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S. B. PATIL INSTITUTE OF MANAGEMENT
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Information Brochure
State Common Entrance Test Cell,
Government of Maharashtra
2018-19

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of Information Brochure



Government of Maharashtra
State Common Entrance Test Cell

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Information Brochure

For Admission to

Post Graduate Technical Courses

First Year of Post Graduation in

- **Engineering and Technology** (M.E./ M.Tech.),
- **Pharmacy** (M.Pharm.),
- **Architecture** (M.Arch.)
- **Hotel Management and Catering Technology** (M.HMCT),
- **Management** (MBA),
- **Computer Applications** (MCA)

And

Direct Second Year of Master in Computer Applications(MCA)

for the Academic Year

2018-19

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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 published the rules on 24.04.2017 and its amendment on 05.06.2018 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 also applicable for admissions in Government and Government Aided professional educational institutions vide Government Resolution of Higher & Technical Education Department No. TEM-2016/CR (473/16)/ TE-4 Dated 25th April 2017.

This brochure gives information regarding the eligibility and rules of admission to First and Second year of various technical professional postgraduate degree 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.

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 center where the Candidate shall report for confirmation of admission by verification of documents and payment of fees;
- (c) "All India Seats" means seats available to any 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 full time Post Graduate technical courses in Engineering and Technology, Pharmacy, Architecture and Hotel Management and Catering Technology, Management and Computer Applications;
- (i) "Department" means Higher and Technical Education Department of Government of Maharashtra;
- (j) "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;
- (k) "Facilitation Centre" means a centre where the facilities like sale of application kits, filling online forms, verification of documents and grievances, etc., are provided;
- (l) "Home University (HU)" means the university area as specified in rule 5(1) herein;
- (m) "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 Board;

- (n) “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;
- (o) “*Inter-Se-Merit*” means the order of merit declared by the Competent Authority in respect of various classes/category of Candidates;
- (p) “Minority Quota” means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs;
- (q) “Non-Autonomous Institution” means those institutions which are not ‘Autonomous Institutions’;
- (r) “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;

- (s) “OHU” means the area Outside Home University area;
- (t) “Qualifying Examination” means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (u) “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 or company or industry or educational and/or research institute/any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.
- (v) “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 recognized Board;
- (w) “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

- (1) The Competent Authority shall invite Online Applications from Candidates for participating in CET and / or CAP for seeking admission to the Professional Courses for which State CET or alternative entrance examination is required for the academic year
- (2) The Competent Authority shall also invite online application form from the eligible candidates for participating in Centralised Admission Process (CAP) to the post graduate technical courses for which the entrance test is conducted by the appropriate authority under any Central Act and shall be applicable for seeking admission to such professional courses, as per the provisions of the Central Act, rules and regulations made there under.

- (3) 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** 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 shall initially apply to the Competent Authority, for verification of documents and then to respective institute, to enable the institutions to give admissions to such eligible applicants on the basis of Inter-Se-Merit.
It is pre-requisite and mandatory to apply to the Competent Authority for verification of documents to be eligible for admission under this quota.
- (4) The Candidate should submit, along-with the application, the requisite certificates, as applicable in the necessary Proforma issued by the concerned competent authority. The list of documents to be submitted is given in **section 17** of this Information Brochure.

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

- (a) The Competent Authority, the Commissioner 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 Technical 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.
- (d) The Director, Technical Education shall act as a Nodal Officer to carry out the admission process under the supervision & control of the Competent Authority.

