

## RAI UNIVERSITY AHMEDABAD, GUJARAT



# Admission Information Manual 2024-2025



## **About Rai University**

Rai University is a state-private statutory university established under Gujarat Act No. 12 of 2012. It provides world-class education and opportunities for all the stakeholders. Committed to promoting academic and research activities, the university aims to inspire stakeholders to realize their potential and make a positive impact on society. It also seeks international partnerships to enhance higher education.

## **Vision**

To produce professional graduates and responsible citizens to serve the changing needs of the nation and the world

### **Mission**

- To promote learner learner-centric perspective by strengthening and providing facilities, and resources to facilitate quality education.
- To enrich learners' skills for lifelong learning and professional ethics.
- To build- up collaboration with the corporate Industry for advanced learning and promote innovative practices.



#### **DEFINITIONS**

In this admissions information manual, the definitions of the terms in bold are as follows:

- a) "University" Rai University
- b) "Admission" admission of the candidates in the Diploma, UG, PG and PhD programs under Different Constituent Schools of Rai University.
- c) "School" Academic Schools under Rai University.
- d) "Website" www.raiuniversity.edu
- e) "ACPC" Admission Committee for Professional Courses,
- f) "ACPDC" means Admission Committee for Professional Diploma Courses,

#### 1. INTRODUCTION

Rai University is dedicated to delivering quality education to a diverse range of students. The university's admission policy is designed to guarantee transparency, fairness, and inclusivity throughout the selection process, adhering to the standards set by the University Grants Commission (UGC), the Government of Gujarat, and other regulatory bodies.

#### 2. SCHOOLS @ RAI UNIVERSITY

The various schools offer programs at the diploma, undergraduate, postgraduate, and doctorate levels. The allocation of seats for diploma, undergraduate, and postgraduate degree programs is governed by the norms and standards of ACPDC/ACPC/UGC and Rai University as applicable. The curriculum is crafted following the NEP 2020 credit and curriculum framework to address the requirements of industries and the broader community.

Preference for available seats will be accorded to candidates who fulfil the prerequisites for admission to the various schools at Rai University.

Below is a list of programs offered by various schools.





RA	RAI SCHOOL OF ENGINEERING			
	Diploma Programs			
1	Diploma in Mechanical Engineering			
2	Diploma in Computer Engineering			
3	Diploma in Information Technology			
	<b>Undergraduate Programs</b>			
1	B.Tech Computer Science and Engineering			
2	B.Tech Information Technology			
3	B.Sc Information Technology			
4	Bachelor of Computer Applications (BCA)			
	Post Graduate Programs			
1.	Master of Computer Applications (MCA)			
	Doctoral Programs			
1.	PhD Computer Science and Engineering.			
2.	PhD in Information Technology.			

RAI SCHOOL OF MANAGEMENT STUDIES			
	Undergraduate Programs		
1	1 Bachelor of Business Administration. (B.B.A)		
	Post Graduate Programs		
1	Master of Business Administration. (M.B.A)		
	Doctoral Programs		
1	1 Ph.D. in Business Management.		
2.	Ph.D. in Commerce.		

$\mathbf{R}$	RAI SCHOOL OF SCIENCES		
	Undergraduate Programs		
1	B.Sc - Chemistry		
2	B.Sc - Microbiology		
3	B.Sc Food Technology		
	Post Graduate Programs		
1	M.Sc - Chemistry		





2	M.Sc - Microbiology	
3	M.Sc Food Technology	

R	RAI SCHOOL OF LAW		
	Undergraduate Programs		
1	BBA- LLB		
2	BA - LLB		
3	Bachelor of Legislative Laws (LLB)		
	Postgraduate Program		
1	LLM		

SO	SCHOOL OF PHARMACY		
	Diploma Programs		
1	Diploma in Pharmacy (D.Pharm)		
	Undergraduate Programs		
1	1 Bachelor in Pharmacy (B.Pharm)		
	Post Graduate Programs		
1	Master in Pharmacy (M.Pharm)		

RAI SCHOOL OF AGRICULTURE					
Undergraduate Programs					
1	1 Bachelor of Science (B.Sc Hons) - Agriculture				

R	RAI SCHOOL OF DESIGN		
	Undergraduate Programs		
1	Bachelor of Design (B.Design)		
	Post Graduate Programs		
2	2 Master of Design (M.Design)		





#### 3. Eligibility Criteria

The eligibility criteria for admission to various programs differ based on the specific requirements of each program or as stipulated by the regulatory authority.

