

Admission Policy & Process

Eligibility Criteria:

1. First Year B. Tech. :

Maharashtra State Candidature Candidate.-

- (i) The Candidate should be an Indian National;
- (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together; and obtained score in CET conducted by the Competent Authority.

Or

- (ii) Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);

Or

- (ii) Passed B.Sc. Degree from a Recognized University as defined by UGC and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) and passed XII standard with Mathematics as a subject.

2. Direct Second Year B. Tech. :

For Maharashtra State Candidature Candidate and All India Candidature Candidate,-

- (i) The Candidate should be an Indian National;
- (ii) Passed Diploma Course in Engineering and Technology with at least 45% marks (40% marks in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only) in appropriate branch of Engineering and Technology from an All India Council for Technical Education or Central or State Government approved Institution or its equivalent;

Or

- (iii) Passed B.Sc. Degree from a University Grants Commission (UGC) or Association of Indian Universities recognized University with at least 45% marks (40% in case of candidates of Backward class categories and Persons with Disability belonging to Maharashtra State only) and passed HSC with Mathematics as a subject. Provided that students belonging to this category shall clear the subjects of Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the first year Engineering Program along with second year subjects.

3. First Year M. Tech. :

For Maharashtra Candidature Candidate and All India Candidature Candidate,-

- (i) The Candidate should be an Indian National;

- (ii) 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 (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only);
- (iii) 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;
- (iv) Obtained score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology;

Or

- (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.

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.

Reservation % as per the Govt. norms

Sr.No	Category of Reservation	Reservation
1	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0 %
2	Schedule Tribes (ST)	7.0 %
3	Vimukta Jati (VJ)/De notified Tribes(DT) (NT-A)	3.0 %
4	Nomadic Tribes 1 (NT-B)	2.5 %
5	Nomadic Tribes 2 (NT-C)	3.5 %
6	Nomadic Tribes 3 (NT-D)	2.0 %
7	Other Backward Classes (OBC)	19.0 %

Reservation for sons/daughters of Defence service personnel:

Five (5) % seats of the total sanctioned intake for an institute, subject to a maximum of five (5) seats in each institute coming under CAP shall be reserved for

- Children of ex- service personnel who are domiciled in Maharashtra State (DEF-1).
- Children of active service personnel who are domiciled in Maharashtra State (DEF-2).
- Children of active service personnel (DEF-3)

Reservation for Persons with Disability Candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three percent (3%) seats of total sanctioned intake capacity of all

the institutions coming under CAP shall be reserved for Persons with Disability candidates.

- 1% seats for Visually impaired (blind) candidates (P1)
- 1% seats for Speech & hearing impaired (deaf & dumb) candidates, (P2)
- 1% seats for Orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3)

Reservation for Female candidates:

As per the provisions in Govt. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats are available for Maharashtra State CAP shall be reserved for female candidates in all the courses of the institutions coming under CAP. This reservation shall be applicable for General, SC, ST, DT/VJ (NT-A), NT-B, NT-C, NT-D and OBC categories. Seats reserved for Female candidates are available under 70% Home University seats, 30% Other than Home University seats and State Level seats coming under the CAP. There shall be no reservation for Female candidates under Defence, Persons with Disability and SBC categories.

IMPORTANT: All such candidates who fail to substantiate claims made (such as reservation category, PH, Defence etc.) with necessary supporting documents shall be converted to GENERAL category and/or such applications will be rejected as the case may be. Once such candidates are converted to GENERAL category and they will have to fulfill the minimum eligibility criteria as set out for a GENERAL category candidate.

We are adopting different strategies to increase/ improve access to the students belonging to different categories.

Centralized Admission Process (CAP).–

(1) Centralized Admission Process CAP stages

The Unaided Private Professional Educational Institution shall admit Candidates through the Centralized Admission Process (CAP) as referred insub-section (3) of section 3 of the Act. The Government, Government Aided institutes, University Departments and University managed Institutions shall also admit the candidates through CAP. The stages of CAP shall be as stated below,-

- a. Display or Publishing of Information Brochure by the Competent Authority. The Information Brochure shall be published on the website of the Competent Authority.
- b. Filling Online Application Form by Candidate for participation in the Centralized Admission Process.
 - i) **For First Year Engineering and Technology** : All the aspiring candidates shall fill in the Online Application Form for admission through their login which is provided to them at the time of applying to the Common Entrance Test (CET)conducted for that course. For admissions to first year Engineering and Technology, the eligible candidates aspiring for admission on the basis of JEE (Main) Paper 1 (who did not appear for MHT-CET 2017) should apply, by paying

required fees, to be eligible for admission under All India Quota seats and Institutional Quota seats.

