



सत्यमेव जयते

GOVERNMENT OF MAHARASHTRA State Common Entrance Test Cell

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Information Brochure

For Admission to

Full Time Professional Diploma Technical Courses

(First Year of Post SSC Diploma in
Engineering and Technology

And

First Year of Post HSC Diploma in
Pharmacy, Surface Coating Technology and Hotel Management &
Catering Technology

And

Direct Second Year of Post SSC Diploma in
Engineering and Technology)

**For the Academic Year
2018-19**

Regional Offices of Directorate of Technical Education

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Index

S.N.	Particulars	Page No.
1.	Introduction	01
2.	Definitions	01
3.	Invitation of Application	02
4.	Role of Competent Authority and its representatives in the process of admission	03
5.	Candidature Type	03
6.	Sanctioned Intake and Supernumerary Seats for various Courses	06
7.	Allocation of Seats	06
8.	Preparation of Merit List	07
9.	Centralised Admission Process (CAP)	09
10.	CAP allotment stages and process of allotment	13
11.	Allotment of seats by CAP Rounds I, II and III	15
12.	General provisions	15
13.	Admissions in Institutional Quota and vacant seats after CAP	16
14.	Approval of Merit List and the Admitted Candidates List	17
15.	Cancellation of Admission and Refund of fees, return of documents by Institutions	17
16.	Change of Course or Institution after First, Second Year	18
17.	Schedule-I Allocations of seats within sanctioned intake for first year of Post SSC Diploma Courses	19
18.	Schedule-II Allocations of seats within sanctioned intake for first year of Post HSC Diploma Courses	20
19.	Schedule-III Allocations of seats within sanctioned intake for Direct Second Year of Post SSC Diploma Courses	21
20.	Eligibility Criteria	22
21.	Eligibility Criteria Details	24
22.	Supernumerary seats	25
23.	Reservations	28
24.	Distribution of seats available under Centralized Admission Process	32
25.	Fees and Concessions	41
26.	Seat Acceptance Fee	43
27.	Reporting at Institute	43
28.	Documents to be attached along with “Application Form for Centralized Admission Process	43
	For First Year of Post SSC Diploma Courses	44
	For First Year of Post HSC Diploma Courses	46
	For Direct Second year of Post SSC Diploma Courses	48
29.	Miscellaneous provisions	49
30.	Annexure –1 List of the Government institutes with second shift courses in which 70% seats are reserved for Religious minority candidates belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community	52
31.	Annexure – 2 List of unique courses for which the admission shall be carried out as per State Level Merit in the CAP	53
32.	Proforma A - For sons and daughters of Central Government / Government of India undertaking employees (For Type – C Candidates)	54
33.	Proforma B1 - For sons and daughters of Maharashtra State Government / Maharashtra State Government undertaking employees (For Type –D Candidates)	54
34.	Proforma B2 - For sons and daughters of Maharashtra State Government/ Maharashtra State Government undertaking retired employees (For Type – D Candidates)	55
35.	Proforma C - For sons and daughters of defense service personnel (For Def-1, Def-2 and Def-3 Candidates)	55

36.	Proforma D - For sons and daughters of Active defence service personnel not domiciled in Maharashtra State (For Def-3 candidates)	56
37.	Proforma E - For sons and daughters of Active defence service personnel not domiciled in Maharashtra State but retained their family accommodation (For Def-3 candidates)	56
38.	Proforma G1 - For Candidates from Maharashtra and Karnataka disputed Border Area	57
39.	Proforma G2 - For Candidates from Maharashtra and Karnataka disputed Border Area	57
40.	Proforma J - For sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police officials posted in Jammu / Kashmir to combat terrorist activities	58
41.	Proforma K - For Jammu / Kashmir Migrant Candidates) (Migrants staying in refugee camps	58
42.	Proforma L - Displaced Jammu / Kashmir Candidates staying with relatives / friends in India other than Migrant / Refugee camp (For Refugees staying with relatives)	59
43.	Proforma N - Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute	59
44.	Proforma O - For community student's self declaration (For seats under Minority Quota)	60
45.	Proforma T - No Objection Certificate from Parent / Admitting institute (For admission by Transfer)	62
46.	Application format for admission by transfer	63
47.	Proforma Z- Candidate who has passed Std VIII & Std IX from any institute from Maharashtra and could not produce mark sheet of Std VIII & Std IX (Applicable for Maharashtra Candidates only)	64

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 amendment on 05.06.2018 to regulate the admissions to the First year of Full Time Professional Diploma Technical Courses (Engineering and Technology, Pharmacy, Architecture and Hotel Management and Catering Technology) and Direct Second Year of Diploma.

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.

This brochure gives information regarding the eligibility and rules of admission to First and Second year of various technical professional Diploma 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

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

- (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) “Application Form” means prescribed Form filled up online by the Candidate for admission;
- (d) “Autonomous Institution” means the institution to which autonomy is granted by the Maharashtra State Board of Technical Education and Government of Maharashtra;
- (e) “CAP Seats” means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (f) “Courses” means the full time professional Diploma Technical Courses in Engineering and Technology, Pharmacy and Hotel Management and Catering Technology;
- (g) “Department” means the Higher and Technical Education Department of Government of Maharashtra;
- (h) “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;
- (i) “Facilitation Centre” means a Centre where the facilities like sale of Application kits, filling online Forms, verification of documents and grievances, etc. are provided;
- (j) “Home District” means the revenue district area as specified in sub rule (1) rule 5;
- (k) “HSC” means the Higher Secondary School Certificate (Standard XII) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;

- (l) “Institutional Quota” means seats available for admission to the Eligible Candidates at Institution level as declared by the Government or appropriate authority, from time to time;
- (m) “*Inter-Se-Merit*” means the order of merit declared by the Competent Authority in respect of various classes or category of Candidates;
- (n) “ITI” means the Certificate Courses offered by Industrial Training Institution;
- (o) “MSBTE” means the Maharashtra State Board of Technical Education established under section 3 of the Maharashtra State Board of Technical Education Act, 1997 (Mah. XXXVIII of 1997);
- (p) “Minority Quota” means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs;
- (q) “Non-Autonomous Institution” means those institutions which are not ‘Autonomous Institution’ ;
- (r) “Overseas Citizen of India (OCI)” means a candidate or a person registered as an Overseas Citizen 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) card holders 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 Citizen 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;
- (s) “OHD” means area Outside the Home District;
- (t) “Qualifying Examination” means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (u) “SSC” means the Secondary School Certificate (Standard X) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;
- (v) “Supernumerary Seats” means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time.

(2) Words and expressions used but not defined in these rules shall have the same meanings respectively assigned to them in the Act.

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 invite online applications in the prescribed form, from the eligible candidates for participating in Centralized Admission Process (CAP) for seeking admission to the Diploma Technical Courses, which are exempted from CET as per provisions of the act.

(3) The Competent Authority shall also invite online application from the eligible candidates for participating in the Centralised Admission Process (CAP) for the 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 thereunder.

(4) The Candidates seeking admissions to the professional courses for the seats provided in-(a) rule 7 (1), 7(2) and 7 (4) (b) of these rules shall apply to the Competent Authority for admission through Centralized Admission Process (CAP),(b) rule 7 (3) and 7 (4) (a) of these rules 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*, as specified in rule 13.

(5) The Candidate should submit, along-with the application, the requisite certificates, as applicable in the necessary Proforma issued by the concerned competent authority.

4. Role of Competent Authority and its representatives in the process of admission

- a) The Competent Authority, the Commissioner of 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) Mumbai and Unaided Private Professional Technical Educational Institutions.
- b) The Competent 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.
- d) The Director, Technical Education shall act as a Nodal Officer to carry out the admission process under the supervision & control of the Competent Authority.

Declaration of Medium, Pattern, Syllabus, Schedule, etc. of CET and CAP-(If Applicable)

- (1) The Competent Authority shall, in relation to Common Entrance Test (CET), declare, –
- (a) Medium of CET;
 - (b) Pattern of CET;
 - (c) Mode of CET;
 - (d) Schedule of CET;
 - (e) Issue of Hall Ticket;
 - (f) Result of CET,
 - (g) Schedule of CAP, etc.

(2) The Competent Authority shall also declare the Syllabus relating to CET in consultation with the Director of Technical Education.

5. Candidature Type : (1) Maharashtra State Candidature.–

Type	Eligibility Criterion	Home District
A	(a) For First Year Post SSC Diploma Courses,- Candidates passing Std. VIII, IX and SSC from a recognized institution in Maharashtra State.	Place of passing of Qualifying Examination falling within the jurisdiction of the respective

Information Brochure for Admission to Diploma Technical Courses (2018-19)

	<p>(b) For Post HSC Diploma Courses,-</p> <p>(i) Pharmacy- Passed HSC with Physics and Chemistry as compulsory subjects alongwith one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution in Maharashtra State,</p> <p>(ii) Hotel Management and Catering Technology- Passed HSC from a recognized institution in Maharashtra State,</p> <p>(iii) Surface Coating Technology- Passed HSC Science with English, Physics, Chemistry and Mathematics from a recognized institution in Maharashtra State.</p> <p>(c) For Direct Second Year of Post SSC Diploma Courses,-Candidate Passing 12th Standard 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 12th Science with Vocational or 12th Science with Technical or Standard 10th + (2 years ITI) with appropriate Trade from a recognized institution in Maharashtra State;</p>	District area.
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 District area.
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 District area.
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 District area.
E	(a) For First Year Post SSC Diploma Courses,- Candidate passing Standard VIII, IX and SSC from a recognized institution located in a disputed Maharashtra Karnataka Border Area or from Maharashtra, residing in the disputed Maharashtra	Candidate shall be considered for the Outside Home District seats or State Level Seats.

	<p>Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(b) For Post HSC Diploma Courses,-</p> <p>(i) Pharmacy- Passed HSC with Physics and Chemistry as compulsory subjects alongwith one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution located in a disputed Maharashtra Karnataka Border Area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi;</p> <p>(ii) Hotel Management and Catering Technology- Passed HSC from a recognized institution located in a disputed Maharashtra Karnataka Border Area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(iii) Surface Coating Technology- Passed HSC Science with English, Physics, Chemistry and Mathematics from a recognized institution located in a disputed Maharashtra Karnataka Border Area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(c) For Direct Second Year of Post SSC Diploma Courses,- Candidate Passing 12th Standard examination with Physics and Chemistry as compulsory subjects alongwith one of the Mathematics/ Biology (Botany and Zoology) or 12th Science (with Mathematics as one of the Subject) or 12th Science with Vocational or 12th Science with Technical or 10th + (2 years ITI) with appropriate Trade from a Recognized Institution located in a disputed Maharashtra Karnataka Border area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border area and also whose mother tongue is Marathi.</p>	
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(2) *All India Candidature.*—The Candidates having Indian Nationality are eligible under this Category.