4.1 Jurisdiction of the Universities and Representatives Nodal Officer :

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

S. No	Home University	District of Jurisdiction	Representatives 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, Ratnagiri, Raigad, Palghar Sindhudurg, Thane	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, 49-Kherwadi, Aliyawar Jung Marg, Bandra (E), Mumbai-400 051
4	SNDT Women's University	Entire Maharashtra	Director, Technical Education Mumbai
5	Dr. Babasaheb Ambedkar Technological University, Lonere	Entire Maharashtra including Konkan	Director, Technical Education Mumbai
6	North Maharashtra University	Dhule, Jalgaon, Nandurbar	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, Sumangaon Road, Nashik Road, Nashik-422101
7	Savitribai Phule Pune University	Ahmednagar, Nashik Pune	The Joint Director of Technical Education, Regional Office, E-412, Bahirat Patil Chowk, Shivaji Nagar, Pune - 411 016.
8	Shivaji University	Kolhapur, Sangli, Satara	
9	Solapur University	Solapur	
10	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.
11	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
12	Gondwana University	Chandrapur, Ghadchiroli	

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 recognized 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 possesses 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 submitting the 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 or from Maharashtra, residing in the 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 (q) 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 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), 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 2018-19. **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 as specified in Schedule –I and Schedule – II , 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.

NOTE: while filling these 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. 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 or as prescribed by the appropriate authority, from time to time.
- (iii) These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in section 8 of this brochure.
- (iv) Candidates fulfilling the eligibility criteria for Foreign Nationals/OCI/PIOs/Children of Indian workers in the Gulf countries/Child or Ward of NRI shall send their applications to

For Engineering & Technology	For Pharmacy	For Architecture	For HMCT	For Management	For MCA
The Principal, College of Engineering Pune, Shivaji Nagar, Pune , 411016	The Principal, Bombay College of Pharmacy, Kalina, Santacruz (E), Mumbai	The Principal, Sir J.J. College of Architecture, 78 / 3, Dr. D.N. Road, Fort, Mumbai	Maharashtra State Institute of Hotel Management & Catering Technology, 412-C, Shivaji Nagar, Pune , 411016	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%

(b) Reservation for Persons with Disability Candidate:

Five percent (5%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates with following Disability.

Locomotor disability	Intellectual disability
Leprosy cured person	Specific learning disabilities
Cerebral palsy	Autism spectrum disorder
Dwarfism	Mental illness
Muscular dystrophy	Multiple sclerosis
Acid attack victims	Parkinson's disease
Blindness	Haemophilia
Low-vision	Thalassemia
Deaf	Sickle cell disease
Hard of hearing	Multiple Disabilities
Speech and language disability	

A single merit list of all eligible candidates shall be prepared. The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit. These seats are available for Maharashtra domiciled candidates in HU / SL seats.

The candidates claiming reservation under this category shall submit the certificates from the Authority Competent for issuing such certificate

Note:-

Candidates with Disability should note that on admission to post graduate 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;</p> <p>(ii) Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized 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;</p> <p>(iii) Obtained non zero score in CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2018).</p>
	<p>(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(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;</p> <p>(iii) Obtained non zero positive score in one of the following examinations; CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2018), Common Admission Test conducted by Indian Institute of Management (CAT), Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT) Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America(GMAT), 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), valid for admissions during the Academic year 2018-19.</p> <p>(3) 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 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> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Computer Applications (MCA)</p>	<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 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 (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 non zero positive score in MAH-MCA-CET 2018.</p> <p>(2) 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> <p>(iv) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Pharmacy (M.Pharm)</p>	<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 Backward Class category and Persons with Disability Candidates belonging to Maharashtra State only); The Candidates should have registration with State Pharmacy Council. The candidates not having registration should produce the registration certificate 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</p>

