

**Draft Rules of Admission**

In exercise of the powers conferred by clauses .....and ..... of sub-section ..... of section ..... of the Maharashtra Unaided Private Professional Education Institutions (Regulation of Admission and Fees Act 2015) the Government of Maharashtra hereby makes the following rules to regulate admissions to the Professional Diploma Technical Courses (Engineering /Technology, Pharmacy and Hotel Management & Catering Technology) :-

**1. Short Title and Commencement.-**

(1) These rules may be called the Maharashtra Unaided Private Professional Education Institutions (Regulation of Admission to the Professional Diploma Technical Courses) Rules, 2015.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.-**

(1) In these rules, unless the context otherwise requires,-

- a. 'Admission Reporting Centre' means a centre where the candidate shall report for confirmation of admission by submission of documents and payment of fees
- b. 'Application Form' means prescribed form filled up by the candidate online for admission
- c. 'Autonomous Institute' means the institute to which autonomy is granted by Government of Maharashtra.
- d. 'CAP Seats' means the seats for which allotment/admission is carried out by the Competent Authority through CAP.
- e. 'Courses' means the Diploma technical courses/ programmes in Engineering / Technology, Pharmacy and Hotel Management & Catering Technology.
- f. 'Facilitation Centre' means a centre where the facilities like sale of application kits, filling online forms, verification of documents and grievances etc. are provided
- g. 'Foreign National' means Citizens of all countries other than India, who are not of Indian origin as defined under PIO
- h. 'Home District' means the district area in the jurisdiction of which the candidate has passed the qualifying examination.
- i. 'HSC' means the Higher Secondary School Certificate (Std. XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent awarded by a Recognised Board.
- j. 'Institutional Quota' means seats available for admission at institute level
- k. 'Inter-Se Merit' means on the basis of merit
- l. 'MCVC' means Minimum Competency Vocational Course
- m. 'MHRD' means Ministry of Human Resource Development, Government of India

- n. 'Minority Seats' means seats earmarked for the minority community students from within the state, belonging to the minority community to which the institution belongs.
- o. 'NCC' means the National Cadet Corps
- p. 'Non Autonomous Institute' means those institutes which are not 'Autonomous Institutes'.
- q. 'NRI Candidate' means a candidate who is a child/ward of the person who has the 'NRI Status' as defined under section 6 of the Income Tax Act.
- r. 'Persons of Indian Origin (PIO)': A Person having foreign citizenship (except Pakistan and Bangladesh) without "NRI" status, who holds a Foreign Passport at the time of sending application, consideration for admission and during the period of his/her study, and he/she or anyone/both of his/her parents or anyone/both of his/her grandparents is (or was)/are (or were) citizen(s) of India by virtue of the provisions of the Constitution of India or Sec. 2(b) of Citizenship Act, 1955 (Act No. 57 of 1955).
- s. 'PIO Candidate' means a candidate who is a child or ward of PIO
- t. 'Qualifying examination' means examination on the basis of which a candidate becomes eligible for admission or its equivalent examination as notified by the Government
- u. 'Sanctioned Intake (SI)' means the course wise number of seats sanctioned by the Government with reference to the AICTE's approval.
- v. 'SSC' means the Secondary School Certificate (Std. X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent awarded by a Recognised Board.
- w. 'Supernumerary Seats' means seats which are over and above the sanctioned intake approved by AICTE and the Government.

### 3.0 Candidature Type

Candidate can claim only one candidature type while submitting the application form. The candidate should submit the certificates as applicable in the necessary Proforma issued by the competent authority at the time of filling up of Application Form.

#### 3.1 Maharashtra State Candidature

For Post SSC Diploma courses the seats are divided into Home District and For other than Home District candidates whereas for Post HSC Diploma Courses all seats are treated as State level seats and are offered to all eligible Maharashtra State Candidature candidates.

Type	Candidature	Home District
<b>A</b>	<p><b>For Post SSC Diploma Courses</b> Candidates passing Std. VIII, IX and SSC of Recognised Institute in Maharashtra State</p> <p><b>For Post HSC Diploma Courses:</b> SSC and HSC of Recognised Institute in</p>	Place of passing of Qualifying Examination falling within the jurisdiction of the respective District area.

