

Admission Policy & Process 2021-22

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Admission Policy & Process

1. First Year - Engineering / Technology :

Eligibility Criteria:

(1) 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 subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies , and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section 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 2021 and should obtain non zero score in MHT-CET 2021.

Or

- (ii) Passed minimum 3 years Diploma in Engineering and Technology and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only);

(2) All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates. –

- (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 subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies or Electronics or Entrepreneurship and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together and should obtain non zero positive score in JEE Main (B.E/B.Tech) or the candidate should have appeared in all the subjects in MHT-CET 2021 and should obtain non zero score in MHT-CET 2021. However, preference shall be given to the candidate obtaining non zero positive score in JEE Main(B.E/B.Tech) over the candidates who obtained non zero score in MHT-CET 2021. Or
- (ii) Passed minimum 3 years Diploma in Engineering and Technology and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only);

(3) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.

- (i) The candidate should have passed the 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 subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies or Electronics or Entrepreneurship and obtained at least 45% marks in the above subjects taken together;
- (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.

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

Eligibility Criteria:

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

- (ii) 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.

Or

- ii) Passed D. Voc. Stream in the same or allied sector.
- iii) In the above cases, a suitable bridge Courses, if required such as in Mathematics may be conducted.
- iv) Any other criterion declared from time to time by the appropriate authority as defined under the Act.

3. Engineering and Technology (M.E./ M. Tech.) :

Eligibility Criteria:

For Maharashtra Candidature Candidate and All India Candidature Candidate,-

Candidature Candidate,-

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

- (ii) Passed Bachelor Degree in the relevant field of Engineering and Technology or Pharmacy from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50% marks (at least 45% marks in case of candidates of Backward Class categories, Economically weaker section and Persons with Disability category belonging to Maharashtra State);
- (iii) Passed Bachelor Degree in the relevant course of Engineering and Technology or Pharmacy as specified in the eligibility criteria for admission to a Post Graduate Degree course of the concerned University for which admission is being sought;
- (iv) Obtained Qualified score in Graduates Aptitude Test in Engineering (GATE) conducted by the Indian Institute of Technology and valid for the current academic year ; or
- (iv) Obtained non-Qualified marks in Graduates Aptitude Test in Engineering (GATE) conducted by the Indian Institute of Technology for the current academic year; or
- (iv) Obtained Qualified score in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency and valid for the current academic year ; or
- (iv) Obtained non-Qualified marks in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency for the current academic year; 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;
- (v) GATE or GPAT Qualified Candidates shall have preference over the not qualified Candidates.

4. Post Graduate Degree Management (MBA/MMS)

Eligibility Criteria:

(1) Maharashtra State Candidature Candidate.-

- (i) The Candidate should be an Indian National;
- (ii) (ii) Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only) or its equivalent; (iii) Obtained non zero score in CET conducted by the Competent Authority (MAH-MBA/MMS-CET 2021).

(2) All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates.-

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

- (ii) Passed minimum Three year duration Bachelor's Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only) or its equivalent; (iii) Obtained non zero positive score in one of the following examinations; CET conducted by the Competent Authority (MAH-MBA/MMSCET 2021), Common Admission Test conducted by Indian Institute of Management (CAT) or Common Management Aptitude Test Conducted by National Testing Agency (CMAT).

5. First Year of Post SSC : Diploma in Engineering and Technology

Eligibility Criteria:

(1) Maharashtra State Candidature Candidate, Union Territory of Jammu and Kashmir and Ladakh Migrant Candidature Candidates.-

(1) Maharashtra State Candidature Candidate,

- i) The Candidate should be an Indian National ;
- ii) Passed 10th Std./ SSC examination or its equivalent, with at least 35% aggregate marks

Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.