	<p>Government Autonomous Organization in the relevant field in which admission is being sought.</p> <p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.—</p> <p>(i) 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> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</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 or Pharmacy or Architecture 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 or Pharmacy or Architecture 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 non zero positive score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology;</p> <p>Or</p> <p>(iv) Obtained non zero positive score in Graduates Pharmacy Aptitude Test (GPAT) conducted by All India Council for Technical Education;</p> <p>Or</p> <p>(iv) For sponsored candidates, minimum of two years of fulltime 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) 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> <p>(iii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
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Architecture (M.Arch.)	<p>(1) Maharashtra Candidature Candidate and All India Candidature Candidates,-</p> <p>(i) The candidate should be an Indian National;</p> <p>(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);</p> <p>(iii) Obtained non zero score in MAH-M.ARCH-CET 2018.</p> <p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National .—</p> <p>(i) 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> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
Hotel Management and Catering Technology (M.HMCT)	<p>(1) Maharashtra Candidature Candidates, All India Candidature Candidate.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed Bachelor Degree in Hotel Management and Catering Technology 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);</p> <p>(iii) Obtained non zero score in MAH-M.HMCT-CET 2018.</p> <p>Or</p> <p>(iii) 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) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.—</p> <p>(i) 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> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</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 permanent disability, as specified in 7.6(b) of this brochure, is eligible to seek admission against seats reserved for Persons with Disability candidates provided they submit a certificate of disability of permanent nature from the Authority Competent for issuing such certificate.

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 Appropriate Authority or Board, the same shall be reported to the Competent Authority for admission through CAP or its designated representatives prior to 5 p.m. on the day of display of final merit list.

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 nearest integer. i.e. 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 re-appears for the qualifying examination with all subjects then the marks obtained in the latest examination shall only be considered.
- (d) The Grades or Marks are considered on the basis of which the class of Degree is awarded.

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, PIO/ OCI and Children of Indian Workers in Gulf Countries, Foreign Student Candidates stated at rule 5(4), 5(5) 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, Management 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 Gulf countries	Reserved Category candidates from Maharashtra State and Persons with Disability candidates from Maharashtra	NRI / OCI / PIO, Foreign National
Engineering and Technology	Rs. 1000/-	Rs. 800/-	Rs. 5,000/-
Pharmacy	Rs. 1,000/-	Rs. 800/-	Rs. 5,000/-
MBA/MMS (Candidates applying for admission on the basis of 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 or any other place.
 - (vii) Candidates are required to fill in all the details as per the instructions and Upload scanned images of valid necessary original documents as per the requirement of the admission while filling online application form.
 - (viii) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
 - (ix) 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.
 - (x) The Printed copy of Application form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form. The candidate shall carry a set of Xerox copies of the required documents.
- (c) Document Verification at Facilitation Centre by the Candidate. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form.
- (i) The Candidates shall report to any Facilitation Centre, convenient to him in person along with signed printed copy of online filled application form 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.
 - (iii) The Facilitation Centre In-charge shall confirm candidate's Application Form through online system and issue the Receipt cum Acknowledgement of Application Form.
 - (iv) FC shall verify all documents from Original and put FC stamp with date & Signature on Xerox copies and return original and verified documents along with Receipt-cum-Acknowledgement of application form.
- (v) After confirmation of application form data/information cannot 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 Category wise Seats (Seat Matrix) available for respective CAP Rounds.

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

(g) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions prior to respective CAP Rounds - 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 the respective CAP Rounds ;

- (i) In order to participate in the CAP (subject to fulfillment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online Option Form for the respective CAP Round.
- (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 through their login.
- (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 printed copy 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.

(h) Display of Provisional Allotment of respective CAP Round indicating allotted

institute and Course;

- (i) Reporting and accepting the offered seat at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority;
- (j) Only after reporting to ARC, the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
- (k) The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.

9.2 Conduct of CAP Round-I.- The seats available for Round- I shall be published on the Website. The Candidate whose names appear in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.