	<p>Maharashtra State</p> <p><b>For Direct Second Year of Post SSC Diploma Courses :</b></p> <p>Candidate Passing HSC Science or HSC (Bifocal/Technical) or HSC (Vocational /MCVC) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 years duration ITI/ITI COE with 3 modules with appropriate specialization or its equivalent.</p>	
<b>B</b>	<p>Candidate does not satisfy as Type A</p> <p><u>And</u></p> <p>Candidate/ Father or Mother of the candidate is Domiciled in the State of Maharashtra</p>	<p>Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective District area</p>
<b>C</b>	<p>Candidate does not satisfy as Type A/B</p> <p><u>And</u></p> <p>Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for Centralized Admission.</p>	<p>Place of Posting of Father / Mother of candidate falling within the jurisdiction of the respective District area</p>
<b>D</b>	<p>Candidate does not satisfy as Type A/B/C</p> <p><u>And</u></p> <p>Father / Mother of the candidate is an employee of the Government of Maharashtra / Government of Maharashtra Undertaking.</p>	<p>Place of Posting of Father / Mother of candidate / If deputed outside Maharashtra the place of last posting falling within the jurisdiction of the respective District area</p>
<b>E</b>	<p>Candidate does not satisfy as Type A/B/C/D</p> <p><u>And</u></p> <p>Father / Mother of the candidate was a State Government. / State Government. Undertaking / Central Government. / Government of India Undertaking employee who is retired and settled to a place of in another district from the place of passing of qualifying examination of their children in Maharashtra before the last date of submission of application form.</p>	<p>The place of settlement after retirement of Father/ Mother of the candidate falling within the jurisdiction of the respective District area.</p>

### 3.2 All India Candidature

Candidate having Indian nationality are eligible under this category.

### **3.3 Minority Candidature**

The Maharashtra domiciled Candidate belonging to a particular Linguistic / Religious minority community from within the state and as notified by the Government.

### **3.4 NRI candidature**

A Candidate who is child / ward of the person who has the NRI status as defined under section 6 of the income tax act.

### **3.5 PIO / Foreign National/ Children of Indian workers in gulf countries.**

A PIO and Foreign Candidate satisfying the conditions as defined in section 2 (o) and 2(i) of the act respectively.

### **3.6 J & K Migrant Candidature**

Seats for this candidature are available in First year Diploma Engineering/Technology and HMCT courses.

- a. The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of J & K to a relatively safer place in J&K from 1990 onwards due to terrorist activities.
- b. The children of officers belonging to IAS/ IPS/IFS and children of staff belonging to military and paramilitary forces transferred to J&K to combat terrorist activities and joined the post on or before the last date for submission of application for admission
- c. The children of staff and officers of J& K police engaged in combating terrorism

### **4.0 Sanctioned Intake for Various Courses**

The intake for the courses shall be as per the approval given by AICTE which is competent for giving approval to respective courses and affiliation given by Maharashtra State Board of Technical Education (MSBTE).

### **4.1 Supernumerary Seats**

These seats are over and above the sanctioned intake and are approved by AICTE.

### **5.0 Seat Distribution**

The percentage of seat distribution for various types of candidates in the Home District and Other than Home District shall be in accordance with the policy of the Government as given in Schedule-I A (for Post SSC Diploma Courses) and Schedule-I B (for Post HSC Diploma Courses) and Schedule I C (for Direct Second Year of Post SSC Diploma Courses)

### **5.1 Maharashtra Seats**

The candidates having Maharashtra State Candidature as given in 3.1 and 3.3 shall be eligible for these seats.

### **5.2 Institute Level Seats**

These are the seats which shall be filled at institute level within sanctioned intake. These seats shall be filled in a transparent, fair and non-exploitative manner. The seats shall be allotted to the candidates on the basis of

- a. First Year Diploma in Engineering/ Technology - Aggregate marks obtained in SSC.
- b. First Year Diploma in Pharmacy - Percentage of marks obtained in subjects of Physics, Chemistry and higher marks obtained in Biology or Mathematics in HSC with English as one of the subjects.
- c. First Year Diploma in HMCT - Percentage of marks obtained in HSC Science/ Art's / Commerce / MCVV / Home Science examination.
- d. Direct Second Year of Post SSC Diploma Courses - Admissions will be effected to qualifying group holders of a subgroup for Diploma Courses mentioned in the same subgroup. Thereafter "vacant seats", if any, will be offered to Candidates from other subgroups (Qualifying group if any), under the same group, who are Eligible for Corresponding Diploma Courses from the group. For this purpose Group A & Group B merit list will be operated.

### **5.2.1 Management Quota Seats**

The candidates having Candidature as given in 3.1 and 3.2 shall be eligible for these seats.