6. Direct Second Year of Post SSC.—

Eligibility Criteria:

(1) Maharashtra State Candidature Candidate.—

- (i) The Candidate should be an Indian National;
- (ii) Passed 10+2 examination with Physics/ Mathematics /Chemistry / Computer Science /Electronics /Information Technology/ Biology / Informatics Practices/ Biotechnology /Technical Vocational subject/ Agriculture/ Engineering Graphics / Business Studies/Entrepreneurship (Any of the three). OR 10th + (2 years ITI) with appropriate Trade in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate Programme. (The Affiliating Body will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

Note: 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

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 %
	Total	50.0%

b) Reservation for sons/daughters of Defense 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 minimum 40% benchmark 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 candidates in HU / SL seats.**

Reservation for Female candidates:

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defense, Persons with Disability and Orphan categories.

Reservation for EWS Candidate: As per the provisions in Government Resolution No. राआधो -4019/ 31/16-अ, dated 12th February, 2019, 10% seats shall be reserved for Economically Weaker Section (EWS) candidates. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time. These 10% seats shall be over & above the sanctioned intake for the respective course.

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 in sub-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. The candidate should read the information brochure carefully.
- b. The candidate should fill the Online Application Form as per the notified schedule for respective admission.
 - (iii) For admissions to First Year Engineering and Technology, Planning, Pharmacy, Pharm D., Hotel Management & Catering Technology, Architecture:
 1. The eligible candidates aspiring for admission on the basis of CET conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidates need not have to pay application fee.
 2. The eligible candidates aspiring for admission only on the basis of National Level Examinations mentioned in the eligibility criterion and approved by Maharashtra State time to time, except CET conducted by the Competent Authority of Maharashtra State should apply online for admission and shall pay required fees online (Non Refundable) as given in the table below.
 - (iv) For Direct Second Year Engineering and Technology, Pharmacy and Hotel Management and Catering Technology: The eligible candidates are required to fill the application form Online.

- (v) Following are the details of the fees to be paid by the candidate through online mode only.

Admission	Application fee for General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS), Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates and Children of Indian workers in Gulf Countries	Application fee for Reserved Category Candidates [SC, ST, VJ/DT NT(A), NT(B), NT(C), NT(D), OBC, SBC, EWS] & PWD Candidates belonging to Maharashtra State only	Application fee for Children of NRI / OCI / PIO, Foreign National
First Year Engineering and Technology,	₹ 800/-	₹ 600/-	₹ 5,000/-
Direct Second Year Engineering and Technology	₹ 800/-	₹ 600/-	
Engineering and Technology (M.E./ M. Tech.)	₹ 1000/-	₹ 800/-	₹ 5,000/-
MBA / MMS	₹ 1000/-	₹ 800/-	₹ 5,000/-
First Year of Post SSC : Diploma in Engineering and Technology	₹ 400/-	₹ 300/-	
Direct Second Year of Post SSC.	₹ 400/-	₹ 300/-	

- v) The Application processing fee shall be as notified by the competent authority from time to time and the amount is Non Refundable.
- 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.

- 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/device 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.
 - xi) 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.

After confirmation of application form, information cannot be changed by candidate.

- d. Display or Publishing of Provisional merit list, Submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose. and Display or Publishing of Final Merit Lists;
- i. Provisional Merit List of eligible candidates will be displayed on the website.
 - ii. For discrepancy if any, in the provisional merit list, within specified grievance period, Candidates can submit the grievances through the method prescribed by the Competent Authority for this purpose.
 - iii. No document shall be accepted to substantiate the claim made in application after scheduled dates.
 - iv. Final merit lists will be displayed on the website.

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

- e. Display of Category wise Seats (Seat Matrix) available for respective CAP Rounds. 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. 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.
 - 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 considered as 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 through the method prescribed by the Competent Authority for the purpose of accepting the offered seat and rectifying the errors as per the clause (e) of sub-rule (4) of this rule.;
 - i. Only after reporting to ARC, the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
 - j. The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.
- (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** - (a) The seats available for Rounds II shall be published on the website. The Candidates eligible for respective rounds II 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 round;
 - (iii) Candidates who did not participate (failure of filling option form) in previous round.
- 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 II. The allotment made and/or allotment retained in round II for participating candidates in round II shall be final;
 - d. At the time of reporting for admission to ARC as per the method prescribed by the Competent Authority, the candidate shall produce all the original documents in support of the claims made in the application.
If the candidate has allotted seat on the basis of claim made in the application and fails to produce the documents in support of the claim so made in the application, the allotment shall

stand cancelled automatically and the seat shall become available for allotment in further rounds:

Provided that, if Candidate is allotted seat without availing any benefit claimed in the application, in such cases the allotment of the candidate shall be retained and he shall be allowed to modify his application accordingly, as per the provisions of clause (e) of sub-rule (4) of this rule.