(3) *Minority Candidature.*—The Maharashtra domiciled Candidates belonging to a particular linguistic or religious minority community from within the State and as notified by the Government are eligible under this Category.

(4) *NRI Candidature.*—The Candidate who fulfills the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category.

(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 in clause (r) 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.

(6) *Jammu and Kashmir Migrant Candidature.*—

(a) The children of citizens, who are displaced from Jammu and Kashmir to any part of India or 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) or 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

(1) The Sanctioned Intake for First Year Diploma Course and Direct Second Year (Lateral entry) of Diploma 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 MSBTE. For admission to Direct Second Year (Lateral Entry) of Diploma Courses, number of seats available shall be calculated as given in Schedule-III.

(2) The supernumerary seats shall be available to the educational institutions as approved by the appropriate authority, from time to time.

7. Allocation of Seats

The percentage of allocation of seats for Maharashtra State candidates in the Home District, Other than Home District and State Level shall be in accordance with the policy of the Government as specified in Schedule-I for First Year post SSC Diploma Courses, Schedule-II for First Year post HSC Diploma Courses and Schedule-III for Direct Second Year of Post SSC Diploma Courses:

(1) *Maharashtra State Candidature Seats.*- The Candidates having Maharashtra State Candidature as specified in rule 5(1) of these rules, shall be eligible for these seats;

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

(3) *Institutional Quota Seats.*- The Institution can admit Eligible Candidates as specified in Schedule-I, Schedule-II and Schedule III, subject to following conditions,-

(i) The Candidates having Candidature mentioned in rule 5(1), 5(2), 5(3), 5(4) and 5(6) of these rules 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) The seats reserved for this NRI quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates of All India Candidature seats:

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

(4) Supernumerary seats for.—

(a) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries.—

- (i) The Candidates having candidature as given in rule 5(5) of these rules 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 Student 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 rule 8 of these rules.

(b) Jammu and Kashmir Migrant Candidature,—

- (i) The Candidates having Candidature as given in rule 5(6) of these rules shall be eligible for these seats;
- (ii) The number of seats for this quota shall be as per the policy of the Government;
- (iii) These seats shall be filled in by the Competent Authority.

8. Preparation of Merit List

(1) *Assignment of Merit Number*—All the eligible Candidates who have submitted Application Form on or before the last date specified for the submission of Application Form for Admission through CAP shall be assigned a merit number. The merit list shall be prepared on the basis of marks obtained at qualifying examination, or any other criterion as specified in sub-section (3) of this rule.

(2) *Change of Marks due to verification*—If the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned Appropriate Authority or Board, the same shall be reported to the Competent Authority for admission through CAP or its designated representatives prior to 5 p.m. on the day of display of final merit list.

Method of calculating marks at qualifying examination for deciding eligibility. -While deciding the eligibility of the Candidates following procedure shall be adopted, -

- i) The percentage of marks shall be calculated by rounding off to nearest integer. i.e. if the percentage of marks comes out to be 44.50% to 44.99% then it shall be rounded to 45% and if the percentage of marks comes out to be 44.01% to 44.49% shall be rounded to 44% for deciding the eligibility.
- ii) In case the maximum marks in an individual subject is other than 100, convert the marks out of 100 for individual subject without rounding, If sum of the converted marks of individual subjects without rounding off works out to be a figure with fraction then fraction up to two decimal places shall only be considered for calculation of percentage of marks considering maximum marks as 300 and, If the percentage comes in fraction, then rounding off shall be done as above to decide the eligibility.
- iii) If letter grades are assigned at SSC, HSC, Diploma or its equivalent examination, the Candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned Competent Authority or Board at the time of submission of Application Form. The eligibility shall be decided on the basis of equivalent marks.
- iv) If the Candidate reappears for the qualifying examination with all subjects, then the marks obtained in the latest examination shall only be considered.

(3) *Assignment of Merit Number for various Courses*—

(a) For Admission to First Year of Post SSC Diploma Courses in Engineering and Technology.- The merit list of the Eligible Candidates shall be prepared on the basis of percentage of aggregate marks obtained at SSC (including additional marks, if mentioned in mark sheet) or as per any other criterion as may be specified from time to time.

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

- (a) higher percentage of marks in the subject Mathematics at SSC;
- (b) higher percentage of marks in the subject Science at SSC;
- (c) higher percentage of marks in the subject English at SSC;
- (d) Passing HSC Science ;
- (e) Passing HSC with Minimum Competency Vocational Course ;
- (f) Passing ITI Trade of 2 Years duration;
- (g) Passing Intermediate Grade Drawing examination.

(b) For Admission to Direct Second Year of Post SSC Diploma Courses in Engineering and Technology.-The separate merit lists for each of qualifying Examination of the Eligible Candidates shall be prepared on the basis of percentage of marks obtained at the qualifying examination:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

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

(c) For Admission to Post HSC Diploma Course in Surface Coating Technology.—The merit list shall be prepared on the basis of percentage of marks obtained in the subjects Physics, Chemistry and Mathematics taken together at HSC:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

- (a) higher percentage of aggregate marks in HSC ;
- (b) higher percentage of marks in Mathematics at HSC;
- (c) higher percentage of aggregate marks in SSC;
- (d) higher percentage of marks in Mathematics at SSC;
- (e) Passing Intermediate Grade drawing examination.

(d) For Admission to First Year Pharmacy.—The merit list shall be prepared on the basis of percentage of marks obtained in the subjects Physics, Chemistry and higher marks of Mathematics or Biology (Botany and Zoology) in HSC:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

- (a) higher percentage of aggregate marks in HSC;
- (b) higher percentage of marks in Physics at HSC;
- (c) higher percentage of marks in Chemistry at HSC;
- (d) higher percentage of marks in English at HSC;
- (e) higher percentage of marks in SSC.

(e) First Year Hotel Management and Catering Technology.—The merit list shall be prepared on the basis of Percentage of marks obtained at HSC:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

- (a) Passing HSC Science;
- (b) Passing HSC Home Science;
- (c) Passing HSC with Minimum Competency Vocational Course;
- (d) Passing HSC Commerce;
- (e) Passing HSC Arts.

9. Centralised Admission Process (CAP)

(1) The Unaided Private Professional Education Institution shall admit Candidates through the Centralised Admission Process as referred in sub-section (3) of section 3 of the Act. The stages of CAP shall be as stated below,-

- (a) Display or publishing of Information Brochure by the Competent Authority;
- (b) Filling Online Application Form by Candidate for participation in the Centralised Admission Process;
 - i) All the eligible candidates For admission to First year of Diploma in Engineering/Technology/ Pharmacy/HMCT and For Direct Second year Diploma of Engineering/Technology are required to fill the application form Online.
 - ii) Following are the details of the fees to be paid by the candidate through online mode only.

Admission	General Category Candidates , Outside Maharashtra State Candidate and Children of Indian workers in Gulf Countries	Reserved Category candidates from Maharashtra State and Persons with Disability candidates from Maharashtra
First Year of Post SSC Diploma in Engineering/Technology	Rs. 400/-	Rs. 300/-
First Year of Post HSC Diploma in Pharmacy/Surface Coating Technology / HMCT	Rs. 400/-	Rs. 300/-
Direct Second year of Post SSC Diploma	Rs. 400/-	Rs. 300/-

- iii) The Application processing fee shall be as notified by the competent authority from time to time 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.
 - 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) Uploading of scanned images of valid necessary original documents as per the requirement of the admission while filling of online application form;
- (d) 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.
- After confirmation of application form information cannot be changed by candidate.**
- (e) Display or publishing of provisional merit lists, 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**
- (f) Display of Category wise Seats (Seat Matrix) available for respective CAP Rounds;
- (g) 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 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 respective CAP Round
 - 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 by reentering 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.
- (h) Display of provisional allotment of respective CAP Rounds indicating allotted institute and Course;
- (i) Reporting and accepting the offered seat at Admission Reporting Centre (ARC) by the Candidate as per the schedule declared by the Competent Authority;
- (j) Only after reporting to ARC as per clause (i), the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
- 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;
- (k) 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 appeared 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 then be not 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 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 who falls in the category of sub-clauses (c) (d) of sub-rule 3 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 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;

(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 or 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 Defence status due to failure of submission of supporting documents
- (vii) change in Type of Candidature;
- (viii) change in Home District;
- (ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;
- (x) removal of Technical or Vocational Status due to failure of submission of supporting documents;
- (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.

10. CAP allotment stages and process of allotment Allotment of seats under CAP shall be made in the following manner :—

(1) Maharashtra State Candidature Candidate.-

(a) The stages of computerised allotment are as follows,—

Stage-I :—For all the Candidates.—

(a) All the Candidates (Technical, Non-Technical, Open, Reserved, Male, Female) belonging to various categories shall be considered for allotment of seats as per their *Inter-Se-Merit*.

(b) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.

(c) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.

(d) Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.

(e) Defence Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.

(f) For the Candidates with Technical or Vocational subjects in qualifying examination, the seat availability shall be checked in the following order,—

- (i) Seats for Technical Candidates in Open Category ;
- (ii) Seats for Technical Candidates in respective reserved Category ;
- (iii) Seats for General Candidates (for both Technical and Non-technical) in Open Category ;
- (iv) Seats for General Candidates (for both Technical and Non-Technical) in the respective reserved Category.

(g) If a seat is available for a candidate in more than one category, then the seat allotment shall be done in the sequence as given below,—

1. Seat for Ladies ;
2. Seat for person with disability candidates ;
3. Seat for Defence.

Stage II : *For allotment of seats reserved for Female to Male Candidates.*—If the seat remains vacant after allotment to Female Candidates of the Backward Class Category or Open Category, such seats shall be allotted to the Male Candidates belonging to respective Backward Class or Open Category.

Stage III : *For SBC Category Candidates.*—If the Backward Class Category seats remain vacant, such seats shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

Stage IV : *For respective groups of Backward Class Category Candidates.*—If the seats remain vacant in the respective group of following Categories, such seats shall be considered for allotment to the Candidates from within the respective group,—

Group 1 : (i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC) ;
(ii) Scheduled Tribes including those living outside the specified areas (ST).

Group 2 : (i) Vimukta Jatis/De- Notified Tribes (VJ/DT) NT(A) ;
(ii) Nomadic Tribes 1 (NT-B).

