



Shri Bhairavnath Shikshan Prasarak Mandal's

## Adhalrao Patil Institute of Management and Research

Approved by AICTE, New Delhi, Recognized by DTE Maharashtra and affiliated to Savitribai Phule Pune University, NAAC Accredited

APIMR, Landewadi, (Via-Manchar) Pune, Maharashtra, India. Tel.: 02133-235105

### CERTIFICATION RELATED TO ADMISSION OF STUDENTS AS PER RESERVATION POLICY

This is to certify and undertake that the admission process Adhalrao Patil Institute of Management & Research, Landewadi is regulated by Directorate of Technical Education (DTE) Mumbai, Maharashtra through the Centralized Process of Admission (CAP). It is mandatory for the Institute to follow the rules and regulations of Centralized admission process and admit the candidates as per the Centralized admission process for CAP round allotments.

The rules and regulations for admission to Post Graduate programs have provisions for reservations for Backward Class Category Candidates (SC, ST, OBC, etc.), sons and daughters of Defense service personnel, persons with disability, and female candidates. Candidates are allotted for admission to M.B.A. by DTE and these allotted students are admitted to the institute, hence certified.

The Institute adheres to the rules and regulations given by admission competent authority i.e. Directorate of Technical Education (DTE), Maharashtra.

Sr. No.	Category for Reservation	Percentage of Reserved
1	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0%
2	Schedule Tribes (ST)	7.0%
3	Other Backward Classes (OBC)	19.0%
	Others: -	
4	Vimukta Jati (V1)/DeNotified Tribes(DT) (NT-A)	3.0%
5	Nomadic Tribes 1 (NT-B)	2.5%
6	Nomadic Tribes 2 (NT-C)	3.5%
7	Nomadic Tribes 3 (NT-D)	2.0%
	<b>Total</b>	<b>50.0%</b>



Director  
Shri Bhairavnath Shikshan Prasarak Mandal's  
Adhalrao Patil Institute of Management & Research  
A/P, Landewadi (Shinchod), Tal. Ambegaon, Dist. Pune



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Certification related to No. of Seats earmarked for Reserved Category as per the Competent  
Authority of Government of Maharashtra

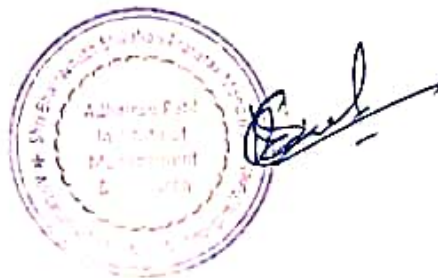
This is to certify that the admission process of Adhalrao Patil Institute of Management & Research,  
Landewadi for MBA programme is regulated by Directorate of Technical Education (DTE) Mumbai,  
Maharashtra through the Centralized Process of Admission (CAP).

Following is the details of Reservation percentage & seats earmarked for reserve category & General  
Category for first year admission of MBA programme by the Competent Authority:

**Sanctioned Intake: 120**

Category	% of Reservation	Number of seats Earmarked
General Category	50.0%	60
SC	13%	16
ST	7%	08
OBC	19%	23
Others:		
NT-A (VJ/DT)	3%	04
NT-B (NT 1))	2.5%	03
NT-C (NT 2)	3.5%	04
NT-D (NT 3)	2.0%	02
Total Others		13

The reserved category candidate such as SC, ST, OBC, DTNJ, NT & General category are  
allotted by the competent authority of Government of Maharashtra (i.e. DTE) as per the reservation  
norms of Government of Maharashtra and these candidates are admitted to the Institute, hence  
certified.





**Government of Maharashtra**  
**State Common Entrance Test Cell**

8<sup>th</sup> floor, New Excelsior Building,  
A.K. Nayak Marg, Fort, Mumbai 400001

Website: <http://www.mahacet.org>

E-Mail : cetcell@mahacet.org

***Information Brochure***  
for admission to

***Post Graduate Professional Technical Courses***

**First Year of Post-Graduation in**

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

**For the Academic Year**

**2023-24**

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## 1. Introduction

In exercise of the powers conferred by section 23, sub-sections (1) and (2) of section 3 and clause (r) of section 2 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 amendments on 05.06.2018, 12.06.2019, 09.07.2020, 18.10.2021, 03.08.2022 and 21.06.2023 and also published the Eligibility Conditions and Requirements for Admissions on 08.10.2020 and its amendments on 20.08.2021, 03.08.2022 and 21.06.2023 to regulate the admissions to the **First Year of Full Time Professional Post Graduate Technical Courses** in Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology, Management, Planning and Computer Applications and Second Year of Full Time Professional Post Graduate Technical Courses in 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 25<sup>th</sup> April 2017 and its amendments issued from time to time.

This brochure gives information regarding the eligibility and rules of admission to First 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” means Centralised Admission Process;
- (g) “CAP Seats” means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (h) “CET” means Common Entrance Test;
- (i) “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;
- (j) “Courses” means the full time Post Graduate technical courses in Engineering and Technology, Pharmacy, Architecture and Hotel Management and Catering Technology, Management, Computer Applications, Pharm. D. (Post Baccalaureate) and Planning, approved by the appropriate authority;
- (k) “Department” means Higher and Technical Education Department of Government of Maharashtra;



- (l) “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;
- (m) “Facilitation Centre” means a centre where the facilities like sale of application kits, filling online forms, verification of documents and redressal of grievances, etc., are provided;
- (n) “Home University (HU)” means the university area as specified in rule 5(1) herein;
- (o) “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;
- (p) “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;
- (q) “*Inter-Se-Merit*” means the order of merit declared by the Competent Authority in respect of various classes/category of Candidates;
- (r) “*Jammu and Kashmir*” means the Union Territory of Jammu and Kashmir and Union Territory of Ladakh;
- (s) “Minority Quota” means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs;
- (t) “Non-Autonomous Institution” means those institutions which are not ‘Autonomous Institutions’;
- (u) “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 19<sup>th</sup> 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 9<sup>th</sup> January, 2015;

- (v) “OHU” means the area Outside Home University area;
- (w) “Qualifying Examination” means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (x) “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.
- (y) “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;
- (z) “Supernumerary Seats” means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time;
- (aa) “TFWS” means the Tuition Fee Waiver Scheme of All India Council for Technical Education.

