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Information Brochure

For Admission to

Post Graduate Technical Courses

(First Year of Engineering and Technology, Pharmacy,
Architecture and Hotel Management and Catering
Technology, Management, Computer Applications
And
Direct Second Year of Computer Applications)

For the Academic Year

2016-17

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1. Introduction,-

In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules on 11th March 2016 to regulate the admissions to the **First and Direct Second Year of Full Time Professional Post Graduate Technical Courses** (Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology, Management and Computer Applications). These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions to the Full Time Professional Postgraduate Technical Courses) Rules, 2016. This brochure gives information regarding the eligibility and rules of admission for these courses to first and Second year of various technical professional Post graduate courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, refund of fees, etc.

These rules are also applicable for admissions in Government and Government Aided professional educational institutions vide Government Resolution of Higher & Technical Education Department No. TEM-2016/CR 536/TE-4 Dated 15th March 2016.

2. Definitions.-

- (a) "Act" means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Act XXVIII of 2015);
- (b) "Admission Reporting Centre" means a centre where the Candidate shall report for confirmation of admission by submission of documents and payment of fees;
- (c) "All India Seats" means seats available to an eligible Indian National Candidate;
- (d) "Application Form" means prescribed form filled up online by the Candidate for admission;
- (e) "Autonomous Institution" means the institution to which autonomy is granted by the University Grants Commission;
- (f) "CAP Seats" means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (g) "Competent Authority" means the Commissioner of State CET appointed by the Government under section 10, for conducting CET through CAP for the admissions into Private Professional Educational Institutions;
- (h) "Courses" means the postgraduate technical courses in Engineering and Technology, Pharmacy, Architecture and Hotel Management and Catering Technology;
- (i) "Eligible Candidates" means the candidates who are eligible for different professional courses as notified by the Government, from time to time under sub-section (1) of section 3 of the Act;
- (j) "Facilitation Centre" means a centre where the facilities like sale of application kits, filling online forms, verification of documents and grievances, etc, are provided ;
- (k) "Home University (HU)" means the university area as specified in rule 5(1) herein;
- (l) "HSC" means the Higher Secondary School Certificate (Standard XII)

examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Boards;

- (m) "Institutional Quota" means seats available for admission to eligible Candidates at Institution level as declared by the Government or appropriate authority from time to time;
- (n) "Inter-Se-Merit" means the order of merit in respect of various classes/category of Candidates;
- (o) "Minority Quota" means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs;
- (p) "Non-Autonomous Institution" means those institutions which are not 'Autonomous Institutions';
- (q) "Overseas Citizen of India (OCI)" means a candidate/person registered as an Overseas Citizenship of India as declared by the Central Government under section 7A of the Citizenship Act 1955 and includes Persons of Indian Origin (PIO).

Explanation: For the purposes of this clause, all the existing Persons of Indian Origin (PIO) cardholders registered under notification of the Government of India, Ministry of Home Affairs No. F. No. 26011/04/98- F. I dated 19th August 2002 and shall now be deemed to be Overseas Citizens of India (OCI) card holders by virtue of Notification of Government of India, Ministry of Home Affairs, No. 25024/9/2014-F.I. Dated 9th January, 2015;

- (r) "OHU" means the area Outside Home University area;
- (s) "Qualifying Examination" means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (t) "Sponsored Candidate" means the candidate having minimum of two years of full time work experience counted after the date of declaration of result of qualifying degree till the last date of receipt of application in a registered firm/ company/ industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.
- (u) "SSC" means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Boards;
- (v) "Supernumerary Seats" means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time;

3. Invitation of Application.– The Candidates seeking admissions to the professional courses for the seats provided in -

- (a) 7(1)-**Maharashtra State Candidature Seats**,7(2)- **All India Candidature Seats**, 7(3)- **Minority Quota Seats** and 7(5)(b)- **Supernumerary Seats for Jammu and Kashmir Migrant Candidature**- For these seats the candidates shall apply to the Competent Authority for admission through Centralised Admission Process(CAP).
- (b) 7(4)- **Institutional Quota Seats**- For these seats the candidates shall first/initially apply to the Competent Authority, who shall prepare Merit List of all such applicants, to enable the institutions to give admissions to such applicants on the basis of inter-se merit, as specified by the appropriate authority.

- (c) 7(4)- **Institutional Quota Seats** and 7(5)(a) **Supernumerary Seats for OCI/ PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidates**- For these seats the candidates after applying to the Competent Authority shall thereafter apply to the concerned institution for admission at Institution level and the Institution shall give admission on the basis of inter-se merit in the Merit List prepared by the Competent Authority. **It is pre-requisite and mandatory to apply to the Competent Authority to be eligible for admission under this quota.**

The Candidate should submit the necessary Certificates issued by the concerned Appropriate Authority, along-with the application, in the given Proforma. The list of documents to be submitted is given in Rule17 of this Information Brochure.

4. Role of Competent Authority and its representatives in the process of Admission.-

- a) The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralised Admission Process and shall direct the students as per their allotment through CAP to all institutions i.e. Government, Government Aided, University Department, University Managed Colleges, Dr. Babasaheb Ambedkar Technological University, Lonere (BATU) and Unaided Private Professional Educational Institutions.
- b) The Admission Regulatory Authority shall deal with the representations received from the candidates pertaining to allotment and admissions as Grievance Redressal Authority.
- c) All the decisions taken in relation to Admission to First/ Direct Second Year of courses, by the Competent Authority shall be final and binding on all concerned.

4.1 Jurisdiction of the Universities:

The following table shows the details about the Home Universities in Maharashtra State along with their Head Quarters and their Jurisdiction.

The Director, Technical Education shall act as a Nodal officer to carry out the admission process under supervision & control of the competent authority.

S. No	Home University	District of Jurisdiction	Representative of Nodal Officer at Regional Level
1.	Dr. Babasaheb Ambedkar Marathwada University	Aurangabad, Beed, Jalna, Osmanabad	The Joint Director of Technical Education, Regional Office, Osmanpura,
2	Swami Ramanand Teerth Marathwada University, Nanded	Hingoli, Latur, Nanded, Parbhani	Station Road, Aurangabad-431005
3	Mumbai University	Mumbai City, Mumbai Suburban,	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, 49-

		Ratnagiri, Raigad, Palghar Sindhudurg , Thane	Kherwadi, Aliyaware Jung Marg, Bandra (E), Mumbai-400 051
4	North Maharashtra University	Dhule, Jalgaon, Nandurbar	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, Sumangaon Road, Nashik Road, Nashik-422101
5	Savitribai Phule Pune University	Ahmednagar, Nashik Pune	
6	Shivaji University	Kolhapur, Sangli, Satara	The Joint Director of Technical Education, Regional Office, E-412, Bahirat Patil Chowk, Shivaji Nagar, Pune – 411 016.
7	Solapur University	Solapur	
8	Sant Gadge Baba Amravati University	Akola, Amravati, Buldana, Washim, Yavatmal	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, V.M.V.Road, Amravati – 444 603.
9	Rashtrasant Tukdoji Maharaj Nagpur University	Bhandara, Gondia, Nagpur, Wardha	The Joint Director of Technical Education, Regional Office, Government Polytechnic Campus, Mangalwari Bazar, Sadar, Nagpur – 440 001.
10	Gondwana University	Chandrapur, Ghadchiroli	
11	SNDT Women's University	Entire Maharashtra	Director, Technical Education Mumbai

5. Candidature Type.-

5(1) Maharashtra State Candidature.- A Candidate can claim only one type of Maharashtra State Candidature Type i.e. from Type A to E.

Type	Eligibility Criterion	Home University
Type-A	<p>(a) For First Year:-</p> <p>(i) Candidates passing HSC or Passing Diploma in Engineering or Technology or Pharmacy and also Qualifying Examination from a recognised institution in Maharashtra State</p> <p>(ii) Candidate who is either Domicile of Maharashtra and/or is born in Maharashtra;</p>	Place of passing of Qualifying Examination falling within the jurisdiction of the respective University area.
Type-B	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective University area.
Type-C	A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.	Place of posting of Father or Mother of Candidate falling within the jurisdiction of the respective University area.
Type-D	A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	Place of posting of Father or Mother of Candidate or the place of settlement of the Father or Mother if retired or the place of last posting if deputed outside Maharashtra falling within the jurisdiction of the respective University area.
Type-E	(a) Candidates passing HSC or Passing Diploma in Engineering or Technology or Pharmacy and also Qualifying Examination from a recognized institution located in a disputed Maharashtra Karnataka Border Area and whose Mother tongue is Marathi.	Candidate shall be considered for the Outside Home University or State Level Seats.

5(2) All India Candidature.-The Candidates having Indian Nationality are eligible under this Category.

5(3) Minority Candidature.- The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

5(4) NRI Candidature.-The Candidate who fulfils the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category.

5(5) Foreign Student or OCI or PIO Candidature.-The Foreign Student Candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) candidate, as defined under clause (p) of rule-2 and Persons of Indian Origin (PIO) as defined in clause (o) of Section 2 of the Act are eligible under this Category.