Group 3 : (i) Nomadic Tribes 2 (NT-C) ;
(ii) Nomadic Tribes 3 (NT-D) ;
(iii) Other Backward Class (OBC).

Explanation.—For Group 1, if the seats remain vacant in ST Category due to non-availability of its Candidates, such seat shall be considered for allotment to the Candidate belonging to the SC Category or *vice versa*.

Stage V: *For all Backward Class Category Candidates.*—If the seats reserved for Backward Class Category Candidate remain vacant, such seat shall be considered for allotment to the Candidate of any Backward Class Category.

Stage VI: *For Persons with Disability Candidates.*—If the seats reserved for Persons with Disability remains vacant, such seat shall be considered for allotment to any Persons with Disability Candidates.

Stage VII: *For all Candidates (without any type of Reservation).*—The seats shall be considered for allotment to all the Candidates based on *Inter-Se-Merit*.

Stage VIII: For all Candidates (without any Candidature Type)-.-The seats remaining vacant shall be allotted to the all Eligible Candidates.

(b) 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.

(2) *Minority Quota Seats.*—The stages of computerised allotment are as follows,—

Stage I: The seats under minority quota in the minority institution linguistic or religious shall be allotted to the respective minority candidates.

Stage II: If the seats remain vacant, they shall be allotted to the Maharashtra State candidature Candidates.

(3) *For Jammu and Kashmir Migrant Candidature Candidates.*—The Supernumerary seats for Jammu and Kashmir Migrant Candidature candidates shall be allotted to the Eligible Candidates as in 5(6) on the basis of *Inter-Se-Merit*.

11. Allotment of seats by CAP Rounds I, II and III

(1) CAP Round I, II, and III shall be conducted by computerized allotment.

(2) In CAP Round I—

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—

(i) Stage I of sub-rule (2) of rule 10 ;

(ii) Stages I and II of sub-rule (1) of rule 10 ;

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per Stages I and II of sub-rule (1) of rule 10 of these rules.

(3) In CAP Round II—

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—

(i) Stage I of sub-rule (2) of rule 10 ;

(ii) Stages I to V of sub-rule (1) of rule 10 ;

(iii) Stage II of sub-rule (2) of rule 10.

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per Stages I to V of sub-rule (1) of rule 10 of these rules.

(4) In CAP Round III—

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—

(i) Stage I of sub-rule (2) of rule 10 ;

(ii) Stages I to VIII of sub-rule (1) of rule 10 ;

(iii) Stage II of sub-rule (2) of rule 10.

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per Stages I to VIII of sub-rule (1) of rule 10 of these rules.

(5) If the seat remains vacant due to non-allotment and non-reporting, such seat will be considered for allotment in subsequent round.

(6) Every stage in CAP Round I, II and III shall be executed with HD and OHD tag and if the seats remain vacant then the same stage shall be executed without HD and OHD tag. If further seats remain vacant for any reason in rule 7(1) and 7(2) of these rules they shall be considered for allotment to all the candidates as per rule 5(1) and 5(2) irrespective of the seat type on the basis of *Inter-Se-Merit*.

12. General provisions

(a) Allotment in CAP Rounds I, II and III of Home District Seats, Other than Home District seats and State Level seats will be carried out as per *Inter-Se-Merit* of Candidates having Maharashtra State Candidature. The seats will be allotted to Candidates as per *Inter-Se-Merit*, options filled and seats available at that point of time in the stage of CAP Rounds I, II and III.

(b) All Candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted or not allotted a seat in the previous stage.

- (c) During the allotment of any stage, the Candidate may get upward shift in the allotment with reference to the options filled by the Candidate according to availability of seats at that point of time.
- (d) There shall not be any reservation under different categories in an Un-aided Professional Educational Institution, for allocation of seats stated in rule 7(2), 7(3) and 7(4) of these rules ;
- (e) All reserved Category Candidates (including SBC in their Original Category) shall be considered for allotment in all stages.
- (f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment.
- (g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment.
- (h) The allotment list displayed on website will show the provisional allotment offered to the Candidates. No personal communication or allotment letters in this regard shall be issued to the Candidates.
- (i) A Candidate who has been allotted a seat shall download the “Provisional Seat Allotment Letter”. For seat acceptance Candidate has to pay seat acceptance fees through online mode (Credit Card / Debit Card/ Internet Banking etc) or the mode as decided by Competent Authority and shall report to any of the identified Admission Reporting Centre. (List shall be available on website). Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The centre in-charge shall issue the Online Receipt of acceptance.
- (j) The Seat Acceptance Fee shall be Rs. 1,000/- for all Candidates the same shall be treated as non-refundable processing fee
- (k) Failure to report in person for seat acceptance will be considered as if the Candidate has rejected the offer.
- (l) Allotted Seat will be cancelled if, at any time, any of the document or certificate is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms.
- (m) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the Admission Reporting Centre. Candidates who reject allocated seat shall be considered for admission in subsequent rounds only if they submit fresh option form for subsequent round of admission as per schedule.

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* the Candidates who have applied to 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 in 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 on the basis of *Inter-Se-Merit* prepared by following the procedure specified in rule 8 (3) of these rules.

(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 immediately 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.

14. 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 provisions of sub-section (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 sub-section (2) of section 6 of the Act.

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 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.

16. Change of Course or Institution after First, Second Year

(1) The Candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in full or failed in one of the heads of passing will be allowed to do so in the same institution subject to the availability of seats and changes will be carried out based on the marks of First Year or First and Second Semester together. The Principal shall be responsible for ascertaining the eligibility of the Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred.

(2) Transfer of Candidates Course and / or Institution after first or second year shall be made in the following manner:—

(a) The Candidate once admitted in first year or second shall not be eligible for transfer to any other institution during the same academic year ;

(b) The Candidate passing the first year (both first and second semester) or second year (both third and fourth semester) examinations in full or failed in one of the heads of passing are considered as eligible for transfer of institution or course, provided that for transfer after second year the candidate should have passed the first year ;

(c) There shall be no transfer of students at any stage in any case from Unaided Institutions to Government or Government Aided, University Departments, University Managed Institution. However, the Candidate from Government or Government Aided, university Departments, University Managed institution may seek transfer to Unaided Educational Institution;

(d) There shall be no transfer of students at any stage to Autonomous Institutions;

(e) Transfer to Unaided Institutions.- The Principal of Unaided institution shall consider the Candidates from other institutions for transfer with prior approval from the Directorate of Technical Education on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from the MSBTE and Vacancy position. The Principal or Director shall ascertain the eligibility of Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred;

(f) No Application without recommendation of the Principal of Institution shall be entertained by the Directorate of Technical Education;

(g) If the result of the MSBTE or Institution is not declared before the process of transfer, Candidates of that Board or Institution will lose claim on transfer.

(3) The Candidates admitted under Supernumerary Quota seats are not eligible for change of Course or Institution;

(4) The candidates from the professional educational institutions which are outside the purview of the Act shall be eligible for transfer to the unaided private professional educational institutions subject to the fulfilment of eligibility criterion and requirements stipulated under the provisions of sub-section (1) of section 3 of the Act and the fulfilment of the conditions stated above in sub rule 2.

(5) List of all such transfers shall be communicated by the Directorate of Technical Education to the office of the Admissions Regulating Authority for final approval;

17. Schedule-I Allocations of seats within sanctioned intake for first year of Post SSC Diploma Courses

SCHEDULE -I
(For First Year of Post SSC Diploma Courses)
(See rules 6 and 7)

A. Allocation of seats within Sanctioned Intake

Sr.No.	Type of Institution	No. of Seats- as % of Sanctioned Intake		Institution Quota (including 5% Quota for NRI, if applicable)	
		CAP Seats			
		Maharashtra State Candidates.	(M.S.)	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	Home District		Nil	20%
		Technical	8.4%		
		Non-Technical	47.6%		
		Other than Home District			
		Technical	3.6%		
		Non-Technical	20.4%		
2	Unaided Minority Educational Institutions	Home District* (70% of M.S. Seats\$)		Minimum 51%@	20%
		Technical	10.5 % of M.S. Seats\$		
		Non-Technical	59.5% of M.S. Seats\$		
		Other than Home District* (30% of M.S. Seats\$)			
		Technical	4.5% of M. S. Seats\$		
		Non-Technical	25.5% of M. S. Seats\$		

CAP Seats = Sanctioned Intake – Institutional Quota

\$ M. S. Seats = CAP Seats - Minority Quota

%- Percentage

* The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidate and All India Candidature Candidate.

@These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority, the maximum percentage of minority quota to be filled in their institution.

B. Allocation of Supernumerary Seats,-

(1) Jammu and Kashmir Migrant Candidates to be filled by Competent Authority- The number of seats for this quota shall be as per the policy of the Government.

(2) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time.

18. Schedule-II Allocations of seats within sanctioned intake for first year of Post HSC Diploma Courses

SCHEDULE –II
(For Post HSC Diploma Courses)
(See Rule 6 and 7)

A. Allocation of seats within Sanctioned Intake

Sr.No.	Type of Institution	No. of Seats. in as % of Sanctioned Intake		
		CAP Seats		Institutional Quota (including 5% Quota for NRI, if applicable)
		Maharashtra State Candidates.	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding Minority Institutions)	80 %	Nil	20%
2	Unaided Minority Educational Institutions	100% of M.S. Seats*§	Minimum 51%@	20%

CAP Seats = Sanctioned Intake – Institutional Quota

§ M.S. Seats = CAP Seats - Minority Quota

%- Percentage

* The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidate and All India Candidature Candidate.

@These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority, the maximum percentage of minority quota to be filled in their institution.

B. Allocation of Supernumerary Seats,-

(1) Jammu and Kashmir Migrant Candidates to be filled by Competent Authority- The number of seats for this quota shall be as per the policy of the Government.

(2) OCI/PIO Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time.

19. SCHEDULE III -Allocations of seats within sanctioned intake for Direct Second Year of Post SSC Diploma Courses

**SCHEDULE III
(For Direct Second Year of Post SSC Diploma Courses)
(see rule 6 and 7)**

The distribution of seats available shall be notified on the website before submission of option Form of Centralised Admission Process.

(i) Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above the Sanctioned Intake, Supernumerary to the approved intake;

(ii) Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year shall also be filled in during lateral entry admission process after due consideration of the changes of course or institution by the candidates in terms of rule 16.

