

Centralised Admission Process (CAP)

(1) Centralised Admission Process CAP stages

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 institutes, University Departments and University managed Institutions 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. The candidate should read the information brochure carefully.
- (b) Filling Online Application Form by candidate for participation in the Centralised Admission Process (CAP);
- (c) Uploading of scanned images of valid necessary original documents as per the requirement of the admission while filling of online application form;

The candidate should fill the Online Application Form as per the notified schedule for respective admission.

- (i) For admissions to First Year Engineering and Technology, Planning, Pharmacy, Pharm D., Hotel Management & Catering Technology, Architecture and Master of Engineering/ Technology (Integrated), BBA/BMS/BMM, BCA, Master of Planning (Integrated), Master of Hotel Management Catering Technology (Integrated), Master of Computer Application (Integrated), Master of Business Administration(Integrated). :
 - a. The eligible candidates aspiring for admission on the basis of CET conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidates need not have to pay application fee.
 - b. The eligible candidates aspiring for admission only on the basis of National Level Examinations mentioned in the eligibility criterion and approved by Maharashtra State time to time, except CET conducted by the Competent Authority of Maharashtra State should apply online for admission and shall pay required fees online(Non Refundable) as given in the table below.
- (ii) For Direct Second Year Engineering and Technology, Pharmacy and Hotel Management and Catering Technology, MBA, MCA: The eligible candidates are required to fill the application form Online.
- (iii) Following are the details of the fees to be paid by the candidate through online mode only.



Admission	Application fee for General Category	Application fee for Reserved Category	Application fee for
	Candidates from Maharashtra State, Outside Maharashtra State (OMS), Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates and Children of Indian workers in Gulf Countries	Candidates [SC, ST, VJ/DTNT(A), NT(B), NT(C), NT(D), OBC, SBC, EWS, SEBC] & PWD Candidates belonging to Maharashtra State only	Children of NRI / OCI / PIO, Foreign National
First Year Engineering and Technology,	₹ 1000/-	₹ 800/-	₹ 5,000/-
Direct Second Year Engineering and Technology,	₹ 1000/-	₹ 800/-	-

- (iv) The Application processing fee shall be as notified by the competent authority from time to time and the amount is Non Refundable.
- (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.
- (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/device connected to internet.
- (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 submitted application form and sign it.
 - (x) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form. The candidate shall carry a set of photo copies of the required documents.
- (d) Document Verification at Facilitation Centre by the Candidate or through the method prescribed by the Competent Authority for this purpose. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form.

After confirmation of application form, information cannot be changed by candidate.

- (e) Display or Publishing of Provisional merit list, Submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose 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, within specified grievance period, Candidates can submit the grievances through the method prescribed by the Competent Authority for this purpose.
 - 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/ institute.

- (f) Display of Category wise Seats (Seat Matrix) available for respective CAP Rounds. The Competent Authority shall publish the information on the website 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 preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed by the candidate through their login shall be considered for allotment in the respective CAP Rounds; Candidates may fill in **maximum 300 choices** of Institutes and Courses in decreasing order of their preference;
- (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 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.
 - (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 considered as 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 by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference
 - (ix) The candidate can fill in minimum 1 and maximum 300 options. The candidate shall fill the institute choice code against the option number in the online option form.
- (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 through the method prescribed by the Competent Authority for the purpose of accepting the offered seat and rectifying the errors as per the clause (e) of sub-rule (4) of this rule.;
 - (j) Only after reporting to ARC or by self scrutiny of the document uploaded in online application system as per clause (i), 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.
- (2) Conduct of CAP Round-I.** – (a) The seats available for Round- I shall be published on the website. The candidate whose name is appeared 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.
- (b) 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 or the candidate may scrutinize the document uploaded in online application system himself and such candidate shall make payment of seat acceptance fee himself in online mode. Thereafter such candidates shall report to the allotted institute and seek admission to the allotted seat. If such candidate does not report to ARC or fails to carry out self scrutiny of the

document uploaded in online application system for confirmation of seat acceptance, then 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;

- (c) 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 may freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to the ARC or the candidate may scrutinize the document uploaded in online application system himself and such candidate shall make payment of seat acceptance fee himself in online mode. Thereafter, such candidate 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 or fails to carry out self-scrutiny of the document uploaded in online application system 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;
- (d) Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC or by self-scrutinising of the document uploaded in online application system for confirmation of seat acceptance, shall be eligible for participation in the subsequent rounds for betterment;
- (e) Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC or fails to carry out self-scrutiny of the document uploaded in online application system for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds.