5(6) Jammu and Kashmir Migrant Candidature.-

- (a) The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities; or
- (b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or
- (c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism are eligible under this category;

6. Sanctioned Intake and Supernumerary Seats for various Courses.-

6(1) The Sanctioned Intake for First Year Post Graduate Degree Courses, Direct Second Year (Lateral entry) and Direct Second Year separate division Post Graduate Courses shall be as per the approval given by the authority which is competent for giving approval to respective courses and affiliation given by the respective affiliating University before cut-off date as laid down for that year.

The Institute Information, Courses and the Sanctioned Intake displayed on the web site of the Competent Authority shall be treated as authentic for admissions for the year 2016-17. Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.

For admission to Direct Second Year (Lateral entry), the number of seats available shall be calculated as given in **Schedule - II**.

6(2) The supernumerary seats shall be available to the Institutions as approved by the appropriate authority, from time to time.

7. Allocation of Seats.-The percentage of allocation of seats for various types of candidates in the Home University, Other than Home University and State Level shall be in accordance with the policy of the Government as specified in **Schedule-I** for First Year and **Schedule -II** for Direct Second Year of various Post Graduate Courses.

7(1) Maharashtra State Candidature Seats.- The Candidates having Maharashtra State Candidature as specified in 5(1), shall be eligible for these seats.

7(2) All India Candidature Seats.-The Candidates having Candidature as given in 5(2) shall be eligible for these seats.

7(3) Minority Quota Seats.-The Candidates having Candidature mentioned in 5(3) shall be eligible for these seats as specified in **Schedule-I** and **Schedule-II**. These seats shall be filled in accordance with the provisions of sub-section (2) of section 6, of the Act.

7(4) Institutional Quota Seats.- The Institution can admit Eligible Candidates against 20 % of the Sanctioned Intake, subject to following conditions.-

- (i) The Candidates having Candidature mentioned in 5(1), 5(2) 5(3), 5(4) and 5(6) shall be eligible for these seats;
- (ii) The maximum 5% seats may be filled in from the NRI Candidates, if it is approved by the Appropriate Authority, at the Institution level.
- (iii) If the seats reserved for NRI quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates of All India Candidature;

Provided that while filling these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of *Inter-Se-Merit*.

7(5) Supernumerary Seats for,-

(a) OCI/ PIO, Foreign Students and the children of Indian Workers in Gulf Countries (CIWGC) Candidates.-

- (i) The Candidates having candidature as given in 5(5) and the children of Indian Workers in Gulf Countries shall be eligible for these supernumerary seats.
- (ii) These seats shall be subject to the maximum of 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. Out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Students candidates.
- (iii) These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in 8.
- (iv) Candidates fulfilling the eligibility criteria for Foreign Nationals/ PIOs/Children of Indian workers in the Gulf countries/ **Child or Ward of NRI** shall send their applications to **The Director, Sydneyham Institute of Management Studies and Research and Entrepreneurship Education (SIMSREE), B- Road, Churchgate , Mumbai-400 020**

(b) Jammu and Kashmir Migrant Candidature:

- (i) These seats shall be filled in by the Competent Authority.
- (ii) The Candidates having candidature as given in 5(6) shall be eligible for these seats.
- (iii) The number of seats for this quota shall be as per the policy of the Government.

7(6) Reservations:

All the reservations given below shall be applicable to **candidates belonging to Maharashtra State only** subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

(a) Reservation for Backward Class category Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates, coming under the CAP. Backward class candidates shall claim the category to which they belong to at the time of submission of application form for CAP.

Sr.No.	Category of Reservation	Percentage of seats Reserved
01	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0 %
02	Schedule Tribes (ST)	7.0%
03	Vimukta Jati (VJ)/De Notified Tribes(DT) (NT-A)	3.0%
04	Nomadic Tribes 1 (NT-B)	2.5%
05	Nomadic Tribes 2 (NT-C)	3.5%
06	Nomadic Tribes 3 (NT-D)	2.0%
07	Other Backward Classes (OBC)	19.0%
	Total	50.0%

(c) Reservation for Persons with Disability Candidate:

Three percent (3%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates with Disability.

- (i) 1% seats for Visually impaired (blind) candidates (P1),
- (ii) 1% seats for Speech & hearing impaired (deaf & dumb) candidates (P2),
- (iii) 1% seats for Orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3)

The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit of respective type of handicap of such candidates. **These seats are available in Home University (HU) / State Level (SL) seats for Maharashtra domiciled candidates.**

The candidates claiming reservation under this category shall submit the certificates strictly as per the Proforma- F/F-1.

Note:-

Candidates with Disability should note that on admission to postgraduate degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities.

7(7) Eligibility Criteria:

Year and Course	Eligibility conditions and requirements for admissions
Post Graduate Degree Management (MBA/MMS)	<p>(1) Maharashtra State Candidature Candidate.-</p> <p>(i) The Candidate should be an Indian National; (ii) Passed minimum Three year duration Bachelors Degree awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only) or its equivalent; (iii) Obtained score in CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2016).</p> <p>(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates.-</p> <p>(i) The Candidate should be an Indian National; (ii) Passed minimum Three year duration Bachelor’s Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only) or its equivalent; (iii) Obtained score in one of the following examinations; CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2016), Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America(GMAT), Common Admission Test conducted by Indian Institute of Management (CAT), Management Aptitude Test Conducted by All India Management Association (MAT), Entrance Test for Management Admissions conducted by The Association of Indian Management Schools.(ATMA), Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) and Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT), valid for admissions during the Academic year 2016-17.</p> <p>(3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</p> <p>Passed minimum Three year duration Bachelor’s Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or its equivalent.</p>

Computer Applications (MCA)	<p>First and Direct Second Year (Lateral Entry and Separate Division)</p> <p>(1) For Maharashtra State Candidature Candidate and All India Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed minimum three year duration Bachelors Degree awarded by University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only);</p> <p>(iii) Studied Mathematics as one of the subjects at (10+2) level or at Graduate level examination;</p> <p>(iv) For Direct second year admissions, the candidate should have passed Bachelor Degree in Computer Applications or Science (Information Technology or Computer Science);</p> <p>(v) Obtained score in MAH-MCA-CET 2016.</p> <p>(2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National .—</p> <p>(i) Passed minimum three year duration Bachelor's Degree awarded by University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent;</p> <p>(ii) Studied Mathematics as one of the subjects at (10+2) level or at Graduate level examination;</p> <p>(iii) For Direct second year admissions, the candidate should have passed Bachelor Degree in Computer Applications or Science (Information Technology or Computer Science).</p>
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-Pharmacy (M.Pharm)	<p>(1) For Maharashtra Candidature Candidates and All India Candidature Candidates.—</p> <p>(i) The candidate should be an Indian National;</p> <p>(ii) Passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks (at least 50% marks in case of SC or ST category and Persons with Disability Candidates belonging to Maharashtra State only); Such candidates will have to obtain (if do not possess already) registration with State Pharmacy Council within one month after securing admission.</p> <p>(iii) Obtained score in Graduates Pharmacy Aptitude Test (GPAT) conducted by All India Council for Technical Education;</p> <p>(iv) For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.</p> <p>(2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.—</p> <p>Passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks.</p>
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Engineering and Technology (M.E./M.Tech.)	<p>For Maharashtra Candidature Candidate and All India Candidature Candidate,-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed Bachelor Degree in the relevant field of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50% marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only);</p> <p>(iii) Passed Bachelor Degree in the relevant course of Engineering and Technology as specified in the eligibility criteria for admission to a Post Graduate Degree course of the concerned University for which admission is being sought;</p> <p>(iv) Obtained score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology;</p> <p>(v) For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.</p> <p>(2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.—</p> <p>(i) Passed Bachelor Degree in the relevant field of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50 % marks;</p> <p>(ii) Passed Bachelor Degree in the relevant course of Engineering and Technology as specified in the eligibility criteria for admission to a Post Graduate Degree course of the concerned University for which admission is being sought.</p>
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Architecture (M.Arch.)	<p>(1) Maharashtra Candidature Candidate and All India Candidature Candidates,- (i) The candidate should be an Indian National; (ii) Passed Bachelor Degree in Architecture from All India Council for Technical Education or Council of Architecture or Central or State Government approved institutions or equivalent, with at least 50 % marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only); (iii) Obtained score in MAH-M.ARCH-CET 2016.</p> <p>(2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National .— Passed Bachelor Degree in Architecture from All India Council for Technical Education or Council of Architecture or Central or State Government approved institutions or equivalent, with at least 50 % marks.</p>
Hotel Management and Catering Technology (M.HMCT)	<p>(1) Maharashtra Candidature Candidates, All India Candidature Candidate.- (i) The Candidate should be an Indian National; (ii) Passed Bachelor Degree in Hotel Management and Catering Technology from All India Council for Technical Education or Central or State Government approved institutions or its equivalent, with at least 50 % marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only) ; (iii) Obtained score in MAH-M.HMCT-CET 2016.</p> <p>(2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.— Passed Bachelor Degree in Hotel Management and Catering Technology from All India Council for Technical Education or Central or State Government approved institutions or its equivalent, with at least 50 % marks.</p>

Note :

(a) Eligibility criteria for Candidates belonging to Persons with Disability:

In addition to the basic qualification mentioned above, candidate who is suffering from any one of the following permanent disabilities is eligible to seek admission against seats reserved for Persons with Disability candidates (i.e. Candidate who is visually impaired (blind) Candidate type- P1, Candidate who is speech & hearing impaired (deaf & dumb) Candidate type- P2, Candidate who has orthopaedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic Candidate type -P3), provided they submit a certificate (Proforma F/F-1) clearly stating that the extent of disability is more than 40% and the disability is of permanent nature.