Consequently, the procedure is outlined separately for each program. Specifically, for Technical Programs such as Diploma Engineering, B.Tech, D.Pharm, B.Pharm, M.Pharm, MBA, and MCA, regulation is overseen by ACPC/ACPDC. The university is required to endorse all students enrolled in these programs through ACPC/ACPDC.

RAI SCHOOL OF ENGINEERING			
Course	Branches	Specialization	Eligibility criteria
Diploma	Mechanical		Passing Class 10 from a recognized board requires English, Science, and Mathematics as compulsory subjects.
Diploma	Information Technology	<ul><li>Machine Learning</li><li>Data Analysis and Visualization</li></ul>	Passing Class 10 from a recognized board requires English, Science, and Mathematics as compulsory subjects.
Diploma	Computer Engineering	<ul><li>Machine Learning</li><li>Data Analysis and Visualization</li></ul>	Passing Class 10 from a recognized board/university requires English, Science, and Mathematics as compulsory subjects.
C2D* (ITI to Diploma)	Mechanical		Passing ITI in Allied trade from recognised institute
C2D* (ITI to Diploma)	Information Technology		Passing ITI in Allied trade from recognised institute
C2D* (ITI to Diploma)	Computer Engineering		Passing ITI in Allied trade from recognised institute
B.Tech*	Information Technology	<ul><li>FSD</li><li>Cloud Computing</li><li>QA</li><li>AIML</li></ul>	Passed 12 <sup>th</sup> class (10+2) with PCM from a recognised board/university with a minimum 45% aggregate in Physics, Chemistry and Mathematics.







B.Tech*	Computer Science and Engineering	<ul><li>FSD,</li><li>Cloud Computing,</li><li>QA,</li><li>AIML</li></ul>	Passed 12 <sup>th</sup> class (10+2) with PCM from a recognised board/university with a minimum 45% aggregate in Physics, Chemistry and Mathematics.
D2D* (Dip. Eng to B.Tech)	Information Technology		Passed Diploma in Computer science/Information technology from recognised board/university with minimum 45% marks
D2D* (Dip. Eng to B.Tech)	Computer Science and Engineering		Passed Diploma in Computer science/Information technology from recognised board/university with minimum 45% marks
BCA		Machine Learning     Block Chain	Passed 12 <sup>th</sup> class (10+2) from a recognised board/university with a minimum 45% aggregate in any stream
B.Sc	Information Technology	<ul> <li>Data Science</li> <li>Artificial</li> <li>Intelligence and</li> <li>Machine Learning</li> <li>Cyber Security</li> </ul>	Passed 12 <sup>th</sup> class (10+2) with Science and Commerce Stream from a recognised board/university
MCA*		<ul> <li>Artificial         Intelligence and         Machine Learning         Cyber Security     </li> </ul>	Graduation with 50% marks from any recognised university/institution

SCHOOL OF PHARMACY			
Course	Branches	Specialization	Eligibility
D.Pharm*	Pharmacy		Passed 12 <sup>th</sup> class (10+2) with PCM/PCB from a recognised board/university with a minimum 45% aggregate
B.Pharm*	Pharmacy		Passed 12 <sup>th</sup> class (10+2) with PCM/PCB from a recognised board/university with a minimum 45% aggregate
D2D- Lateral Entry	Pharmacy		Passed Diploma in Pharmacy from recognised board/university with minimum 45% marks





M.Pharm	Pharmacy	<ul><li>Pharmaceutics,</li><li>Quality Assurance</li></ul>	Passed B.Pharm with 50% marks from any recognised university/institution

RAI SCHOOL OF MANAGEMENT STUDIES			
Course	Branches	Specialization	Eligibility
BBA		<ul> <li>Information     Technology and     Management,</li> <li>Sales and Digital     Marketing,</li> <li>Applied HR,</li> <li>Finance</li> </ul>	Passed 12 <sup>th</sup> class (10+2) from a recognised board/university with a minimum 45% aggregate
MBA*		<ul><li>HR,</li><li>Finance,</li><li>Marketing</li></ul>	Passed Graduation (any stream) with 50% marks from any recognised university/institution
MBA*		Agro Business     Management	Passed Graduation B.Sc. (Agriculture) with 50% from recognised university/institution.
MBA*		Pharmaceutical     Management	Passed Graduation B.Pharm with 50 from a recognised university/institution.

