

*As per the Director Of Technical
Education Admission Rules.*

- 1) Fees Charges
- 2) Reservation Policy
- 3) Admission Policy,
- 4) Documents Retention Policy

1. Introduction

In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has published the rules on 24.04.2017 and its amendments on 05.06.2018 and 12.06.2019 to regulate the admissions to the **First and Direct Second Year of Full Time Professional Post Graduate Technical Courses** (Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology, Management and Computer Applications).

These rules are also applicable for admissions in Government and Government Aided professional educational institutions vide Government Resolution of Higher & Technical Education Department No. TEM-2016/CR (473/16)/ TE-4 Dated 25th April 2017 and amendments vide Gr No. TEM-2019/CR 46/ TE-4 dated 04th June 2019.

This brochure gives information regarding the eligibility and rules of admission to First and Second year of various technical professional postgraduate degree courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, refund of fees, etc.

2. Definitions

- (a) "Act" means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Act XXVIII of 2015);
- (b) "Admission Reporting Centre" means a center where the Candidate shall report for confirmation of admission by verification of documents and payment of fees;
- (c) "All India Seats" means seats available to any eligible Indian National Candidate;
- (d) "Application Form" means prescribed form filled up online by the Candidate for admission;
- (e) "Autonomous Institution" means the institution to which autonomy is granted by the University Grants Commission;
- (f) "CAP" 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) "CAP Seats" means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (j) "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;
- (k) "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;
- (l) "Department" means Higher and Technical Education Department of Government of Maharashtra;
- (m) "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;

- (n) "Facilitation Centre" means a centre where the facilities like sale of application kits, filling online forms, verification of documents and grievances, etc., are provided;
- (o) "Home University (HU)" means the university area as specified in rule 5(1) herein;
- (p) "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;
- (q) "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;
- (r) "*Inter-Se-Merit*" means the order of merit declared by the Competent Authority in respect of various classes/category of Candidates;
- (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 19th August 2002 and shall now be deemed to be Overseas Citizens of India (OCI) card holders by virtue of Notification of Government of India, Ministry of Home Affairs, No. 25024/9/2014-F.I. Dated 9th January, 2015;

- (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;

3. Invitation of Application

- (1) The Competent Authority shall invite Online Applications from Candidates for participating in CET and / or CAP for seeking admission to the Professional Courses for which State CET or alternative entrance examination is required for the academic year
- (2) The Competent Authority shall also invite online application form from the eligible candidates for participating in Centralised Admission Process (CAP) to the post graduate technical courses for which the entrance test is conducted by the appropriate authority under any Central Act and shall be applicable for seeking admission to such professional courses, as per the provisions of the Central Act, rules and regulations made there under.
- (3) The Candidates seeking admissions to the professional courses for the seats provided in -
 - (a) **7(1)-Maharashtra State Candidature Seats,7(2)- All India Candidature Seats, 7(3)- Minority Quota Seats and 7(5)(b)- Supernumerary Seats for Jammu and Kashmir Migrant Candidature-** For these seats the candidates shall apply to the Competent Authority for admission through Centralised Admission Process(CAP).
 - (b) **7(4)- Institutional Quota Seats and 7(5)(a) Supernumerary Seats for OCI/ PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidates-**For these seats the candidates shall initially apply to the Competent Authority, for verification of documents and then to respective institute, to enable the institutions to give admissions to such eligible applicants on the basis of Inter-Se-Merit.
It is pre-requisite and mandatory to apply to the Competent Authority for verification of documents to be eligible for admission under this quota.
- (4) The Candidate should submit, along-with the application, the requisite certificates, as applicable in the necessary Proforma issued by the concerned competent authority. The list of documents to be submitted is given in **Section 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) and Unaided Private Professional Technical Educational Institutions.
- (b) The Admission Regulatory Authority shall deal with the representations received from the candidates pertaining to allotment and admissions as Grievance Redressal Authority.
- (c) All the decisions taken in relation to Admission to First/ Direct Second Year of courses, by the Competent Authority shall be final and binding on all concerned.