9.3 During the CAP:

- (a) If a candidate is allotted the seat as per his first preference, such allotment shall be auto frozen and the candidate shall accept the allotment so made. Such candidate shall not be eligible for participation in the subsequent CAP rounds. Such candidates shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;
- (b) Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. For such candidate, the allotment so made shall be the final allotment. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;
- (c) Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds for betterment;
- (d) Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds;

9.4 Conduct of CAP Round-II and III.-

- (a) The seats available for Rounds II and III shall be published on the website. The Candidates eligible for respective rounds II and III are allowed to fill in and/or edit online option form filled in by the candidate for the previous round. The seats to

be allotted during these rounds shall be available to the eligible candidates falling under the following categories. –

- (i) Candidates as per the sub-rule 3(c) and 3(d) above;
 - (ii) Candidates who have not been allotted any seat in any of the previous rounds;
 - (iii) Candidates who did not participate (failure of filling option form) in previous rounds.
- (b) Candidates who have been allotted seat other than first preference and reported to ARC for confirmation of seat acceptance, whilst filling fresh option form, he/she need not fill the preference already allotted to the candidate in the previous round. Once upward preference is allotted to such candidate, his earlier seat allotment shall stand automatically cancelled. In the event of no such upward preference is allotted, his previous allotment stands retained;
- (c) There shall be no further betterment option available to the candidate after round III. The allotment made and/or allotment retained in round III for participating candidates in round III shall be final;
- (d) At the time of reporting to ARC for confirming the allotted seat, the candidate shall submit all the original documents in support of the claims made in the application. In the event the candidate fails to produce the documents in support of the claim, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds. Candidate shall produce the set of copies certified by FC for verification to ARC. The ARC shall verify set of copies certified by FC from Original and put ARC stamp with date & Signature and return original and verified documents along with Receipt-cum-Acknowledgement of application form. (Candidate shall submit FC and ARC stamped & verified set of documents to the Institute at the time of reporting)
- (e) The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC *viz.*
- (i) change of gender from male to female and vice-versa;
 - (ii) error while entering marks obtained by candidate in examination, CET. However, the change in the merit number due to increase in the marks will not be permitted;
 - (iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.
 - (iv) removal of minority status due to failure of submission of supporting documents;
 - (v) removal of Disability status due to failure of submission of supporting documents;
 - (vi) removal of Defence status due to failure of submission of supporting documents
 - (vii) change in Type of Candidature;
 - (viii) change in Home University;

- (ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;
- (x) change in group/sub-group pertaining to direct second year engineering admissions;
- (xi) change in Qualification.

Apart from the above no other change or rectification shall be allowed.

- (f) In case of additional round (if any), the category of candidates mentioned in clause (a) above shall be entitled to participate and will be entitled to fill in fresh option Form. In such case, the candidate need not fill in the previously allotted preference in their preference list. Once the upward allotment is made, the earlier allotment shall stand automatically cancelled. In the event no such upward preference is allotted in this round, the candidate's previous allotment stands retained.

9.5 Reporting to Institute: The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.

9.6 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 on cancelling the admission, after recovery of dues if any. 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.-

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 as per their *Inter-Se-Merit*.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) For Engineering and Technology, Pharmacy and HMCT Courses Sponsored or Non sponsored Candidates shall be considered for allotment as per *Inter-Se-Merit*.
- (f) If a seat is available for a candidate in more than one category, then the seat allotment shall be done in the sequence as given below;
 - i. Seat for Ladies
 - ii. Seats for Persons with disability
 - iii. Seat for Sponsored category

Stage –II: For SBC Category Candidates.-

If the Backward Class Category seats remain 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 seats remain vacant in the respective group of following Categories, such seats shall be considered for allotment to the Candidates from 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 seats remain vacant in ST Category due to non-availability of its Candidates, such seat shall be considered for allotment to the Candidates belonging to the SC Category or vice versa.

Stage-IV: For all Backward Class Category Candidates.-

If the seats reserved for Backward Class Category Candidate remains vacant, such seats shall be considered for allotment to the Candidate of any Backward Class Category.

Stage -V: For Persons with Disability Candidates.- The seats reserved for Persons with Disability shall be considered for allotment to any Persons with Disability Candidates.

Stage -VI: For all Candidates (Without any type of Reservation).-The seat shall be considered for allotment to all the candidates based on *Inter-Se-Merit*.