### 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) rules 7(1)-Maharashtra State Candidature Seats, 7(2)- All India Candidature Seats, 7(3)- Minority Quota Seats and 7(5)(b)- Supernumerary Seats for Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature- For these seats the candidates shall apply to the Competent Authority for admission through Centralised Admission Process(CAP).
  - (b) rules 7(4) and 7(5) (a) of these rules shall apply to the Competent Authority for admissions. These admissions shall be carried out as per the procedure and methodology laid down by the Competent Authority, from time to time and the norms laid down by the All India Council for Technical Education or Pharmacy Council of India or Council of Architecture, as the case may be.
- (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 16 of this Information Brochure.

### 4. Role of Competent Authority 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), COEP Technological University, Pune and Unaided Private Professional Technical Educational Institutions.
- (b) The Competent 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 Year of courses, by the Competent Authority shall be final and binding on all concerned.

#### 4.1 Jurisdiction of the Universities

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

Sr. No	Home University	District of Jurisdiction
1	Dr. Babasaheb Ambedkar Marathwada University	Aurangabad, Beed, Jalna, Osmanabad
2	Swami Ramanand Teerth Marathwada University, Nanded	Hingoli, Latur, Nanded, Parbhani



3	Mumbai University	Mumbai City, Mumbai Suburban, Thane, Ratnagiri, Raigad, Palghar, Sindhudurg
4	Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon	Dhule, Jalgaon, Nandurbar
5	Savitribai Phule Pune University	Ahmednagar, Nashik, Pune
6	Shivaji University	Kolhapur, Sangli, Satara
7	Punyashlok Ahilyabai Holkar Solapur University	Solapur
8	Sant Gadge Baba Amravati University	Akola, Amravati, Buldana, Washim, Yavatmal
9	Rashtrasant Tukdoji Maharaj Nagpur University	Bhandara, Gondia, Nagpur, Wardha
10	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	(i) Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy or Diploma of Vocation and also Qualifying Examination from a recognized institution in Maharashtra State (ii) Candidate who is either Domicile of Maharashtra and/or is born in Maharashtra;	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	Eligibility Criterion	Home University
Type-E	<p>Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy or Diploma of Vocation and also Qualifying Examination from a recognised institution located in Maharashtra Karnataka Border Area or from Maharashtra, residing in the Maharashtra Karnataka Border Area and whose mother tongue is Marathi.</p> <p><i>Explanation,-</i> the Maharashtra Karnataka Border Area includes the villages declared by the State government for that purpose..</p>	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 Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature

The following types of Candidates are eligible under this category.

- 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
- The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) posted 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
- The children of staff belonging to military and paramilitary forces posted in the past or currently in the Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or
- Kashmiri Pandits or Kashmiri Hindu families (Non-migrants) living in the Kashmir valley and having domicile certificate of Jammu and Kashmir; or
- The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism,

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

6.1 The Sanctioned Intake for First Year Post Graduate Degree 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 2023-24. Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.

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.

### 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*. 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, 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.

Provided that, if seats in a course reserved for Children of Indian Workers in Gulf Countries remains vacant, then such vacant seats shall be filled in from the candidates of OCI, PIO or Foreign Students and if seats reserved for candidates of OCI, PIO or Foreign Students remains vacant then such vacant seats shall be filled in from the children of Indian Workers in Gulf Countries:

Provided further that, any vacant seat in both the above quota may be filled in from NRI Candidature Candidates by the Institutes has secured prior approval of the appropriate authority for the NRI seats. 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.

- (iii) 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 the designated centers notified by the Competent Authority for this purpose.

**(b) Union Territory of Jammu and Kashmir and Union Territory of Ladakh 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.
- (iv) Candidates fulfilling the eligibility criteria for Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature shall send the printed copy of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to the designated centers notified or as per the method prescribed by the Competent Authority for this purpose.
- (v) The Fees shall be as that for the Non Autonomous Government Institutes.

**(c) Tuition Fee Waiver Scheme (TFWS) Seats:**

**(I) Scheme**

- (i) These seats shall be filled in by the Competent Authority.
- (ii) The scheme shall be mandatory for all Technical Institutions offering undergraduate programs that are approved by the All India Council for Technical Education.
- (iii) Seats up to maximum 5 percent of sanctioned intake per course shall be available. These supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of “Approved Intake” are filled up in last Academic year
- (iv) The Waiver is limited to the tuition fee as approved by the Fee Regulation Authority for unaided Institutions and by the Government for the Government and Government Aided Institutions. All other fees except tuition fees shall be paid by the beneficiary.
- (v) The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- (vi) These seats shall be available for admission to First Year of MBA/MMS and MCA courses.

**(II) Eligibility**

- (i) Only Maharashtra State Candidature candidates are eligible for these seats
- (ii) Eligible Maharashtra State Candidates having their parent’s annual income less than Rs. 8 Lakh (Rupees Eight Lakh only) from all sources shall only be eligible for these seats. The candidate shall submit Income certificate issued by Appropriate Authority.