### **5.2.2 Minority Quota Seats**

The candidates having candidature as given in 3.3 shall be eligible for these seats. These seats shall be filled in accordance with the provision under Section 6 of the act. The minority educational institution shall surrender the unfilled seats of this quota well in advance, if any, to the competent authority to be filled during CAP Round I.

Provided that, the minority quota seats that are not surrendered by the minority educational institute for CAP and are not filled or the seats remaining vacant due to cancellation/ non-reporting or where the candidate leave the institution after selection shall be filled in from minority candidates belonging to the minority community to which the institution belongs on the basis of inter-se merit.

Provided that if any minority educational institution fails to fill the un-surrendered minority quota seats from its respective minority community candidates then same shall be surrendered to the competent authority till the commencement of last CAP Round so as to fill these seats from amongst the respective minority community candidates through CAP. Moreover if these seats earmarked for minority quota are unfilled due to non availability of candidates from respective minority community then these shall be filled in from general category candidates in the last CAP Round.

Provided further that, the seats that are surrendered for the CAP under section 6 (b) of the act and are remained vacant after completion of CAP due to non-allotment of seat /cancellation / non-reporting or where the candidate leave the institution after selection through CAP may be filled in from the general category candidates on the basis of inter-se merit.

### **5.2.3 Seats for children of NRI**

The candidates having Candidature as given in 3.4 shall be eligible for these seats. These seats are within the sanctioned intake as approved by the appropriate authority

subject to the maximum of 5% of the sanctioned intake or seats as prescribed by the appropriate authority from time to time.

**For Post SSC Diploma Courses in Engineering/ Technology** - Eligibility of the candidates belonging to NRI category and having passed SSC or its equivalent examination from the school / Institute / examination board situated outside India shall be verified by the institute to which candidate is admitted. Such candidates shall get their equivalence certificate from Maharashtra State Board of Secondary and Higher Secondary Education.

**For Post HSC Level Diploma Courses in Engineering/ Technology, Pharmacy and HMCT** - Eligibility of the candidates belonging to NRI category and having passed HSC or its equivalent examination from the school / Institute / examination board situated outside India shall be verified by the institute to which candidate is admitted. Such candidates shall get their equivalence certificate from Maharashtra State Board of Secondary and Higher Secondary Education.

#### **5.2.4 Seats for PIO/ OCI/ Foreign Students**

The candidates having Candidature as given in 3.5 shall be eligible for these seats. These seats are over and above the sanctioned intake that is approved by the appropriate authority subject to the maximum of 15% of the sanctioned intake seats or as prescribed by the appropriate authority from time to time. The One third and two third of these 15% seats shall be reserved for the children of Indian Workers in Gulf Countries and PIO/ Foreign students respectively.

Eligibility of the candidates belonging to PIO/OCI/Foreign Student category is same as prescribed in 5.2.3.

#### **5.2.5 Seats for National Cadet Corps (N.C.C.)**

The candidate having candidature as given in 3.1 and fulfilling following conditions are eligible for these seats. There are total 15 seats reserved for this category in the state and are over and above the sanctioned intake.

- a. Certificate of representation of Maharashtra at All India Level
- b. Certificate of minimum 70% attendance in Two years of NCC.
- c. NCC- 'A' Certificate

#### **5.2.6 Seats Under Centrally Sponsored Scheme of MHRD for persons with Disabilities (PWD)**

The candidate having candidature as given in 3.1 and belonging to PWD category are eligible for these seats. There are 25 seats / institute (05 seats in each course) reserved for this category in the following institutes of the State.

- a. Government Polytechnic, Mumbai
- b. Government Polytechnic, Pune
- c. Government Polytechnic, Kolhapur

The disability criterion and other conditions of eligibility are as per the guidelines of MHRD.

### **5.2.7 Seats for Marathi Speaking Candidates of Mauritius**

Total of Five seats are available in the state for Sons and Daughters of Marathi Speaking persons of Mauritius. These seats are over and above the sanctioned intake. The eligibility criterion for these seats shall be

- a. Father/ Mother of the candidate must be citizen of Mauritius , Candidate is required to produce a certificate form the Indian high Commission that the applicant is from Marathi speaking community in Mauritius.

### **6.0 Preparation of Merit List**

All the 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.

#### **6.1 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 Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the competent authority for admission through CAP or its designated representatives immediately. However the effect of such change will be taken into consideration only for the subsequent round (s) of admission.

