

## DIU COLLEGE, DIU

### **FIRST YEAR B.A., B.COM. AND B.SC. ADMISSION PROCESS FOR THE ACADEMIC YEAR 2021-22**

- The process of First Year B.A., B.Com. and B.Sc. admission for the academic year is initiated from **05/08/2021** onwards.
- The last date of form submission is decided to be **31/ 08/2021**.
- In the view of Covid-19 pandemic, the entire process will be completed via **ONLINE** method except document verification process.

#### ❖ **ADMISSION CRITERIA:**

- The following criteria will be followed during the whole admission process:

Sr. No.	Category wise Description of Reserved seat & *Condition for eligibility	% of reservation	BA	B.COM	BSc	Total
1	General Category:		58	28	60	146
2	Scheduled Caste:	15%	17	9	9	35
3	Scheduled Tribes:	7.5%	9	5	18	32
4	Other Backward classes:	27%	30	15	32	77
5	Seats Reserved for Person With Disability candidate:	5%	6	3	6	15
<b>TOTAL</b>			<b>120</b>	<b>60</b>	<b>125</b>	<b>305</b>
7	Economically Weaker Sections (EWSs) *	10%	12	6	13	31
<b>TOTAL SEATS (including EWS)</b>			<b>132</b>	<b>66</b>	<b>138</b>	<b>336</b>

- As per the guidelines of Saurashtra University, the addition of 10% EWS quota has been defined from previous year and is continued for this academic year as well.
- As per the rule of Diu Administration, the candidates belonging to Daman and Diu U.T. and producing Domicile Certificate at the time of document verification will be awarded extra 20 marks.
- The applications showing domicile of Diu found incorrect at the time of document verification will be considered fraud and will be rejected.

- Further, the priority of candidates for seat allocation will be as follows:

SR. NO.	PRIORITY SET FOR ADMISSION IN DIU COLLEGE, DIU
01	<p><b>1. <u>FIRST PRIORITY:</u></b> Applicants whose parents/guardians (in case Father and Mother are not alive) are Domicile of the UT of Dadra &amp; Nagar Haveli and Daman and Diu as the case may be and the applicant has studied continuously from Class 8<sup>th</sup> to 12<sup>th</sup> in any of the recognized schools of that UT.</p> <p><b>2. <u>SECOND PRIORITY:</u></b> If the seats remain vacant after allotment of seats to candidates belonging to the first priority, they will be offered to candidates whose parents/guardian (in case Father and Mother are not alive) are Domicile of UTs of Dadra &amp; Nagar Haveli and Daman and Diu as the case may be and candidate has studied in any recognized educational institution anywhere in the country.</p> <p><b>3. <u>THIRD PRIORITY:</u></b> If seats remain vacant after allotment of seats to candidates falling in first and second priority, they will be offered to candidates whose parents/guardian (in case Father and Mother are not alive) are employees (regular/on deputation/on transfer) of the UT Administration/Central Government/UT PSUs/Central PSUs and are posted in Daman &amp; Diu and Dadra &amp; Nagar Haveli as the case may be continuously for the past 5 years as on last date of application for admission and the applicants have studied in a recognized school of Dadra &amp; Nagar Haveli and Daman and Diu, as the case may be continuously from 10<sup>th</sup> to 12<sup>th</sup> standard.</p> <p><b>4. <u>FOURTH PRIORITY:</u></b> If the seats remain vacant after allotment of seats to candidates falling in the First, Second and Third priority, they will be offered to other eligible candidates from any State/UT.</p>

- The process of admission is divided into 03 main parts containing several sub-parts which are as follows:

- 1) **Submission of Application Form**
- 2) **Merit Preparation and Declaration**
- 3) **Document Verification and Admission Confirmation**

## 1. SUBMISSION OF APPLICATION FORM

- a. Visit Diu College official web-site [www.diucollege.ac.in](http://www.diucollege.ac.in) to apply for admission form.
- b. Click on [https://docs.google.com/forms/d/e/1FAIpQLSeWcc7NqVIKjh0LNIGA8Xvgfy1-0XI8qLictD-J7nfyt30UYg/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSeWcc7NqVIKjh0LNIGA8Xvgfy1-0XI8qLictD-J7nfyt30UYg/viewform?usp=sf_link) to apply for admission form.
- c. Read all the instructions and details carefully and fill the application providing true and valid data.
- d. Submit your application within decided time limit. The applications received after the last decided date will be rejected.
- e. After successfully submission of your application form, wait until you are informed to visit college for your document verification and admission confirmation.

## 2. MERIT PREPARATION AND DECLARATION

- a. After submission of application, the applications will be verified at the institute level.
- b. The application data will be matched with the necessary documents attached with the applications.
- c. The applications containing false/irrelevant data and documents will be automatically rejected.
- d. After successful verification of application, the merit will be prepared on the basis of percentage of marks scored in HSC.