8. Preparation of Merit List.-

8(1) Assignment of merit number.- All eligible Candidates who have submitted Application Form on or before the last date specified for the submission of Application Form for Admission through CAP shall be assigned a merit number.

8(2) Change of Marks due to verification.- If the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned Competent Authority or Board, the same shall be reported to the Competent Authority for admission through CAP or its designated representatives immediately. However the effect of such change will be taken into consideration only for the subsequent round (s) of admission.

8(3) Method of calculating marks at qualifying examination for deciding eligibility.- While deciding the eligibility of the Candidates following procedure shall be adopted,-

- (a) The percentage of marks shall be calculated by rounding off to two places after decimal and if the percentage of marks comes out to be 44.50% to 44.99% then it shall be rounded to 45% and if the percentage of marks comes out to be 44.01% to 44.49% shall be rounded to 44% for deciding the eligibility.
- (b) If letter grades are assigned at SSC, HSC, Diploma, Bachelor of Science or its equivalent examination, the Candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned Competent Authority or Board at the time of submission of Application Form. The eligibility shall be decided on the basis of equivalent marks.
- (c) If the Candidate reappears for the qualifying examination with all subjects then the marks obtained in the latest examination shall only be considered.

8(4) Assignment of Merit Number for various Courses.- First Year Engineering and Technology, Pharmacy, Management, Architecture, Hotel Management and Catering Technology and First or Direct Second Year Computer Applications,-

(i) The merit list for the Candidates as per rule 5(1), 5(2), 5(3) and 5(6) of these rules, shall be prepared on the basis of marks or score secured by the Candidate in the CET conducted by the Competent Authority or marks or score secured in any other examination conducted by the concerned appropriate authority (For M.B.A./MMS, all India Quota seats on the basis of percentile score of the examination) for the purpose of admission to these Courses:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,:-

- (a) higher percentage of marks in HSC;
- (b) higher percentage of marks in SSC;
- (c) higher marks in Science subject in SSC;
- (d) higher marks in Mathematics subject in SSC;
- (e) higher marks in English in SSC.

(ii) The merit list for the NRI /OCI and Foreign Students Candidates stated at rule 5(4) and 5(5) of these rules shall be prepared on the basis of the percentage of marks in the Qualifying examination:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

- (a) higher percentage of marks in HSC;
- (b) higher percentage of marks in SSC;
- (c) higher marks in Science subject in SSC;
- (d) higher marks in Mathematics subject in SSC;
- (e) higher marks in English in SSC.

9. Centralised Admission Process (CAP).-

9 (1) The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The Government, Government Aided and University Department shall also admit the candidates through CAP. The stages of CAP shall be as stated below,-

- (a) Display or Publishing of Information Brochure by the Competent Authority. The Information Brochure shall be published on the website of the Competent Authority.
- (b) Filling Online Application Form by Candidate for participation in the Centralised Admission Process.

- (i) All the aspiring candidates shall register their name on the official website. The system shall generate a unique Application ID for the candidate. The candidate shall fill in the Online Application Form for admission through their login.

For admissions to first year Engineering / Technology and Pharmacy the eligible candidates aspiring for admission shall apply, by paying required fees as given below through online mode (Credit Card/ Debit Card/ Net Banking).

Post Graduate Admission	General Category Candidates and Outside Maharashtra State Candidate, Children of Indian workers in the Gulf countries	Reserved Category candidates from Maharashtra State and Persons with Disability candidates from Maharashtra	Children of NRI / OCI / PIO, Foreign National
Engineering and Technology	Rs. 800/-	Rs. 600/-	Rs. 5,000/-
Pharmacy	Rs. 1,000/-	Rs. 800/-	Rs. 5,000/-
MBA/MMS (GMAT / CAT, MAT/ ATMA/ XAT/ CMAT Only)	Rs. 1,000/-	Rs. 800/-	Rs. 5,000/-

- (ii) The amount is Non refundable.
- (iii) The candidate should read the information brochure published on the website carefully.
- (iv) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
- (v) The list of the Facilitation Centers shall be published on the website.

The Facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents without any charges.

- (vi) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet from home, cybercafé.
 - (vii) Candidates are required to fill in all the details as per the instructions.
 - (viii) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it if required. The candidate shall take printout of the form and sign it.
 - (ix) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form.
 - (x) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
- (c) Confirmation of Online Application Form and Document Verification at Facilitation Centre by the Candidate in person;
- (i) The Candidates shall report to any convenient Facilitation Centre in person along with signed printout of application form filled online and the required original documents for verification.
 - (ii) The Facilitation Centre In-charge shall verify the information from the original copies of required documents and collect the duly signed application.
 - (i) The Facilitation Centre In-charge shall confirm candidate's Application Form through online system and issue the Receipt cum Acknowledgement of Application Form.
- (iv) After confirmation of application form data/information can not be changed by candidate.**
- (d) Display or Publishing of Provisional merit list, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;

- i. Provisional Merit List of eligible candidates will be displayed on the website.
- ii. For discrepancy if any, in the provisional merit list, Candidates can submit the grievances in written along with required document at Facilitation Centre where candidate has confirmed application form within the specified grievance period given in the schedule.
- iii. No document shall be accepted to substantiate the claim made in application after scheduled dates.
- iv. Final merit lists will be displayed on the website.

NOTE: - The merit list gives relative position of the candidate and it does not guarantee admission to any course.

- (e) Display of available Category wise Seats (Seat Matrix) for CAP Rounds I-

The competent authority shall publish the information about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.

- (f) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I - Candidates may fill in **minimum 1 and maximum 300 choices** of Institutes and Courses in decreasing order of their preference. The Option Form once confirmed by the Candidate through their login shall be considered for allotment in CAP Round I, II and III;
- (i) In order to participate in the CAP (subject to fulfillment of the eligibility criterion of respective CAP round), it is MANDATORY to fill the Online Option Form for CAP Round I.
 - (ii) Candidates will be able to fill in the online option form through their login.
 - (iii) It is mandatory for all candidates to confirm the online option form by himself / herself.
 - (iv) After confirmation of Option form, the candidate will not be able to change the Options.
 - (v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.
 - (vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be his/her first preference (Highest Priority Choice).
 - (vii) Option form received through online submission only will be considered for further processing.
 - (viii) Candidate shall confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference
 - (ix) The candidate can fill in minimum 1 and maximum 300 options. The candidate shall fill the institute choice code against the option number in the online option form.
- (g) Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
- (h) Reporting and accepting the offered seat as per the allotment of the CAP Round I by the Candidate at Admission Reporting Centre.
- (i) Display of available Category wise Seats (Seat Matrix) for CAP Rounds II-
- (j) Display of Provisional Allotment of CAP Round II indicating allotted institute and Course.
- (k) Reporting and accepting the offered seat as per the allotment of the CAP Round II by the Candidate at Admission Reporting Centre.
- (l) Display of available Category wise Seats (Seat Matrix) for CAP Rounds III-
- (m) Display of Provisional Allotment of CAP Round III indicating allotted institute and Course.
- (n) Reporting and accepting the offered seat as per the allotment of the CAP Round III, by the Candidate at Admission Reporting Centre.
- 9 (2)** During the CAP, before accepting the allotted seat in Round I, II and III, a Candidate can select the choice of 'Freeze', 'Slide' or 'Float' for subsequent round(s), if any, of seat allocation, as provided below,-

- (a) **Freeze:** Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission;
- (b) **Slide:** Candidates accept the offered seat and indicate that, if admission to the academic program of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission;
- (c) **Float:** Candidates accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such Candidates will be considered in subsequent rounds of admission;
- (d) Candidate should select the reporting option as 'Freeze', 'Slide' or 'Float' through their login.
- (e) If candidate gets better choice in CAP Round II and /or III, Candidate may change the reporting option as 'Freeze', 'Slide' or 'Float' through their login, otherwise earlier option will be carried forward.
- (f) For Candidates who choose the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round;
- (g) Sliding and Floating options will not be available to a Candidate who is offered admission to his first choice.
- (h) If a candidate fails to report for the acceptance of allotted seat at Admission Reporting Center in scheduled time, It will be treated as if he has rejected the allotted seat and such candidate shall not be eligible for CAP Round II and / or III. However such candidates will be able to participate in CAP Round IV.