**(III) Admissions Procedure**

These seats are allotted by the Competent Authority as per inter-se merit. For this purpose, the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of

applicants.

## 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 seats coming under CAP shall be reserved for Candidates having any of the following minimum 40% benchmark 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. The certificate (Pro-forma) should

clearly state that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature.

**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.

**(c) Reservation for EWS Candidate:**

As per the provisions in Government Resolution No. राआधो -4019/प्र.क्र.31/16-अ, dated 12<sup>th</sup> February, 2019 and सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो/४०१९ प्र.क्र.३१/१६ अ, dated 31.05.2021, 10% seats shall be reserved for Economically Weaker Section (EWS) candidates. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time. These 10% seats shall be over & above the sanctioned intake for the respective course.

**(d) Reservations for Orphan Candidates** - One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats, if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, No. AMJ-2011/C.R. 212 / Desk 3 dated 2<sup>nd</sup> April 2018 and the policies of the Government declared from time to time.



### 7.7 Eligibility Criteria

Year /Course	Eligibility conditions and requirements for admissions
<p style="text-align: center;"><b>Post Graduate Degree Management (MBA/MMS)</b> [ 2 Years duration ]</p>	<p><b>(1) Maharashtra State Candidature Candidate</b></p> <ul style="list-style-type: none"> <li>(i) The Candidate should be an Indian National;</li> <li>(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, Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only) or its equivalent;</li> <li>(iii) Obtained non zero score in CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2023).</li> </ul> <p><b>(2) All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates</b></p> <ul style="list-style-type: none"> <li>(i) The Candidate should be an Indian National;</li> <li>(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, Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only) or its equivalent;</li> <li>(iii) The candidate should have obtained non zero positive score in any one of the following examinations. - CET conducted by the Competent Authority or Common Admission Test conducted by Indian Institute of Management (CAT) or Common Management Aptitude Test Conducted by National Testing Agency (CMAT) or Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) or Entrance Test for Management Admissions conducted by the Association of Indian Management Schools (ATMA) or Management Aptitude Test Conducted by All India Management Association (MAT) or Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America (GMAT).</li> </ul> <p><b>(3) NRI/ OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National</b></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</li> </ul>

<p style="text-align: center;"><b>Post Graduate Course in Computer Applications</b> [Master of Computer Application (MCA)] [ 2 Years duration ]</p>	<p><b>(A) First Year Admission.-</b>  <b>(1) For Maharashtra State Candidature Candidates, All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates. -</b>                  (i) The candidate should be an Indian National;                  (ii) Passed any graduation degree (e.g.: B.E. / B.Tech./ B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level and obtained at least 50% marks (at least 45% in case of candidates of Reserved Categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State) in the qualifying examination;                  (iii) The candidate should have obtained non zero positive score in MAH-MCA-CET 2023.  <b>(2) NRI/OCI/PIO, Children of Indian workers in the Gulf countries and Foreign National Candidature Candidates. -</b>                  (i) Passed any graduation degree (e.g.: B.E. / B.Tech./ B.Sc/ B.Com./ B.A./ B. Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level and obtained at least 50% in the qualifying examination;                  (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act;  <b>(B) Second Year (Lateral Entry) Admission. -</b>  <b>Maharashtra State Candidature Candidates and All India Candidature Candidates.-</b>                  (i) The Candidate should be an Indian National;                  (ii) Passed B.Tech / B.E. ( CSE/IT) and obtained at least 50% marks in aggregate (at least 45% in case of candidates of Reserved Categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State);                  (iii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
<p style="text-align: center;"><b>Pharmacy (M.Pharm)</b> [ 2 Years duration ]</p>	<p><b>(1) For Maharashtra Candidature Candidates and All India Candidature Candidates</b>                  (i) The candidate should be an Indian National;                  (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, Economically weaker section and Persons with Disability Candidates belonging to Maharashtra State only);                  (iii) Obtained non zero positive score in Graduates Pharmacy Aptitude Test(GPAT) conducted by National Testing Agency;                  (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.  <b>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National</b>                  (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;                  (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>

<p style="text-align: center;"><b>Pharm D. (Post Baccalaureate)</b> [ 3 Years duration ]</p>	<p><b>(1) For Maharashtra Candidature Candidates and All India Candidature Candidates</b></p> <ul style="list-style-type: none"> <li>(i) The candidate should be an Indian National;</li> <li>(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, Economically weaker section and Persons with Disability Candidates belonging to Maharashtra State only);</li> <li>(iii) Obtained Non Zero Positive Score in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency;</li> <li>(iv) For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/ industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.</li> </ul> <p><b>(2) NRI / OCI/ PIO, Children of Indian workers in the Gulf countries, Foreign National</b></p> <ul style="list-style-type: none"> <li>(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;</li> <li>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</li> </ul>
<p style="text-align: center;"><b>Master of Planning (M. Planning)</b> [ 2 Years duration ]</p>	<p><b>(1) For Maharashtra Candidature Candidates and All India Candidature Candidates</b></p> <ul style="list-style-type: none"> <li>(i) The Candidate should be an Indian National;</li> <li>(ii) Passed Bachelor Degree in Planning or Architecture or Civil Engineering or Master Degree of Geography or Economics or Social Sciences or equivalent Degree with at least 50% marks (at least 45% marks in case of candidates of Backward Class categories, Economically weaker section and Persons with Disability category belonging to Maharashtra State);</li> <li>(iii) Obtained non zero positive score in Common Entrance Exam for Design (CEED) conducted by Indian Institute of Technology;</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>(iii) Obtained Qualified score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology and valid for the current academic year or Obtained non-Qualified marks in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology for the current academic year. However, preference shall be given to the CEED appeared candidate over the GATE appeared candidates;</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>(iii) For sponsored candidates, minimum of two years of full time work experience 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.</li> </ul> <p><b>(2) NRI / OCI/ PIO, Children of Indian workers in the Gulf countries, Foreign National</b></p> <ul style="list-style-type: none"> <li>(i) Passed Bachelor Degree in Planning or Architecture or Civil Engineering or Master Degree of Geography or Economics or Social Sciences or equivalent Degree with at least 50% marks;</li> <li>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</li> </ul>