SCHOOL OF LAW		
Course	Eligibility	
	Passed 12 <sup>th</sup> class (10+2) from a	
BA LLB	recognised board/university with a	
	minimum 50% aggregate	
	Passed 12 <sup>th</sup> class (10+2) from a	
BBA LLB	recognised board/university with a	
	minimum 50% aggregate	
	Passed Graduation (any stream)	
LLB	with 50% marks from any	
	recognised university/institution	

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	Constitutional and Administrative	
	Law,	Passed LLB with 50% marks from
LLM	<ul> <li>Corporate and Commercial Law,</li> </ul>	any recognised
	<ul> <li>Criminal and Security Law</li> </ul>	university/institution

RAI SCHOOL OF DESIGN			
Course	Branches	Specialization	Eligibility
			Passed 12 <sup>th</sup> class (10+2) from a
B.Design	Design	Fashion	recognised board/university with a
			minimum 50% aggregate
			Passed 12 <sup>th</sup> class (10+2) from a
B.Design	Design	Graphic	recognised board/university with a
			minimum 50% aggregate
			Passed 12 <sup>th</sup> class (10+2) from a
B.Design	Design	UI-UX	recognised board/university with a
			minimum 50% aggregate
			Passed Graduation (any stream)
M.Design	Design	Fashion	with 50% marks from any
			recognised university/institution
			Passed Graduation (any stream)
M.Design	Design	Graphic	with 50% marks from any
			recognised university/institution

Course	Branches	Specialization	Eligibility
B.Sc	Chemistry		Passed 12 <sup>th</sup> class (10+2) with PCM/PCB from a recognised board/university with a minimum 45% aggregate
B.Sc	Microbiology		Passed 12 <sup>th</sup> class (10+2) with PCB from a recognised board/university with a minimum 45% aggregate
B.Sc	Food Technology		Passed 12 <sup>th</sup> class (10+2) with PCB from a recognised board/university with a minimum 45% aggregate
M.Sc	Microbiology		Passed Graduation (Allied stream) with 50% marks from any recognised university/institution





M.Sc	Food Technology		Passed Graduation (Allied stream) with 50% marks from any recognised university/institution
M.Sc	Chemistry	<ul><li>Industrial,</li><li>Organic,</li><li>Analytical Chemistry</li></ul>	Passed Graduation (Allied stream) with 50% marks from any recognised university/institution

RAI SCHOOL OF AGRICULTURE			
Course	Branches	Specialization	Eligibility
B.Sc			Passed 12 <sup>th</sup> class (10+2) from a
(Hons)-04	Agriculture		recognised board/university with a
years			minimum 50% aggregate

#### 4. Application Process

- a. Candidates seeking admission may submit their application form either online through the university's website or offline directly at the university campus admissions office.
- b. The submitted application must contain the required documents and enclosures, such as mark sheets, certificates, Aadhaar for identification proof, and passport-sized photographs.
- c. Additionally, a non-refundable application fee of 10,600/-. must be paid at the time of submission as the registration fee.

#### 5. Admission Procedure

- i. Students may enroll in the program/course that interests them. Admission to the programs offered by Rai University will be based on merit from the qualifying examination and spot admission test/interview if required.
- ii. For admissions, candidates are required to apply via ACPDC/ACPC (for technical programs) or through the University's website online, ensuring their application is submitted within the designated time frame.
- iii. The ACPDC/ACPC or the University will publicize the application dates, the deadline for form submission, the list of available programs, and other pertinent details through advertisements in leading national newspapers, on their official website, and via other necessary digital channels.
- iv. Candidates can apply online by using the Application Form available on the website AR





<u>www.raiuniversity.edu</u>, or directly from the university campus, after paying the necessary fee. The form for all programs should be filled out with precise information, adhering to the outlined procedures.