#### **6.2 Method of Calculating marks at qualifying examination for deciding Eligibility**

- While deciding the eligibility of the candidates following procedure shall be adopted.

- a. No rounding off of the marks secured by the candidates will be done in individual subject or grand total while converting marks of the individual subject out of 100.
- b. If letter grades are assigned at SSC, HSC , the candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned competent authority/ board at the time of submission of application form. The Eligibility shall be decided based on the basis of equivalent marks.
- c. If the candidate reappears for the qualifying examination with all subjects then the marks obtained in the latest examination shall only be considered.

#### **6.3 Assignment of Merit Number**

The merit list shall be prepared on the basis of marks secured by the candidate in the qualifying examination conducted by the concerned appropriate authority.

##### **For Post SSC Diploma Courses in Engineering/ Technology -**

- a. Aggregate marks obtained at SSC or Candidate passing SSC having included marks for sports in grand total mentioned in the mark sheet shall be considered.

##### **For Post HSC Diploma Courses -**

- a. **Surface Coating Technology**  
Percentage marks obtained in the subjects Physics, Chemistry, and Mathematics taken together at HSC.
- b. **Hotel Management and Catering Technology**  
Percentage marks obtained in HSC.

**c. Pharmacy :**

Percentage of marks obtained in the Subjects of Physics, Chemistry and Higher marks obtained in Biology or Mathematics HSC.

- d. For Direct Second Year of Post SSC Diploma Courses:** Separate merit list for each of qualifying qualification will be prepaid. Inter-se-merit shall be determined on the basis of obtained at the qualifying examination. If letter grades are assigned instead of marks at HSC, Candidate must obtain certificate of conversion of letter grades into equivalent marks from competent authority where from candidate has passed such examination. Eligibility shall be decided based on equivalent marks submitted by such candidates.

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

**6.3.1 First Year Post SSC Diploma in Engineering / Technology**

- a. Higher Percentage of marks in the subject of Mathematics at SSC
- b. Higher Percentage of marks in the subject of Science at SSC
- c. Higher Percentage of marks in the subject of English at SSC
- d. Passing HSC Science
- e. Passing HSC with MCVC.
- f. Passing ITI Trade of 2 Years duration.
- g. Passing Intermediate Grade Drawing examination.

**6.3.2 First Year Post HSC Diploma in Surface Coating Technology.**

- a. Higher percentage of Grand total marks in HSC
- b. Higher Percentage of marks in Mathematics at HSC
- c. Higher Percentage of aggregate marks at SSC
- d. Higher Percentage of marks in Mathematics at SSC
- e. Passing Intermediate Grade drawing examination.

**6.3.3. First Year Post HSC Diploma in Pharmacy.**

- a. Higher percentage of Grand total marks in HSC
- b. Higher Percentage of marks in Physics at HSC
- c. Higher Percentage of marks in Chemistry in HSC
- d. Higher Percentage of marks in English in HSC
- e. Higher percentage of marks at SSC.

**6.3.4. First Year Hotel Management and Catering Technology**

- a. Passing HSC Science
- b. Passing HSC Home Science
- c. Passing HSC (MCVC)
- d. Passing HSC Commerce
- e. Passing HSC Arts

**6.3.5 Direct Second Year of Post SSC Diploma Courses**

- a. Higher percentage of marks in Mathematics at SSC.
- b. Higher percentage of marks in Science at SSC.
- c. Higher percentage of marks in English at SSC.



**7.0 Centralised Admission Process (CAP)** -The Unaided Private Professional Education Institutes shall admit students through the Centralised Admission Process as referred in subsection 3 of section 3 of the act. The stages of CAP shall be as stated below-

- a. Display /Publishing of Information Brochure by the competent authority
- b. Filling Online Application Form by candidate for participation in the Centralised Admission Process
- c. Confirmation of Online Application Form and Document Verification at Facilitation Centre by the candidate in person
- d. Display/Publishing of Provisional merit lists, Submission of grievances if any and Display/ Publishing of Final Merit Lists
- e. Display of available category wise Seats (Seat Matrix) for CAP Rounds I / II /III
- f. Filling up and Confirmation of Online Option Form having preferences of courses /Institutions before CAP Round I. Candidates may fill-in as many choices as possible of Institutes and courses in decreasing order of their preference. The option form once confirmed shall be considered for allotment in CAP Round I/II/III.
- g. Display of Provisional Allotment of CAP Round I/ II/III indicating allotted institute and course
- h. Reporting and accepting the offered seat as per allotment of the CAP Round I/II/III, by the candidate at Reporting Centre.