Seat Distribution for Direct Second Year

Sr.No.	Type of Institution	No. of Seats with Competent Authority (CAP Seats)- as % of Sanctioned Intake or (Lateral Entry Seats + Vacant Seats)	
		General Seats	Minority Quota
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	100% of (Lateral Entry Seats + Vacant Seats)	Nil
2	Unaided Minority Educational Institutions	(Lateral Entry Seats + Vacant Seats)-Minority Quota	Minimum 51% of (Lateral Entry Seats +Vacant Seats)

Distribution of seats for Admission to Direct Second Year of Post SSC Diploma Courses as per eligibility criteria

Sr. No	Qualification	General Seats	Minority Quota
1	HSC Science	25%	25%
2	HSC Science with Technical	25%	25%
3	HSC Science with Vocational	25%	25%
4	SSC with 2 years ITI with appropriate specialization	25%	25%

20. Eligibility Criteria

As per Notification No. TEM.2018/C.R.27/TE-4. Dated 19 May 2018—In exercise of the powers conferred by sub-sections (1) and (2) of section 3 read with clause (r) of section 2 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Act. No. XXVIII of 2015), and in supersession of the Government Notification, Higher and Technical Education Department No. TEM.2016/CR473 (Part 1)/ TE-4, dated 24th April 2017, the Government of Maharashtra, notifies,—

The Professional Education Diploma Courses mentioned in column (2) of Schedule - A, appended hereto to be the Professional Education and specifies that the eligibility conditions and requirements for admission of the said professional courses are such as mentioned in column (3) of the said schedule ;

SCHEDULE 'A'

(Professional Education Diploma Courses)

Sr. No. 1	Name of Professional Course 2	Eligibility conditions and requirements for admissions 3
1	Diploma in Engineering and Technology	<p>(A) First Year of Post SSC - (1) Maharashtra State Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates. - (i) The Candidate should be an Indian National ; (ii) Passed Secondary School Certificate (SSC) or its equivalent, with at least 35% aggregate marks.</p> <p>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.</p> <p>Note (2).—Other than Maharashtra State Candidates shall be eligible for Institution quota only</p> <p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National. - (i) Passed Secondary School Certificate (SSC) or its equivalent, with at least 35% aggregate marks; (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p> <p>(B) 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 12th Science with Vocational OR 12th Science with Technical OR 10th + (2 years ITI)/(CoE equivalent to 2 year ITI) with appropriate Trade.</p>

		<p>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. (C) Post HSC in Surface Coating Technology. - <i>(1) Maharashtra State Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates. -</i> (i) The Candidate should be an Indian National; (ii) Passed HSC Science with subjects English, Physics, Chemistry and Mathematics. Note: - Other than Maharashtra State Candidates shall be eligible for Institution quota only <i>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National. -</i> (i) Passed HSC Science with subjects English, Physics, Chemistry and Mathematics; (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
2	Diploma in Pharmacy	<p><i>(1) Maharashtra State Candidature Candidate. -</i> (i) The candidate should be an Indian National; (ii) Passed the HSC with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology). Note: - Other than Maharashtra State Candidates shall be eligible for Institution quota only <i>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National. -</i> (i) Passed the HSC with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology); (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
3	Diploma in Hotel Management and Catering Technology	<p><i>(1) Maharashtra State Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates. -</i> (i)The candidate should be an Indian National; (ii) Passed HSC examination with at least 35% marks. Note: - Other than Maharashtra State Candidates shall be eligible for Institution quota only.</p>

21. Eligibility Criteria Detail

Note: - NRI/OCI/PIO/CIWGC/FN candidates – There are no seats sanctioned by AICTE for All Diploma admission in A.Y. 2018-19 for admission under State CET Cell

21.1. First Year of Post SSC Diploma in Engineering / Technology

Refer Schedule-A Page No. 22, 23 Notification No. TEM.2018/C.R.27/TE-4 Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission and Fees) Act, 2015 dated, 19th May 2018.

Note:

1. The NRI candidates are eligible to apply for admission against the Institute level seats, only in Unaided Polytechnics /Institutes. The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.
2. The eligibility of the candidates passing the SSC (Std. X) equivalent examination from a school/college/Examination Board situated outside India shall be further verified by the Institute to which the candidate is admitted. Hence such candidates are advised to get their equivalence certificates from Maharashtra State Board of Secondary and Higher Secondary Education at the time of admission.
3. The term ‘**aggregate marks**’ used here shall mean as follows:

a. For Maharashtra State Board Candidates:

- I. The candidates who have passed SSC Examination prior to March 2009, the aggregate marks shall be grand total of marks obtained by the candidate in any 5 subjects where he/she has scored maximum marks.
- II. The candidates who have passed SSC Examination after March 2009, the aggregate marks shall be total marks of 5 subjects taken into consideration and mentioned on the Mark sheet.

b. For ICSE Candidates:

- I. Student seeking admission on the basis of Group 1 & Group 2 subjects only, the aggregate marks shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks.
- II. Student seeking admission on the basis of Group 1, Group 2 & Group 3, aggregate marks shall be the grand total of all subjects from all groups.

c. For CBSE Candidates:

The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared on Mark sheet.

d. For CBSE/ICSE/Any Other Board Candidates:

In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the equivalent marks authorised from the concerned institute /Board.

Candidates passing SSC from other than State Boards or Central Boards shall bring equivalent certificate from Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE).

4. Admission to Mining and Mine surveying & Mining Engineering course:

Female candidates are not eligible for admission to Mining and Mine surveying & Mining Engineering course.

5. Admission to the Candidates who want to take repeat fresh admission in First year of Engineering/Technology diploma course during current academic year:

The candidates who had already admitted to any diploma course during the previous academic years are eligible for fresh admission to first year diploma course during the current academic year subject to the condition that such candidates will not be eligible for exemption in any subjects passed during the earlier academic years. Such candidates shall have to produce NOC (No Objection certificate) from the institute of earlier admission in the “proforma N” given in the brochure.

21.2 First Year of Post HSC Diploma in Pharmacy, Surface Coating Technology and Hotel Management & Catering Technology

Refer Schedule-A Page No. 22, 23 Notification No. TEM.2018/C.R.27/TE-4 Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission and Fees) Act, 2015 dated, 19th May 2018.

(In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the equivalent marks authorised from the concerned institute /Board.)

21.3 Direct Second Year of Post SSC Diploma in Engineering / Technology

Refer Schedule-A Page No. 22, 23 of Notification No. TEM.2018/C.R.27/TE-4 Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission and Fees) Act, 2015 dated, 19th May 2018.

(In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the equivalent marks authorised from the concerned institute /Board.)

1. For candidate passing ITI, The term ‘aggregate marks’ used here shall mean as follows:
 - a. ITI (CTS or ATS): The aggregate marks shall be the marks obtained in the last year/last two semesters (Third and Fourth Sem).
 - b. COE Course/Basic Sector of 1 year duration: aggregate marks shall be sum of all 3 groups

2. Eligibility of the Student for the specific branches of Diploma Programs shall be as per MSBTE guidelines as mentioned in point No. 24.3.1

3. Admission to Mining and Mine surveying & Mining Engineering course:

Female candidates are not eligible for admission to Mining and Mine surveying & Mining Engineering course.

22. Supernumerary seats

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

Refer Page No 07

(b) Jammu and Kashmir Migrant Candidature.-

Refer Page No 07

(These seats are allotted to the Diploma courses except Pharmacy course Reference: 14-48/88-PCI-19689-20343 dt 13.03.2003).

The detail schedule for admission will be display on website.

(c) Tuition Fee Waiver Scheme (TFWS) Seats.-

(I) Scheme

- (i) These seats shall be filled in by the Competent Authority.
- (ii) The scheme shall be mandatory for all Technical Institutions offering Diploma programs and lateral entry of these programs that are approved by the All India Council for Technical Education.
- (iii) Seats up to maximum 5 percent of sanctioned intake per course shall be available. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30 % of sanctioned seats in the respective courses are filled up in respective CAP Round. For calculation of 30%, the Institutional Quota seats retained by institute for the course shall be considered as completely filled.
- (iv) The Waiver is limited to the tuition fee as approved by the State Level Fee Regulation Authority for unaided Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees shall be paid by the beneficiary.
- (v) The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- (vi) These seats shall be available for admission to First Year of Diploma in Engineering & Technology and Hotel Management & Catering Technology courses.

(II) Eligibility

- (i) Only Maharashtra State Candidature candidates are eligible for these seats
- (ii) Eligible Maharashtra State Candidates having their parent's annual income from all sources does not exceed Rs.6.00 Lakhs shall only be eligible for these seats. The candidate shall submit Income certificate of financial year 2017-18 issued by Appropriate Authority.

(III) Admissions Procedure

These seats are allotted by the Competent Authority as per inter-se merit. For this purpose the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.

(d) Seats for Government of India Nominees:

A number of seats as decided by Ministry of Human Resource Development (MHRD), Government of India will be available for the nominees from states and Union Territories which lack the facility in Technical Education. These seats are over and above the sanctioned intake of the institutes in which these admissions are provided. The admission procedure for these seats is as under:

- (i) The candidates shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- (ii) GoI Nominee candidate shall not report directly to the Institute without collecting

admission letter from **Directorate of Technical Education, Maharashtra State, 3, Mahapalika Marg, Post Box No. 1967, Mumbai-400001**. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.

These admissions are subject to the following conditions:-

- (i) Candidates nominated by the concerned States shall be admitted only and only if they fulfill the educational qualifications as mentioned in Eligibility Criterion. Candidates so admitted will have to obtain eligibility certificate from the Maharashtra State Board of Secondary and Higher Secondary Education.
- (ii) GoI nominees belonging to backward class category does not get any exemption in tuition fees.
- (iii) Candidates admitted under this provision are not allowed to change course or college in subsequent years.

(e) Seats under centrally sponsored scheme of Ministry of Human Resource Development of GoI for Persons with Disabilities (PWD):

Under centrally sponsored scheme of Ministry of Human Resource Development of GoI for persons with disabilities, Five (5) seats in each course (Max 25 seats per Institute) are available over and above the sanctioned intake in the following institutes.

a. Post SSC Diploma Courses.

1. Government Polytechnic, Mumbai,
2. Government Polytechnic, Pune,
3. Government Polytechnic, Kolhapur.

b. Post HSC Diploma Course in Hotel Management and Catering Technology.

1. Maharashtra State Institute of Hotel Management and Catering Technology, Pune.

The disability criteria and other conditions of eligibility for these candidates will be as per the guidelines of Ministry of Human Resource Development of GoI. Each of the above institute shall issue advertisement to invite the applications for admission in specified branches and as approved by the AICTE.

Candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application and then submit their duly filled separate application forms to the concern institutes as per schedule notified by the institute.

(f) Seats reserved for National Cadet Corps (N.C.C.) :

Provision of total 15 supernumerary seats shall be allotted to NCC Students in Post SSC Diploma courses. The candidate seeking admission under N.C.C. quota, must fulfil following conditions in addition to eligibility criterion mentioned in rule no 20. Eligible candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application. Eligibility criteria for NCC candidates are as under.

1. Certification of representation of Maharashtra at All India level.
2. Certificate of minimum 70% attendance in two years of N.C.C.
3. N.C.C. 'A' certificate.

The allotment of these seats shall be carried out on basis of merit in the branch & institute as selected by the candidate. No institute shall be given more than one seat over & above SI under this category.

Note:-

- (i) Candidates seeking admission under over & above under this quota, who has secured admission in any other institute under Normal quota shall produce certificate indicating his/her original documents are retained with the previous institute.(Proforma N)
- (ii) Candidates seeking admission under NCC quota shall execute their applications such that their applications shall reach to the N.C.C. admission authority as per the schedule notified by the N.C.C. authority.
- (iii) Candidates seeking admission under NCC seats after Applying to competent authority by filling online application form shall submit the separate application along with required documents through their respective NCC units wherein these students has been enrolled. The NCC units shall forward applications to Director of N.C.C., Maharashtra State, A.F.I. Building, Mumbai Hospital Lane, Near Metro Cinema, Mumbai-400020 for verification and recommendation. Only names of the recommended candidates by the Director of N.C.C., Maharashtra will appear in the Merit List.

(g) D.D. Daruwala Memorial Scholarship Trust Seat :

One seat for D.D. Daruwala Memorial Scholarship Trust is available in Walchand College of Engineering, Sangli (Diploma Wing). The seat can be allotted to any of the course available in the institute. Candidate seeking admission against this seat shall first apply to competent authority by filling online CAP application form and then apply separately to the Principal of the institute.

Note : There shall not be any reservation under Supernumerary seats above.

23. Reservations

The various reservations provided for the seats available under Centralized Admission Process under the purview of competent authority are detailed here.

The seats available over & above sanctioned intake of the institute as prescribed under Supernumerary seats do not have any further internal reservation.

**23.1 For First Year of Post SSC Diploma Courses and Post HSC Diploma Courses:
Reservations 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.

Sr No	Type of Disabilities
1	Locomotor Disability
2	Leprosy Cured Person
3	Cerebral Palsy
4	Dwarfism
5	Muscular Dystrophy
6	Acid Attack Victims
7	Blindness
8	Low-Vision
9	Deaf
10	Hard of Hearing

11	Speech and Language Disability
12	Intellectual Disability
13	Specific Learning Disabilities
14	Autism Spectrum Disorder
15	Mental Illness
16	Multiple Sclerosis
17	Parkinson's Disease
18	Haemophilia
19	Thalassemia
20	Sickle Cell Disease
21	Multiple Disabilities

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 HD / SL seats.

The candidates claiming reservation under this category shall submit the certificates from the Authority Competent for issuing such certificate

Note:

1. Candidates with Disability should note that on admission to diploma course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the MSBTE
2. No relaxation in educational qualification will be entertained for Persons with Disability candidates.

23.2 For First Year of Post SSC Diploma Courses and Post HSC Diploma Courses: Reservation for sons / daughters of Defence Service Personnel

Five per cent (5%) of Maharashtra State Candidature seats (M.S. seats) available under centralized admission process as prescribed in Schedule - I and Schedule - II in each Polytechnic, subject to a maximum of five (5) seats, shall be reserved for children of active/Ex defence service personnel. These seats are within the sanctioned intake capacity for the course.

- a) Children of Ex- service personnel who are domiciled in Maharashtra State (D1)
- b) Children of active service personnel who are domiciled in Maharashtra State (D2)
- c) Children of active service personnel (D3)
 - Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.
 - 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 education. Provided further that, such candidate should have appeared and passed the SSC (Std.X) examination of Maharashtra State Board or its equivalent examination from a school situated in the State of Maharashtra.

These 5% seats should be offered to eligible children of defence service personnel on the inter-se merit of all Defence category candidates taken together. These seats are available as **state level seats**.

Note:

This provision is NOT available to the children of CIVILIAN STAFF who is working/ who has worked with the Indian Defence Services.

23.3 For First Year of Post SSC Diploma Courses, Post HSC Diploma Courses and Direct Second Year: Reservation for female candidates:

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% of Maharashtra State Candidature seats (M.S. seats) available shall be reserved for female candidates in all the courses of the institutions.

This reservation shall be within all categories like Open, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC categories.

There shall be no reservation for Female candidates under Defence, Persons with Disability and SBC categories.

23.4 For First Year of Post SSC Diploma Courses : Reservation for the Weaver Community of Solapur District :

10% seats of the sanctioned intake capacity of the Textile course at Government Polytechnic, Solapur shall be reserved for the weaver communities of Solapur district. These admissions shall be made at the institute level by inter se merit from among the candidates appeared in the General Merit List.

Candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application form and then apply separately to the concern institutes as per schedule notified by the institute.

23.5 For First Year of Post SSC Diploma Courses, Post HSC Diploma Courses and Direct Second Year : Reservation for Backward Class Candidates:

All the reservations given below shall be applicable to candidates **belonging to Maharashtra State Candidature only** subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

Backward class candidates shall have to claim the reservation of seat at the time of submitting online application.

If a candidate fails to claim reservation for backward class on the application and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.

Sr. No.	Category of reservation	% of M.S. seat reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0
2.	Schedule Tribes (ST)	7.0
3.	Vimukta Jati (VJ) And 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

Note:

- Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
- Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of Maharashtra State Candidature seats (M.S. seats) available which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under Centralized admission process and total reservation does not exceed 50%.
- Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.

4. All India Candidature are treated as GENERAL/OPEN category candidates and are not eligible to claim reservation.

23.6 For First Year of Post SSC Diploma Courses : Reservation in Government Institutes with Second shift Courses for Religious Minority Students:-

70 % seats of sanctioned intake of the course for Religious Minority Students belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community and 30% seats of sanctioned intake of the course for general & backward class category candidates are reserved in Second shift Courses for Religious Minority Students in Selected Government polytechnics (For details see Annexure 1). **These seats will be filled through CAP at State Level.**

For each course with sanctioned intake of 60, 70% seats (42) will be reserved for above mentioned religious minority candidates as indicated in the following table, 30 % seats shall be available to all Maharashtra State Candidates and shall be filled as per the existing rules of the admission process.

Sr.No	Minority Religious Group	No of Seats
1	Muslim	22
2	Buddhist	14
3	Christian	02
4	Sikh	01
5	Jain	02
6	Parsi	01
Total		42

1. In a particular Minority Religious Group, if sufficient numbers of candidates are not available and available seats could not be filled then in such case vacant seats shall be filled with the candidates from amongst other Minority Religious Groups on the basis of Inter se Merit.
2. If sufficient number of female candidates is not available against the specified reservation, then such seats shall be given to the male candidates from the respective Minority Religious Group.

24. Distribution of seats available under Centralized Admission Process:

24.1 For Post SSC Diploma Courses:

Refer Schedule-I (Page No. 17) Notification No. TEM-2016/CR 473(Part II)/TE-4, Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 dated 24th April, 2017.

24.2 For Post HSC Diploma Courses:

Refer Schedule-II (Page No. 18) Notification No. TEM-2016/CR 473(Part II)/TE-4, Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 dated 24th April, 2017.

24.3 For Direct Second Year of Post SSC Diploma Courses:

Refer Schedule-III (Page No. 19) Notification No. TEM-2016/CR 473(Part II)/TE-4, Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 dated 24th April, 2017.

There is No Institutional quota as such for direct second year diploma admissions; however vacancies if any after last round can be filled by institution, which is termed as institutional quota.

24.3.1 The Group and Subgroup of qualifying group and corresponding diploma courses for admission to Direct Second year as below

Group No.	Qualifying Examination/Course	Eligible for admission to Diploma Programme
A	Eligibility:-XII Science pass with (PCM or PCB or PCMB)	
Sr.No	Title of HSC Science	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	H.S.C. (PCM or PCB or PCMB)	1 Civil Engg. Group 2. Mechanical Engg. Group (including Mechatronics) 3. Computer Engg. Group 4. Electrical Engg. Group 5. Electronics & Telecommunication Engg. Group 6. Instrumentation Engg. Group 7. Chemical Engg. Group 8. Textile Engg. Group 9. Printing Technology 10. Agricultural Engg. 11. Medical Laboratory Technology Group 12. Food Technology 13. Mining Engineering Group 14. Sugar Manufacturing

Information Brochure for Admission to Diploma Technical Courses (2018-19)

B		
Eligibility:-XII Science with Technical / Vocational Subjects (Bifocal). HSC Science or Technical subjects (Bifocal)		
Sr.No	Title of HSC Science with Technical/Vocational Course (Bifocal)	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	1. Electrical Maintenance (A-1) 2. Mechanical Maintenance (A-2) 3. Scooter & Motor Cycle Servicing (A-3) with PCM 4. General Civil Engg. (A-4) 5. Chemical Plant Operation (C-3) 6. Electronics (C-2) 7. Computer Science (D-9)	1. Civil Engg. Group 2. Mechanical Engg. Group(including Mechatronics) 3. Computer Engg. Group 4. Electrical Engg. Group 5. Electronics Engg. Group 6. Instrumentation Engg. Group 7. Chemical Engg. Group 8. Textile Engg. Group 9. Medical Laboratory Technology 10. Food Technology Group 11. Printing Technology 12. Agricultural Engg. 13. Sugar Manufacturing (Only for courses A-1, A-2, C-3)
2	1. General Civil Engg. (A-4)	1. Architecture Assistantship (AA)