(3) Conduct of CAP Rounds II, III and IV.-

- (a) The seats available for Rounds II, III and IV shall be published on the website by the CET Cell. The candidates eligible for respective Rounds II, III and IV 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 Candidate falling under the following categories. –
 - (i) candidates as per the clauses (d) and (e) of sub-rule (2) of this rule for Round-II and candidates as per the sub-clauses (iv) and (v) of clause (b) sub-rule (3) of this rule for Rounds III and IV;
 - (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) (i) Candidates, who have been allotted seat other than first preference in Round-I, first three preferences in Round-II, first six preferences in Round-III and reported to ARC or self-scrutinised the document uploaded in online application system for

confirmation of seat acceptance, whilst filling fresh option form for subsequent Round, he 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;

- (ii) If a candidate is allotted the seat as per his first three and six preferences in Round-II and Round-III, respectively, such allotment shall be auto frozen and the candidate shall accept the allotment so made. After the acceptance such candidate shall not be eligible for participation in the subsequent CAP rounds. Such candidates shall then report to the ARC for verification of documents or the candidate may scrutinize the document uploaded in online application system himself and such candidate shall make payment of seat acceptance fee by online mode. Thereafter such candidates shall report to the allotted institute and seek admission to the allotted seat. If the candidate does not report to ARC or fails to carry out self scrutiny of the document uploaded in online application system for confirmation of seat acceptance, then his claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. The allotment so made shall be the final allotment for such candidate;
- (iii) Candidate who have been allotted seat other than the first three and six preferences given by the candidate in Round-II and Round-III, respectively and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate may freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to the ARC or the candidate may scrutinize the document uploaded in online application system himself and make payment of seat acceptance fee by online mode. Thereafter, such candidate 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 or fails to carry out self-scrutiny of the document uploaded in online application system for confirmation of seat acceptance, his 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;
- (iv) Candidate who have been allotted seat in other than the first three and six preferences given by the candidate in Round-II and Round-III, respectively and accepted the seat by reporting to ARC or by self-scrutinising the document uploaded in online application system for confirmation of seat acceptance, shall be eligible for participation in the subsequent rounds for betterment;
- (v) Candidate who have been allotted seat in other than the first three and six preferences given by the candidate in Round-II and Round-III, respectively and not accepted the seat by not reporting to ARC or fails to carry out self-scrutiny of the document

uploaded in online application system for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds.

(c) There shall be no further betterment option available to the candidate after Round IV. The allotment made and/or allotment retained in Round IV for participating candidates in Round IV shall be final. However, for Working Professionals, there shall be no further betterment option available after Round II. The allotment made and/or allotment retained in Round II for participating Working Professionals in Round II shall be final.

(d) At the time of reporting for admission to ARC or in self-scrutiny of the document uploaded in online application system as per the method prescribed by the Competent Authority, the candidate shall produce all the original documents in support of the claims made in the application:

Provided that, if the candidate has allotted seat on the basis of claim made in the application and 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:

Provided further that, if candidate is allotted seat without availing any benefit claimed in the application, in such case the allotment of the candidate shall be retained and he shall be allowed to modify his application accordingly, as per the provisions of clause (e) of sub-rule (3) of this rule;

(e) The candidate shall be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC,-

(i) change of gender from male to female and vice-versa;

(ii) error while entering marks obtained by candidate in examination, CET: Provided that, the change in the merit number due to increase in the marks shall not be permitted;

(iii) error while mentioning the caste or sub-caste or the category of reserved class but in no case a candidate shall be allowed to change from General to Reserved Category. A reserved category candidate shall be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste or 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) removal of Orphan status due to failure of submission of supporting documents

- (viii) change in Type of Candidature for the Maharashtra State Candidate;
- (ix) change in the Home University;
- (x) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;
- (xi) change in qualification.

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

(4) Reporting to the institution- 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.

(5) Fees and Concessions

- (a) Fees Prescribed for Government, Government Aided Institutes and University Managed Engineering /Technology Degree Courses:
Fee structure for these institutes shall be as prescribed by the Government of Maharashtra from time to time.
- (b) Fees prescribed in Unaided Private Professional Educational Institutions:
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.
- (c) Details of Concession in fees for Backward Class Category and Economically Weaker Section Candidates (belonging to Maharashtra State only)
For SC/ST/VJDTNT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC/SEBC and EWS 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.
- (d) Fees for Jammu& Kashmir and Ladakh Migrant Candidates and North East and Union Territory Candidates admitted by appropriate authority:
These candidates shall pay the fees as applicable to the Non Autonomous Government institutes (as given in 9(5)(a)). Candidates shall also pay additional fees as prescribed by the concerned University from time to time.