During the CAP, before accepting the allotted seat a candidate can opt to 'Freeze', 'Slide' or 'Float' the choice of academic program for subsequent round(s), if any, of seat allocation

- (i) Freezing: Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such candidates will NOT be considered in subsequent rounds of admission
  - (ii) Sliding: Candidates accept the offered seat and indicate that, if admission to an academic program of better / higher preference is offered within the same Institute, they will accept it. Such candidates will be considered in subsequent rounds of admission
  - (iii) Floating: Candidates accept the offered seat and indicate that, if admission to an academic program of better/higher preference in any Institute is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such candidates will be considered in subsequent rounds of admission
  - (iv) For candidates who choose the float or slide option, and secures a seat of their choice of higher preference would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round
  - (v) Sliding and floating options will **not be available** to those candidates who are offered admission to their **first choice**
- i. Conduct of CAP Round-IV- The seats available for this round shall be published on the website. The candidates are allowed to fill in/ edit the already filled online option form. The seats to be allotted during the course of this round shall be subject to following conditions-

- (i) Before start of this round, the candidates can change their option from sliding/floating to freezing or vice-versa
  - (ii) Candidates who have not been allotted any seat in any of the previous rounds or those who have taken and cancelled their admission in the earlier rounds and those who are desirous of floating and sliding in this final round are eligible to participate in this round
  - (iii) Candidates who have opted for floating and sliding and also applying for this round shall **fill in the allotted institute in their choice list**. Once the upward allotment is made the **earlier allotment automatically stands cancelled**.
  - (iv) Sliding and floating options are NOT available for the seats allotted in this round.
- j. Reporting and accepting the offered seat as per allotment of the CAP Round IV, by the candidate at Reporting Center.
  - k. Reporting and confirming the admission of the candidate to the allotted institute as per final allotment through CAP Round.
  - l. Institute level round for the seats remaining vacant after all the CAP rounds are completed.

### **8.0 CAP allotment stages and logic of allotment**

Allotment of seats coming under CAP is carried out as per the logic explained below. The seats remaining vacant at the end of a particular stage shall be available for the allotment as per the logic of next stage.

#### **Maharashtra State Candidate**

The stages of computerised allotment are as follows

#### **Stage -I: For all the candidates**

- a) All the candidates (Technical / Non-technical/Open/Reserved/Male/Female) belonging to various categories shall be considered for allotment as per their *inter se* merit.
- b) The Minority seats shall be allotted to the candidates of the state belonging to the minority community to which the institute belongs.
- c) Backward class category candidates shall be considered for allotment in OPEN category seat by virtue of their merit or in their respective category of reservation, if OPEN category seats are not available at their merit.
- d) SBC category candidates shall be considered for allotment in OPEN category by virtue of their merit and in case of SBC candidates who were in backward class prior to their inclusion in SBC category shall be considered in their original backward class category.
- e) Persons with Disability category candidates shall be considered for allotment for the seats reserved for them (P-1, P-2 and P-3) otherwise in OPEN category as per their inter-se merit if the seats reserved for them are not available at their merit.
- f) Defence category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in OPEN category as per their inter-se merit if the seats reserved for them are not available at their merit.
- g) For seats reserved for female candidates, the procedure for horizontal reservation as given in Government Circular of General Administration Department No. RSV 1012/CN-16/12/16A Dated 13<sup>th</sup> August 2014 shall be adopted.

- h) For the candidates with Technical/Vocational subjects in qualifying examination (Technical Candidates), the seat availability shall be checked in the following order.
- i. Seats for technical candidates in Open category.
  - ii. Seats for technical candidates in respective reserved category.
  - iii. Seats for general candidates (Seats open for both technical and non-technical candidates) in Open category.
  - iv. Seats for general candidates (Seats open for both technical and non-technical candidates) in the respective reserved category.

**Stage – II: For Allotment of seats reserved for Female to Male candidates**

The seats remaining vacant after allotment to female candidates of the backward class category / OPEN category shall be allotted to the male candidates belonging to respective Backward Class / OPEN category.

**Stage –III: For Special Backward Class category candidates**

The backward class category seats remaining vacant shall be considered for allotment to the candidates of Special Backward Class (SBC) category, limited to the extent of 2% seats.