9(3) Conduct of CAP Round-IV.-

- (a) The seats available for this round shall be published on the website. The Candidates are allowed to fill in or edit the already filled online option form. The seats to be allotted during this round shall be subject to following conditions.-
 - (i) Before start of this round, the Candidates can change their option from Sliding or Floating to Freezing or vice-versa;
 - (ii) Following candidates will be considered eligible for this round;
 - a. The eligible Candidates who have not been allotted any seat in any of the previous rounds or not participated by the way of not filling the Option form in CAP Round I; or
 - b. Those who have taken and cancelled their admission in the earlier rounds; or
 - c. Those who have rejected the offered seat by not reporting to the Admission Centre ; or
 - d. Those who have Freezed the admission in earlier rounds but are desirous of changing the option to Floating or Sliding in this final round.
 - (iii) Candidates who have opted for Floating and Sliding and also applying for this round shall fill in the allotted institution in their choice list. Once the upward allotment is made the earlier allotment automatically stands cancelled;
 - (iv) Sliding and Floating options are not available for the seats allotted in this round as it is final CAP Round.

(b) Reporting and accepting the offered seat as per the allotment of the CAP Round IV by the Candidate at Admission Reporting Centre.

9(4) Reporting and confirmation of admission.- After final CAP Round, the Candidate shall report to the institution finally allotted to him and confirm his/her admission in the institution.

9(5) Fees and Concessions:

(a) Fees prescribed in Unaided Private Professional Educational Institutes:

The Adhoc/Interim fee structure shall be as approved by the Fee Regulating Authority established under the Act. **The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.**

(b) Details of Concession in fees for Backward Class Category Candidates (belonging to Maharashtra State only)

For SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates, the scheme/mode of concessions, scheme of loan scholarship (if any) for eligible candidates, in tuition and other fees will be announced by the Central/ State Government. These candidates will get only that amount of waiver as notified in the circulars issued by the Government Department from time to time, subject to fulfillment of norms and conditions laid down by these Departments.

Candidates claiming fee concession under various categories shall produce the requisite certificates as may be specified by the respective Government Departments.

(c) Caution Money Deposits:

Caution money deposit received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided/Autonomous colleges and credited to Government in case of Government and Government-Aided Non Autonomous Colleges.

10. CAP allotment stages and process of allotment.-Allotment of seats under CAP shall be made in the following manner,-

10(1) Maharashtra State Candidature Candidate.-

(1) The stages of computerised allotment are as follows,-

Stage -I: For all the Candidates.-

- (a) All the Candidates (Open, Reserved) belonging to various categories shall be considered for allotment of seats as per their *Inter-Se-Merit*.
- (b) The Minority Quota seats shall be allotted to the Candidates of the State belonging to the Minority Community to which the institution belongs by virtue of merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.
- (c) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-Se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.
- (d) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.
- (e) Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.
- (f) For Engineering and Technology and Pharmacy Courses Sponsored or Non sponsored Candidates shall be considered for allotment as per *Inter-Se-Merit*.

Stage -II: For SBC Category Candidates.-If the Backward Class Category seat remains vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

Stage -III: For respective groups of Backward Class Category Candidates.- If the seat remains vacant in the respective group of following Categories, such seat shall be considered for allotment to the Candidates of within the respective group,-

- Group 1:** (i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC),
(ii) Scheduled Tribes including those living outside the specified areas (ST).
- Group 2:** (i) Vimukta Jatis/De- Notified Tribes (VJ/DT),NT(A),
(ii) Nomadic Tribes 1 (NT-B).
- Group 3:** (i) Nomadic Tribes 2 (NT-C),
(ii) Nomadic Tribes 3 (NT-D),
(iii) Other Backward Class (OBC).

Explanation.- For Group 1, if the seat remains vacant in ST Category due to non-availability of its Candidates, such seat shall be considered for allotment to the Candidate belonging to the SC Category or vice versa.

Stage-IV: For all Backward Class Category Candidates.-If the seat reserved for Backward Class Category Candidate remains vacant, such seat shall be considered for allotment to the Candidate of any Backward Class Category.

Stage -V: For Persons with Disability Candidates.-If the seat reserved for Persons with Disability remains vacant, such seat shall be considered for allotment to any Persons with Disability Candidates.

Stage -VI: For all Candidates (without HU and OHU Seat Tag).-If the seat remains vacant after completion of Stage -V then for allotment of such vacant seats, Stage-I, Stage-III, Stage-IV, Stage-V shall be executed by removing the HU and OHU Seat Tag.

Stage -VII: For all Candidates (without any type of Reservation).-

- (i) The seats shall be considered for allotment to all the Candidates based on *Inter-Se-Merit*.

10(2) All India Candidature Candidates- The allotment to these seats shall be done through CAP on the basis of score of ,-

- (a) First Year Management.— Percentile score of CET conducted by the Competent Authority, Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United State of America (GMAT), Common Admission Test conducted by Indian Institute of Management (CAT), Management Aptitude Test Conducted by All India Management Association (MAT), entrance Test for Management Admissions conducted by The Association of Indian Management Schools (ATMA), Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) and Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT);
- (b) First or Direct Second Year Computer Applications.— CET Score ;
- (c) First Year Engineering and Technology, Pharmacy, Architecture and Hotel Management and Catering Technology - There is no separate All India Quota. Such candidates will be treated at par with Maharashtra State Candidature candidates for the assignment of Merit Number and Allotment except for the purpose of reservation.

All these seats are treated as “General Category” seats and no reservation is provided in these seats for Candidates of Backward Class Category, Ladies, Persons with Disability and Defence, etc.

10(3) Jammu and Kashmir Migrant Candidature Candidate-

a) Application Form Filling and Submission for Management and Computer Applications,-

The eligible candidate shall fill the Online Application Form, take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form by speed post/courier/by hand delivery for verification & confirmation to Admission Centre identified for these admissions.

**The Director ,
Sydneyham Institute of Management Studies and Research and
Entrepreneurship Education (SIMSREE)
B- Road, Churchgate ,
Mumbai-400 020.**

- i. The application should reach on or before the last date as notified. Application

- received after last date or incomplete application will not be verified and confirmed and name of such candidate will not appear in the merit list prepared for the purpose of CAP.
- ii. The Competent Authority shall publish the provisional Merit List as specified in Rule 8(4).
 - iii. The candidates not appeared for MAH-MBA/MMS-CET 2016 but appeared any other examination as specified in eligibility, can also apply, however such candidates are required to pay the Application Fee through payment gateway (Credit Card/ Debit Card/ Net Banking).
 - iv. The candidates whose names do not appear in the merit list(s) will not be able to participate in entire Admission Process.

b) Counselling Round For J and K Migrant Candidates at SIMSREE

- i. Candidate seeking admission against these seats shall report to the Admission Centre of Admission Authority for admission as per the schedule.
- ii. The candidates shall produce the documentary evidence strictly as per the Proforma(s) in support of their claims.
- iii. These Admissions will be made strictly in the order of merit from amongst the candidates who report in person for admission at SIMSREE as per schedule, against the seats available in the various institutes at the time when the candidate actually reports for admission.
- iv. Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to some other institute and/or some other course during entire duration of the course.
- v. The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time. The decision of the admission centre in-charge shall be final and binding.

c) Reporting at institutes:

- i. Candidate shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to respective institute, to which admission is granted as per schedule.
- ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- iii. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

d) Important note

Candidates admitted under this provision are not allowed to change course or college in any year of study.

11. Allotment of seats by CAP Round I, II, III and IV-

- (a) All the CAP Rounds (CAP Round I, II, III and IV) shall be conducted by computerised allotment.
- (b) In CAP Round I, II and III, the Stages I to III of rule 10 of these rules shall be executed.
- (c) If the seat remains vacant due to non-allotment and non-reporting for admission, such seat will be considered for allotment in subsequent round.
- (d) For the CAP Round-IV, the Stage-I to VII of rule 10 of these rules shall be executed.