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

- (1) Maharashtra State Candidature Candidate** -(a) The stages of computerised allotment are as follows, -

Stage –I: For all the Candidates. -

- (a) All the candidates (Open, Reserved, Male, Female) belonging to various categories shall be considered for allotment of seats as per their *Inter-Se-Merit*.
- (b) Economically Weaker Section (EWS) and Orphan candidates shall be considered for allotment of seats reserved for them as per their *Inter-Se-Merit*, and if seat is not available in their reserved category, then they shall be considered for allotment in General Category as per the *Inter-Se-Merit*.
- (c) Reserved Class category candidates shall be considered for allotment in General Category seat by virtue of their *Inter-Se-Merit* in their respective Category of reservation, if general Category seats are not available at their merit.
- (d) Special Backward Class (SBC) Category candidates shall be considered for allotment in General Category by virtue of their merit and in case of SBC candidate who were in Reserved Class prior to their inclusion in SBC category shall be considered in their original Reserved Class category.
- (e) *Allotment to Persons with Disability Category Candidates.-*
- (i) Allotment of seats to the Persons with Disability category candidates shall be within their respective Reserved or General category only.
- (ii) The number of seats available for the Persons with Disability Category candidates shall be indicated in total number for the specific course as per the seats available in the CAP for that course.
- (iii) If the seat for Persons with Disability category candidates as per their prescribed reservation percentage within their respective reserved or General category comes out to be complete integer (no rounding off the fractional value is permissible) then only such seat shall be earmarked as reserved for that particular Reserved or General category for Persons with Disability candidate and shall be allotted as per their *Inter-Se-Merit*.
- (iv) All other seats (except earmarked seats) available for Persons with Disability category candidates for that course shall be allotted as per their *Inter-Se-Merit* from combined list of all Persons with Disability category candidates:
Provided that, not more than one seat shall be filled in from same reserved category as per their *Inter-Se-Merit*:
Provided further that, the candidate not considered for allotment due to provision of above proviso, shall be considered for allotment of seat from general Persons with Disability Category as per their *Inter-Se-Merit*.
- (v) After allotment of the seat to Person with Disability category candidate, a seat from that General or respective Reserved Class Category and Person with Disability category shall be treated as utilized.
- (vi) If in the seat matrix for any course, total available seats for Reserved or General category comes out to be less than two, then in such case, no seat shall be allotted

to the Person with Disability category candidate.

(f) *Allotment to Defence category candidates.-*

- (i) Allotment of seat to the Defence Category Candidates shall be within their respective Reserved or General category only.
- (ii) The number of seats available for the Defence Category Candidates shall be indicated in total number for the specific course as per the seats available in the CAP for that course.
- (iii) If the seat for Defence category candidates as per their prescribed reservation percentage within their respective Reserved or General Category comes out to be complete integer (no rounding off the fractional value is permissible) then only such seat shall be earmarked as reserved for that particular reserved or general category for Defence category candidate and shall be allotted as per their *Inter-Se-Merit*.
- (iv) All other seats (except earmarked seats) available for Defence category candidates for that course shall be allotted as per their *Inter-Se-Merit* from combined list of all Defence Category candidates:
Provided that, not more than one seat shall be filled in from same reserved category as per their *Inter-Se-Merit*:
Provided further that, the candidate not considered for allotment due to the above provision, shall be considered for the allotment of seat from general seats for Defence Category as per their *Inter-Se-Merit*.
- (v) After allotment of the seat to Defence category candidate a seat from that General or respective Reserved Class category and Defence category shall be treated as utilized.
- (vi) If in the seat matrix for any course, total available seats for Reserved or General category comes out to be less than two, then in such case, no seat shall be allotted to the Defence category candidate.

(g) For Post Graduate Courses, Sponsored or Non-Sponsored Candidates shall be considered for allotment as per *Inter-Se-Merit*

(h) 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 Orphan,
- (ii) Seat for Ladies,
- (iii) Seat for Persons with Disability candidates,
- (iv) Seat for Defence,

Stage – II: *For allotment of seats reserved for Female to Male Candidates-*If the seats remain vacant after allotment to Female Candidates of the Reserved Class category or General Category, such seats shall be allotted to the Male candidates

belonging to respective Reserved Class or General Category.

Stage –III: *For Special Backward Class (SBC) category candidates.*-If the Reserved class category seats remain vacant, such seats shall be considered for allotment to the candidates of SBC Category, limited to the extent of two per cent. seats.

Stage –IV: *For all Candidates (without any type of reservation).*-The seats shall be considered for allotment to all the candidates based on *Inter-Se-Merit*.

Stage –V: *For all Candidates (without any Candidature Type).*-

- (i) The seats remaining vacant shall be allotted to the All India Candidates.
- (ii) In case of Direct Admission to Second Year (Lateral Entry) of Engineering and Technology, if the seats remain vacant after allotment to all the Diploma in Engineering candidates based on *Inter-Se-Merit*, such seats shall be filled in on the basis on *Inter-Se-Merit* of the Bachelor of Science candidates. Thereafter, if the seats remain vacant after allotment to all the Bachelor of Science candidates based on *Inter-Se-Merit*, such seats shall be filled in on the basis of *Inter-Se-Merit* of the D. Voc. candidates.