**Stage –IV: For respective groups of Backward Class category candidates**

The seats remaining vacant in the respective group of following categories shall be considered for allotment to the candidates of within the respective group -

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

(Explanation- for Group 1, the seats remaining vacant in ST category due to non availability of its candidates, those seats shall be considered for allotment to the candidates belonging to the SC category or vice versa)

**Stage-V: For all Backward Class category candidates**

The seats reserved for Backward Class category candidates remaining vacant, shall be considered for allotment to the candidates of all the Backward Class categories.

**Stage –VI: For Persons with Disability candidates**

The seats reserved for Persons with Disability remaining vacant, shall be considered for allotment to all the Persons with Disability (P-1, P-2 and P-3 taken together) candidates.

**Stage –VII: For all candidates (without HD and OHD Seat Tag)**

The seats remaining vacant after completion of Stage –VI, Stage-I, Stage-II, Stage-IV, Stage-V and Stage VI shall be executed by removing the HD and OHD Seat Tag.

**Stage –VIII: For all candidates (without any type of Reservation/Minority)**

The seats shall be considered for allotment to all the candidates based on inter-se merit.

## **9.0 CAP Round I, II, III, IV by Allotment**

CAP Round I, II, III and IV shall be conducted by computerised allotment.

In CAP Round I, II, and III the Stages I to Stage III stated above at 8.0 shall be executed.

The seats remaining vacant due to non-allotment and non-reporting will be available for allotment in subsequent round.

For the CAP Round-IV, the Stage-I to Stage-VIII stated above shall be executed.

The seats remaining vacant due to non-allotment and non-reporting will be available for admission through counselling in Institute level Round based on the inter-se merit of qualifying examination as the case may be.

### **9.1 General Notes**

- a. Allotment in CAP Round-I, II , III and IV of Home District Seats /Other than Home District seats/ State Level seats will be carried out as per *inter se* merit of candidates having Maharashtra State Candidature. Seats will be allotted to candidates as per *inter se* merit, options filled and seats available at that point of time in the stage of CAP Round-I, II , III and IV.
- b. All candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted / 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. All reserved category candidates (including SBC in their original category) shall be considered for allotment in all stages.
- e. 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.
- f. Allotment against the first available option in the order of preference filled in shall be retained as final allotment.
- g. During CAP Round I, II and III, stage I and II will be repeated after stage III for betterment to all the candidates due to allotment to SBC candidates in stage - III.
- h. The allotment list displayed on website will show the provisional allotment offered to the candidates. No personal communication/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 a demand draft in favour of Competent Authority.
- j. Candidates shall pay demand draft for seat acceptance fee and report at an Admission Reporting Centre for document verification before the last date/time. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the candidate meets all the eligibility norms. The centre incharge shall issue the Online Receipt of acceptance.
- k. The Seat Acceptance Fee shall be Rs. 3,000/- for candidates of General Category, VJ/DT, NT, SBC/OBC category and Rs.1000/- for SC, ST category candidates. This fee shall be transferred to the institute after deducting Rs. 1000/- towards processing fee, if the candidate reports to the institute after completion of CAP

process which shall be adjusted towards fees to be paid by the candidate to the institute. On cancellation of admission before reporting to the institute, the amount shall be refunded after deduction of Rs. 1000/- towards processing charges.

- l. Failure to report in person for seat acceptance will be considered as if the candidate has rejected the offer.
- m. Seat will be cancelled if, at any time, any of the documents / certificates is/are found to be invalid / fraudulent and/or the candidate does not meet the eligibility norms.
- n. Option to reject (or not to accept) the allocated seat: Candidates who want to reject the allocated seat can do so as follows:
  - (i) By NOT remitting the seat acceptance fee (and hence, not report at the reporting centre)
  - (ii) There is no option to withdraw from seat allocation or to surrender an allocated seat other than by rejecting the seat as mentioned above. Candidates who reject allocated seat cannot participate in CAP Round II and / or III.

### **10.0 Admissions in Institute Level quota Seats, Minority quota Seats and Against CAP vacancies**

The Director/ Principal of the un-aided institution shall carry out the admissions for these seats.

- 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 institute.
- b. Information brochure/prospectus of the Institute 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 Institute's website.
- c. Institutes shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institute, by advertisement in at least two leading newspapers and on the website of the institute.
- d. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Director/Principal of the respective Institute for admission.
- e. The institution shall display the merit list(s) of the candidates for Institute Level Quota Seats, Minority Quota Seats, Against CAP seats, etc on the notice board and publish the same on the website of the institute.
- f. The minority /non-minority institutes intending to surrender the Institute Level seats (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of each CAP Round and the same shall be allotted as per the rules of CAP.
- g. All the admissions / cancellations shall be updated immediately through online system.
- h. If any CAP seat 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 in by following the same logic given in 8.0.