12. General provisions.-

- (a) Allotment in CAP Round-I, II, III and IV of Home University Seats, Other than Home University seats and State Level Seats will be carried out as per *Inter-Se-Merit* of Candidates having Maharashtra State Candidature. The seats will be allotted to Candidates as per *Inter-Se-Merit*, options filled and seats available at that point of time in the stage of CAP Round-I, II, III and IV;
- (b) All Candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted or not allotted a seat in the previous stage;
- (c) During the allotment of any stage, the Candidate may get upward shift in the allotment with reference to the options filled by the Candidate according to availability of seats at that point of time;
- (d) There shall not be any reservation under different categories in an Unaided Professional Educational Institution, for allocation of seats stated in 7(2), 7(3), 7(4) and 7(5);
- (e) All reserved Category Candidates (including SBC in their original Category) shall be considered for allotment in all stages;
- (f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment;
- (g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment;
- (h) During CAP Round I, II and III, stage I and II shall be repeated after stage III for betterment to all the Candidates due to allotment to SBC Candidates in stage - III;
- (i) The allotment list displayed on website will show the provisional allotment offered to the Candidates. No personal communication or allotment letters in this regard shall be issued to the Candidates;
- (j) A Candidate who has been allotted a seat shall download the "Provisional Seat Allotment Letter". At the time of seat acceptance Candidate has to pay a demand draft in favour of Competent Authority and produce ORIGINAL DOCUMENTS for verification at any of Admission Reporting Centres (List shall be available on website). Seat will be confirmed by the Admission Reporting Centre (ARC) after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The centre in-charge shall issue the Online Receipt of acceptance;
- (k) The Seat Acceptance Fee shall be Rs. 5,000/- for Candidates of General Category, VJ/DT, NT, SBC/OBC Category and Rs. 1,000/- for SC, ST Category Candidates. The candidate has to pay the Seat Acceptance Fee during first reporting only. This fee shall be transferred to the institution

after deducting Rs. 1,000/- towards processing fee, if the Candidate reports to the institution after completion of CAP process which shall be adjusted towards fees to be paid by the Candidate to the institution. The candidate should opt 'Freeze', 'Slide' or 'Float' through Login only and submit the duly signed printout to the Reporting Officer. The Officer shall issue the acknowledgement of the Reporting. The candidate can change the options as 'Freeze', 'Slide' or 'Float' whenever there is change in the allotted institute and course, however if the candidate do not wish to change the option, previous option shall be carried forward for CAP Round II and/ or III.

- (l) For cancellation of admission before reporting to the institution, the candidate shall apply to the Admission Reporting Center to which he has paid Seat Acceptance Fee. On cancellation of such admission through Online System before reporting to the institution, the amount shall be refunded after deduction of Rs. 1,000/- towards processing charges. Candidates of General Category shall pay Demand Draft of Rs. 1,000/- and shall get the Demand Draft of Rs. 5,000/- back.
- (m) The fees is to be paid by **Demand Draft** in favour of '**Commissioner, State CET Cell, Maharashtra State, Mumbai**' payable at '**Mumbai**'.
- (n) Failure to report in person for Seat acceptance will be considered as if the Candidate has rejected the offer;
- (o) Allotted Seat will be cancelled if, at any time, any of the documents or certificates is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms;
- (p) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the Reporting Centre in scheduled period. Candidates who reject allocated seat cannot participate in CAP Round II and / or III.

13. Admissions in Institutional Quota and vacant seats after CAP.- The Director or Principal of the institution shall carry out the admissions for these seats in the following manner.-

- (a) Admissions shall be made in a transparent manner and strictly as per the *Inter-Se-Merit* of the Candidates who have applied to the Institution.
- (b) Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institution's website.
- (c) Institution shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement in at least two leading newspapers and on the website of the institution.
- (d) Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in rule 3(2)(b).
- (e) The institution, as specified by the appropriate authority, shall fill the seats in the NRI Quota, based on the Merit list prepared and published by the Competent Authority.
- (f) The institution may give admission to the applicants on the basis of their inter-se merit derived from Merit list declared by the Competent Authority for filling the seats in the Institutional Quota.

Provided that, where the appropriate authority specifies that such admissions shall be based on the basis of CET, in that case the Institutional quota shall be filled on the basis of Inter-Se-Merit prepared by following the procedure specified in 8(4).

- (g) The institution shall prepare and display the Inter-Se merit lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Supernumerary Quota of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- (h) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of each CAP Round and the same shall be allotted as per the rules of CAP.
- (i) All the admissions and cancellations shall be updated immediately through online system.

If any CAP seat remains or becomes vacant after the CAP Rounds then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicant.

14. Institution Level Round.-If the seats remain vacant after all CAP Rounds, the said seats shall be filled in by the institution through Institution Level Round with the prior approval of the Competent Authority.

15. Approval of Merit List and the Admitted Candidates List.-

15(1) After completion of Admission process every Unaided Private Professional Educational Institution shall submit the Admission- approval proposal to the Director Technical Education and the Admission Regulating Authority in accordance with the subsection (5) of the section 9 of the Act.

15(2) The Admission-approval proposal shall include the list of all Candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc as well as the required documents of the Candidates admitted at institution level.

16. Refund of fees after cancellation of admission by Institutions.-

- (a) The Candidate shall apply online for cancellation and submit signed copy of system generated application for cancellation of admission to the institution.
- (b) After receiving admission cancellation request from the Candidate, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.
- (c) The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs.1,000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.

If the admission is cancelled after the cut-off date of admission declared by the Competent Authority, there shall be no refund except the Security Deposit and Caution Money Deposit.

17. Documents to be attached along with “Application Form for Centralized Admission Process”.-

The candidates are required to carry **ALL Original Certificates/Documents** in support of their claim at the time of filling up of Application Form for Admission for the scrutiny and verification at identified Facilitation Centre. The candidates are required to scan the document in .jpg or .gif format (minimum 150 dpi resolution, file size upto 1 MB) and upload the scanned copies of the required documents at the time of filling up Application Form for Admission. The Facilitation Center shall assist the candidate, free of cost, to scan and upload the documents.

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with Application Form for Admission
1	All Candidates	<ol style="list-style-type: none"> 1. SSC (Std.X) mark sheet. 2. HSC/Diploma 3. Qualifying Examination mark sheet. 4. CET mark sheet/ Score Card. 5. School Leaving Certificate, if required to substantiate claim. 6. Certificate of the Indian Nationality of the candidate.
In addition to the above documents candidates are required to produce the following additional documents depending upon the category to which they belong.		
2	Type– A Candidates	Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
3	Type– B Candidates	Domicile certificate of candidate/father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra.
4	Type– C Candidates	Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in/outside Maharashtra.
5	Type– D Candidates	Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. Or Undertaking along with documentary evidences from the retired employee stating the place of settlement.
6	Type-E Candidates Maharashtra Karnataka disputed border area Candidates	<ol style="list-style-type: none"> 1. Certificate stating that candidate belongs to the disputed border area in pro forma – G1. 2. Certificate stating that the mother tongue of the candidate is Marathi in pro forma – G2 (List of the villages in Maharashtra Karnataka disputed border area is available on website)
7	Backward class Candidates belonging to SC/ST	<ol style="list-style-type: none"> 1. Caste certificate 2. Caste/Tribe validity certificate*

8	Backward class Candidates belonging to VJ/DT-NT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC	<ol style="list-style-type: none"> 1. Caste certificate 2. Caste validity certificate* 3. Non creamy layer certificate @ valid upto 31st March 2017.
9	Persons with Disability Candidates (P1,P2,P3)	<ol style="list-style-type: none"> 1. Certificate in the pro forma-F/F-1. 2. Domicile certificate of candidate.
10	Jammu and Kashmir Migrant candidates	<ol style="list-style-type: none"> 1. Certificate of posting in case of defence and Government servants in proforma – J 2. Certificate of stay in refugee camp for those staying in camp in proforma – K 3. Certificate stating that the candidate belongs to <u>displaced family proforma –L</u>
11	Foreign nationals / Foreign Students	<ol style="list-style-type: none"> 1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU). 2. Passport of Candidate 3. Valid student visa of the candidate.
12	Persons of Indian Origin	<ol style="list-style-type: none"> 1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU). 2. Passport of Candidate 3. PIO / OCI card. 4. Relationship certificate of candidate between parent/Guardian.
13	Workers in Gulf Countries/Non Resident Indian	<ol style="list-style-type: none"> 1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU). 2. Valid NRI certificate issued by Indian Embassy. 3. Passport and visa of parent working in foreign country. 4. Relationship certificate of candidate between parent/Guardian. 5. Letter from employer on company letterhead. 6. Residence permit / card or Residence (address) proof
14	Minority Candidates	<ol style="list-style-type: none"> 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. (शासन निर्णय अल्पसंख्याक विकास विभाग क्र-अविवि-2010/प्र.क्र.109/10/काया-5 दि .01 जुलै 2013 पहावा) 2. Domicile Certificate of Candidate.
15	Sponsored Candidates	Sponsorship Certificate Proforma – P and Proforma - Q

18. Miscellaneous provisions

a) Conduct and Discipline

- (i) Failure of the candidate in making **full and correct Statements** in the application form and/or **suppression** of any information and/or submission of false documents shall **lead to disqualification** of the candidate from the examination or at later stage during the Admission Process such candidate will be debarred from the entire selection process.
- (ii) Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, “Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982” and disqualify him/her for examination.
- (iii) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- (iv) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought in to effect from that point of time as per the directives from the Government from time to time.
- (v) Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

b) Action against ragging:

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is located, for further action. Where, on enquiry by the head of the educational institution, it is found that prima facie there is no substance, in the complaint received; he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the Head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.
- f) Undertaking from the candidate shall be taken while admitting the candidate in the Institute.

Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission.

