

# Admission Policy & Process

## Eligibility Criteria:

### 1. First Year - Engineering / Technology :

#### 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 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 The Candidate should have appeared in all the subjects in MHT-CET 2019 and should obtain non zero score in MHT-CET 2019.

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);

### 2. Direct Second Year (Lateral Entry)- Engineering/Technology :

#### 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.

### 1. Engineering and Technology (M.E./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.

## 2. First Year of Post SSC :

(1) Maharashtra State Candidature Candidate,

- i) The Candidate should be an Indian National ;
- ii) Passed Secondary School Certificate (SSC) or its equivalent, with at least 35% aggregate marks.

Note (1).—for candidates passing SSC from Maharashtra State Board :—

The candidates passing SSC with, Maths/Mathematics (Code 71) and Science & Technology (Code 72) are only eligible.

Note (2).—Other than Maharashtra State Candidates shall be eligible for Institution quota only

## 3. Direct Second Year of Post SSC.—

(1) Maharashtra State Candidature Candidate.—

- i. The Candidate should be Indian National;
- ii. Passed 12th Std. examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics/ Biology (Botany and Zoology) OR 12th Science (with Mathematics as one of the Subject) or 12<sup>th</sup> Science with Vocational OR 12th Science with Technical OR 10th + (2 years ITI)/(CoE equivalent to 2 year ITI) with appropriate Trade.

Note (1) for candidates passing SSC from Maharashtra State Board :—

The candidates passing SSC with, Maths/Mathematics (Code 71) and Science & Technology (Code 72) are only eligible.

Note (2) : - Other than Maharashtra State Candidates shall be eligible for Institution quota only.

- 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.

**Reservation % as per the Govt. norms**

<b>Sr.No</b>	<b>Category of Reservation</b>	<b>Reservation</b>
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 %
8	Socially and Educationally Backward Classes (SEBC)	16.0%
	Total	66.0%

**b) Reservation for sons/daughters of Defence service personnel:**

Five percent (5%) seats of the total sanctioned intake of 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) who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC examination from a school/college situated in the State of Maharashtra.

- i. These seats are within the sanctioned intake and are available as **State Level seats**.
- ii. A combined single merit list of all eligible DEF1, DEF2 and DEF3 candidates shall be prepared.
- iii. Candidates claiming these seats shall produce additional document sin Proforma C, D and/or E as applicable.
- iv. This provision is NOT available to the children of **CIVILIAN STAFF** who is working /who has worked in the Indian Defense Service.

**Reservation for Persons with Disability Candidates:**

Five percent (5%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates with following Disability.

Locomotor or 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**

**Reservation for Female candidates:**

For seats reserved for Female Candidate, the procedure for reservation as given in Government Circular of General Administration Department No. RSV 1012/CN-16/12/16A Dated 13th August 2014 shall be adopted.

**Reservation for EWS Candidate:** As per the provisions in Government Resolution No. राआधो -4019/य.ø.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.

**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 Direct Second Year Engineering & 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

2019) should apply, by paying required fees, to be eligible for admission under All India Quota seats and Institutional Quota seats.

**Post Graduate Technical Courses :** All the aspiring candidates shall register their name on the official website. The candidate shall fill in the Online Application Form for admission through their login. For admissions the eligible candidates aspiring for admission shall apply, by paying required fees as given below through online mode (Credit Card/ Debit Card/ Net Banking).

Note: If the candidate has paid the fees for CET conducted by Competent Authority, need not pay the fees again.

- ii) For First and Direct Second Year Engineering and Technology : 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.
- viii) Candidates are required to fill in all the details as per the instructions and Upload scanned images of valid necessary original documents as per the requirement of the admission while filling online application form.
- ix) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
- x) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it, if required. The candidate shall take printout of the submitted application form and sign it.

The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form. The candidate shall carry a set of Xerox copies of the required documents.