## 3. DOCUMENT VERIFICATION AND ADMISSION CONFIRMATION

- e. After declaration of merit, the selected candidates will be informed via Phone Call, email or other alternative service to visit college with all the required documents uploaded with the application for document verification and admission confirmation.
- f. The list of all these required document is placed below:

1) **FOR STUDENTS PASSING FROM GUJARAT BOARD IN THE YEAR 2020-21**

SR. NO.	NAME OF DOCUMENT	IS ORIGINAL REQUIRED FOR SUBMISSION	NO. OF XEROX COPIES
1.	12 <sup>TH</sup> MARKSHEET	YES	03
2.	10 <sup>TH</sup> MARKSHEET	YES	03
3.	12 <sup>TH</sup> PASSING CERTIFICATE	YES	03
4.	10 <sup>TH</sup> PASSING CERTIFICATE	YES	03
5.	12 <sup>TH</sup> LEAVING/TRANSFER CERTIFICATE	YES	03
6.	AADHAR CARD	NO	03
7.	DOMICILE CERTIFICATE (FOR DIU RESIDENT STUDENTS ONLY)	NO	03

8.	CASTE/CATEGORY CERTIFICATE (EXCEPT GENERAL CATEGORY STUDENTS)	NO	03
9.	INCOME CERTIFICATE (VALID UPTO 6 MONTHS TO 1 YEAR FROM DATE OF APPLICATION)	NO	03
10.	BANK PASSBOOK	NO	03
11.	PHOTOGRAPH (PASSPORT SIZE)	03 PHOTOS	

2) **FOR STUDENTS PASSED FROM GUJARAT BOARD BEFORE YEAR 2020-21**

SR. NO.	NAME OF DOCUMENT	IS ORIGINAL REQUIRED FOR SUBMISSION	NO. OF XEROX COPIES
1.	12 <sup>TH</sup> MARKSHEET	YES	03
2.	10 <sup>TH</sup> MARKSHEET	YES	03
3.	12 <sup>TH</sup> PASSING CERTIFICATE	YES	03
4.	10 <sup>TH</sup> PASSING CERTIFICATE	YES	03
5.	12 <sup>TH</sup> LEAVING/TRANSFER CERTIFICATE	YES	03
6.	<b>AFFIDAVIT OF DROP-OFF PERIOD (FOR STUDENTS WITH STUDY GAP IN 12<sup>TH</sup> STD.)</b>	<b>YES</b>	<b>03</b>
7.	AADHAR CARD	NO	03
8.	DOMICILE CERTIFICATE (FOR DIU RESIDENT STUDENTS ONLY)	NO	03
9.	CASTE/CATEGORY CERTIFICATE (NOT FOR GENERAL CATEGORY STUDENTS)	NO	03
10.	INCOME CERTIFICATE (VALID UPTO 6 MONTHS TO 1 YEAR FROM DATE OF APPLICATION)	NO	03
11.	BANK PASSBOOK	NO	03
12.	PHOTOGRAPH (PASSPORT SIZE)	03 PHOTOS	

3) **FOR STUDENTS PASSING FROM OTHER BOARDS WITH STUDY GAP (CBSE, NIOS OR OTHER) IN THE YEAR 2020-21 AND BEFORE**

SR. NO.	NAME OF DOCUMENT	IS ORIGINAL REQUIRED FOR SUBMISSION	NO. OF XEROX COPIES
1.	12 <sup>TH</sup> MARKSHEET	YES	03
2.	10 <sup>TH</sup> MARKSHEET	YES	03
3.	12 <sup>TH</sup> PASSING CERTIFICATE	YES	03
4.	10 <sup>TH</sup> PASSING CERTIFICATE	YES	03
5.	12 <sup>TH</sup> LEAVING/TRANSFER CERTIFICATE	YES	03
6.	<b>MIGRATION CERTIFICATE (FOR CBSE, NIOS AND OTHER BOARD STUDENTS) (NOT FOR GUJARAT BOARD STUDENTS)</b>	<b>YES</b>	<b>03</b>
7.	<b>AFFIDAVIT OF DROP-OFF PERIOD (FOR STUDENTS WITH STUDY GAP IN 12<sup>TH</sup> STD.)</b>	<b>YES</b>	<b>03</b>
8.	AADHAR CARD	NO	03

9.	DOMICILE CERTIFICATE (FOR DIU RESIDENT STUDENTS ONLY)	NO	03
10.	CASTE/CATEGORY CERTIFICATE (NOT FOR GENERAL CATEGORY STUDENTS)	NO	03
11.	INCOME CERTIFICATE (VALID UPTO 6 MONTHS TO 1 YEAR FROM DATE OF APPLICATION)	NO	03
12.	BANK PASSBOOK	NO	03
13.	PHOTOGRAPH (PASSPORT SIZE)	03 PHOTOS	

- g. The candidates have to produce all the required documents in original and xerox as per above table.
- h. The candidates having any false/irrelevant document or failing to produce any document at the time of document verification will be rejected.
- i. The candidates failing to verify their document and confirming their admission within defined time period will be rejected as well.
- j. The candidates passing document verification process, will have to pay the defined admission fee and collect their fee receipt in order to confirm their admission.
- k. After successful fee payment, your admission will be considered confirmed.