<p><b>Engineering and Technology (M.E./M.Tech.)</b> [ 2 Years duration ]</p>	<p><b>(1) For Maharashtra Candidature Candidate and All India Candidature Candidate</b></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 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, Economically weaker section and Persons with Disability category belonging to Maharashtra State);</p> <p>(iii) Passed Bachelor Degree in the relevant course of Engineering and Technology or Pharmacy 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 Qualified score in Graduates Aptitude Test in Engineering (GATE) conducted by the Indian Institute of Technology and valid for the current academic year; <b>or</b></p> <p>(iv) Obtained non-Qualified marks in Graduates Aptitude Test in Engineering (GATE) conducted by the Indian Institute of Technology for the current academic year; <b>or</b></p> <p>(iv) Obtained Qualified score in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency and valid for the current academic year; <b>or</b></p> <p>(iv) Obtained non-Qualified marks in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency for the current academic year; <b>or</b></p> <p>(iv) For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/ industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought; or</p> <p>(iv) Candidate should have 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; (These candidates shall be eligible for admission at institute level only );</p> <p>(v) GATE or GPAT Qualified Candidates shall have preference over the GATE or GPAT not Qualified Candidates. Thereafter preference will be given to the candidates not appeared for GATE or GPAT.</p> <p><b>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National</b></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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<b>Architecture (M.Arch.)</b>   2 Years duration	<p><b>(1) Maharashtra Candidature Candidate and All India Candidature Candidates</b></p> <ul style="list-style-type: none"> <li>(i) The candidate should be an Indian National;</li> <li>(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, Economically weaker section and persons with disability belonging to Maharashtra State only);</li> <li>(iii) Obtained non zero score in MAH-M.ARCH-CET 2023.</li> </ul> <p><b>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National</b></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</li> </ul>
<b>Hotel Management and Catering Technology (M.HMCT)</b>   2 Years duration	<p><b>(1) Maharashtra Candidature Candidates, All India Candidature Candidate</b></p> <ul style="list-style-type: none"> <li>(i) The Candidate should be an Indian National;</li> <li>(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, Economically weaker section and persons with disability belonging to Maharashtra State only);</li> <li>(iii) Obtained non zero score in MAH-M.HMCT-CET 2023 Or</li> <li>(iii) For sponsored candidates, minimum of two years of full timework 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.</li> </ul> <p><b>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National</b></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</li> </ul>

## 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, Pharm. D. (Post Baccalaureate), Planning and 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 or as prescribed in the Notification dated 08.10.2020, 20.08.2021, 03.08.2022 and its amendment dated XX.06.2023 regarding Eligibility Conditions and Requirements for Admissions for the respective professional course:

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 or Diploma;
  - (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 or Diploma;
- (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 Centralised Admission Process CAP

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. The candidate should read the information brochure carefully.
- (b) 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 (PB), Hotel Management & Catering Technology, Architecture, Management and Computer Applications:
    - 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 (Non Refundable) as given in the table below.
  - (ii) Following are the details of the Application fees to be paid by the candidate through online mode only.

Post Graduate Admission	Application fee for General Category Candidates and Outside Maharashtra State Candidate, Children of Indian Workers In Gulf countries	Application fee for Reserved Category candidates from Maharashtra State and Persons with Disability candidates from Maharashtra	Application fee for NRI / OCI / PIO, Foreign National
Engineering and Technology	Rs. 1000/-	Rs. 800/-	Rs. 5,000/-
Pharmacy			
Planning			
Pharm. D. (Post Baccalaureate)			
MBA/MMS	Rs. 1,000/- *	Rs. 800/- *	Rs. 5,000/-
Architecture			
MCA			
Hotel Management and Catering Technology			

\* Note: For the candidates who have not paid fees for CET of the respective course conducted by Competent authority.

- (iii) The Application processing fee shall be as notified by the competent authority from

time to time and the amount is Non Refundable.

- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
- (viii) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it if required. The candidate shall take printout of the form and sign it.
- (ix) The 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 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 data/information cannot be changed by candidate.**

- (d) 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, Candidates can submit the grievances within the specified grievance period given in the schedule 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.**

- (e) Display of Category Wise Seats (Seat Matrix) available for respective CAP Rounds. The Competent Authority shall publish the information about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.

- (f) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions 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.
- (g) Display of Provisional Allotment of respective CAP Round indicating allotted institute and Course;
- (h) 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.;
- (i) 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;
- (j) 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 as per the method prescribed by the Competent Authority. 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 as per the method prescribed Competent Authority, 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 as per the method prescribed Competent Authority. 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 as per the method prescribed Competent Authority, 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 as per the method prescribed Competent Authority 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 Rounds II and III**

(a) The seats available for Round 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 for admission to ARC 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 the Candidate is allotted seat without availing any benefit claimed in the application, in such case, the allotment of the Candidate shall be retained and shall be allowed to modify his application, accordingly, as per the provisions of clause (e) of sub-rule (4) of this rule.”