- c. Document Verification at Facilitation Centre by the Candidate. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form.
  - (i) The Candidates shall report to any convenient Facilitation Centre 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) FC shall verify all documents from Original and put FC stamp with date & Signature on Xerox copies and return original and verified documents along with 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 prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed by the candidate through their login shall be considered for allotment in the respective CAP Rounds;

Candidates may fill in **maximum 300 choices** of Institutes and Courses in decreasing order of their preference;

- i. In order to participate in the CAP (subject to fulfillment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online Option Form for 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 at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority;
- i. Only after reporting to ARC, the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
- j. The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.

(2) Conduct of CAP Round-I.- The seats available for Round- I shall be published on the Website. The Candidate whose names appear in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.

(3) During the CAP: (a) If a candidate is allotted the seat as per his first preference, such allotment shall be auto freezed and the candidate shall accept the allotment so made. Such candidate shall not be eligible for participation in the subsequent CAP rounds. Such candidates shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;

- b. Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. For such candidate, the allotment so made shall be the final allotment. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;
- c. Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds for betterment;
- d. Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds;

- 4) Conduct of CAP Round-II and III.- (a) The seats available for Rounds II and III shall be published on the website. The Candidates eligible for respective rounds II and III are allowed to fill in and/or edit online option form filled in by the candidate for the previous round. The seats to be allotted during these rounds shall be available to the eligible candidates falling under the following categories.
- (i) Candidates as per the sub-rule 3(c) and 3(d) above;
  - (ii) Candidates who have not been allotted any seat in any of the previous rounds;
  - (iii) Candidates who did not participate (failure of filling option form) in previous rounds.
- b. Candidates who have been allotted seat other than first preference and reported to ARC for confirmation of seat acceptance, whilst filling fresh option form, he/she need not fill the preference already allotted to the candidate in the previous round. Once upward preference is allotted to such candidate, his earlier seat allotment shall stand automatically cancelled. In the event of no such upward preference is allotted, his previous allotment stands retained;
- c. There shall be no further betterment option available to the candidate after round III. The allotment made and/or allotment retained in round III for participating candidates in round III shall be final;
- d. At the time of reporting to ARC for confirming the allotted seat, the candidate shall submit all the original documents in support of the claims made in the application. In the event the candidate fails to produce the documents in support of the claim, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds. Candidate shall produce the set of copies certified by FC for verification to ARC. The ARC shall verify set of copies certified by FC from Original and put ARC stamp with date & Signature and return original and verified documents along with Receipt-cum-Acknowledgement of application form. (Candidate shall submit FC and ARC stamped & verified set of documents to the Institute at the time of reporting)
- e. The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC *viz.*
- (i) change of gender from male to female and vice-versa;
  - (ii) error while entering marks obtained by candidate in examination, CET. However, the change in the merit number due to increase in the marks will not be permitted;
  - (iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.
  - (iv) removal of minority status due to failure of submission of supporting documents;
  - (v) removal of Disability status due to failure of submission of supporting documents;
  - (vi) removal of Defense status due to failure of submission of supporting documents
  - (vii) change in Type of Candidature;
  - (viii) change in Home University;
  - (ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;
  - (x) change in group/sub-group pertaining to direct second year engineering admissions;
  - (xi) change in Qualification.



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

- f. In case of additional round (if any), the category of candidates mentioned in clause (a) above shall be entitled to participate and will be entitled to fill in fresh option Form. In such case, the candidate need not fill in the previously allotted preference in their preference list. Once the upward allotment is made, the earlier allotment shall stand automatically cancelled. In the event no such upward preference is allotted in this round, the candidate's previous allotment stands retained.
- 5) The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.

**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.**

**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. 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 in 8(3).

- d. The institution after verification of all required documents shall prepare and display the *Inter-Se-merit* lists of the Candidates to be filled in at the institution level, in the *Institutional Quota* and *Supernumerary Quota* of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- e. The Minority or Non-Minority institution intending to surrender the *Institutional Quota* (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of CAP Round I and the same shall be allotted as per the rules of CAP. The Institutes shall not be allowed to surrender *Institutional quota* seats thereafter All the admissions and cancellations shall be updated instantly through online system.
- f. 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.

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

**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.
3. If a minority institution fails to admit minimum Fifty-One percent of its Sanctioned Intake from the persons belonging to the concerned minority, for a period of three consecutive years the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per provisions of Subsection (2) of the Section 6 of the Act.