Stage-VI: *For First year admissions, after completion of Stage V.*-If the seats remain vacant then such vacant seats shall be considered for allotment in the following order of preference as per the Eligibility Conditions and Requirements: -

- (i) Diploma Candidates based on *Inter-Se-Merit*;
 - (ii) D.Voc. Candidates based on *Inter-Se-Merit*.
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- (b) For the Post Graduate Courses the Female, Orphan and Defence reservation is not applicable. Hence the Stage I (a) as well as Stage II regarding Female reservation, Stage I (b) regarding Orphan reservation and Stage I (f) regarding Defence reservation shall not be executed for allotment for Post Graduate Courses.
 - (c) For the seats reserved for Female candidate, the procedure for reservation as given in Government Circular of General Administration Department No. RSV. 1012/CN-16/12/16A dated 13th August 2014 shall be adopted.

(2) All India Candidature Candidates. -The allotment to these seats shall be done through CAP on the basis of score of CET or as specified by the appropriate authority,-

- (i) For Under Graduate and Dual Degree / integrated courses;
 - (a) First Year Engineering and Technology and Master of Engineering and Technology (Integrated)- JEE (Main) or NEET for B.E. or B.Tech and then if the seats remain vacant, on the basis of CET score, thereafter if the seats remain vacant, on the basis of Diploma in Engineering marks, thereafter if the seats still remain vacant, on the basis of D.Voc. marks;
 - (b) First Year Hotel Management and Catering Technology, Computer Applications (BCA), Management (BBA or BMS or BBM etc.), Master of Planning

(Integrated), Master of Hotel Management Catering Technology (Integrated), Master of Computer Application (Integrated), Master of Business Administration (Integrated).- NCI-IM JEE/ Common University Entrance Test (CUET) Under Graduate (UG) conducted by the National Testing Agency and if seats remain vacant on the basis of CET Score, thereafter if the seats remain vacant, on the basis of D. Voc. marks;

- (c) First Year Planning and Master of Planning (Integrated) - JEE (Main) B. Planning and then if the seats remain vacant, on the basis of CET score, thereafter if the seats remain vacant, on the basis of D. Voc. marks and if seats still remains vacant, on the basis of HSC or 10 +2 examination marks.
- (d) First Year Design.- On the basis of score of the Undergraduate Common Entrance Examination (CET) for Design (UCEED) examination conducted by the Indian Institute of Technology (IIT) and then if the seats remain vacant, on the basis of D. Voc. marks;
- (e) First Year Pharmacy and Pharm D. – NEET and then if the seats remain vacant, on the basis of CET score;
- (f) First Year of Bachelor of Pharmacy (Practice).-Marks or score secured in Qualifying Examination ;
- (g) First Year Architecture - Score in an aptitude test in architecture i.e. JEE conducted either by National Testing Agency or National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture and HSC or 10+2 Marks;

(ii) For Post Graduate courses;

For Admission to First Year of Master of Engineering and Technology, Pharmacy, Management (MBA), Architecture (M.Arch.), Hotel Management and Catering Technology (M.HMCT.), Planning (M.Planning), Pharm D. (Post Baccalaureate), Design (M. Design) and First or Direct Second Year of Computer Application (MCA) and Management (MBA).-

- (a) First Year Management.-Percentile score in CET conducted by the Competent Authority, Common Admission Test(CAT) conducted by Indian Institute of Management and Common Management Aptitude Test (CMAT) conducted by National Testing Agency .
- (b) First Year Pharmacy.- Graduate Pharmacy Aptitude Test (GPAT)Score conducted by National Testing Agency;
- (c) First Year Architecture.-CET Score;
- (d) First or Direct Second Year Computer Applications.- CET Score;
- (e) First Year Hotel Management and Catering Technology- CET score.
- (f) First Year Engineering and Technology – Graduate Aptitude Test Examination (GATE) score conducted by Indian Institute of Technology.

- (g) First Year Planning Score of Common Entrance Examination for Design (CEED) conducted by the Indian Institute of Technology and thereafter Graduate Aptitude Test Examination(GATE) Score conducted by the Indian Institute of Technology;
- (h) First Year Pharm D. (Post Baccalaureate)- Score of Graduate Pharmacy Aptitude Test(GPAT), conducted by the National Testing Agency.
- (i) Direct Second Year of Management and Computer Applications.- Marks or score secured in qualifying examination ;

All these seats for Post Graduate courses are treated as General Category seats and no reservation is provided for these seats from the candidates of Reserved Class Category, Ladies, Persons with Disability, Orphan and Defence, etc.;

(3) Minority Quota Seats: -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.

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.