If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

c) Others:

- (i) The medium of instruction for postgraduate degree courses is English.
- (ii) The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the University. Admission of candidate will be treated as finally confirmed only on production of the Eligibility Certificate from the University to which the college is affiliated.
- (iii) Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- (iv) The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

d) Hostel accommodation:

Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc. from the Director/Principal of the college to which they intend to take admission. The Director/Principal of the colleges shall consider on priority the applications of Persons with Disability candidates, Sons and Daughters of Jammu and Kashmir migrant candidates and Government of India nominees for Hostel accommodation.

SCHEDULE -I

A1. Allocation of seats within Sanctioned Intake for First Year of Post Graduate Courses in Government and Government Aided Institutes

Sr. No	Type of Institution	No. of Seats- as % of Sanctioned Intake		
		CAP Seats		
		Maharashtra State(M.S.) Candidates	All India Seats	Minority Quota
For Management Courses				
1	Government / Government Aided Institutions, University Departments Excluding Minority Institutions SNTD University	Autonomous - 85% (State Level) Non- Autonomous & University Departments- 70 % for HU, 15 % for OHU (85% State Level Seats in SNTD University)	15%	Nil
For Engineering and Technology, Hotel Management and Catering Technology and Pharmacy Courses				
2	Government / Government Aided Institutions, University Departments Excluding Minority Institutions SNTD University	Autonomous & Non- Autonomous 75% Non Sponsored Seats 25% Sponsored Seats		Nil
3	Government/ Government Aided Minority Colleges	37.5% Non Sponsored Seats 12.5% Sponsored Seats		37.5% Non Sponsored Seats 12.5% Sponsored Seats
For First Year Computer Application Courses				
4	Government/ Government Aided Institutions.	Autonomous Non-Autonomous- 70 % for HU, 30 % for OHU	Nil	Nil

	University Department	70% HU and 15% OHU in University Departments	15%	
5	SNDT University	85% State Level	15%	Nil
Direct Admission to Second Year of Computer Application Courses				
6	Government/ Government Aided Institutions ,/ University Department, excluding Minority Institutions SNDT University	Autonomous & Non- Autonomous 70% For HU and 30% OHU 100% State Level For SNDT	Nil	Nil
For Architecture Courses				
7	Government/ Government Aided Institutions / University Department , excluding Minority Institutions	100%		Nil
8	Government / government Aided Minority Educational Institution	50%		50%
HU – Home University and OHU- Other than Home University				

A2. Allocation of seats within Sanctioned Intake for First Year of Post Graduate Courses in Unaided Private Professional Educational Institutions

Sr. No	Type of Institution	No. of Seats- as % of Sanctioned Intake			Institution Quota (including 5% Quota for NRI, if applicable)
		CAP Seats			
		Maharashtra State(M.S.) Candidates	All India Seats	Minority Quota	
For Management Courses					
1	Unaided Private Professional Educational Institutions (Excluding minority institutions)	Autonomous - 65% (State Level) Non-Autonomous - 45.5% for HU, 19.5% for OHU	15%	Nil	20%
2	Unaided Minority Educational Institutions	Autonomous*- 100% of M.S. Seats\$(State Level) Non Autonomous*- 70% of M.S. Seats\$ for HU , 30% of M.S. Seats\$ for OHU	15% of Seats under CAP#	Minimum 51%	20%
For Engineering and Technology, Pharmacy, Hotel Management and Catering Technology and Pharmacy Courses					
1	Unaided Private Professional Educational Institutions (Excluding minority institutions)	80% (60% for Non-Sponsored seats and 20% for Sponsored Seats)		Nil	20% (15% for Non-Sponsored Seats and 5% for Sponsored Seats)
2	Unaided Minority Educational Institutions	75% of M.S. Seats\$ for Non Sponsored , 25% of M.S. Seats\$ for Sponsored		Minimum 51%	20% (15% for Non-Sponsored Seats and 5% for Sponsored Seats)
For First Year Computer Application Courses					

4	Unaided Private Professional Educational Institutions (Excluding minority institutions)	45.5% for HU, 19.5% for OHU	15%	Nil	20%
5	Unaided Minority Educational Institutions	70% of M.S. Seats ^{\$} for HU , 30% of M.S. Seats ^{\$} for OHU	15% of seats under CAP	Minimum 51%	20%
Direct Admission to Second Year of Computer Application Courses					
4	Unaided Private Professional Educational Institutions (Excluding minority institutions)	56% For HU and 24% OHU	Nil	Nil	20%
5	Unaided Minority Educational Institutions	70% of M.S. Seats ^{\$} for HU , 30% of M.S. Seats ^{\$} for OHU	Nil	Minimum 51%	20%
For Architecture Courses					
7	Unaided Private Professional Educational Institutions (Excluding minority institutions)	80%		Nil	20%
8	Unaided Minority Educational Institutions	100% of M.S. Seats ^{\$}		Minimum 51%	20%
<p>CAP Seats = Sanctioned Intake – Institutional Quota # CAP seats excluding Minority Quota \$ M.S. Seats = CAP Seats – (All India Seats + Minority Quota) %- Percentage * The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidate and All India Candidature Candidate. @These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority, the maximum percentage of Minority quota to be filled in their institution.</p>					

B. Allocation of Supernumerary Seats

- (1) Jammu and Kashmir Migrant Candidates seats to be filled by the Competent Authority- The number of seats for this quota shall be as per the policy of the Government.
- (2) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time (if applicable).

SCHEDULE -II
(For Direct Second Year MCA Admission)

(See rule 6 and 7)

The distribution of seats available shall be notified on the website before submission of option form of Centralised Admission Process (CAP).

- I. Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above, Supernumerary to the approved Intake.
- II. Seats Remaining Vacant within Sanctioned Intake (S) : In addition to above, vacant seats (S) in a course,
 $S = SI - (Admitted\ within\ SI - C - F + B - L + P)$, and if $S > 0$, may also be available where,

Abbreviation used in calculation	Description
SI	Sanctioned Intake
Admitted within SI	Admitted within Sanctioned Intake
C	No. of cancellations at the first year level
F	No. of students not eligible for admission to second year as per rules of affiliating University
B	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules of affiliating University
L	No. of Students who are shifted from the Institution to another Institution and/or from the course to other course within institution for the second year
S	Seats remaining vacant within Sanctioned Intake
P	No. of students who are shifted to the Institution from another Institution and/or to the course from other course within institution for the second year

Explanation.-1 While calculating Seats remaining vacant within Sanctioned Intake, Students admitted against any type of Supernumerary seat/s shall not be considered.

Explanation.-2 If the result of the University or Institution is not declared till the last date of calculation of the vacant seats within SI as per Schedule, and then the value of B is to be taken as total number of Candidates who belong to earlier batches and appeared for examination during last academic year.

Explanation -3. Transfer to the Course shall be allowed only after accommodating repeaters after declaration of the result.

- III. Separate Division in Direct Second Year.- These seats shall be 100% of the Sanctioned Intake approved by All India Council for Technical Education for separate division in Direct Second Year of Courses.

A. Seat Distribution for Direct Second Year (Government and Government Aided Institutions)

Sr. No	Type of Institution	No. of Seats with Competent Authority(CAP Seats)- as % of Sanctioned Intake or (Lateral Entry Seats + Vacant Seats)	
		General Seats	Minority Quota
1	Government / Government Aided Institutions, University Departments and SNTD University Excluding Minority Institutions	Autonomous, Autonomous and University Department- 100% of (Lateral Entry Seats + Vacant Seats) Separate Division- 100% of Sanctioned Intake	Nil
2	Dr. Babasaheb Ambedkar Technological University Lonere	100% of (Lateral Entry Seats + Vacant Seats) Separate Division- 100% of Sanctioned Intake	Nil
3	Government / Government Aided Minority Institution	50% of (Lateral Entry Seats + Vacant Seats) Separate Division- 50% of Sanctioned Intake	50% of (Lateral Entry Seats + Vacant Seats) Separate Division- 50% of Sanctioned Intake
4	Unaided Private Professional Educational Institutions (Excluding minority)	100% of (Lateral Entry Seats + Vacant Seats) Separate Division- 100% of Sanctioned Intake	Nil
5	Unaided Minority Educational Institutions	(Lateral Entry Seats + Vacant Seats- Minority Quota) Separate Division : (Sanctioned Intake - Minority Quota)	Minimum 51%

B. Seat Distribution for Direct Second Year (Unaided Private Professional Educational Institutions)

Sr. No	Type of Institution	No. of Seats with Competent Authority(CAP Seats)- as % of Sanctioned Intake or (Lateral Entry Seats + Vacant Seats)	
		General Seats	Minority Quota
1	Unaided Private Professional Educational Institutions (Excluding minority)	100% of (Lateral Entry Seats + Vacant Seats) Separate Division- 100% of Sanctioned Intake	Nil
2	Unaided Minority Educational Institutions	100% of (Lateral Entry Seats + Vacant Seats- Minority Quota) Separate Division- (Sanctioned Intake- Minority Quota)	Minimum 51%