C		
Eligibility :- S. S. C. Pass + 3 years duration ATS Course		
Sr.No	Title of ITI (ATS)courses	Eligible for Admission to Diploma program (Regular/Part Time)
1	1. Machinist Grinder 2. D'man Mech. 3. Fitter 4. Turner 5. Machinist 6. Tool & Die Maker (J&F) 7. Tool & Die Maker (M&D) 8. Mech. Machine Tool Maint/ Mechanic Millwright Maint. 9. Mechanic Ref. & Air conditioning 10. Steam Turbine Cum Auxiliary Plant operator 11. Mechanic (Dairy Maint.) 12. Mat. Handling Equip. 13. Operator cum Mechanic (Power Plant) 14. Operator Adv. Machine Tool 15. Machine (Agri. Machinery) 16. Maint. Mechanic(Chem. Plant) 17. Mechanic (earth Moving Machinery) 18. Mechanic Maint. (Textile Machinery) 19. Mechanic (Mining Machiner) 20. Pipe Fitter 21. Mechanic Motor Vehicle 22. Mechanic Diesel 23. Driver cum Fitter 24. Auto Mech. 2/3 wheeler 25. Mech. Marine Diesel 26. Construction Machinery cum Operator	1. Mechanical Engineering (Regular and Sandwich Pattern) (including Mechatronics) 2. Production Engineering & Technology 3. Fabrication Technology 4. Automobile Engineering 5. Sugar Manufacturing (for courses 1 to 10 & 13 to 16, 20, 28, 29)

Information Brochure for Admission to Diploma Technical Courses (2018-19)

	27. Auto Electrician 28. Machine Advacne Machine Tool Maint. 29. Pump Operator Cum Mech.	
2	1. D'man Civil 2. Surveyor 3. Pipe Fitter	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology
3	1. Electrician 2. Auto Electrician 3. Electrician Air Craft 4. Cable Jointer 5. Electrician (Mines) 6. Armature Winder	1. Electrical Engineering 2. Electrical Power Systems 3. Electrical and Electronics (Power Systems) 4. Sugar Manufacturing (for course no. 1)
4	1. Instrument Mechanic (Chem. Plant) 2. Attendant Operator (Chem. Plant) 3. Maint. Mechanic (Chem. Plant) 4. Electroplater 5. Lab. Asst. (Chem. Plant) 6. Pipe Fitter	1. Chemical Technology 2. Chemical Engineering 3. Sugar Manufacturing (for course no. 1 to 3 & 5, 6)
5	1. Plastic Processing Operator 2. Fibre Reinforced Plastic Processor 3. Tool & Die Maker (M&D)	1. Plastic Engineering
6	1. Data Prepration and Comp. Software 2. Programming and system administration Assistant with pass in XII science(Physics, Maths, Chemistry) 3. Info. Tech. & Electronic System Maintenance	1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science and Engineering
7	1. Electronic Mech. 2. Mechanic Radio & Radar Air Craft 3. Mechanic Television (video) 4. Info. Tech. & Electronics System Maintenance 5. Instrument Mechanic 6. Instrument Mechanic (Chemical Plant)	1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic & Video Engineering 4. Electronic Engineering 5. Industrial Electronics 6. Electronics Engineering (Industry Integrated) 7. Electronics & Communication Engineering 8. Digital Electronics 9. Instrumentation 10. Electronics & Communication Engineering (Industry Integrated) 11. Instrumentation & Control 12. Medical Electronics
8	1. Litho Offset Machine Minder	1. Printing Technology

D		
Eligibility :- S. S. C. Pass with Maths, Science & English + 2 Years Duration I.T.I. Trade Craftsman Training Scheme (CTS) Course (ITI)		
Sr.No	Title of Craftsman Training Scheme (C. T.S.) Course	Eligible For Admission to (Regular/Part Time)
1	<ol style="list-style-type: none"> 1. Machinist Grinder 2. D'Man Mech. 3. Fitter 4. Turner 5. Machinist 6. Tool & Die Maker (J&M) 7. Tool & Die Maker (M &D) 8. Mach. Machine Tool Maint./ Mechanic Millwright Maint. 9. Mechanic Ref. & Air Conditioning 10. Operator Adv. Machine Tool 11. Marine Fitter 12. Lift Mechanic 13. Mechanic Mechatronics 14. Mechanic Motor Vehicle 15. Computer CNC Programmer 16. Computer Aided Design (CAD) 17. Computer CAD Technique 18. Draftsman Mechanical 19. Pump Operator cum Mechanic 20. General Fitter cum Mechanic 21. Structural Fabricator and Repair Technology 22. Production Quality Control 23. Hydraulics and Pneumatics 24. Machinist 25. Machinist (Grinder) 26. Advance Machine Tool Operator 27. Industrial Automation 28. CNC Programming and Machining 29. Turner 30. Tool and Die Making 31. CNC Turning 32. Engineering Metrology 33. CAD CAM 34. General Welding 35. Welding Technology 36. Welding Fabrication and Automation 37. Weld Testing and Quality Management 38. Basic Refrigeration and Air Conditioning 39. Industrial Refrigeration and Air Conditioning 40. Furniture making and Designing 41. Air Conditioning and 	<ol style="list-style-type: none"> 1. Mechanical Engineering (Regular & Sandwich Pattern) (including Mechatronics) 2. Production Engineering Technology 3. Fabrication Technology 4. Automobile Engineering 5. Sugar Manufacturing (for course no. 1 to 10)

	<p>Refrigeration Technician</p> <p>42. Mechanical Engineering</p> <p>43. Mechanical Technician</p> <p>44. Welding Technic</p> <p>45. Structure Fabrication</p> <p>46. Electroplating</p> <p>47. Industrial Technology</p> <p>48. Material Testing and Heat Treatment</p> <p>49. Boiler Attendant</p> <p>50. Furniture Making</p>	
2	<p>1. D'man Civil</p> <p>2. Surveyor</p> <p>3. Architectural D'man(SCVT)</p> <p>4. Architect Draftsman</p> <p>5. Draftsman Civil</p> <p>6. Interior Decoration and Designing</p> <p>7. Construction Surveying</p> <p>8. Building Construction Supervisor</p> <p>9. Building Maintenance</p> <p>10. Building construction Technology</p> <p>11. Building Construction Management</p> <p>12. Building Construction and Plumbing</p> <p>13. Architectural Graphic Designer</p> <p>14. Interior CAD Operate</p> <p>15. Water Supply and Sanitary Engineering</p> <p>16. Building Services and Maintenance</p> <p>17. Landscape Architecture</p> <p>18. Exterior and Interior Design</p>	<p>1. Civil Engineering</p> <p>2. Civil & Rural Engineering</p> <p>3. Construction Technology</p> <p>4. Architectural Assistantship (for course no. 3 & 6)</p>
3	<p>1. Electrician</p> <p>2. Lift Mechanic</p> <p>3. Electrical Wiring Estimation and Costing</p> <p>4. Repairs and Rewinding of Electrical Domestic Appliances</p> <p>5. Repairs and Rewinding of Electric Motor</p> <p>6. Lineman</p> <p>7. Electrical Engineering</p> <p>8. High Voltage Engineering</p> <p>9. Illumination Engineering</p> <p>10. Wireman</p>	<p>1. Electrical Engineering</p> <p>2. Electrical Power Systems</p> <p>3. Electrical and Electronics (Power Systems)</p> <p>4. Sugar Manufacturing (for course no. 1)</p>
4	<p>1. Instrument Mechanic (Chem. Plant)</p> <p>2. Attendant Operator (Chem. Plant)</p> <p>3. Maint. Mechanic (Chem. Plant)</p> <p>4. Electroplater</p>	<p>1. Chemical Technology</p> <p>2. Chemical Engineering</p> <p>3. Sugar Manufacturing (for course no. 1 to 3 & 5)</p>

	<ul style="list-style-type: none"> 5. Lab. Asst. (Chem. Plant) 6. Rubber Technician (SCVT) 	
5	<ul style="list-style-type: none"> 1. Tool & Die Maker (M&D)/(SCVT) 2. Plastic Mould Maker (SCVT) 3. Rubber Technician (SCVT) 	<ul style="list-style-type: none"> 1. Plastic Engineering
6	<ul style="list-style-type: none"> 1. Mech. Computer Hardware 2. Info. Tech. & Electronics System maintenance 3. Computer Science 4. Computer Software Technology 5. Computer Software Design 6. Computer Programming 7. Computer Web Technology 8. Computer Application 9. Computer Operator 10. Computer information Technology 11. Computer CNC Programmer 12. Computer Software Consultant 13. Computer Java Programmer 14. Computer System Analyst 15. Computer Operating System Analyst 16. Computer Assembling and Design 17. Computer Network 18. Computer Network Administrator 19. Computer Graphics 20. Computer Animation 21. Computer Aided Design (CAD) 22. Computer CAD Technique 23. Computer DTP Technical 24. Computer Design Technician 	<ul style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
7	<ul style="list-style-type: none"> 1. Electronic Mech. 2. Mechanic Consumer Electronics 3. Mechanic Cum Operator 4. Electronics Communication System 5. Mechanic Radio & TV 6. Info. Tech. & Electronics System Maint. 7. Mechanic Industrial Electronics 8. Instrument Mechanic 9. Instrument Mechanic (Chemical Plant) 10. Radio and Audio System 11. T.V. and Video System 12. Consumer Electronics 13. Industrial Instrument Electronics 14. Electronics Instruments and Measurement 15. Microprocessor and Microcontroller 16. PLC and Its Application 17. Process Control and Process 	<ul style="list-style-type: none"> 1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic & Video Engineering 4. Electronic Engineering 5. Industrial Electronics 6. Electronics Engineering (Industry Integrated) 7. Electronics & Communication Engineering 8. Digital Electronics 9. Instrumentation 10. Electronics & Communication Engineering (Industry Integrated) 11. Instrumentation & Control 12. Instrumentation

	Instrumentation 18. Radar and Satellites Communication 19. Automobile Electronics 20. Digital and Data Communication 21. Trouble Shooting of Electronics Equipment 22. Mechanical Mechatronics 23. Mechanical Computer Hardware 24. Biomedical Instrumentation Radiology and Imaging 25. Installation, Maintenance and Servicing of Medical Equipment 26. Repair Maintenance of Biomedical Equipment 27. Technician Power Electronic system	
8	1. Mechanical & Medical Electronics	1. Medical Electronics
9	1. Offset Printing Technician 2. Computerize Printing Technology	1. Printing Technology

Information Brochure for Admission to Diploma Technical Courses (2018-19)