(4) For Jammu and Kashmir as well as Ladakh Migrant Candidature candidates: The Supernumerary seats for Jammu and Kashmir Migrant Candidature candidates shall be allotted to the Eligible Candidates mentioned in sub-rule (6) of rule 5 on the basis of *Inter-Se-Merit* in the Entrance test conducted by the appropriate authority or in the manner as prescribed by the appropriate authority, further if seats remain vacant then the seats shall be allotted to the Jammu and Kashmir as well as Ladakh Migrant Candidature candidates on the basis of CET conducted by the Competent Authority.

a) Application Form Filling, Submission and Admission Centres

The eligible candidate shall fill the Online Application Form within the notified schedule, as per the method prescribed by the Competent Authority.

- i. The Competent Authority shall publish the provisional Merit List. The candidates not appeared for CET conducted by competent authority but appeared for any other CET conducted by appropriate authority can also apply, however such candidates are required to pay the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking).
- ii. The candidates whose names do not appear in the merit list(s) will not be able to participate in entire Admission Process.

b) Counselling Round for J and K as well as Ladakh Migrant Candidates at identified Admission Centre

- i. The counselling round shall be conducted as per the method prescribed by the Competent Authority.
- ii. Candidate seeking admission against these seats shall report to the Admission Centre of Admission Authority for admission as per the schedule.

- iii. The candidates shall produce the documentary evidence strictly as per the Proforma(s) in support of their claims.
- iv. These Admissions will be made strictly in the order of merit from amongst the candidates who report in person for admission at the concerned identified admission centre (as per 10(4) a) as per schedule, against the seats available in the various institutes at the time when the candidate actually reports for admission.
- v. Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to any other institute and/or any other course during entire duration of the course.
- vi. 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.

These seats are available only for admission to First Year of Under Graduate Courses as well as Post Graduate courses in Management and Computer Application.

(5) 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.

Allotment of seats by CAP Rounds I, II, III and IV

- (1) CAP Rounds I, II, III and IV shall be conducted by computerized 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) Stages I and II 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) Stages I and II of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (3) In CAP Round II and III.-
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per the 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 the 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 IV.-
 - (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 V 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,
 - (vi) Stage VI of sub-rule (1) 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 V of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules;
 - (iii) Stage VI of sub-rule (1) of rule 10 of these rules.
- (5) If the seat remains vacant due to non-allotment and non-reporting, such seat shall be considered for allotment in subsequent round.
- (6) Every stage in CAP Round I, II, III and IV 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 sub-rules (1), (2) and (3) of rule 7 of these rules they shall be considered for allotment to all the candidates as in

sub-rules (1), (2) and (3) of rule 5 irrespective of the seat type on the basis of *Inter-Se-Merit*.

General provisions

- (a) Allotment in CAP Rounds-I, II, III and IV of Home University Seats, Other than Home University seats and State Level Seats will be carried out as per *Inter-Se-Merit* of Candidates having Maharashtra State Candidature. The seats will be allotted to Candidates as per *Inter-Se-Merit*, options filled and seats available at that point of time in the stage of CAP Rounds-I, II, III and IV;
- (b) All Candidates eligible for a particular stage of allotment shall 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 sub-rules(2), (3), (4) and (5) of rule 7 of these rules as well as in Sponsored Category seats;
- (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 shall 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 fees through online mode or can be paid at the time of carrying out self scrutiny of the document uploaded in online application system or by a demand draft in favour of the Competent Authority at the Admission Reporting Centre. Seat shall be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms or has carried out self scrutiny of the document uploaded in online application system, the Online Receipt of acceptance shall be issued by the centre in-charge or by online mode;
- (j) The seat acceptance fee shall be Rupees one thousand only for all admitted candidates and the same shall be treated as non- refundable processing fee;
- (k) Failure to report for seat acceptance shall be considered as if the Candidate has rejected the offer;

- (l) Allotted Seat shall be cancelled if, at any time, any of the document or certificate 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 or by not making self scrutiny of the document uploaded in online application system. Candidates who reject allocated seat shall be considered for admission in subsequent rounds only if they submit fresh option form for subsequent round of admission as per schedule.
- (n) If any of the statement made in application form or any information supplied by the candidate in connection with his admission is found to be false or incorrect in any material particular, the Principal shall cancel his admission and forfeit the fees. An appeal against the action of cancellation of admission may be preferred within seven days to the Competent Authority. The Competent Authority shall, preferably, decide the appeal within fifteen days and his decision thereon shall be final.
- (o) Complaints regarding the use of fake certificates shall be investigated in time bound manner and if it is found that there is a truth in such complaint, such admission shall be cancelled. Further appropriate action shall be initiated with due intimation to the Competent Authority.
- (p) For admission to the courses reserved for Working Professional.
- (i) The course duration shall be as decided by the affiliating board or university or Autonomous Institute.
 - (ii) Timings for conduct of classes normally shall be in the evening hours or any flexible convenient timings in alignment with timings of Industry / Organization.
 - (iii) Mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice *vide*. No. AICTE/AB/Academic/2020-21, dated the 13th August 2020(In Regular Face to Face Mode).
 - (iv) One seat in every Institute shall be reserved for candidates working in Central Government's Organizations/ Industries/ Companies / Autonomous Organizations purely on MERIT Basis. In absence of any such Candidates the vacant seat shall be transferred to General Category.
 - (v) Only two centralized admissions rounds shall be conducted for admission of Working Professionals. All other rules shall be applicable for these admissions.
 - (vi) The candidature type as per rule 5, sanctioned intake and supernumerary seats for various courses as per rule 6, allocation of seats as per rule 7, preparation of merit list as per rule 8, Centralized Admission Process (CAP) with two rounds as per rule 9, CAP allotment stages and process of allotment as per rule 10, Allotment of seats by CAP Rounds I and II only as per rule 11, general provisions as per rule 12, admissions in Institutional Quota and