Specimen Data to be filled in **Online Application Form**

1.	Nationality	Indian or Foreign
2.	Do you belong to NRI, OCI, PIO, Children of Indian Worker in Gulf Countries, Foreign Student	Select the appropriate category
3.	Type of Candidate (A/B/C/D/E)	Please refer Rules Para Types of Candidature and select Candidate type which applicable (A/B/C/D & E)
4.	Candidate's Full Name	As per HSC / Diploma marksheet
5.	Father's Name	Fill Father's name
6.	Mother's Name	Fill Mother's name
7.	Gender (Male / Female)	Select Gender
8.	Date of Birth	Date of birth of the candidate (dd/mm/yyyy)
9.	Aadhaar Number	12 Digit Aadhaar No. of the candidate.
10.	Family Income	Select the Income Group Upto 15,000/- , 15,001-50,000/- , 50,001 – 1 Lac, 1 Lac to 2 Lac, 2 Lac to 3 Lac, 3 Lac to 4.5 Lac, 4.5 Lac to 6 Lac, 6 Lac to 8 Lac, 8 Lac to 10 Lac, 10 Lac to 15 Lac, Above 15 Lac
11.	Religion	Select the religion from the list Hindu / Muslim / Sikh/ Christian/ Buddhist / Jain / Zoroastrian (Parsi)
12	Mother Tongue	Select the mother tongue from the list Assamese , Bengali, Dogri, English, Gujarati, Hindi, Kannada , Khasi, Konkani , Malayalam ,Manipuri ,Marathi , Mizo ,Oriya, Punjabi , Sanskrit, Sindhi, Tamil , Telugu , Urdu
13	Category of Candidate (Caste should be recognised as Backward class in Maharashtra State)	Select OPEN or backward class category for Maharashtra State Candidate - SC / ST / VJ DT NT(A) / NT(B) / NT(C) / NT(D)/ SBC /OBC [Refer Rule 7(6)(a)]
14	Caste Name	Select the name of the caste and Sr. Number in case of Backward Class candidates.
15	Permanent Address	Fill the Lane/Street, Village/Town, Tahsil, District , State and PIN
16	Person with Disability (Yes/No)	If Disability Yes: Select Visually impaired (blind) (P1) Speech & hearing impaired (deaf & dumb) (P2) Orthopedic disorders (P3-OD),

		Learning Disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3-LD) (Refer Rule 7(6)(c))
17.	Religious Minority (Yes/No)	Select Yes and select the type of Religious Minority. [Refer Rule 5(3)]
18.	Linguistics Minority / (Yes/No)	Select Yes and select the type of Linguistic Minority. [Refer Rule 5(3)]
19.	District of SSC	Select district from where the candidate has passed SSC or equivalent examination
20.	District of HSC	Select district from where the candidate has passed HSC or equivalent examination
21.	District of Diploma	Select district from where the candidate has passed Diploma or equivalent examination
22.	District of Qualifying Examination	Select district from where the candidate has passed Qualifying examination or its equivalent
23.	i) SSC details	
	a] Name of SSC Board	Select the SSC Board Name
	b] SSC Passing Year	Year of Passing of SSC
	c] SSC Seat Number	Seat number as given on mark sheet
	d] SSC Mathematics marks	Fill SSC Mathematics marks obtained and maximum marks
	e] SSC English marks	Fill SSC English marks obtained and maximum marks
	f] SSC Aggregate marks	Fill SSC Aggregate marks obtained and maximum marks
	ii) HSC details	
	a] Name of HSC Board	Select Board Name
	b] HSC Seat Number	Seat number as given on mark sheet
	c] HSC Physics marks	Fill HSC Physics marks obtained and maximum marks
	d] HSC Chemistry marks	Fill HSC Chemistry marks obtained and maximum marks
	e] HSC Mathematics marks	Fill HSC Mathematics marks obtained and maximum marks
	f] HSC Biology marks	Fill HSC Biology marks obtained and maximum marks
	g] HSC English marks	Fill HSC English marks obtained and maximum marks
	h] HSC Aggregate marks	Fill HSC Aggregate/Total marks obtained and maximum marks
	iii) Diploma/ Qualifying Examination Details	
	a] Diploma Board / B. Sc. University Name	Select the Board Name / University Name
	b) Seat No./ Roll No.	Fill the Exam Seat / Roll Number of Final Year /Semester of Diploma / Qualifying Exam
	c] Aggregate Marks	Fill the Aggregate/Total marks obtained and maximum marks on the basis of which


		Diploma / Degree is awarded.
	d] Diploma Programme Group and or Branch Name e.g. Civil, Mechanical , Electrical, etc	Select Diploma Branch Name and Programme Group (For Diploma Candidates only)
24	CET Details	
	i) GATE/GPAT Details (For First Year Engineering and Technology & Pharmacy)	
	a]) GATE/GPAT Roll No.	Candidate Roll No as per) GATE/GPAT marksheet
	b]) GATE/GPAT Score	Candidate Total Score as per mark sheet
	ii) MAH- M.HMCT-CET 2016/ MAH-M.ARCH.-CET 2016/ MAH-MBA/MMS-CET 2016/MAH-MCA-CET 2016 Details for HMCT, Architecture, MBA/MMS/MCA	
	a] CET Seat Number	As per CET Marksheet
	b] Other CET's as per eligibility for MBA/MMS	Score and Percentile
25	Sponsored Candidates	Experience Details Proforma P and Q

If letter grades are assigned at SSC, HSC, Diploma, Qualifying Examination or its equivalent examination, the Candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned Competent Authority or Board at the time of submission of Application Form. The eligibility shall be decided on the basis of equivalent marks.

The data required according to the type of admission shall only be required.

The above data is for sample only. Candidate shall fill the details step by step.

Specimen Option Form for CAP Round I

First Year M.E./M.Tech Admissions 2016	Option Form
	Government of Maharashtra State Common Entrance Test Cell Receipt-cum-Acknowledgement of Option Form for CAP Round-I/II/III for Admission to First Year of Full-Time Post Graduate Degree Courses in Engineering and Technology for the Academic Year 2016-17
Application ID : ME16153125	Version No : 3

Personal Details	
Candidate's Name	CHAUHAN SARIKA RAMCHANDRA
Father's Name	RAMCHANDRA
Mother's Name	GITA
Gender	Female
Date of Birth	01/11/1999
Candidature Type	Maharashtra - Type A
Home University	Pune
Category	Open
Category for Admission	Open
Person with Disability	Not Applicable

Options Given By Candidate							
Preference Number	Choice Code	Preference Number	Choice Code	Preference Number	Choice Code	Preference Number	Choice Code
1	600661210	4	301219110	7	600729310	10	600461210
2	600629310	5	300219110	8	401519110		
3	600619110	6	300729310	9	406719110		

Declaration	
<p>I have read all the rules of admission and I understand that , I have filled this Option Form for consideration for CAP Round-I/II/III for Admission to First Year of Post Graduate Degree Courses in Engineering and Technology for the Academic Year 2016-2017. I further declare this Option Form and the Choice Codes their-in are filled in by me through my login.</p>	
Printed On : 30 /06 /2016 4:52:49 PM Last Modified On : 30/06/2016 4:02:56 PM Last Modified By : 30/06/2016 , 117.223.17.32	Signature of Candidate (CHAUHAN SARIKA RAMCHANDRA)
The Option Form for CAP Round-I for Admission to First Year of Four-Year Full-Time Post Graduate Degree Courses in Engineering / Technology for the academic Year 2016-17 is confirmed as per the choices given above. We hereby acknowledge the confirmed Option Form.	
Confirmed On : 30/6/2016 4:05:05 PM Confirmed By : EN16153125 , IP 117.223.17.32	(Name of Commissioner) Commissioner, State CET Cell, Maharashtra State, Mumbai

The candidate can fill upto 300 Choice Codes.

**Pro forma – A
(For Type – C Candidates)**

(For sons and daughters of Central Government / Government of India undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt.is an employee in the capacity ofin
(Designation) (Name of the Organisation /Establishment/Department)

This Organisation / Establishment / Department is under
(Department of Central Government / Government of India undertaking)

Shri / Smt.is transferred toin Maharashtra State vide transfer order No..... Dated.....

He / She has joined duty in Maharashtra on and is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No.&Date:

Place :

(Signature)

Name & Designation
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

Pro forma B-1

(For Type D Candidates-)

(For sons and daughters of Maharashtra State Government/Maharashtra State Government undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt.is an employee in the capacity of in
Designation) (Name of the Organisation /Establishment / Department)

This Organisation/Establishment /Department is under

Department of Maharashtra State Government / Maharashtra State Government undertaking.

Shri / Smt.is transferred to/fromIn/out of

Maharashtra State vide transfer order No..... Dated.....

He / She has joined duty in/out of Maharashtra State on and is currently working in the same post.

This certificate is issued for the purpose of his/her son/daughter’s admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No.&Date :

Place :

(Signature)

Name & Designation
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

Pro forma B-2

(For Type D Candidates)

(For sons and daughters of Maharashtra State Government/ Maharashtra State Government undertaking retired employees)

UNDERTAKING

This is to undertake that I,, have retired from the service from the post of of in
Designation) (Name of the Organisation / Establishment / Department)

This Organisation / Establishment / Department is under
Department of Maharashtra State Government / Maharashtra State Government undertaking.