Stage -VII: For all Candidates (without any Candidature type).- The seats remaining vacant shall be allotted to the All India Candidates.

10.2 All India Candidature Candidates- The allotment to these seats shall be done through CAP on the basis of,-

- (a) First Year Management,- Percentile score in CET conducted by the Competent Authority, Common Admission Test conducted by Indian Institute of Management (CAT), Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT), Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United State of America (GMAT), Management Aptitude Test Conducted by All India Management Association (MAT), entrance Test for Management Admissions conducted by The Association of Indian Management Schools (ATMA) and Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT).
- (b) First or Direct Second Year Computer Applications.— CET Score ;
- (c) First Year Engineering and Technology- GATE score or GPAT score where ever applicable as per eligibility,
- (d) First year Pharmacy – GPAT score,
- (e) First year Architecture –CET score and
- (f) First year Hotel Management and Catering Technology-CET score.

There is no separate All India Quota for Engineering and Technology, Pharmacy, Architecture and Hotel Management and Catering Technology, the All India Candidature Candidates are eligible for the seats available under CAP and a common merit list of Maharashtra Candidates and All India candidates shall be prepared and operated for allotment.

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

10.3 Minority Candidature Candidates.—The stages of computerised allotment are as follows,—

Stage-I: The seats under minority quota in the minority institution (linguistic or religious) shall be allotted to the respective minority candidates. For Engineering and Technology, Pharmacy and HMCT Courses, the sponsored

and non-sponsored candidate's seats to be allotted to the respective candidates and if, seats remain vacant; it shall be allotted on the basis of inter-se-merit.

Stage-II: If the seats remain vacant, they shall be allotted to the Maharashtra State Candidature Candidates.

Stage-III: Further, if the seats remain vacant, they shall be allotted to the All India candidature Candidates.

10.4 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 section 8(4) of this brochure.
- iii. The candidates not appeared for MAH-MBA/MMS-CET 2018 but appeared for 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 Centralized Admission Process.

b) Counselling Round for J and K Migrant Candidates at SIMSREE, Mumbai.

- 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) 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 **Sydneyham Institute of Management Studies and Research and Entrepreneurship Education, Mumbai**, 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.

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

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.

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

- (1) All the CAP Rounds (CAP Round I, II and III) shall be conducted by computerised allotment.
- (2) In CAP Round I.—
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stage I of sub-rule (3) of rule 10,
 - (ii) Stage I of sub-rule (1) of rule 10,
 - (iii) Sub-rule (2) of rule 10;
 - (b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stage I of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (3) In CAP Round II.—
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stage I of sub-rule (3) of rule 10,
 - (ii) Stages I to IV of sub-rule (1) of rule 10,
 - (iii) Stage II of sub-rule (3) of rule 10,
 - (iv) Sub-rule (2) of rule 10,
 - (v) Stage III of sub-rule (3) of rule 10 of these rules;
 - (b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stages I to IV of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (4) In CAP Round III.—
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stage I of sub-rule (3) of rule 10,
 - (ii) Stages I to VII of sub-rule (1) of rule 10,

- (iii) Stage II of sub-rule (3) of rule 10,
- (iv) Sub-rule (2) of rule 10,
- (v) Stage III of sub-rule (3) of rule 10;
- (b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stages I to VII of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (5) If the seat remains vacant due to non-allotment and non-reporting for admission, such seat will be considered for allotment in subsequent round.
- (6) Every stage in CAP Round I, II and III shall be executed with HU and OHU tag and if the seats remain vacant then the same stage shall be executed without HU and OHU tag. If further seats remain vacant for any reason in 7(1), 7(2) and 7(3) of these rules they shall be considered for allotment to all the candidates as in 5(1), 5(2) and 5(3) irrespective of the seat type on the basis of Inter-Se-Merit.