vacant seats after CAP as per rule 13, approval of merit list and the admitted candidates list as per rule 14, cancellation of admission and refund of fees, return of documents by Institutions as per rule 15 shall be applicable for these admissions.

- (vii) Minimum admission required to run the course shall be one third of the sanctioned intake in each course. The Institute can admit the Candidate for Institutional Quota and vacant seats after CAP till the pre cut-off date only. If the admissions to a course after pre cut off date are below one third of the sanctioned intake then the Re-allocation of candidates from the courses having admissions less than one third of the sanctioned intake to the courses having admission not less than one third of sanction intake shall be carried out by the Competent Authority as per the Rule 13. Following process shall be adopted by the Competent Authority to re-allocate the Working Professionals.-
 - (i) All the admissions for Working Professionals in all Institutes shall be stopped and freezed at the end of pre cut off date.
 - (ii) Vacancy position for Working Professionals at the end of pre cut off date in all the courses shall be published.
 - (iii) The list of courses in the Institutes having admissions below one third of the total intake along with list of admitted candidate in those Institutes shall be published. Also the vacancy position in nearby Institutes shall be published.
 - (iv) Candidate has to fill the online preference form for transfer within the stipulated time schedule declared by the Competent Authority. Participation in Re-allocation process does not guarantee the Re-allocation or admission of the candidate.
 - (v) Working Professionals shall be Re-allocated to other nearby Institutes within 50 km radial distance from their working place as per rule 13 strictly as per the merit. The mechanism (process) for Re-allocation of candidates shall be decided and notified by the Competent Authority on the web portal of admission, considering the volume of candidates to be re-allocated. It shall be binding on all stake holders.
 - (vi) Working Professional has to take admission to Re-allocated institute within stipulated time schedule specified by the Competent Authority.
 - (vii) Provisional admission of the candidate shall be cancelled automatically if the candidate
 - (i) fails to submit and confirm the Preference Form for the Re-allocation process.
 - (ii) does not get a seat in the Re-allocation process.

(iii) fails to report to the institutes as per Re-allocation process as per schedule.

(viii) This process of re-allocation round shall be carried out between pre cut-off date and cut-off date for admissions of Working Professionals only. Courses in the Institutes having admissions below one third admissions after pre cut-off date has to refund full fees and original documents to the candidate in case of cancellation of provisional admission or re-allocation immediately within two days from the cancellation of admission or re-allocation.

(viii) Any other criterion declared from time to time by the appropriate authority and AICTE shall be applicable.

(q) Admission to Under Graduate / Post Graduate Dual Degree / Integrated Courses through collaborative / twinning mode.-

(i) Eligibility for admission to First Year of Under Graduate / Post Graduate / Dual Degree / Integrated Courses through collaborative / twinning mode shall be same as admission to first year of respective professional Under Graduate / Post Graduate Dual Degree / Integrated Courses and it is as per the additional norms, if any, prescribed from time to time by the Appropriate Authority.

(ii) Lateral Entry and supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.

(iii) Candidates shall apply for admissions to these courses to the Competent Authority.

(iv) Admissions to these courses shall be made by the institutes, as per rule 13 of these rules.

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 after the CAP Rounds 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 website of the Institution.

(c) Institution shall invite applications till date of allotment of final CAP Round 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

respective institution for admission at the Institution level as provided in clause (b) of sub-rule (4) of rule 3 and shall be filled on the basis of *Inter-Se-Merit* prepared by following the procedure specified in sub-rule(3) of rule 8 of these rules.

Provided that, in case a candidate is unable to submit the application directly to the concerned institution for any reason, the candidate shall have the opportunity to apply through the website of the Competent Authority till the date of allotment of final CAP Round. These applications will be forwarded to the respective institutions after the allotment process of CAP Round – IV. The concerned institution shall consider such applications while preparing the inter-se-merit.

- (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 or 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 immediately 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 applicants.
- (i) While filling these seats, the preference shall be given to the Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of *Inter-Se-Merit*.
- (j) After exhausting the Maharashtra State Candidature Candidate and All India Candidature Candidate, if any seat remain vacant in the sanctioned intake then these seats may be filled with NRI, Foreign Students (FS), Overseas Citizen of India (OCI), Persons of Indian Origin (PIO), Children of Indian Workers in the Gulf Countries (CIWGC) Candidature Candidates, if the Institute has secured prior approval from appropriate authority for these seats.