(e) The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC as per the method prescribed by the Competent Authority 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) change in Type of Candidature;
- (vii) change in Home University;
- (viii) change in Qualification.
- (ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;

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

### **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/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.

### **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*.
- (a-1) 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 respective reserved category, then they shall be considered for allotment in Open Category as per the *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) Allotment to the 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 Backward 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.
- (e) For Engineering and Technology, Pharmacy Pharm. D. (Post Bacculaureate) and Planning 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
- (g) The TFWS seat shall be allotted to the eligible Candidate only to such course in an Institute where a minimum of 30 % of sanctioned seats in the respective course are allotted.



**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, Stage-IV and Stage –V : Deleted (As per amendment dated 12<sup>th</sup> June 2019)**

**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 National Testing Agency(CMAT) or Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) or Entrance Test for Management Admissions conducted by the Association of Indian Management Schools (ATMA) or Management Aptitude Test Conducted by All India Management Association (MAT) or Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America (GMAT).
- (b) First 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,
- (f) First year Hotel Management and Catering Technology - CET score,
- (g) First Year Planning- Score of Common Entrance Examination for Design (CEED) conducted by Indian Institute of Technology and thereafter Graduate Aptitude Test Examination(GATE) Score conducted by Indian Institute of Technology as per Eligibility.
- (h) First Year Pharm D. (Post Baccalaureate)- Graduate Pharmacy Aptitude Test (GPAT) Score conducted by National Testing Agency.

There is no separate All India Quota for Engineering and Technology, Pharmacy, Architecture, Planning, Pharm. D. (Post Baccalaureate) 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 Union Territory of Jammu and Kashmir and Union Territory of Ladakh 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 the designated centres notified or through the procedure given by the Competent Authority for this purpose.

- 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 2022 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 Union Territory of Jammu and Kashmir and Union Territory of Ladakh 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 and as per the procedure given by the Competent Authority.
- 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 notified by the Competent Authority for this purpose 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 Rounds I, II and III**

- (1) All the CAP Rounds (CAP Rounds 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 VI 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 VI 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 Rounds 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 Rounds 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 Rounds 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 as per the method prescribed by the Competent Authority. 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 center in-charge shall issue the Online Receipt of acceptance;
- (j) The Seat Acceptance Fee shall be Rs. 1,000/-, for all admitted Candidates and the same shall be treated as non-refundable processing fee;
- (k) Failure to report as per the method prescribed by the Competent Authority 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.
- (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, 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 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 guilty, such admission shall be cancelled. Further appropriate action shall be initiated with due intimation to Competent Authority.

### **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(3)(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.
- (i) While filling these seats, the preference shall be given to Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of Inter-Se-Merit.

- (j) After exhausting 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 Nationals (FN), Overseas Citizen of India (OCI), Persons of Indian Origin (PIO), Children of Indian Workers in the Gulf Countries (CIWGC) Candidature Candidate, if the institute has secured prior approval from appropriate authority for these seats.

**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 forward 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.
- (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.

**16. 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 150dpi 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	1. SSC (Std. X) mark sheet. 2. HSC/Diploma 3. Qualifying Examination mark sheet. 4. CET mark sheet/ Score Card, if required. 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 <b>additional documents</b> 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 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 Candidates belonging to SC/ST	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	1. Caste certificate 2. Caste validity certificate 3. Non creamy layer certificate @ valid upto <b>31st March 2024</b> .
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 2023-24 सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो/४०१९ प्र.क्र.३१/१६ अ, दिनांक ३१.०५.२०२१ - आर्थिकदृष्ट्या दुर्बल घटकासाठी विहित केलेल्या आरक्षणाचा लाभ घेण्यासाठी पात्रतेसाठीचे प्रमाणपत्र (GR Code २०२१०५३११२५०५९९४०७)

10	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate Proforma – U
11	Persons with Disability Candidates	1. Certificate in the proforma. 2. Domicile certificate of candidate.
12	Union Territory of Jammu and Kashmir Migrant 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
13	Foreign nationals / Foreign Students	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.
14	Persons of Indian Origin	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 SSC / Equivalent Examination. 7. Statement of Marks or Certificate of Passing HSC / Equivalent Examination 8. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.

15	Children of Indian Workers in Gulf Countries	<ol style="list-style-type: none"> <li>1. CIWGC Certificate of the Candidate OR of his/her Mother or Father</li> <li>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.</li> <li>3. Passport, Nationality Certificate of Parent.</li> <li>4. Residence of parent in Gulf Countries, Valid VISA of Parent</li> <li>5. Work Permit or Letter from the Employer on Company Letterhead.</li> <li>6. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of Parent</li> <li>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</li> <li>8. True copy of Gulf bank account passbook (copies of main page indicating bank name &amp; address, Parent name &amp; address, with entries of last preceding 6 months prior to admission)</li> <li>9. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.</li> <li>10. Statement of Marks or Certificate of Passing SSC / Equivalent Examination.</li> <li>11. Statement of Marks or Certificate of Passing HSC / Equivalent Examination.</li> <li>12. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.</li> </ol>
16	Non Resident Indian (NRI)	<ol style="list-style-type: none"> <li>1. NRI Certificate of the Candidate <b>OR</b> of his/her Mother or Father <b>OR</b> the real brother/real sister ordinarily residing abroad <b>OR</b> NRI certificate of the persons having blood relation with the student who consider such student as 'Ward' viz-real brother/sister of father <b>OR</b> real brother/sister of Mother <b>OR</b> father/mother of father <b>OR</b> father/mother of Mother <b>OR</b> 1<sup>st</sup> degree paternal/maternal cousins, ordinarily residing abroad and should have looked after the candidate as guardian with documentary evidence &amp; affidavit in support of the aforesaid facts. Parents CDC (Continuous Discharge certificate) if claimant is Merchant Navy employee.</li> <li>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.</li> </ol>