- v. Candidates must upload a colour-scanned copy of the required certificates and testimonials as outlined in the registration form. Additionally, candidates must specify their preferred order of branch choices while submitting the form.
- vi. The University will issue a notification on its website detailing the date for personal interaction with the student and other pertinent information concerning the examination. Applicants must attend the designated location on the specified date with all original certificates and the course fee, which is to be paid on-site if selected.
- vii. To enable the Accounts department to accept fees from registered candidates before confirmed admission, as "Provisional Admission" in the ERP system for record.
- viii. The university will retain certified photocopies of the original documents, transfer certificate/Migration certificate in original, at the time of admission after verification. Once the fee deposit and all other formalities have been completed, the university will assign a registration Number to the student.
  - ix. Upon registration, the student applicant must report to the Principal/Dean of the school or the designated authority. This step is necessary to verify documents and ascertain the student's eligibility for admission. The entry of confirmed admissions into the ERP system is exclusively performed by the Principal/Dean or the designated authority, following the verification of eligibility criteria and original documents.
  - x. Students are required to fill out a Application form with their complete details, which must be submitted and kept in file. The data from the "Student Data Sheet" will be uploaded to the university's ERP system and will become immediately accessible to everyone via the ERP.
  - xi. The enrollment form, accompanied by photocopies of documents and the original Migration Certificate submitted by the student, should be forwarded to the academic cell/student cell via the respective Principal/Dean as soon as possible, but no later than one month from the last date of admission.
- xii. The Academic/Student Cell will issue a Unique Identification (UID) number to the student once all documents are complete in every respect. An Enrollment Number will not be issued without the original Migration Certificate/transfer certificate. Without an UID number, the student will not be eligible to appear for university examinations.





xiii. If a student decides to pursue further higher education at a university without opting for migration the enrolment number will remain unchanged. Upon re-admission, a student who has been issued a migration certificate from Rai University will receive a new UID number upon submission of the migration certificate.

The last date of admission will be notified by the Hon'ble Registrar's office by specific order under the guidance of UGC advisory.

Students are required to submit the predefined affidavits at the time of admission.

S.No	Documents
1	S.S.C. Examination (Std. X) to Last exam passed Mark Sheets,
2	School Leaving Certificate, Transfer Certificate or Migration Certificate
3	Caste Certificate for a candidate belonging to Scheduled Caste (SC), Scheduled Tribes (ST) and Family Income Certificate (if applicable)
4	Socially and Educationally Backward Classes (SEBC) Certificate or Other Backward Caste Certificate and Non Creamy Layer Certificate (if applicable)
5	Economically Weaker Sections Certificate (EWS) for Open category Students (If Applicable)
6	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)
7	Certificate of Ex-Servicemen
8	Affidavits in case of discontinuity in education for one or more years (Gap Certificate)
9	Anti-ragging affidavit by student
10	Anti-ragging affidavit by parents  REGISTRAS





11	Aadhar Card	
12	Any other document as demanded by the admission officer in charge.	
13	Latest Passport size photographs of the candidate (Three Photographs)	

#### 6. Selection Process

#### 6.1 For Diploma, Undergraduate and Postgraduate Programs

- Admission is based on academic merit, entrance exam scores (if applicable), and personal interviews.
- Candidates who are shortlisted will be contacted through email or phone to proceed to subsequent stages, such as counselling or additional interviews.

#### 6.2 For Ph.D. Programs

- Admission is based on the performance in the entrance test and a personal interview.
- Candidates with valid UGC NET/JRF/GATE/CSIR scores may be exempted from the entrance test.

#### 7. Reservation Policy

Rai University follows the reservation policies as prescribed by the Government of India and the Government of Gujarat state regulations. Categories such as SC/ST/OBC/EWS and candidates with disabilities are eligible for reservation benefits as per applicable norms.

i. Reservation of Seats shall be as per the guidelines of the Government of Gujarat announced from time to time, provided that the candidates should produce valid certificates duly signed by a competent authority empowered by Govt. of Gujarat, issued on or after the 1<sup>St</sup> April of the Academic Year.