Approval of Merit List and the Admitted Candidates List

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

- (2) The Admission-approval proposal shall include the list of all candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc., as well as, the required documents of the candidates admitted at institution level.
- (3) The Institute is responsible for enrolling the candidates on the portal of “Academic Bank of Credits” within eight days after confirmation of admission of the candidate in the Institute. Institute shall confirm the enrolment of the candidate on “Academic Bank of Credits” portal before submitting the admission approval proposal to the Directorate of Technical Education. The admission approval proposal shall consist of list of admitted candidates along with enrolment number of the candidate on the portal of “Academic Bank of Credits”. Admission of the candidates shall not be recommended for approval to the Admission Regulating Authority unless all admitted candidates in the institute are enrolled on the “Academic Bank of Credits” portal.
- (4) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for a period of three consecutive years, the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per the provisions of sub-section (2) of section 6 of the Act.

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 admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he 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. If the candidate cancels admission on or before the last day for cancellation of seats with full fees refund as specified by the Competent Authority, the Institute shall refund the entire fees to the candidate after deduction of rupees one thousand only towards processing charges and return all his original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) 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 the last day for cancellation of seats with full fee refund as specified by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the Institute by submitting application to the Institute after the cut off date;
- (c) No institution, who has in its possession or custody, of any document in the form of Certificates, 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 Certificate, Degree, Diploma, award or any 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;

- (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

Change of Course or Institution after First, Second or Third year of Under Graduate and Dual Degree or integrated programme. -

- (1) The candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in all subjects or failed in one of the heads of passing, shall be allowed to do so in the same institution subject to the availability of seats and changes shall be carried out based on the marks of First Year or First and Second Semester together. The Principal shall be responsible for ascertaining the eligibility of the candidate as laid down by the concerned University for the course to which the candidate is being transferred.;
- (2) Transfer of candidates (Course and/or Institution) after first or second or third year shall be made in the following manner.-
- (a) The candidate once admitted in first or second year shall not be eligible for transfer to any other Institution during the same academic year;
- (b) The candidate passing the first year (both first and second semester) or second year (both third and fourth semester) or third year (both fifth and sixth semester) examinations in all subjects or failed in one of the heads of passing are considered as eligible for transfer of Institution or course:
- Provided that for transfer after second year the candidate should have passed the first year, and for transfer after third year the candidate should have passed first and second year;
- (c) There shall be no transfer of students at any stage in any case from Unaided Institutions to the Government or Government Aided, University Departments, University Managed Institutions. However, the candidate from the Government or Government Aided, University Departments, University Managed Institution may seek transfer to the Unaided Educational Institution;
- (d) There shall be no transfer of students at any stage to Autonomous Institutions;
- (e) Transfer to Unaided Institutions.- The Principals of Unaided institutions shall consider the candidate from other institutions for transfer with prior approval from the Director of Technical Education on submission of No Objection Certificate (NOC) from Institution, Eligibility Certificate from University and Vacancy position. The Principal or Director shall ascertain the eligibility of candidates as laid down by the concerned University for the course to which the candidate is being transferred;

Transfer in Government or Government aided Institutions- Eligible Candidates aspiring for a transfer from Government or Government Aided or University Departments and University Managed Institutions to other Government or Government Aided or University Department or University Managed Institutions, shall apply in writing to the Principal/ Director of the institute in which he/she studied first year or second semester. The Principal or Director shall forward the consolidated branch wise merit list of eligible candidates giving details like Name, Course, percentage of Marks, Names of Courses and Institution in order of preference to which candidates desires to seek transfer, reasons for transfer and Remarks, along with course wise vacancy position in institution, to the Director of Technical Education, Maharashtra State, so as to reach him as per the schedule given by him. All the Principals of Government and Government Aided Institutions, University Departments and University Managed Institutions shall submit vacancy position of all courses to the Directorate of Technical Education, Mumbai before stipulated date.

- (f) No application without recommendation of the Principal of Institution shall be entertained by the Director of Technical Education;
 - (g) If the result of the University or Institution is not declared before the process of transfer, candidate of that University or Institution shall lose his claim on transfer;
- (3) The candidates admitted under Supernumerary Quota seats are not eligible for change of Course or Institution;
 - (4) The candidates from the professional educational institutions which are outside the purview of the Act shall be eligible for transfer to the unaided private professional Educational Institutions subject to the fulfillment of eligibility criterion and requirements stipulated under the provisions of sub-section(1) of section 3 of the Act and the fulfillment of the conditions stated in sub-rule (2).
 - (5) List of all such transfers shall be communicated by the Director of Technical Education to the office of the Admissions Regulating Authority for final approval.