		<ol style="list-style-type: none"> <li>3. Passport, Nationality Certificate of sponsor</li> <li>4. Residence of NRI, Valid VISA of sponsor</li> <li>5. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of sponsor</li> <li>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</li> <li>7. True copy of foreign bank account passbook (copies of main page indicating bank name &amp; address, sponsor name &amp; address, with entries of last preceding 6 months prior to admission)</li> <li>8. Affidavit of family chart duly signed by sponsor making clear relationship</li> <li>9. Leaving certificates, Birth extracts, mark sheets, PAN Card, Passport, Marriage Certificate of all members shown on family tree/chart.</li> <li>10. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.</li> <li>11. Statement of Marks or Certificate of Passing SSC / Equivalent Examination.</li> <li>12. Statement of Marks or Certificate of Passing HSC / Equivalent Examination</li> <li>13. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.</li> </ol>
17	Minority Candidates	<ol style="list-style-type: none"> <li>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 विभाग क्र-अविवि-२०१०/प्र.क्र.१०९/१०/काया-५ दि .०१ जुलै २०१३ पहावा)</li> <li>2. Domicile Certificate of Candidate/Documents specified for Type A Candidates</li> </ol>
18	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.
19	Sponsored Candidates	Sponsorship Certificate Proforma – P and Proforma - Q

## 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 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**

**A 1. 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
<b>For Management Courses</b>				
1	Government / Government Aided Institutions, University Department (Excluding Minority Institution)	<b>Autonomous</b> – 85% (State Level)	15%	Nil
		<b>Non-Autonomous</b> 70 % for HU, 15 % for OHU	15%	
	SNDT University	85% (State Level )	15%	
	COEP Technological University, Pune	85% (State Level)	15%	
<b>For Engineering and Technology, Hotel Management and Catering Technology, Pharmacy, Planning and Pharm. D.(Post Baccalaureate) Courses.</b>				
2	Government/ Government Aided Institutions, University Department and COEP Technological University, Pune (Excluding Minority Institution)	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
<b>For First Year Computer Application Courses</b>				
4	Government/ Government Aided Institutions.	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
<b>For Architecture Courses</b>				
6	Government/ Government Aided Institutions / University Department, excluding Minority Institutions	100%		Nil
7	Government / Government Aided Minority Educational Institution	50%		50%
HU – Home University and OHU- Other than Home University				



**2. 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	
<b>For Management Courses</b>					
1	Unaided Private Professional Educational Institutions (Excluding minority institutions)	<b>Autonomous</b> - 65% (State Level) <b>Non- Autonomous</b> – 45.5% for HU, 19.5% for OHU	15%	Nil	20%
2	Unaided Minority Educational Institutions	Autonomous*- 100% of M.S.Seats <sup>s</sup> (State Level) Non Autonomous*- 70% of M.S.Seats <sup>s</sup> for HU, 30% of M.S. Seats <sup>s</sup> for OHU	15% of Seats under CAP <sup>#</sup>	Minimum 51% <sup>@</sup>	20%
<b>For Engineering and Technology, Pharmacy, Hotel Management and Catering Technology , Pharm. D.(Post Baccalaureate) and Planning Courses</b>					
3	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)
4	Unaided Minority Educational Institutions	75% of M.S. Seats <sup>s##</sup> for Non Sponsored, 25% of M.S. Seats <sup>s##</sup> for Sponsored		Minimum 51% <sup>@</sup>	20% ( 15% for Non-Sponsored Seats and 5% for Sponsored Seats)
<b>For First Year Computer Application Courses</b>					
5	Unaided Private Professional Educational Institutions (Excluding minority institutions)	45.5% for HU, 19.5% for OHU	15%	Nil	20%

6	Unaided Minority Educational Institutions	70% of M.S. Seats <sup>S#*</sup> for HU, 30% of M.S. Seats <sup>S#*</sup> for OHU	15% of seats under CAP	Minimum 51% <sup>@</sup>	20%
<b>For Architecture Courses</b>					
7	Unaided Private Professional Educational Institutions (Excluding minority institutions)	80%		Nil	20%
8	Unaided Minority Educational Institutions	100% of M.S. Seats <sup>S#*</sup>		Minimum 51% <sup>@</sup>	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) Union Territory of Jammu and Kashmir and Union Territory of Ladakh 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 Second Year (Lateral Entry) Admission)  
(See rule 6 and 7)

The distribution of seats available for the admission in Post Graduate course for second year (Lateral Entry) shall be published on the website of the Competent Authority as well as Institute and shall be filled in by the institution as per the rules 13.

**Seat Distribution for Second Year (Lateral Entry)**

Sr. No	Type of Institution	No. of Seats as % of *Vacant Seats to be filled at Institute Level	
		General Seats	Minority Quota
1	Government/ Government Aided Institutions / University Department (excluding Minority Institutions)	100%	Nil
2	Unaided Private Professional Educational Institutions (excluding minority Institutions)	100%	Nil
3	Unaided Minority Educational Institutions	(100 % minus Minority Quota %)	Minimum 51% <sup>@</sup>
<p><sup>@</sup> These are the minimum percentage of seats to be filled in the Minority Institution, this may be extended up to 100%. *Vacant Seats means seats, within the sanctioned intake, which remain vacant during previous year.</p>			

**Proforma – 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 of .....in .....

( 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 wide 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 Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy /  
Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer  
Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

Outward No.&Date:

( Signature )

Place :

Name & Designation  
of the Head of the office  
Seal of the Office

Note : This proforma 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 Year of Post Graduate Degree courses in Engineering and Technology /Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA) / Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

Outward No.&Date :

(Signature)

Name&Designation  
of the Head of the office

Place :

