children of Indian Nation working in any Gulf Country; may directly get the admission in GTU under the supernumerary seats in any approved course of this university, condition that s/he fulfils minimum eligibility criteria.

- The qualifications required for eligibility for admission to different programmes can be checked in detail from university website. The minimum educational qualification for admission of Foreign/NRI in various programmes is same as for Indians.
- Only those students who have qualified from Foreign Universities or Boards of Higher Education, recognized as equivalent by the Association of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to AIU to check the equivalent.
- To avail the admission in any Post Graduate Course of GTU for International Student, a candidate shall have passed the qualifying examination of Bachelor / Equivalent Graduation degree with minimum of 50% marks / Equivalent Grade Point from: a. Any University / Institute affiliated to any University in the State / Country of domicile; or b. Any University / Institute affiliated to any University situated outside the State / Country of domicile.



- A candidate who has appeared in the final year of Bachelor's Degree examination shall also be eligible to apply in the relevant Post Graduation Program of GTU provided that s/he shall have passed the qualifying examination with 50% marks at the time of final admission in the respective Post Graduation Program of GTU.

Application & Process

- Foreign students seeking admission to any course at GTU should apply with the Application form available on the GTU website only, along with copy of the necessary educational and other documents. Students need to pay application form fee Rs. 500 (non-refundable) at the time of applying.
- The application received with all the necessary documents to be forwarded to concerned faculty/department to check the eligibility of the candidate for the course.
- If found eligible, the student shall be given provisional admission letter.
- On the basis of the letters of admission issued by the University, applicants should contact Indian Embassy/High Commission in their respective countries for obtaining Student Visa/Research Visa for study at GTU. Any Foreign National candidate having visa of any other type will be refused admission at GTU.
- After getting the Student Visa/Research Visa, the student will have to report to university along with all original official transcripts, degree certificates (if available), and other documents about his/her educational qualifications and experience for verification.

Requirement of AIU Equivalence Certificate

- All foreign nationals with foreign qualifications are required to submit the Equivalence certificate from Association of Indian Universities (AIU) with the application form.

Medical Insurance & Medical-cum-Fitness certificate

- It is mandatory for all foreign nationals to get medical insurance policy of Rs. 1,00,00 (minimum) for admission to any programme in GTU and also to continue the same during the entire tenure of their studies in GTU.

Attestation of Application

➤ Attestation of application by Indian Diplomatic Representative or a responsible Official of the Ministry of Education of applicant's country or an Official of the applicant's country's Embassy/High Commission in India.



Registration for the Newly Admitted Students

- All newly admitted students are required to register with the University on the day of his/her arrival with the International Students Cell (ISC) of GTU. Every student will apply in the prescribed form for the registration.

MEDICAL TEST & MEDICAL INSURANCE OF INTERNATIONAL STUDENT

- All International/NRI students will have to undergo a medical fitness test including HIV test before taking final admission.
- It is advised that all Foreign/NRI students take a medical insurance policy to meet the expenses of medical treatments during the stay at the university. A copy of the said insurance policy should be submitted at the time of final admission.

SYLLABUS FOR ALL PROGRAMME

- The course curriculum and syllabus for all the courses of Gujarat Technological University are uploaded on its website: http://www.gtu.ac.in/Syllabus_list.aspx as devised considering the norms of AICTE/ UGC. While preparing the syllabus, the syllabi of different national level universities / institutions have been taken into account. Thus, syllabus has endeavoured to strike a balance between theory and practice and classic and contemporary concepts.
- All the Courses offered by Gujarat Technological University (GTU) will be conducted on a semester basis with spread over to the respective no. of academic years. The duration of each semester will be around 15 - 18 weeks.
- The annual calendar will be declared by the University in the beginning of the academic year, indicating the schedule of the semester (beginning and end) and internal and external examination time slots. No exemption in any subject / course is allowed even if the student had studied similar or the same subject in any other programmes.

ATTENDANCE & PASSING STANDARD

- As regular attendance is an important element of education, no leave of absence will be granted except on a serious reason (especially on medical ground).
- Uncertified absence for more than 10 class days renders the student liable to be suspended/terminated from the rolls and usual admission fee will be charged if s/he is re-admitted.



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- Fulfilment of minimum attendance criteria and satisfactorily clearance of all academic subjects are the sole responsibilities of individual student. The guidelines for these norms given by GTU are as under.

(A) Student may not be allowed to appear in one or all subject's university examination if (i) Attendance criteria of 75% is not fulfilled in one or more subject or (ii) Not satisfactorily completed works assigned in one or more subjects.

(B) The passing norm is minimum 50% of marks in each individual head of university exam, Mid semester exam and Internal assessment for all the subjects.

For more details on these aspects, pl. refers the GTU website www.gtu.ac.in.