#	Seat Category	Reservation
1	Schedule Caste (SC)	7%
2	Schedule Tribe (ST)	15%
3	Other Backward Classes (OBC)	27%
4	Physically Handicapped (PH)	3%
5	Economically Weaker Sections	10%

- ii. Candidates, as outlined in the clause matrix above, must submit the valid certificates within the stipulated time. Failure to do so will result in their admission application being considered under the unreserved category.
- iii. Seats reserved that remain unclaimed after the final application submission date in any category will be reclassified as open-category seats, following a thorough verification of all required documents for admission.

#### 8. Scholarships and Financial Assistance

The university provides a range of scholarships and financial aid programs tailored for merit, financial necessity, and specific categories. Comprehensive details regarding these scholarships can be found on the university's website www.raiuniversity.edu

#### 9. Fee Payment Procedure

- i. A candidate granted admission must pay the fees as set by the University.
- ii. Each Academic Year is divided into two semesters, except for D.Pharm.
- iii. Admitted students are required to pay their fees for each semester as per the respective semester's notice. Failure to comply will lead to a prohibition from participating in academic sessions.
- iv. Payments can be made online (via Debit Card, Credit Card, UPI, Net Banking, or QR Code) or offline (through Cash, Cheque, Demand Draft, NEFT, or RTGS).
- v. The Demand Draft or Cheque should be made out to "Rai University," payable at Ahmedabad.
- vi. Fee submission is considered complete only after the university issues a receipt, which is provided upon the student's request and after verifying that the transaction details confirm the funds have been received in the university's accounts

#### 10. International Students

- i. International applicants must meet the equivalent educational qualifications recognized by Indian institutions.
- ii. They may need to obtain a valid student visa and meet the English language proficiency requirements (such as IELTS/TOEFL).



#### 11. Important Dates

The University announces specific admission timelines, including application deadlines, entrance test dates, and counselling schedules. These are updated on the university website before the commencement of each academic year.

#### 12. Common Facilities for Students at University Campus

#### **14.1** Hostel

- a) Hostel facilities on campus are limited and available for girls and boys with outstation candidates receiving preference.
- b) Rooms are allotted based on the availability of seats in the Hostel.
- c) Room allotment is limited to the specific session only.
- d) Seat allotment is also limited to the specific session only.
- e) Hostel rooms will be allotted before EACH session to students, provided all pending dues are cleared.
- f) Hostel facilities may be revoked on disciplinary grounds.
- g) Hostel accommodation operates on a first-come, first-served basis, depending on availability. Candidates eager to use the Hostel and Mess facilities should report to the Facilities Desk on Campus immediately after admission is secured.
- h) Hostel fees, once paid, are non-refundable and non-adjustable.
- i) Fees are NON-REFUNDABLE if hostel accommodation is terminated due to rule violations.
- j) Hostel charges are subjected to revision every year.

#### 14.2 Transport

- Transport facility allocation is Online/Offline basis. a)
- Students will be able to choose the Route number from the available options only. b)
- Seat is allotted on the basis of availability of the seats in the bus. c)
- The allotment of seat is restricted to that particular session only. d)
- Before EVERY Session bus seat shall be allotted to students' subject to clearance of e) pending dues, if any.
- Bus facility can be withdrawn on disciplinary grounds. f)
- Students are not permitted to change Bus route on their own. Strict disciplinary action shall g) be initiated against defaulters.
- Student has to carry bus route allocation letter/fee receipt while coming to campus first time h)
- i) Bus Pass (Identity Card) will be issued to student on submission of Route Allocation by transport department. REGISTRAR
- Transport fee once paid will not be refunded /adjusted. j)





- k) Fee is NON-REFUNDABLE if the transport is withdrawn on grounds of violation of rules & regulations.
- 1) Transport charges are subjected to revision every year.

#### 13. Admission Disqualification

- a) If during the verification of documents or at any subsequent time, the University discovers that any certificate, testimonial, or information provided by a candidate is incorrect, false, or not in compliance with the requirements, the candidate's admission will be revoked, and they will be permanently barred from admission to the University.
- b) All fees paid by such candidates will be forfeited, and only the deposit may be refunded within a prescribed time frame as determined and announced by the University from time to time, after receiving all necessary documents from the candidate in this regard.