E	Eligibility:- Centre of Excellence Candidate completing one year course of Basic Sector & thereafter corresponding one module of six months duration and one specialized module of 6 months duration will be eligible for direct second year admission of diploma. (Total duration of course:- 2 years) C. O. E. Course / Basic Sector of 1 year duration (where aggregate marks shall be sum of all 3 groups)	
Sr. No.	Title of C.O.E. Course/ Basic Sector (Duration 1 Year)	Eligible For Admission To Diploma Programme (regular/Part Time)
1	1. Plastic Processing 2. Chemical	1. Plastic Engineering 2. Chemical Engineering 3. Chemical Technology 4. Sugar Manufacturing (for course no. 2)
2	1. Information Technology 2. Electronics	1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
3	1. Construction & Wood Working	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology
4	1. Fabrication (F & W) 2. Production & Manufacturing 3. Automobile 4. Refrigeration & Air Conditioning 5. Chemical 6. Plastic Processing 7. Industrial Automation	1. Fabrication Technology & Erection Engineering 2. Mechanical Engineering (including Mechatronics) 3. Production Technology/ Engineering 4. Automobile Engineering 5. Sugar Manufacturing (for course no. 1, 2, 4, 5 & 7)
5	1. Electronics 2. Electrical 3. Information Technology 4. Industrial Automation	1. Electronics & Tele Comm. Engineering 2. Electronics Engineering 3. Electronics 4. Industrial Electronics 5. Electronics & Comm. Engineering 6. Electronics & Comm. Engg. (Industry Integrated) 7. Electronics & Engineering (Industry Integrated) 8. Digital Electronics 9. Industrial Electronics (Sand witch pattern) 10. Electronics & Video Engg. 11. Medical Electronics
6	1. Electrical 2. Industrial Automation 3. Electronics	1. Electrical Engineering 2. Electrical Power System 3. Electrical & Electronics(Power System) 4. Sugar Manufacturing (for course no. 1 & 2)
7	1. Apparel	1. Fashion & Clothing Technology 2. Dress Designing & Manufacturing 3. Garment Technology
8	1. Textile Processing and Technology	1. Textile Technology 2. Textile Manufacturing

F	Vocational Course in Engineering Group	Eligible for admission to Diploma Programme
Sr. No.	Title of Vocational Course	Eligible For Admission To Diploma Programme (regular/Part Time)
1	1. Mechanical Technology (K4/K5/K6) 2. Auto Engineering Technician (K1/K2/K3)	1. Mechanical Engineering (Regular and Sandwich Pattern) (including Mechatronics) 2. Production Engineering & Technology 3. Fabrication Technology 4. Automobile Engineering 5. Sugar Manufacturing
2	Building Maintenance (J7/J8/J9)	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architecture Assistantship
3	1. Electric Appliances Maintenance (J4/J5/J6) 2. Repairing & Rewinding of Electric Motor (T1/T2/T3)	1. Electrical Engineering 2. Electrical Power Systems 3. Electrical & Electronics Power System 4. Sugar Manufacturing
4	Computer Techniques (X1/X2/X3) Multimedia Internet Technology	1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
5	Electronics Technology (J1/J2/J3)	1. Electronic, Electronic and Telecommunication Engg., Electronic & Video Engineering, Electronic Engineering, Industrial Electronics, Electronics Engineering (Industry Integrated), Electronics & Communication Engineering, Digital Electronics, Instrumentation, Electronics & Communication Engineering (Industry Integrated) 2. Instrumentation & Control, Instrumentation 3. Medical Electronics
6	1. Clinical Pathology and Haematology Blood Bank (P1) 2. Histotechnology (P2) 3. Laboratory Management & Ethics (P3)	1. Medical Lab Technology
<p>Note for all group- The institute admitting students to direct second year will have to make arrangement for bridge courses and student have to complete bridge courses to equip themselves with prerequisites for the core Technology and Advance Technology courses of higher semesters</p>		

25 . Fees and Concessions:-

25.1 Fees Prescribed for Government and Non-Government Aided Institutes

Fee structure for the academic year 2018-19 shall be as follows

Fees	First year and Direct Second year admission of Post SSC Diploma Courses : Non Autonomous and Autonomous Government Institutes and Non-Government Aided Institutes	First year of Post HSC Diploma Courses : Non Autonomous and Autonomous Government Institutes and Non-Government Aided Institutes
Tuition Fee	Rs. 6,000/- per year	Rs. 6,000/- per year
Development Fee	Rs. 1,000/- per year	Rs. 3,000/- per year
Other Fee	Rs. 550/- per year	Rs. 550/- per year
Total	Rs. 7550/- per year	Rs. 9550/- per year
Caution Money Deposits (Refundable)	Rs. 200/- as a Caution Money Deposit to be paid only once and not every year.	

Important Notes:

1. No tuition fee for SC/ST/VJ/DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC category candidates and for candidates admitted under TFWS.
2. In case the Government revises the fees for the Government institutes for the year 2018-19, then the admitted candidates will be required to pay the difference in fees as per the Government order.
3. Rubber Technology course - A self financing course conducted at Government Polytechnic, Mumbai. This course shall be treated as un-aided programme and the rules for fees in case of private un-aided polytechnic shall be applicable to this course

25.2 For Un-aided Private Institutes:

(a) For Open Category candidates:

The interim fee structure for unaided private institutes shall be as approved by the Fee Regulating Authority 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.

(b) Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only):

For SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC category candidates,

The scheme/mode of concessions, scheme of loan scholarship (if any) in tuition & other fees for eligible candidates, 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 various norms and conditions laid down by these Departments.

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

C. For NRI/OCI / PIO / Foreign Students / Children of Indian Workers in the Gulf Countries

1. **Tuition fee** - a) US \$ 2000/annum for the students of SAARC countries excluding Bangladesh & Pakistan.
b) US \$ 3000/annum for Others
2. **Other Fees** - US \$ 2000 per annum

D. Fees for J&K Migrant Candidates and GoI nominees:

1. Jammu and Kashmir Migrant candidates shall pay the same fees as that of the fees of the Government institutes to respective institutes where they have secured the admission.
2. Government of India Nominee candidates shall pay the same fees as that of the fees of the Government Institutes to respective institutes where they have secured the admission.

E. Caution Money Deposits:

Caution money deposits received from the students shall be refunded after successful completion of the course or after cancelling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit.

However, the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided colleges and credited to Government in case of Government and Non Government-Aided Colleges, if candidate does not apply for refund, as given below.

1. Within 3 complete financial years after the student actually leaves the institution;
- OR**
2. Within 3 complete financial years after the date of successful completion of the course, whichever is earlier

Note:

1. If the concerned Social Justice/Tribal welfare authority denies the claim or backward class category candidate fails to substantiate claim for fees reimbursement with documents in respect of his/her category, then it will be the responsibility of the candidate to pay the prescribed fees to the admitted Institute.
2. If candidate seeks admission to Post SSC Diploma Course after his/her XIth and/or XIIth standard Pass/Fail and availed the fee concessions shall pay full tuition, development & other fees for equivalent number of years.
3. Candidates claiming for fee concession under Backward Class category shall produce the Caste Certificate, Caste/Tribe Validity Certificate. Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D category shall also produce Non-Creamy layer certificate Valid up to 31st March 2019.
4. Hostel Fees in case of candidates opting for hostel accommodation, Insurance and any other fees as applicable to respective institute shall be charged at institute level from the candidates.
5. Changes if any in the fees will be notified later and will be binding on the candidates.
6. The admission shall be confirmed only after payment of fees as indicated above.

26. Seat Acceptance Fee

The Seat Acceptance Fee shall be Rs. 1,000/- for all Candidates the same shall be treated as non-refundable processing fee to be paid at ARC.

27. Reporting at Institute

- i. Candidates shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to the 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.

28. Documents to be attached along with “Application Form for Centralized Admission Process

The candidates are required to carry **ALL Original Certificates/Documents** in support of their claim at the time of filling up of Application Form for Admission for the scrutiny and verification at Facilitation . The candidates are required to scan the document in .jpg or .gif format (minimum 150 dpi resolution, file size upto 1 MB) upload the scanned copies of the documents at the time of filling up Application Form for Admission. The Facilitation Center shall assist the candidate, free of cost, to scan and upload the documents.

28.1 For First Year of Post SSC Diploma Courses

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1.	All Candidates	Indian Nationality Certificate*, VIII,IX Mark sheet/ Proforma Z, S.S.C. (Std.X) mark sheet, School leaving certificate after passing SSC (Std. X), HSC/ HSC Vocational mark sheet and Leaving Certificate, if applicable. Certificate of passing Intermediate Grade Drawing examination, if applicable.
2.	Type – B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3.	Type – C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
4.	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. or Undertaking along with documentary evidences from the retired employee stating the place of settlement.
5.	Type - E Candidates Maharashtra Karnataka disputed border area candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate stating that candidates belongs to disputed border area in proforma-G1. Certificate stating that mother tongue of the candidate is marathi in proforma-G2. (List of villages in Maharashtra Karnataka disputed border area is available on website.)
6.	Backward class Candidates belonging to SC / ST	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Caste/Tribe validity certificate
7	Backward class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC categories	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Caste/Tribe validity certificate Non creamy layer certificate valid up to 31 st March 2019
8.	Ex-servicemen (Def1)/ Active Defence servicemen (Def2)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C. Domicile certificate of father/mother who is an Ex service/ active defence personnel is domiciled in the state of Maharashtra.

9.	Active Defence servicemen (Non Domiciled) (Def3)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C and D/E. Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
10.	Persons with Disability Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Disability in the proforma
11.	Jammu & Kashmir Migrant candidates (J1/J2/J3)	In addition to the documents mentioned in Sr. No. 1 above, Certificate of posting in case of defence and Government. servants in proforma – J Certificate for stay in refugee camp for those staying in refugee camp in proforma – K Certificate stating that the candidate belongs to displaced family in proforma – L
12.	Foreign Students/ NRI Children	Equivalence certificate from MSBSHSE And Certificate / Proof of Foreign Student/Proof of NRI Children.
13.	Persons of Indian Origin	Equivalence certificate from MSBSHSE Proof of Persons of Indian origin status.
14.	Workers in Gulf Countries/Non Resident Indian	Equivalence certificate from MSBSHSE Proof of Person having Workers in Gulf Countries/NRI status.
15	NCC	In addition to the documents mentioned in Sr. No. 1 above, Certification of representing Maharashtra at All India level, Certificate of minimum 70% attendance in two years of N.C.C., N.C.C. 'A' certificate.
16	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. शासन निर्णय अल्पसंख्यांक विकास विभाग क्र. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 (201307021644062414) 2. Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
17	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2017-18 issued by competent authority stating that candidate's parents annual income from all sources does not exceed Rs.6 Lakhs.