4.1 Jurisdiction of the Universities:

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

S. 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	SNDT Women's University	Entire Maharashtra
5	Dr. Babasaheb Ambedkar Technological University, Lonere	Entire Maharashtra including Konkan
6	Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon	Dhule, Jalgaon, Nandurbar
7	Savitribai Phule Pune University	Ahmednagar, Nashik, Pune
8	Shivaji University	Kolhapur, Sangli, Satara
9	Solapur University	Solapur
10	Sant Gadge Baba Amravati University	Akola, Amravati, Buldana, Washim, Yavatmal
11	Rashtrasant Tukdoji Maharaj Nagpur University	Bhandara, Gondia, Nagpur, Wardha
12	Gondwana University	Chandrapur, Ghadchiroli

5. Candidature Type.-

5.1 Maharashtra State Candidature. - A Candidate can claim only one type of Maharashtra State Candidature Type i.e. from Type A to E.

Type	Eligibility Criterion	Home University
Type-A	(a)For First Year:- (i) Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy 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-E	(a) Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy and also Qualifying Examination from a recognized institution located in a disputed Maharashtra Karnataka Border area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border area and whose mother tongue is Marathi.	Candidate shall be considered for the Outside Home University or State Level Seats.

5.2 All India Candidature.- The Candidates having Indian Nationality are eligible under this Category.

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

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

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

5.6 Jammu and Kashmir Migrant Candidature.-

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

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

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

The Institute Information, Courses and the Sanctioned Intake displayed on the web site of the Competent Authority shall be treated as authentic for admissions for the year 2019-20. **Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.**

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

6.2 The supernumerary seats shall be available to the Institutions as approved by the appropriate authority, from time to time.

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

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

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

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

7.4 Institutional Quota Seats.- The Institution can admit Eligible Candidates as specified in Schedule –I and Schedule – II , subject to following conditions.-

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

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

7.5 Supernumerary Seats for,-

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

- (i) The Candidates having candidature as given in 5(5) and the children of Indian Workers in Gulf Countries shall be eligible for these supernumerary seats.
- (ii) These seats shall be subject to the maximum of 15% of the Sanctioned Intake seats. Out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Students candidates or as prescribed by the appropriate authority, from time to time.
- (iii) These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in section 8 of this brochure.
- (iv) Candidates fulfilling the eligibility criteria for Foreign Nationals/OCI/PIOs/Children of Indian workers in the Gulf countries/Child or Ward of NRI shall send their applications to the designated centers notified by the Competent Authority for this purpose.

(b) Jammu and Kashmir Migrant Candidature:

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

(c) Jammu and Kashmir Candidates and North East States:

- (i) The admission to the candidates as per *Prime Minister's Special Scholarship Scheme (PMSSS)* for the students belonging to Jammu and Kashmir and the scheme of Government of India of allocation of supernumerary seats in AICTE approved colleges to North Eastern States and UTs (NEUT) which lack in such facilities of technical education shall be done by the competent authority appointed by the Central Government as per their eligibility criteria.
- (ii) The Fees shall be as that for the Non Autonomous Government Institutes.

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%
08	Socially and Educationally Backward Classes (SEBC)	16.0%
	Total	66.0%

(b) Reservation for Persons with Disability Candidate:

Five percent (5%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates having 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 12th February, 2019, 10% seats shall be reserved for 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 seats shall be over & above the sanctioned intake.

(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 2nd April 2018 and the policies of the Government declared from time to time.

7.7 Eligibility Criteria:

Year and Course	Eligibility conditions and requirements for admissions
Post Graduate Degree Management (MBA/MMS)	<p>(1) Maharashtra State Candidature Candidate.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only) or its equivalent;</p> <p>(iii) Obtained non zero score in CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2019).</p>
	<p>(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed minimum Three year duration Bachelor's Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only) or its equivalent;</p> <p>(iii) Obtained non zero positive score in one of the following examinations; CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2019), Common Admission Test conducted by Indian Institute of Management (CAT), Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT) Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America(GMAT), Management Aptitude Test Conducted by All India Management Association (MAT), Entrance Test for Management Admissions conducted by The Association of Indian Management Schools (ATMA), Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT), valid for admissions during the Academic year 2019-20.</p> <p>(3) NRI/ OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National. -</p> <p>(i) Passed minimum Three year duration Bachelor's Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or its equivalent.</p> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>

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.