12. General provisions.-

- (a) Allotment in CAP Round-I, II and III 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, and III;
- (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) 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;
- (i) 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 Seat Acceptance Fee through Online mode of Payment (Credit Card / Debit Card/ Internet Banking/ etc) or the mode as decided by Competent Authority at an

Admission Reporting Centre. Seat will be confirmed by the Admission Reporting Centre (ARC) (List shall be available on website) 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;

- (j) The Seat Acceptance Fee shall be Rs. 1,000/- for all Candidates the same shall be treated as non-refundable processing fee;
- (k) Failure to report in person for Seat acceptance will be considered as if the Candidate has rejected the offer;
- (l) 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;
- (m) 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 shall be considered for admission in subsequent rounds only if they submit fresh option form for subsequent rounds of admission as per schedule.

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 Competent Authority for verification of documents and then 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 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 admission rule 3(4)(b) and shall be filled on the basis of *Inter-Se-Merit* prepared by following the procedure specified in section 8(4) of this Brochure.
- (e) The institution after verification of all required documents 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.
- (f) 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 CAP Round I and the same shall be allotted as per the rules of CAP. The Institutes shall not be allowed to surrender Institutional quota seats thereafter.
- (g) All the admissions and cancellations shall be updated instantly through online system.
- (h) 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.

NOTE: While filling these seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of *Inter-Se-Merit*.

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

- a) 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 provisions of sub-section (5) of the section 9 of the Act.
- b) 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.
- c) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for period of three consecutive years the Competent Authority shall inform the Department accordingly. The Department shall for ward such cases along with observations to the Minorities Development Department as per provisions of sub-section (2) of section 6 of the Act.

15. Cancellation of Admission and Refund of fees, return of documents by Institutions. -

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits online request for cancellation, his/her admission shall be treated as cancelled. The Institute shall consider the online request made by Candidate for cancellation as final irrespective of whether he/she has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The candidate shall then become entitled to and the Institute shall refund the entire fees to the candidate after deduction of Rs.1000/- towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) Notwithstanding clause (a) above, candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 pm of the cut-off date prescribed by the Competent Authority;
- (c) No institution, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution.

16. 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 up to 1 MB) and upload the scanned copies of the required documents at the time of filling up Application Form for Admission. The Facilitation Centre 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 proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
5	Type – D Candidates	Certificate from the employer in the proforma – 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 proforma – G1. 2. Certificate stating that the mother tongue of the candidate is Marathi in proforma – 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 up to 31st March 2019.
9	Persons with Disability Candidates	<ol style="list-style-type: none"> 1. Certificate in the proforma. 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 displaced family proforma –L
11	Foreign nationals / Foreign Students	<ol style="list-style-type: none"> 1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad. 2. Passport of the Candidate. 3. Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents. 4. Proof of residence i.e. Driving Licence or Telephone Bill of candidate 5. Statement of Marks or Certificate of Passing SSC / Equivalent Examination. 6. Statement of Marks or Certificate of Passing HSC / Equivalent Examination. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.
12	Persons of Indian Origin	<ol style="list-style-type: none"> 1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad. 2. Passport of the Candidate. 3. PIO / OCI Card. 4. Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents. 5. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of sponsor 6. Statement of Marks or Certificate of Passing

		<p>SSC / Equivalent Examination.</p> <p>7. Statement of Marks or Certificate of Passing HSC / Equivalent Examination</p> <p>1. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.</p>
13	Children of Indian Workers in Gulf Countries	<ol style="list-style-type: none"> 1. CIWGC Certificate of the Candidate OR of his/her Mother or Father 2. Affidavit of candidate/Parents disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents. 3. Passport, Nationality Certificate of Parent. 4. Residence of parent in Gulf Countries, Valid VISA of Parent 5. Work Permit or Letter from the Employer on Company Letterhead. 6. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of Parent 7. Proof of residence showing minimum 182 days of stay of Parent in Gulf Countries for the academic year of admission, prior to the admission date 8. True copy of Gulf bank account passbook (copies of main page indicating bank name & address, Parent name & address, with entries of last preceding 6 months prior to admission) 9. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad. 10. Statement of Marks or Certificate of Passing SSC / Equivalent Examination. 11. Statement of Marks or Certificate of Passing HSC / Equivalent Examination. 12. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.
	Non Resident Indian (NRI)	<ol style="list-style-type: none"> 1. NRI Certificate of the Candidate OR of his/her Mother or Father OR the real brother/real sister ordinarily residing abroad OR NRI certificate of the persons having blood relation with the student who consider such student as 'Ward' viz-real brother/sister of father OR real brother/sister of Mother OR father/mother of father OR father/mother of Mother OR 1st