#### 14. CANCELLATION OF ADMISSION AND REFUND OF FEES

- i. The Admission Committee has the authority to revoke any admission that has been granted inadvertently or obtained by the candidate through incorrect or insufficient information. In such instances, the fees will be refunded, with the exception of the Application Fees.
- ii. Candidates with backlogs from any board in Class X, XII, Graduation, or Post-Graduation are ineligible for admission, regardless of their application or registration status. Admission will only be granted upon successful completion and fulfilment of the necessary eligibility criteria of the qualifying examination, namely the Class 12th Examination from the respective boards before the academic session begins.
- iii. All admitted candidates must strictly adhere to the university's rules and regulations and maintain proper discipline and decorum during trips, visits, study tours, internships, workshops, and any other activities, whether on or off campus. Failure to comply may result in the university exercising its right to revoke admission at any time.
- iv. Candidates who have been granted admission and wish to cancel must submit a handwritten cancellation request letter, duly signed by their parents or guardian, to the Admission Office.
- v. After completing the admission process and receiving a UID number, if a candidate **REGISTRAR**





wishes to cancel their admission, they must follow the procedure outlined in the point above and submit their application to the academic cell/student's cell.

- vi. To request a refund, a candidate must submit the original fee receipt, admission letter, a handwritten cancellation application, and a withdrawal request letter signed by the candidate and countersigned by a parent or guardian.
- vii. Only the hard copy of the refund request application will be considered for communication. Should a student withdraw from the program after it has begun, they must submit a No-Objection Certificate (NOC) signed by the Dean or Principal of the respective school within the university.

S. No.	Percentage of Refund of Aggregate Fees	Point of Time when Notice of Withdrawal of Admission is served to the University
1	100%*	15 days or more before the formally-notified Last Date of admission
2	90%	Less than 15 days before the formally-notified Last Date of admission
3	80%	15 days or less after the formally notified Last Date of admission
4	50%	30 days or less, but more than 15 days after being formally notified last date of admission
5	00%	More than 30 days after being formally notified the last date of

NOTE: Caution money and security deposit, which are not part of the fee chargeable, shall be refunded in full.

- viii. In case of (1)\* in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.
- ix. Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.



#### 15. WARNING

Ragging is completely banned in the University Campus. The students are instructed to follow and maintain discipline in the campus. He/she shall not be indulged in any kind of ragging-related activities inside or outside campus, any kind of remarks or action in respect to its Caste, Creed Religion, Gender etc. All are punishable offences and appropriate actions shall be taken against the indulged student.

The students on their commencement of classes shall have to submit an Affidavit in the prescribed proforma as mentioned in the University website along with the signature of their parent/guardian to the effect that they are aware of the severity of the offences related to the Ragging or any illegal activities against any students at RAI University.

#### 16. COMMUNICATIONS

- All communication regarding the Admission Process by the University will be conducted through the website <a href="www.raiuniversity.edu">www.raiuniversity.edu</a>. Candidates should regularly visit the University's website for updates on admissions. The University will not be held accountable for any communication that is not received. Individual communications will not be provided
- Aspiring candidates, along with their parents and guardians, are encouraged to periodically check the University's website for the most recent updates on the admission process.
- The rules are subject to change for various reasons. Any changes to these rules, including the modalities of the admission process, will be announced and updated on the University's official website, <a href="www.raiuniversity.edu">www.raiuniversity.edu</a>.
- Candidates are advised and responsible for staying informed about the latest details of the admission modalities and specifics, including but not limited to rules, processes, criteria, schedules, fees, etc.

#### 17. INTERPRETATION

- i. Should any difficulty or question arise regarding the interpretation of any provision during the implementation of these rules, the decision of the University Management shall be considered final.
- ii. Candidates will be subject to the rules and regulations of the University that are applicable during their course of study at Rai University. Any disputes will fall under the exclusive jurisdiction of Ahmedabad.





iii. The management of Rai University retains the authority to alter any of the aforementioned stipulations at their sole discretion without providing any justification.

#### 18. Contact Information

For further queries regarding admission, applicants can contact:

• Admission Office: 8980004325

• Email: info@raiuniversity.edu

• Website: <u>www.raiuniversity.edu</u>

The admissions information manual guarantees that Rai University adheres to a transparent and efficient selection process for the best candidates, consistent with its dedication to inclusive education.