4. **IMPORTANT PROCEDURES FOR OTHER BOARD STUDENTS AND STUDENTS  
PASSED HSC BEFORE 2020-21**

A. **FOR CBSE AND BOARDS OTHER THAN GUJARAT BOARD**

A. **ACQUIRING ELIGIBILITY CERTIFICATE FROM SAURASHTRA UNIVERSITY**

i. **PROVISIONAL ELIGIBILITY CERTIFICATE (P.E.C.)**

- The students passing from other board (CBSE, NIOS or other) are eligible for admission into first year B.A., B.Com. and B.Sc. when they produce the **PROVISIONAL ELIGIBILITY CERTIFICATE (P.E.C.)** from Saurashtra University at the time of admission or within prescribed timing provided by the college after admission confirmation.
- **The Eligibility Certificate is mandatory in order to register and acquire their Enrolment Number from Saurashtra University.**
- The Enrolment Number is essential to be qualified for all the academic activities such as Exam Forms, Scholarships, various sports and academic events by college or university throughout their 03 year academic period.
- Therefore, the students have to apply for their Eligibility Certificate in given time period with all the essential documents required at the time of application.
- The detailed process is given in the PDF file shared via the link below:

[http://www.diucollege.ac.in/download/Notice%20for%20Provisional%20Eli.%20Certificate%20\(2021-22\)%20Highlighted.pdf](http://www.diucollege.ac.in/download/Notice%20for%20Provisional%20Eli.%20Certificate%20(2021-22)%20Highlighted.pdf)

- Carefully read all the instructions and fill up your form accordingly and within given time period.
- The students failed to acquire their **PROVISIONAL ELIGIBILITY CERTIFICATE (P.E.C.)** within time, will be considered non-eligible and their admission will be cancelled from the institute even after the confirmation of admission.
- After acquiring the said certificate, the students have to submit their certificate in 03 copies at the institute in physical by visiting college.
- The dates and fee for the said process is as below:

<b><u>PROVISIONAL ELIGIBILITY CERTIFICATE (P.E.C.)</u></b>	<b><u>WITH REGULAR FEE</u></b>	<b><u>WITH LATE FEE</u></b>
	<b>FROM: 09/08/2021</b>	<b>FROM: 01/11/2021</b>
	<b>LAST DATE: 08/10/2021</b>	<b>LAST DATE: 30/11/2021</b>
	<b>TOTAL FEE: 150/-</b>	<b>TOTAL FEE: 1500/-</b>

**ii. FINAL ELIGIBILITY CERTIFICATE (F.E.C.)**

- After successful completion of the Provisional Eligibility Certificate process, the students have to undergo the process of apply and acquiring Final Eligibility Certificate (F.E.C.).
- The students have to submit their original Migration Certificate at Saurashtra University in person within given time period.
- After doing so, university will provide the Final Eligibility Certificate (F.E.C.) either that same day or will inform you accordingly.
- Students have to personally visit Saurashtra University, Rajkot and acquire the Final Eligibility Certificate (F.E.C.) before commencement of Semester-3 Exam Forms i.e. before admission into Semester-3 or after completion of Semester-2 as per their accordance and suitability.
- Students acquiring the Final Eligibility Certificate (F.E.C.) will be not charged any fee up to the aforementioned time period, but the students failing to do so will be liable to pay late and other fee as per the rule of the university.
- Once you have acquired the Final Eligibility Certificate, you are entitled to submit 02 copies of the same at the college.

**B. FOR STUDENTS PASSED/COMPLETED H.S.C. BEFORE 2020-21 AND  
STUDENTS PASSED HSC WITH MORE THAN ONE TRIAL**

- The candidates passed/completed their HSC before 2020-21 and having study break/gap will be only considered eligible for admission into first year B.A., B.Com. and B.Sc. if they

**produce the Affidavit stating that study break/gap period and the activity done by that candidate during that period at the time of document verification.**

- **In case of candidates passed HSC with more than one trial, they have to choose the number of trial taken to pass HSC in their admission form and produce HSC mark-sheet of all trials in original and xerox at the time of document verification.**
- **The candidates failing to produce any of the above documents at any stage of admission process will be considered non-eligible and will be rejected.**