		<p>degree paternal/maternal cousins, ordinarily residing abroad and should have looked after the candidate as guardian with documentary evidence & affidavit in support of the aforesaid facts. Parents CDC (Continuous Discharge certificate) if claimant is Merchant Navy employee.</p> <ol style="list-style-type: none"> 2. Affidavit of candidate/sponsor disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents/sponsor. 3. Passport, Nationality Certificate of sponsor 4. Residence of NRI, Valid VISA of sponsor 5. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of sponsor 6. Proof of residence showing minimum 182 days of stay of sponsor in abroad for the academic year of admission, prior to the admission date 7. True copy of foreign bank account passbook (copies of main page indicating bank name & address, sponsor name & address, with entries of last preceding 6 months prior to admission) 8. Affidavit of family chart duly signed by sponsor making clear relationship 9. Leaving certificates, Birth extracts, mark sheets, PAN Card, Passport, Marriage Certificate of all members shown on family tree/chart. 10. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad. 11. Statement of Marks or Certificate of Passing SSC / Equivalent Examination. 12. Statement of Marks or Certificate of Passing HSC / Equivalent Examination 13. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.
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/Documents specified for Type A Candidates

15	Sponsored Candidates	Sponsorship Certificate Proforma – P and Proforma - Q
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17. Miscellaneous provisions

17.1 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.

17.2 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.

17.3 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.

17.4 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 SNDT University	Autonomous - 85% (State Level) Non- Autonomous & University Departments- 70 % for HU, 15 % for OHU (85% State Level Seats in SNDT 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 SNDT University	Autonomous & Non-Autonomous 75% Non-Sponsored Seats 25% Sponsored Seats		Nil
3	Government/ Government Aided Minority Educational Institutions	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 °HU	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)

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) Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year.
- (iii) Separate Division in Direct Second Year: These Seats shall be as sanctioned All India Council for Technical Education.

A. Seat Distribution for Direct Second Year

Sr. No	Type of Institution	No. of Seats as % of Sanctioned Intake or (Lateral Entry Seats + Vacant Seats)			Institute Level Quota
		General Seats	Minority Quota	All India Quota	
1	Government / Government Aided Institutions, University Departments and SNTD University Excluding Minority Institutions, Dr. Babasaheb Ambedkar Technological University Lonere	Autonomous, Non and Autonomous University Department- 100% of (Lateral Entry Seats + Vacant Seats) Separate Division- 100% of Sanctioned Intake	Nil	Nil	Nil
2	Government / Government Aided Minority Institution	50% of (Lateral Entry Seats + Vacant Seats)	50% of (Lateral Entry Seats + Vacant Seats)	Nil	Nil
		Separate Division- 50% of Sanctioned Intake	50% of Intake	Nil	Nil
4	Unaided Private Professional Educational Institutions (Excluding minority)	100% of (Lateral Entry Seats + Vacant Seats)	Nil	Nil	Nil
		Separate Division- 65% of Sanctioned Intake	Nil	15%	20%
5	Unaided Minority Educational Institutions	(Lateral Entry Seats + Vacant Seats- Minority Quota)	Minimum 51%	Nil	Nil

		Separate Division : 85 % of Seats under CAP#	Min. 51%	15% of Seats under CAP#
				20%

CAP Seats = Sanctioned Intake – Institutional Quota

CAP seats excluding Minority Quota

@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.