### **11.0 Refund of Fees after cancellation of admission**

- a. The candidate shall apply online for cancellation and submit signed copy of system generated application for cancellation of admission to the institute.

- b. After receiving admission cancellation request from the candidate, the institute shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institute login and issue a signed copy to the candidate.
- c. The refund of fees before cut-off date shall be made within Two days i.e. Total fee minus the processing charges of Rs. 1000/-, however if the admission is cancelled after the cut-off date declared by the competent authority, there shall be no refund except the security Deposit/ Caution money deposit .
- d. Refund shall be as per AICTE's notified regulation for Establishment of Mechanism for Grievance Redressal Committee and Ombudsman vide No. F-37-3/legal/2012 Dated 25/05/2012.

## **12.0 Change of Course / Institute after First year:**

The candidates admitted under supernumerary quota seats are not eligible for Change of Course / Institute at any level.

### **12.1 Change of Course after successfully completing the first year within Autonomous and within Non Autonomous institute**

The candidate seeking for a change in course/shift after successfully completing the first year of studies will be allowed to do so in the same institute subject to the availability of seats and changes will be carried out based on the marks of First Year/ First and Second Semester Together. The Principal shall be responsible for ascertaining the eligibility of the candidates as laid down by the MSBTE for the course to which the candidate is being transferred. List of such changes shall be communicated to the office of the Directorate of Technical Education.

### **12.2 Transfer of Candidates (Course/Institute) after one year:**

- a. The candidate once admitted in first year shall not be eligible for transfer to any other institution during the same academic year.
- b. The candidate passing the First year or both first and second semester examinations in full or failed in one of the heads of passing are considered as eligible for transfer.
- c. There shall be No transfer of students at any stage in any case from Un-Aided Institute to Government/Government Aided Institutes. However, the candidate from Government / Government Aided institution may seek transfer to Un-Aided educational institution.
- d. There shall be no transfer of students at any stage to Autonomous Government and Government Aided/Unaided Institutes.
- e. Transfer in Government / Government aided Institutes- Eligible Candidates aspiring for a transfer from Government/Government Aided institute to other Government /Government Aided Institute, shall apply in writing to the Principal in which he/she studied first year or second semester. The Principal shall forward the consolidated branch wise merit list of eligible candidates giving details like Name, Course, percentage of Marks, Names of Courses/ institute in order of preference to which candidates desires to seek transfer, reasons for transfer and Remarks, along with course wise vacancy position in institution, to the Director of Technical Education, Maharashtra State, so as to reach him as per the schedule given by the Director Technical Education. All the Principals of Government and Government Aided Institutes shall submit vacancy position of all courses to the Directorate of Technical Education, M.S., Mumbai before stipulated date.

- f. Transfer to Unaided Institutes: The Principals of Un-Aided institutes shall consider the candidates from other institutes for transfer with prior approval from the Director Technical Education on submission of No Objection Certificate (NOC) from institutes, Eligibility Certificate and Vacancy position. The Principal shall ascertain the eligibility of candidates as laid down by the concerned University for the course to which the candidate is being transferred.
- g. No application without recommendation of the Principal of Institute shall be entertained by the Directorate.
- h. If due to some reason the result of the candidate is not declared before the process of transfer, candidates will lose claim on transfer.

DRAFT RULES DIPLOMA

**Schedule-IA (for Post SSC Diploma Courses)**

Sr. No.	Type of Institute	No. of Seats as % of sanctioned intake				
		Seats with Competent Authority			Seats with other Authorities	
		For Maharashtra State candidates			Institute Level Seats	Minority seats
		Home District seats	Other than Home District seats	Minority Seats		
1	All Government. & Government. Aided Polytechnics including Autonomous Institutes	70%	30%	--	#	NIL
2	Government. Aided Minority Polytechnics including Autonomous Institutes	35%	15%	--	Nil	50%
3	All Un-Aided Non-Minority Polytechnics	56%	24%	--	20%	Nil
4	Un-Aided Minority Polytechnics	70% of MS Seats*	30% of MS Seats*	--	Maximum 20% <sup>£</sup>	Minimum 51%***
5	Government Institutes with Second shift Courses for Religious Minority Students ¥	21%	9%	70%	Nil	Nil

£ - [Minority Seats % + Institute Level Seats % ] should not exceed 100%.