- e. The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC as per the method prescribed by the Competent Authority viz.
 - (i) change of gender from male to female and vice-versa;
 - (ii) error while entering marks obtained by candidate in examination, CET. However, the change in the merit number due to increase in the marks will not be permitted;
 - (iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.
 - (iv) removal of minority status due to failure of submission of supporting documents;
 - (v) removal of Disability status due to failure of submission of supporting documents;
 - (vi) 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 Qualification.

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

- 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.

6) Fees and Concessions:

- (a) Fees Prescribed for Government, Government Aided Institutes and University Managed Engineering /Technology Degree Courses: Fee structure for these institutes shall be as prescribed by the Government of Maharashtra from time to time.
- (b) Fees prescribed in Unaided Private Professional Educational Institutions: The Adhoc/Interim fee structure shall be as approved by the Fee Regulating Authority established under the Act. The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.
- (c) Details of Concession in fees for Backward Class Category and Economically Weaker Section Candidates (belonging to Maharashtra State only)

For SC/ST/VJDT NT(A) /NT(B) /NT(C) /NT(D) /SBC /OBC and EWS category candidates, the scheme/mode of concessions, scheme of loan scholarship (if any) for eligible candidates, in tuition and other fees will be announced by the Central/ State Government. These candidates will get only that amount of waiver as notified in the circulars issued by the Government Department from time to time, subject to fulfillment of norms and conditions laid down by these Departments.

Candidates claiming fee concession under various categories shall produce the requisite certificates as may be specified by the respective Government Departments.

- (d) Fees for Jammu & Kashmir and Ladakh Migrant Candidates and North East and Union Territory Candidates admitted by appropriate authority: These candidates shall pay the fees as applicable to the Non Autonomous Government institutes (as given in 9(6)(a)). Candidates shall also pay additional fees as prescribed by the concerned University from time to time.
- (e) Caution Money Deposits: Caution money deposit received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided/Autonomous colleges and credited to Government in case of Government and Government-Aided Non Autonomous Colleges.

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.**
- **Admissions in Institutional Quota and vacant seats after CAP.-** The Director or Principal of the institution shall carry out the admissions for these seats in the following manner. –

- a. Admissions shall be made in a transparent manner and strictly as per the Inter-Se-Merit of the Candidates who have applied to the Competent Authority for verification of documents and then to the Institution.
- b. Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institution's website.
- c. Institution shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement on the website of the institution.
- d. Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in 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).
- e. The institution after verification of all required documents shall prepare and display the *Inter-Se-merit* lists of the Candidates to be filled in at the institution level, in the *Institutional Quota* and Supernumerary Quota of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- f. The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of CAP Round I and the same shall be allotted as per the rules of CAP. The Institutes shall not be allowed to surrender Institutional quota seats thereafter
- g. All the admissions and cancellations shall be updated instantly through online system.
- h. If any CAP seat remains or becomes vacant after the CAP Rounds, then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicants.
- i. While filling these seats the preference shall be given to Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of Inter-Se-Merit.
- j. After exhausting Maharashtra State Candidature Candidate and All India Candidature Candidate, if any seat remain vacant in the Sanctioned Intake then these seats may be filled with NRI, Foreign Students (FS), Overseas Citizen of India (OCI), Persons of Indian Origin (PIO), Children of Indian Workers in the Gulf Countries (CIWGC) Candidature Candidates, subject to the approval from appropriate authority for these seats.

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.

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 p.m. 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.