- ii) For First and Direct Second Year Engineering and Technology, and Pharmacy and First Year Architecture: The eligible candidates are required to fill the application form Online
 - iii) The Application processing fee will be verified from time to time as notified by the Competent Authority and the amount is Non Refundable.
 - iv) The candidate should read the information brochure carefully
 - v) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
 - vi) The list of the Facilitation Centers shall be published on the website. The Facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents without any charges.
 - vii) 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, cybercafé. (ix) Candidates are required to fill in all the details as per the instructions. 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.
 - viii) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form. (xii) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
- c. Document Verification at Facilitation Centre by the Candidate in person;
- i. The Candidates shall report to any convenient Facilitation Centre in person along with signed printout of application form filled online and the required original documents for verification.
 - ii. The Facilitation Centre In-charge shall verify the information from the original copies of required documents and collect the duly signed application.
 - iii. The Facilitation Centre In-charge shall confirm candidate's Application Form through online system and issue the Receipt cum Acknowledgement of Application Form.
 - iv. After confirmation of application form information cannot be changed by candidate.
- d. Display or Publishing of Provisional merit list, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;
- i. Provisional Merit List of eligible candidates will be displayed on the website.
 - ii. For discrepancy if any, in the provisional merit list, Within Specified Grievance period, Candidates can submit the grievances in writing along with necessary documents to substantiate, at Facilitation Centre where candidate has confirmed application form.
 - iii. No document shall be accepted to substantiate the claim made in application after scheduled dates.
 - iv. Final merit lists will be displayed on the website.

NOTE: - The merit list gives relative position of the candidate and it does not guarantee admission to any course/ institute.

- e. Display of available Category wise Seats (Seat Matrix) for CAP Round I. The competent authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.
- f. Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I - Candidates may fill in 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 CAP Round I;
 - 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 CAP Round I.
 - ii. (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 by himself / herself.
 - 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 printout of the confirmed Option form for his record and future reference
 - ix. The candidate can fill in minimum 1 and maximum 300 options. The candidate shall fill the institute choice code against the option number in the online option form.
- g. Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
- h. Reporting and accepting the offered seat as per the allotment of the CAP Round I by the Candidate at Admission Reporting Centre.

(2) Choice of academic programme for subsequent round(s)

During the CAP, before accepting the allotted seat , if any, in Round I, a Candidate can select the choice of 'Freeze', 'Slide' or 'Float' for subsequent round(s), of seat allocation, as provided below,-

- a. Freeze: 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;
- b. Slide: Candidates accept the offered seat and indicate that, if admission to the academic program of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission;
- c. Float: Candidates accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution 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;
- d. Candidate should select the reporting option as 'Freeze', 'Slide' or 'Float' through their login.
- e. If candidate gets better choice in CAP Round II and /or III, Candidate may change the reporting option as 'Freeze', 'Slide' or 'Float' through their login, otherwise earlier option will be carried forward.
- f. For Candidates who choose the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round;
- g. Slide and Float options will not be available to a Candidate who is offered admission to his first choice.
- h. If a candidate fails to report for the acceptance of allotted seat at Admission Reporting Center in scheduled time, It will be treated as if he has rejected the allotted seat and such candidate shall not be eligible for CAP Round II and / or III unless he fills in fresh option form for the CAP Round II and/ or CAP Round III.

(3) Conduct of CAP Round-II and III.-

- a. The seats available for CAP Round II and III shall be published on the website. The Candidates are allowed to fill in or edit the already filled online option form. The seats to be allotted during these rounds shall be subject to following conditions.-
 - i. Before start of these rounds, the Candidates can change their seat acceptance option from Slide or Float to Freeze or vice versa by submitting an application at Admission Reporting Centre (ARC) where he has confirmed his admission by paying the seat acceptance Fee;
 - ii. Following candidates will be considered eligible for this round;
 - a. The Candidates who have not been allotted any seat in any of the previous rounds or who did not participate (Failure of filling option form) in previous rounds ; or
 - b. Those who have taken and cancelled their admission in the earlier rounds; or
 - c. Those who have rejected the offered seat by not reporting to the Admission Reporting Centre ; or
 - d. Those who had selected Freeze option in earlier rounds but are desirous of changing the option to Float or Slide in these round.
 - iii. Candidates who have opted for Float or Slide and also applying for these round shall not fill in the allotted institution in their choice list, it will be added by the software at the end of the list. Once the upward allotment is made the earlier allotment automatically stands cancelled;

- iv. Slide and Float options are not available for the seats allotted in CAP Round III, as it is final CAP Round.
- b. Reporting and accepting the offered seat as per the allotment of the CAP Round IV by the Candidate at Admission Reporting Centre.
- (4) **Reporting and confirmation of admission.**- After final CAP Round, the Candidate shall report to the institution finally allotted to him and confirm his/her admission in the institution.

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.

Important note :

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

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 and also on the website of the Competent Authority by paying charges as decided by the Competent Authority.
- 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 rule 3(4)(b) and shall be filled in on the basis of Inter-Se-Merit prepared by following the procedure specified.

- e. The institution shall 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 each CAP Round and the same shall be allotted as per the rules of CAP.
- 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 applicants.

Institution Level Round

These admissions shall be made at the institute level by inter se merit from among the candidates appeared in the General Merit List and the list of registered and eligible candidate declared by Competent Authority. And admissions for this round will be as per reference rule no.10.1 as applicable

Approval of Merit List and the Admitted Candidates List.-

1. After completion of Admission process every Unaided Private Professional Educational Institution shall submit the Admission- approval proposal to the Director Technical Education and the Admission Regulating Authority in accordance with the subsection (5) of the section 9 of the Act.
2. The Admission-approval proposal shall include the list of all Candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc as well as the required documents of the Candidates admitted at institution level.