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 Types of Candidature and select Candidate type which applicable (A/B/C/D & E)
4.	Candidate's Full Name	As per HSC / Diploma mark sheet
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 Adhaar 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 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 the disability type Locomotor or disability Leprosy cured person Cerebral palsy Dwarfism

		<p>Muscular dystrophy Acid attack victims Blindness Low-vision Deaf Hard of hearing Speech and language disability Intellectual disability Specific learning disabilities Autism spectrum disorder Mental illness Multiple sclerosis Parkinson's disease Haemophilia Thalassemia Sickle cell disease Multiple Disabilities (Refer 7(6)(b))</p>
17.	Religious Minority (Yes/No)	Select Yes and select the type of Religious Minority. [Refer 5(3)]
18.	Linguistics Minority / (Yes/No)	Select Yes and select the type of Linguistic Minority. [Refer 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 mark sheet
	b]) GATE/GPAT Score	Candidate Total Score as per mark sheet
	ii) MAH- M.HMCT-CET 2018/ MAH-M.ARCH.-CET 2018/ MAH-MBA/MMS-CET 2018/MAH-MCA-CET 2018 Details for HMCT, Architecture, MBA/MMS/MCA	
	a] CET Seat Number	As per CET Mark sheet
	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 2018 **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 2018-19

Application ID :ME18153125 Version No : 3

Personal Details

Candidate's Name	CHAUHAN SARIKA RAMCHANDRA
Father's Name	RAMCHANDRA
Mother's Name	GITA
Gender	Female
Date of Birth	01/11/1998
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

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 2018-2019. I further declare this Option Form and the Choice Codes therein are filled in by me through my login.

Printed On : **25 /06 /2018 4:52:49 PM**

Last Modified On : 25/06/2018 **4:02:56 PM**

Last Modified By : 25/06/2018, **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 2018-19 is confirmed as per the choices given above. We hereby acknowledge the confirmed Option Form.

Confirmed On : **25/6/2018 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 up to 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 Organization
/Establishment/Department)

This Organization / Establishment / Department is under
.....

(Department of Central Government / Government of
India undertaking)

Shri / Smt.is transferred to
.....in 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 2018-19.

Outward No.&Date: (

Signature)

Place :

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

Proforma 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/from

.....In/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 2018-19.

Outward No.&Date :

(Signature)

Place :

Designation

Name &

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

Proforma 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 2018-19.

Place : (Signature)
Date : 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 – 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 2018-19

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

Place : Taluka Executive Magistrate

Proforma – 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
2018-19.

Outward No. & Date :

Place: Head Master /Principal

School/ College

Seal of the School / College

Proforma – 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 2018-19.

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 2018-19.

Outward No. & Date:
Office

Name & Signature of Head of the

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 2018-19.

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

As my mother tongue is not mentioned in my Leaving / Transfer Certificate for deciding my candidature under linguistic minority status. I undertake that my mother tongue is _____.

I undertake to submit the relevant documents supporting my claim for belonging to minority community as per government resolution Minority Department No.अविदि-2010/प्र.क्र.109/10/कार्या-5, दिनांक 1.7.2013 at the time of admission to the admitted institute.

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 (designation) _____ is appointed / approved on regular basis since dated..... and his / her appointment is not contractual / temporary/ adhoc . He / She is permitted to study **M.E./M.Tech./M.Pharm/M.HMCT programme / specialization** at the selected 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 admitted College till completion of his / her program. We understand that he / she will fulfil institute norms of 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 / M.HMCT programme** in _____ Engineering/ Technology with specialization in _____, under sponsored category and I am prepared to undergo this programme and bear all the expenses including the prescribed fees as tuition and other fee and those related to project work and dissertation.

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

Place: _____ Signature of the Candidate

Date: _____ Name of the Candidate

Application ID :