Documents required to be uploaded along with “Application Form for Centralized Admission Process”

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

Sr. No.	Type of Candidate	Copies of documents to be produced along with Application Form for Admission
1	All Candidates	1. SSC (Std. X) mark sheet. 2. HSC/Diploma/B. Sc. mark sheet. 3. Qualifying Examination mark sheet 4. Score Card Mark Sheet of CET examination such as, JEE / NEET / NATA/ CUET / GATE / GPAT / NEEMS / UCEED etc. 5. School Leaving Certificate, if required to substantiate claim. 6. Certificate of the Indian Nationality of the candidate. 7. For Second Year Engineering and Technology, Pharmacy : Approval letter of Pharmacy Council of India given to the Institute.
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 border area Candidates	1. Certificate stating that candidate belongs to the Maharashtra Karnataka 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 border area is available on website)
7	Backward class	1. Caste/Tribe certificate 2. Caste/Tribe validity certificate

Sr. No.	Type of Candidate	Copies of documents to be produced along with Application Form for Admission
	Candidates belonging to S.C. / S.T.	
8	Backward class Candidates belonging to VJ/DT-NT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC/SEBC	1. Caste certificate 2. Caste validity certificate 3. Non creamy layer certificate @ valid upto 31st March 2026.
9	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section Proforma – V valid for 2025-26 सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो/4019 प्र.क्र.31/16 अ, दिनांक 31.05.2021 - आर्थिक दृष्ट्या दुर्बल घटकासाठी विहित केलेल्या आरक्षणाचा लाभ घेण्यासाठी पात्रतेसाठीचे प्रमाणपत्र (GR Code 202105311250599407)
10	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate Proforma – U
11	Ex-Servicemen (Def-1)	1. Defence Service Certificate Proforma – C. 2. Domicile certificate of father/mother who is an Ex-Service personnel is domiciled in the State of Maharashtra.
12	Active Domicile Defence Candidates. (Def-2)	1. Defence Service Certificate Proforma – C 2. Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra.
13	Active Non Domicile Defence Candidates. (Def-3)	1. Defence Service Certificate Proforma – C and D/E. 2. Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. OR Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an

Sr. No.	Type of Candidate	Copies of documents to be produced along with Application Form for Admission
		active defence service person and has retained the family in his previous place of posting in Maharashtra.
14	Persons with Disability Candidates	1. Certificate in the Proforma 2. Domicile certificate of candidate.
15	Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates	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 4. Certificate stating that the candidate belongs to displaced family proforma –M
16	Foreign nationals / Foreign Students	Documents notified, time to time, by the Competent Authority for admission to this quota.
17	Persons of Indian Origin	Documents notified, time to time, by the Competent Authority for admission to this quota.
18	Children of Indian Workers in Gulf Countries(CIWGC)	Documents notified, time to time, by the Competent Authority for admission to this quota.
19	Non Resident Indian	Documents notified, time to time, by the Competent Authority for admission to this quota.
20	TFWS candidates	Income certificate stating that his/her parent's annual income is less than Rs. 8 Lakh from all sources issued by the appropriate competent authority of the Maharashtra State.
21	Minority Candidates	1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue as given in proforma – O. (शासन निर्णय अल्पसंख्याक विकास विभागक्र -अविवि-2010/प्र.क्र.109/10/काया-5 दि .01 जुलै 2013 पहावा [201307021644062414]) Domicile Certificate of Candidate or the documents specified for Maharashtra State Candidature Type A.

Sr. No.	Type of Candidate	Copies of documents to be produced along with Application Form for Admission
22	Sponsored Candidates	Sponsorship Certificate Proforma – P and Proforma – Q
23	Working Professional	<ol style="list-style-type: none"> 1. Experience Certificate for Working Professional Candidate from employer that certifies candidate have Minimum of ONE Year Full time / Regular working Experience. (proforma-W1) 2. Declaration from Working Professional candidate regarding Industry / Organization (Central / State) / Private / Public Limited Company / MSMEs is located within 50 KM radial distance from the admitting Institute; and regarding Reallocation process (proforma-W2)

Miscellaneous provisions

a) Conduct and Discipline

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

b) Action against ragging: Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (published time to time in AICTE Approval Process Handbook / UGC Guidelines) 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.
- g) 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.
- h) If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

c) Others:

- (i) The medium of instruction for degree courses is English.
- (ii) The candidates are advised to ensure before applying that he/she is eligible for

admission to the program as per the prevailing eligibility norms of the University. Admission of candidate will be treated as finally confirmed only on production of the Eligibility Certificate from the University to which the college is affiliated.

- (iii) Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- (iv) The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

d) Hostel accommodation:

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

- e) The English version of the notified gazette shall be considered for the purpose of interpretation of the meaning and correctness of any provisions made in the Admission Rule and its amendment.