Seal of the Office

Note : This proforma 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 ..... 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 Year of Post Graduate Degree courses in Engineering and Technology/ Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

(Signature)

Place :

Name

Date :

Note : This proforma 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**

(to be issued on the Printed Letter Head of the concerned office)

**(For Candidates residing in Karnataka and Maharashtra State Border Area)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... (candidate himself/herself) is a resident of ..... Village in ..... Taluka ..... District.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

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

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**Proforma – G2**

(to be issued on the Printed Letter Head of the concerned School/College)

**(For Candidates residing in Karnataka and Maharashtra State Border Area and having mother tongue as Marathi)**

**CERTIFICATE**

This is to certify that Mr. /Miss ..... is a student of this school / College. 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 Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

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 *previously\** / *presently* posted and *was working\** / *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 Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

Outward No.&Date :

Head of the Office

Place :

Seal of the Office

**\* Strike put whichever is not applicable as per rule 5(6)**

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**Proforma – K**

**(For Jammu / Kashmir / Ladakh 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 Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

Outward No. & Date:

Name & Signature of Head of the Office

Place:

Migrant/Refugee Camp

Seal of the Office

**Proforma – L**  
(For Refugees staying with relatives)

**(Displaced Jammu / Kashmir /Ladakh 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 past .....years.

This certificate is issued for the purpose of his / her admission to First Year of Post Graduate Degree courses in Engineering and Technology / Pharmacy / Architecture/ Hotel Management and Catering Technology / Management (MBA/MMS) / Computer Application (MCA)/ Planning / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

Outward No. &Date :

Name & Signature of  
District Collector

Place :

Seal of the Office

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**Proforma – M**  
(To be issued on the **Letter Head** of the  
concerned office)

(For Children's of Kashmiri Pandits / Kashmiri Hindu families (Non Migrants) living in the Kashmir valley and having domicile certificate.)

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./Miss..... is a son/daughter of ..... who is Kashmiri Pandits / belongs to Kashmiri Hindu families (Non Migrants) and living and domiciled in the Kashmir valley.

This certificate is issued for the purpose of his / her admission to First Year of Under Graduate Degree courses in Engineering and Technology / Planning/ Pharmacy / Architecture/ Hotel Management and Catering Technology / Pharm. D. (Post Baccalaureate) for the academic year 2023-24.

Outward No. & Date :  
Place :

Name & Signature of District Collector

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. अविवि-2010/प्र.क्र.109/10/कार्या-5, दिनांक 1.7.2013 at the time of admission to the admitted institute.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_  
Name of Candidate: \_\_\_\_\_

(\*strike out whichever is not applicable)

Minority Institute and Candidate Belonging to the Religious/ Linguistic Minority Category		
Sr.No	Minority Institute Status	Minority Candidates Who can apply for
1.	Linguistic Minority - Gujarathi	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
2.	Linguistic Minority - Gujarathi(Jain)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
3.	Linguistic Minority - Gujarathi(Kutchhi)	Linguistic Minority - Gujarathi(Kutchhi)
4.	Linguistic Minority - Hindi	Linguistic Minority - Hindi
		Linguistic Minority - Hindi(Bhojpuri)
5.	Linguistic Minority - Kannada	Linguistic Minority - Kannada
6.	Linguistic Minority - Malyalam	Linguistic Minority - Malyalam
7.	Linguistic Minority - Punjabi	Linguistic Minority - Punjabi
8.	Linguistic Minority - Sindhi	Linguistic Minority - Sindhi
9.	Linguistic Minority - Tamil	Linguistic Minority - Tamil
10.	Religious Minority - Buddhist	Religious Minority - Buddhist
11.	Religious Minority - Christian	Religious Minority - Christian
		Religious Minority - Christian ( Roman
12.	Religious Minority - Jain	Religious Minority - Jain
13.	Religious Minority - Muslim	Religious Minority - Muslim
14.	Religious Minority - Roman Catholics	Religious Minority - Christian ( Roman
15.	Religious Minority - Sikh	Religious Minority - Sikh
16.	Religious Minority (Jain) & Linguistic Minority(Gujarathi)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
		Religious Minority - Jain
17.	Religious Minority - Parsi	Religious Minority - Parsi
18.	Religious Minority Muslim & Linguistic Minority Urdu	Linguistic Minority - Urdu
		Religious Minority - Muslim
19.	Religious Minority - Zoroastrian	Religious Minority – Zoroastrian
20.	Linguistic Minority - Gujar	Linguistic Minority – Gujar
		Religious Minority – Parsi
21.	Religious Minority – Parsi / Gujarathi	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
22.	Linguistic Minority - Konkani	Linguistic Minority – Konkani

**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 / M. Planning / Pharm. D. (Post Baccalaureate) 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**

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**Proforma -Q**  
**Undertaking**  
**(FOR SPONSORED CANDIDATES)**

I, \_\_\_\_\_, understand that I have been admitted to **M.E. / M. Tech / M. Pharm / M.HMCT / M. Planning / Pharm. D. (Post Baccalaureate) programme** 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 :** \_\_\_\_\_

**Proforma – U**

(For candidate claiming seats reserved for Orphan Candidates)

महिला व बालविकास विभाग, शासन निर्णय क्र. संकीर्ण -2013/ प्र.क्र. 109/ का-3, दिनांक 6 जून, 2016 आणि महिला व बालविकास विभाग, शासन निर्णय शुध्दीपत्रक क्र.संकीर्ण - 2013/प्र.क्र.109 /का-3, 09 मे, 2018

अनाथ प्रमाणपत्र

संकेतांक क्रमांक

नवीन फोटो

नाव :

प्रमाणित : जिल्हा महिला व बालविकास अधिकार्यामार्फत

**बाल न्याय (मुलांची काळजी व संरक्षण) अधिनियम, 2000 या अंतर्गत बाल कल्याणाच्या संस्थेत दाखल असलेल्या प्रवेशितांसाठी ती “अनाथ” असल्याबाबतचा दाखला**

प्रमाणित करण्यात येते की, प्रवेशित नामे.....वय वर्षे.....अंदाजित जन्मदिनांक.....हा दिनांक.....पासून.....संस्था, मु. पो. .... ता. ....