I have retired on and settled in _____ taluka _____ district -- _____ .

This undertaking is submitted for the purpose of my son/daughter’s admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Place :
Date :

(Signature)
Name

Note : This pro forma is to be accompanied by attested copy of :

- 1) Pension Pay Order.
- 2) Proof of settlement (Ration Card/ Electricity Bill/Aadhaar Card/ Telephone Bill/ Property Document/ Election Card).

PROFORMA -F

(For P-1, P-2, and P-3 Candidates)
(For Persons with Disability Candidates)

Name and address of the Institute / Hospital
 Certificate No.

Date

Recent Photograph
 of the candidate
 showing the
 disability duly
 attested by the
 chairperson of the

DISABILITY CERTIFICATE

This is certified that Shri/Smt./Km. son/wife/daughter of
 Shri age sex identification mark (s) is suffering
 from permanent disability of following category :-

A. Locomotors or cerebral palsy:

- (i) BL-both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) impaired reach (b) Weakness of grip (c) Ataxic
- (v) OA-One arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or low vision

- (i) B-Blind (ii) PB-Partially Blind

C. Hearing impairment

- (i) D-Deaf (ii) PD-Partially Deaf

(Delete the category, whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case of not recommended/is recommended after a period of _____ years _____ months*.

3. **Percentage of disability in his/her case is _____ percent.**

4. Sh./Smt./Kum. _____ meets the following physical requirements for discharge of his/her duties.

- (i) F-can perform work by manipulating with fingers Yes/No
- (ii) PP-can perform work by pulling and pushing Yes/No
- (iii) L-can perform work by lifting Yes/No
- (iv) KC-can perform work by lifting Yes/No
- (v) B-can perform work by bending Yes/No
- (vi) S-can perform work by sitting Yes/No
- (vii) ST-can perform work by standing Yes/No
- (viii) W-can perform work by walking Yes/No
- (ix) SE-can perform work by seeing Yes/No
- (x) H-can perform work by hearing/speaking Yes/No
- (xi) RW-can perform work by reading and writing Yes/No

(Dr.)
 Member
 medical Board

(Dr.)
 Member
 Medical Board

(Dr.)
 Member
 Medical Board

Countersigned by the Medical
 Superintendent/CMO/
 Head of Hospital (with seal)

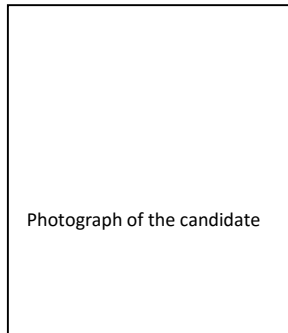
*Strike out which is not applicable

Proforma-F-1

(For Person with Disability Candidates)

P3 (Learning Disability) Candidates

CERTIFICATE



Name :

Age :

Date of Birth :

Date of Registration : L.D.No.

Father's Name :

Std. : School Name :

Physical & Neurologic Assessment (Date :)

Psychologic Assessment (Date :)

WISC (R) Verbal IQ :

Performance IQ :

Global IQ :

Interpretation:

Educational Assessment (Date:)

WRAT : R
S
A

Certified that:

1. The percentage of Challenged is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to post graduate degree course in Engineering/Technology without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Recommendations:

(Name and Signature Of Issuing Authority)

Outward No.& Date:

Seal of the Office

Pro forma – G1

(For Candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Shri / Smt. (candidate himself/herself) is a resident of Village inTaluka District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No. & Date : District Collector/ Deputy Commissioner/
District Magistrate/Additional District Magistrate/
Place : Taluka Executive Magistrate

Pro forma – G2

(For Candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Mr. /Miss is a student of this school / College. He / She has passed Std. X / Std. XII / Diploma / B. Sc. examination from this school/college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed Std. X / Std. XII examination with Marathi as one of the subjects.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No. & Date :
Place: Head Master /Principal
School/ College

Seal of the School / College

Proforma- H

(रुपये १००/-च्या नॉन ज्युडीशियल स्टॅम्पपेपरवर खाली नमूद केलेले हमीपत्र सादर करावे)

हमीपत्र

मी..... (उमेदवाराचे नाव) असे हमीपत्र देते / देतो
की, जर मला प्रथम वर्ष/ थेट द्वितीय वर्ष अभियांत्रिकी व तंत्रज्ञान / औषधनिर्माण / वास्तुशास्त्र /
हॉटेल व्यवस्थापन व कॅटरिंग तंत्रज्ञान / व्यवस्थापन (एमबीए / एमएमएस) / एमसीए पदव्युत्तर
पदवी या प्रवेश प्रक्रियेत प्रवेश मिळाला तर जात पडताळणीबाबतची आवश्यक ती सर्व कागदपत्रे मी
प्रवेश झालेल्या महाविद्यालयात दि. ३०.०८.२०१६ पर्यंत सादर करीन.

जात वैधता प्रमाणपत्र दिनांक ३०/११/२०१६ पर्यंत मिळविण्याची सर्वस्वी जबाबदारी माझी
असेल.

जात वैधता प्रमाणपत्र प्रवेश मिळालेल्या संस्थेत दिनांक ३०/११/२०१६ पर्यंत सादर न
केल्यास किंवा माझे जात वैधता प्रमाणपत्र कोणत्याही कारणास्तव मिळण्यास ऊशीर झाल्यास
पर्यायाने प्रथम वर्ष/ थेट द्वितीय वर्ष अभियांत्रिकी व तंत्रज्ञान / औषधनिर्माण / वास्तुशास्त्र / हॉटेल
व्यवस्थापन व कॅटरिंग तंत्रज्ञान / व्यवस्थापन (एमबीए / एमएमएस) / एमसीए पदव्युत्तर पदवी
अभ्यासक्रमासाठी मिळालेला प्रवेश रद्दबातल झाल्यास त्याची जबाबदारी महाराष्ट्र शासन व
तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांची राहणार नाही व सदर जबाबदारी सर्वस्वी
माझी राहिल.

विद्यार्थ्याचे नांव :

विद्यार्थ्याची स्वाक्षरी व दिनांक :

जातीचा प्रवर्ग/ जातीचे नांव :

ॲप्लिकेशन आय.डी. :

Pro forma - J

(For sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police officials posted in Jammu / Kashmir to combat terrorist activities)

CERTIFICATE

Ref. No.

Date:

This is to certify that Shri / Smt. is an official belonging to Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police presently posted and working at which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his/her son/daughter’s admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No.&Date :

Head of the Office

Place :

Seal of the Office

Proforma - K

**(For Jammu / Kashmir Migrant Candidates)
(Migrants staying in refugee camps)**

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./ Miss. belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir. The detail of refugee status is as under.

Ration card Number:

Name of the members on the ration card:

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No. & Date:

Name & Signature of Head of the Office

Place:

Migrant/Refugee Camp

Seal of the Office

Proforma - L

(For Refugees staying with relatives)

(Displaced Jammu / Kashmir Candidates staying with relatives / friends in India other than Migrant / Refugee camp)

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./Miss. is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He / She is staying with

.....
(Name and complete address of the Person with whom the candidate is staying at present)

..... since pastyears.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) for the academic year 2016-17.

Outward No. & Date :

Name & Signature of
District Collector

Place :

Seal of the Office

Proforma - O

(For seats under Minority Quota)

MINORITY COMMUNITY STUDENT'S SELF DECLARATION

I, _____ Son/Daughter/of _____
Resident of (full address) _____ hereby

declare that

I belong to the Muslim/Sikh/Christian/Buddhist/Jain/Zoroastrian (Parsi)* religious minority community

and / or

for deciding my candidature for linguistic minority, my mother tongue is _____.

Date: _____

Signature of Candidate: _____

Place: _____

Name of Candidate: _____

(*strike out whichever is not applicable)

Proforma - P

(Format of Certificate by the Employer/Management for Sponsored Candidates)

This is to certify that Shri. / Smt / Kum. _____
is working in this Institute/organization as _____ on regular basis and his/her
appointment is not temporary since _____ and he/she is permitted to study **M.E./M.Tech.
programme/specialization** at the institute allotted of his/her choice. If he/she is admitted to the said
program, he/she will be permitted to attend the College as a full time student during the working hours
of the College till completion of his/her program. We understand that he/she will fulfil institute norms
for the attendance.

Date: _____

Signature and Designation

Place: _____

With stamp of Organization

Proforma -Q

Undertaking

(FOR SPONSORED CANDIDATES)

I, _____, understand that I have been admitted to **M.E. /
M.Tech / M. Pharm programme** in _____ Engineering /
Technology with specialization in _____, and I am
prepared to undergo this programme and bear all the expenses including the prescribed fees and those
related to project work and dissertation.

In case of the default, I know that my registration can also be cancelled.

Place: _____ Signature of the Candidate

Date: _____ Name of the Candidate

Application ID :

Notes

Dotted lines for writing notes.