LEAVE POLICY

- Before taking leave (could not take more than 3 consecutive days) every student will require getting prior written permission authenticated by all concern faculty members and the Director. For this they have to furnish the most possible evidence of leave requirements either before or after the leave period.
- Being you all the full-time students of respective institute and ultimately the GTU, you are required to take prior permission from your Institute's International Students' Mentor and Director of the institute before involving yourself in any kind of other activities inside or outside the institute whether academic or non-academic.
- While leaving the Institute, you need to report in detail, well in advance to your Institute's International Students' Mentor along with the contact details of your visiting place.

FEES

The fees for different courses for foreign students enrolled on self-finance basis are mentioned in the table given below. The student has to pay the fees on yearly basis only. The fees for the first year have to be paid within one week of confirm admission / reporting of the student at the University. International Students Adviser, GTU will issue appropriate orders regarding the payments of the fee and the due date for the payments.

- Every foreign Student taking admission in GTU's any course / program shall have to pay the loading and boarding fees along with refundable deposit, if any, directly to the institute of their allocation. Also please note that, apart from the loading and



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boarding fees, foreign Student needs not to pay any extra fees to the respective institute / colleges.

Refund of Fees

- In case of any foreign student applying for cancellation of admission after one month of admission, he/she will not be entitled to get any refund of the fees paid to university.
- However, if such application is made within one month of admission, the student will be entitled to get refund of 50% of the fee (i.e. fee for the second semester). In such cases GTU will pay fees to the institute for first semester only.

FOR FOREIGN STUDENTS CURRENTLY STUDYING AT GTU UNDER ICCR SCHEME

- ICCR scholars currently studying in bachelor programs of GTU (B. E / B. Pharm) may also apply for respective post-graduation course at GTU as a self-finance foreign student. Similarly, ICCR scholars in post-graduate programs (ME / MBA / MCA / M. Pharm) may apply for admission in Ph.D. at GTU as a self-finance foreign student.
- These students may apply during their last semester of their course with copy of mark sheets of all previous semesters, other copy of educational certificates and copy of passport. The students may indicate preference for his/her current institute (where he is studying under ICCR scholarship) or any other institute where GTU allocates foreign students based on availability of course.
- The fee structure and rules for fee payment will be mentioned above.
- Based on the provisional admission letter given by the University, they may apply for Student Visa at their respective countries.
- After getting the Student Visa, they have to report to university along with all documents mentioned earlier.

DISCIPLINE

International students are expected to abide by all the rules of the University and the code of conduct as applicable to Indian Students doing the same course.

- Any act within the campus that may violate or spoil the academic atmosphere in the University will not be appreciated and strict disciplinary actions will be taken against such student.

International Students should not involve themselves in activities like



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1. Plagiarism, cheating on exams, other dishonesty,
2. Abuse of electronic resources,
3. Acts or threats involving the safety of others,
4. Damaging property,
5. Sexual or other harassment,
6. Abuse of alcohol or illicit drugs,
7. Ragging etc.

UNIVERSITY RIGHTS AND RESPONSIBILITIES

The University reserves the right to assess applications and to offer admissions or reject applicants as it deems appropriate, in line with course entry requirements and the responsibilities placed on the University by the UGC / AICTE. Accordingly, the University may ask applicants to provide additional information where necessary.

- The University also reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reason. This does not affect students' statutory rights.
- The University accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects or mail, or for any damages or accidents to the International Students caused through negligence or otherwise by a third party.
- The University reserves the right to contract any third party to provide services, including enforcing any terms of this agreement, and to store and share with any parties as appropriate, students' personal information.
- The University reserves the right to conduct and provide its services from premises within reasonable commuting distance of its current campus or at the campus of any affiliating institutes or colleges.
- The University reserves the right to initiate the recovery of all outstanding fees or University property from the students, such recovery may require legal action as appropriate.
- The University will adhere to and implement good practices as advocated by the relevant accrediting and awarding bodies.
- The University reserves the right to make special arrangements to cover exceptional/extenuating circumstances, at the discretion of the University.



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- The University reserves the right to undertake remedial/disciplinary action with students as appropriate, particularly where students breach the University's regulations or those of its external partners and accrediting bodies, or indeed the UGC / AICTE regulations.

STUDENT RESPONSIBILITIES

All applications must be accompanied by all the documents mentioned above. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.

- Students may be expelled for grossly improper conduct, including the provision of false or forged documentation in their application, or any conduct that interferes with the well-being of other students, staff or the reputation of the University or which interferes with the university's ability to meet its obligations to UGC / AICTE or other relevant bodies. Students will be required to pay for any damage they cause to the premises and/or property of the University, or property in the care of the University, or their accommodation arranged by the University. No refund of fees will be granted to expelled students and they will remain liable for any extant fees and charges.
- Students must notify the University promptly of any change to their Indian address and/or telephone number or any other contact details, and of any reason for absence, such as sickness.
- Students must abide by all University regulations as amended and updated from time to time.




Dr. Jigna Trivedi
Director - I/c