जिल्हा.....या शासनमान्य स्वयंसेवी / शासकीय बालगृहात त्या संस्थेतील प्रवेशित रजिस्टरमधील नोंदणी क्रमांक..... नुसार दाखल झालेला..... मुलगा / मुलगी अनाथ आहे.

संस्थेत दाखल होण्याची पार्श्वभूमी:- (वर्णन द्यावे)

सदर अनाथ मुलास / मुलीस शासकीय / निम शासकीय / खाजगी शिक्षण / प्रशिक्षण संस्था, महाविद्यालय, औद्योगिक प्रशिक्षण संस्था (ITI) कार्यालय इ. या मध्ये प्राधान्याने प्रवेश देण्यात यावे. तसेच सदर मुलास / मुलीस शासकीय / निमशासकीय / खाजगी कंपनी / व्यवसाय / कार्यालय या ठिकाणी नोकरीसाठी प्राधान्य द्यावे.

(1) त्याच्या आई वडिलांचा ठाव ठिकाणा सर्वमागांचा अवलंब करूनही अद्याप लागलेला नाही. किंवा लागण्याची शक्यता नाही. संबंधित प्रवेशित हा अनाथ असल्याचे प्रमाणित करित आहे. तसेच त्याच्या जातीची माहिती नाही, असेही प्रमाणित करण्यात येत आहे.

(2) त्याच्या (नांव व पत्ता) .....या नातेवाईकाचा शोधला गेलेला असून, त्याचे प्रवेशिताशी नाते.....असे आहे. नातेवाईकाशी जात.....असल्याने, प्रवेशितांची जात.....असल्याचे प्रमाणित करण्यात येत आहे. तसेच संबंधित प्रवेशित हा अनाथ (आई वडील नसलेला) असल्याचे प्रमाणित करण्यात येत आहे.

(क्र. (1) व (2) पैकी जे लागू नसेल ते खोडण्यात यावे.)

त्याचे भविष्य उज्वल व्हावे, ही शुभेच्छा.

(गोल शिक्का)

स्वाक्षरी /-

विभागीय उपायुक्त, महिला व बालविकास (संबंधित विभाग)

**Proforma – V**

(For candidate claiming seats reserved for Economically Weaker Section Candidates)

सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि. ३१/०५/२०२१ सोबतचे सहपत्र

परिशिष्ट - अ

महाराष्ट्र शासन

प्रमाणपत्र क्र.

फोटो

वर्ष \_\_\_\_\_ करीता ग्राह्य

**आर्थिकदृष्ट्या दुर्बल घटकाच्या पात्रतेसाठी प्रमाणपत्र**

सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो 4019/प्र.क्र.31/16 अ, दिनांक ३१/०५/२०२१ अन्वये

(आर्थिकदृष्ट्या दुर्बल घटकासाठी विहित केलेल्या 10% आरक्षणाचा लाभ घेण्यासाठी )

प्रमाणित करण्यात येते की, श्री/श्रीमती/कुमारी ----- श्री/श्रीमती----- यांचा/यांची मुलगा/मुलगी गाव/शहर -----तालुका -----जिल्हा/विभाग ----- महाराष्ट्राचे रहिवासी आहेत. तो/ती ----- जातीचे असून जात /पोटजात/ वर्ग चे असून सदर जात महाराष्ट्र राज्य लोकसेवा (अनुसूचित जाती, अनुसूचित जमाती, निरधीसूचित जमाती (वि.जा.) भटक्या जमाती (भ.ज.), विशेष मागास प्रवर्ग (वि.मा.प्र) आणि इतर मागास प्रवर्ग (इ.मा.व) यांच्या साठी आरक्षण) अधिनियम,2001 (सन 2004 चा महाराष्ट्र अधिनियम8) या मध्ये नमूद केलेल्या प्रवर्गांतर्गत होत नाही.

महाराष्ट्र शासन, सामान्य प्रशासन विभागाचा शासन निर्णय क्र. राआधो 4019/प्र.क्र.31/16 अ, दिनांक 12 फेब्रुवारी 2019 अन्वये त्याच्या/तिच्या कुटुंबाचे स्रोतांचे एकत्रित वार्षिक उत्पन्न रु. -----/- असून, सदर उत्पन्न रु.8,00,000/- पेक्षा कमी आहे. त्यामुळे असे प्रमाणित करण्यात येत आहे की, तो/ ती यांचा आर्थिकदृष्ट्या दुर्बल घटकामध्ये समावेश होतो.

सक्षम प्राधिकारी /तहसिलदार

ठिकाण:

स्वाक्षरी :

दिनांक:

नाव :

(शिक्का)

पदनाम :

हे प्रमाणपत्र अर्जकत्यानि सादर केलेल्या खालील कागदपत्र/पुरावे यांच्या आधारावर निर्गमित करण्यात येत आहे.

1.

2.

3.

(टिप: सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि.12/02/2019,नुसार आर्थिक दुर्बल घटकासाठीच्या आरक्षणाचा लाभ घेण्यासाठी पात्रता प्रमाणपत्र देण्यासाठी सक्षम प्राधिकारी म्हणून तहसिलदार यांना घोषित करण्यात आले आहे.)