\*- MS Seats = Sanctioned Intake – (Minority Seats + Institute level seats)

# - Excluding One seat for D. D. Daruwala Memorial Scholarship Trust is available in Walchand College of Engineering, Sangli (Diploma Wing). The seat can be allotted to any of the course available in the institute. \*\*\* As per Government Resolution No. अशैस-२०१२/प्र.क्र.२१/का-५ दि. २७/०५/२०१३ and its amendments which may be published from time to time.

Note : 15% of seats with competent authority are reserved for candidates passing SSC examination with Technical/Vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.



**Schedule-I B (for Post HSC Diploma Courses)**

Sr. No.	Type of Institute	No. of Seats in % of sanctioned intake		
		Seats with Competent Authority	Seats with other Authorities	
		For Maharashtra State candidates (State Level)	Institute Level Seats	Minority seats
1	All Government. & Government. Aided Polytechnics including Autonomous Institutes	100%	Nil	NIL
2	Government. Aided Minority Polytechnics including Autonomous Institutes	50% seats in CAP	Nil	50%
3	All Un-Aided Non-Minority Polytechnics	80 % seats of SI	20%	Nil
4	Un-Aided Minority Polytechnics	100% of MS Seats*	Maximum 20% <sup>£</sup>	Minimum 51%***

£ - [Minority Seats % + Institute Level Seats % ] should not exceed 100%.

\*\*\*As per Government Resolution No. अंशस-२०१२/प्र.क्र.२१/का-५ दि. २७/०५/२०१३ and its amendments which may be published from time to time

\*- MS Seats = Sanctioned Intake – (Minority Seats + Institute level seats),  
Competent authority for filling up Institute level seats shall be Principal of the concerned polytechnic/institute.

### Schedule- I C (for Direct Second Year of Post SSC Diploma Courses)

20% seats of the sanctioned intake of first year of course are available as over and above the sanctioned intake in all the Polytechnics / institutes in state for direct admission to the Second Year /Third Semester of Post SSC full Time Diploma Courses out of which seats prescribed below along with other vacant seats shall be available for admission under CAP.

Sr.No	Institutes	Seats available with Competent Authority for CAP
1	All Govt. & Govt. Aided autonomous and non autonomous Polytechnics excluding minority Institutes	100% of (Lateral Entry Seats + vacant seats)
2	Govt. Aided Autonomous and non autonomous Minority Polytechnics	50% of (Lateral Entry Seats + vacant seats)
3	All Un-Aided Non-Minority Polytechnics	100% of (Lateral Entry Seats + vacant seats)
4	Un-Aided Minority Polytechnics	Lateral Entry Seats + vacant seats- minority Seats #

#-As per Government Resolution No अशेस-२०१२/प्र.क्र.२१/का-५ दि. २७/०५/२०१३ and its amendments which may be published from time to time.

#### 3.0 Allocation and Reservation of Seats:

Seats Available for Admission to Direct Second Year:  
The seats available with the Competent Authority for the CAP are as follows:

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

SI	=	Sanctioned Intake
Admitted within SI	=	Admitted within Sanctioned Intake
C*	=	No. of cancellations at the first year level
F*	=	No. of students not eligible for admission to second year as per rules/rules by affiliating University/Board
B*	=	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules/rules by affiliating University
L*	=	No. of Students who are shifted from the Institute to another Institute and/or from the course to other course within institute for the Second Year.
P*	=	No. of students who are shifted to the Institute from another Institute and/or to the course from other course within institute for the Second Year.

\*Student admitted against any type of supernumerary seat/s shall not be considered in C, F, B, L or P.

If the Result of the MSBTE is not declared till the last date of Calculation of the Vacant Seats within SI as per schedule, then the value of B is to be taken as total number of candidates who

belong to earlier batches and appeared for examination during last academic year.

**Distribution of seats as per eligibility criteria:**

The available seats under CAP in each institute shall be distributed as per eligibility criteria as mentioned below-

Sr.No	Qualification	% of CAP seats	
		Lateral Entry seats	Vacant seats
1	HSC (Science)	25%	25%
2	HSC (Bifocal/Technical)	25%	25%
3	HSC (Vocational/MCVC)	25%	25%
4	SSC with ITI/CoE	25%	25%

DRAFT RULES DIPLOMA