28.2 For First Year of Post HSC Diploma Courses:

Sr. No	Type of Candidate	Attested True copies of the documents to be attached along with the application form
1.	All Candidates	Indian nationality certificate*, HSC mark sheet & SSC mark sheet, School leaving certificate after passing HSC. Certificate of passing Intermediate grade drawing examination, if applicable.
2.	Type-B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3.	Type-C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
4.	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee.
5.	Type - E Candidates Maharashtra Karnataka disputed border area candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate stating that candidates belongs to disputed border area in proforma-G1. Certificate stating that mother tongue of the candidate is marathi in proforma-G2. (List of villages in Maharashtra Karnataka disputed border area is available on website.)
6.	Backward class candidates belonging to SC / ST categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Caste/Tribe validity certificate
7.	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D / OBC/ SBC categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Caste/Tribe validity certificate Non creamy layer certificate valid up to 31 st March 2019
8.	Ex-servicemen (Def1)/ Active Defence servicemen (Def2)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C. Domicile certificate of father/mother who is an Ex service/ active defence personnel is domiciled in the state of Maharashtra.
9.	Active Defence servicemen (Non Domiciled) (Def3)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C and D/E.

Information Brochure for Admission to Diploma Technical Courses (2018-19)

		<p>Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra.</p> <p style="text-align: center;">Or</p> <p>Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.</p>
10.	Persons with Disability Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Disability in the proforma
11	Jammu & Kashmir Migrant candidates	In addition to the documents mentioned in Sr. No. 1 above, Necessary Proforma J/K/L in support of J and K migration.
12	Foreign Students/NRI	Equivalence certificate from MSBSHSE Proof of Foreign national or Foreign student status
13.	Persons of Indian Origin	Equivalence certificate from MSBSHSE Proof of Persons of Indian origin status Certificate of passing the qualifying examination from an institution outside India.
14	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. शासन निर्णय अल्पसंख्यांक विकास विभाग क्र. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 (201307021644062414) 2. Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
15	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2017-18 issued by competent authority stating that candidate's parents annual income from all sources does not exceed Rs.6 Lakhs.
16	Workers in Gulf Countries/Non Resident Indian	Equivalence certificate from MSBSHSE Proof of Person having Workers in Gulf Countries/NRI status.

28.3 For Direct Second year of Post SSC Diploma Courses

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1	All Candidates	Indian Nationality Certificate*, SSC Mark sheet, HSC Science/ HSC Science with Vocational/HSC Science with Technical/ITI (2 year duration) Mark sheet, Leaving certificate issued by last institute.
2	Type – B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3	Type – C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a Central Govt / Govt. of India undertaking employee is presently posted in Maharashtra.
4	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Govt / Maharashtra State Government undertaking employee.
5	Backward class candidates belonging to SC / ST categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Caste/Tribe validity certificate
6	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D / OBC/ SBC categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Caste/Tribe validity certificate Non creamy layer certificate valid up to 31 st March 2019
7	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. शासन निर्णय अल्पसंख्यांक विकास विभाग क्र. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 (201307021644062414) 2. Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.

(a) *In lieu of the “Certificate of Indian Nationality” following documents will also be acceptable-

1. The School leaving Certificate indicating the Nationality of the candidate as ‘Indian’.
2. Indian Passport in the name of the candidate, issued by appropriate authority.
3. Birth Certificate of the Candidate indicating the place of birth in India.

(b) ** Domicile certificate:

Domicile certificate issued by the Maharashtra State’s appropriate authorities will be considered valid. The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother.

(c) Cut off date for the eligibility:

The eligibility of the candidate shall be determined and/or decided for all purposes including for applicability of all these Rules and Regulations by considering the last date of submission of

Online Application form for CAP as the cut off date. It is made abundantly clear that if a candidate is found ineligible as on the last date of submission of Online Application form for CAP, in terms of these Rules and Regulations, and if such an ineligible candidate acquires the requisite eligibility after the aforesaid cut off date (i.e. the last date of submission of Online Application form), such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission.

(d) Caste validity Certificate:

The candidates belonging to SC, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce “Caste Validity Certificate” issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit “Tribe Validity Certificate” issued by Scrutiny Committee of Tribal Department

(e) Non creamy layer certificate:

Backward class candidates belonging to VJ / DT(NT A) / NT B / NT-C / NT-D / OBC/ SBC are required to produce Non creamy layer certificate issued by the competent authority valid up to 31st March 2019.

29. Miscellaneous provisions

29.1 Conduct and Discipline

- (i) Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate from the examination or at later stage during the Admission Process such candidate will be debarred from the entire selection process.
- (ii) Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, “Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982” and disqualify him/her for examination.
- (iii) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- (iv) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought in to effect from that point of time as per the directives from the Government from time to time.
- (v) Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

29.2 Action against ragging:

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2018-19) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.

- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is located, for further action. Where, on enquiry by the head of the educational institution, it is found that prima facie there is no substance, in the complaint received; he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the Head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.
- f) Undertaking from the candidate shall be taken while admitting the candidate in the Institute. Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission. If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

29.3 Others:

- (i) The medium of instruction for diploma courses is English.
- (ii) The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the MSBTE.
- (iii) Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- (iv) The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

29.4 Hostel accommodation:

Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc. from the Director/Principal of the college to which they intend to take admission. The Director/Principal of the colleges shall consider on priority the applications of Persons with Disability candidates, Sons and Daughters of Jammu and Kashmir migrant candidates and Government of India nominees for Hostel accommodation.

Annexure –1

List of the Governemnt institutes with second shift courses in which 70% seats are reserved for Religious minority candidates belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community

Inst Code	Name of the Institute	Name of Second shift Course
2013	Government Polytechnic, Ambad	Electronics Engineering
		Mechanical Engineering
2014	Government Polytechnic, Jalna	Civil Engineering
		Electrical Engineering
		Mechanical Engineering
2017	Government Polytechnic, Nanded	Civil Engineering
		Mechanical Engineering
3006	Government Institute of Printing Technology, J.J. School Of Architecture Compound, Near CST Station, Mumbai	Printing Technology
3007	Government Polytechnic, 49, Ali Yawar Jung Marg, Kherwadi, Bandra(E), Mumbai	Computer Engineering
		Information Technology
3009	Government Polytechnic, Ratnagiri	Civil Engineering
		Electronics and Telecommunication Engg
		Mechanical Engineering
3011	Government Polytechnic, Thane, At Phadke Pada, Opp. Bharat Gears, Mumbra Shil Road, Thane, - 400612	Civil Engineering
		Mechanical Engineering
4009	Government Polytechnic, Bramhapuri	Civil Engineering
		Electronics and Communication Engineering
		Mechanical Engineering
5008	Government Polytechnic, Jalgaon	Civil Engineering
		Mechanical Engineering
6016	Government Polytechnic, Karad	Civil Engineering
		Electronics and Telecommunication Engg
		Mechanical Engineering
6017	Government Polytechnic, Akkalkot Road, Solapur	Civil Engineering
		Mechanical Engineering
6013	Government Polytechnic ,Pune.	Electrical Engineering
		Electronics and Telecommunication Engg
2015	Puranmal Lahoti Government Polytechnic, Latur	Civil Engineering
		Mechanical Engineering
2012	Government Polytechnic, Hingoli	Mechanical Engineering

Note: - Above information may change. Candidates are requested to visit website

Annexure – 2

**List of unique courses for which the admission shall be carried out as per
State Level Merit in the CAP**

Sr.No	Course Name
1.	Leather Technology
2.	Apparel Manufacturing and Design
3.	Jewellery Design & Manufacturing
4.	Leather Goods and Footwear Technology
5.	Garment Technology
6.	Textile Technology
7.	Ophthalmic Technology
8.	Sugar Manufacturing
9.	Fashion and Clothing Technology
10.	Knitting Technology
11.	Plastic Technology
12.	Man Made Textile Chemistry
13.	Fabrication Technology and Erection Engineering
14.	Man Made Textile Technology
15.	Textile Applied Chemistry
16.	Petro Chemical Engineering
17.	Packaging Technology
18.	Plastic and Polymer Engineering
19.	Plastic Engineering
20.	Food Technology
21.	Mining and Mine Surveying
22.	Metallurgy Engineering
23.	Travel and Tourism
24.	Textile Manufactures
25.	Printing Technology
26.	Medical Electronics
27.	Dress Designing and Garment Manufacturing
28.	Rubber Technology
29.	Analytical Chemistry

Note: - Above information may change. Candidates are requested to visit website.

Pro forma – A

(To be issued on the Printed Letter Head of the concerned office)

(For Type – C Candidates)

(For sons and daughters of Central Government / Government of India undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt. is an employee
in the capacity of..... in
(Designation) (Name of the Organization /Establishment/Department)

This Organisation / Establishment / Department is under
(Department of Central Government / Government of India undertaking)

Shri / Smt. is transferred toin
Maharashtra State vide transfer order No..... Dated.....
He / She has joined duty in Maharashtra on and is currently working in the same post.
This certificate is issued for the purpose of his / her son / daughter’s admission
to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No.&Date:
Place :

(Signature)
Name & Designation
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

Pro forma B-1

(To be issued on the Printed Letter Head of the concerned office)

(For Type D Candidates-)

(For sons and daughters of Maharashtra State Government/Maharashtra State Government undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt.is an employee in the capacity of
..... in
(Designation) (Name of the Organisation /Establishment / Department)

This Organisation/Establishment /Department is under Department of Maharashtra State
Government / Maharashtra State Government undertaking.

Shri / Smt.is transferred to/from
.....In/out of Maharashtra State vide transfer order No.....
Dated.....

He / She has joined duty in/out of Maharashtra State on and is currently working in the same
post.

This certificate is issued for the purpose of his/her son/daughter’s
admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year
2018-19.

Outward No.&Date :
Place :

(Signature)
Name & Designation
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

Pro forma B-2

(For Type D Candidates)

(For sons and daughters of Maharashtra State Government/ Maharashtra State Government undertaking retired employees)

UNDERTAKING

This is to undertake that I,, have retired from the service from the post of in
(Designation) (Name of the Organisation / Establishment / Department)

This Organisation / Establishment / Department is under
Department of Maharashtra State Government / Maharashtra State Government undertaking.

I have retired on and settled in _____ taluka _____ district --
_____ .

This undertaking is submitted for the purpose of my son/daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Place : (Signature)
Date : Name

Note : This pro forma is to be accompanied by attested copy of :

- 1) Pension Pay Order.
- 2) Proof of settlement (Ration Card/ Electricity Bill/Aadhaar Card/ Telephone Bill/ Property Document/ Election Card).

Pro forma – C

(To be issued on the Printed Letter Head of the concerned office)

(For Def-1, Def-2 and Def-3 Candidates)

(For sons and daughters of defense service personnel)

CERTIFICATE

This is to certify that Shri. / Smt.....,
(Full Name of the Employee with Rank of the employee)

is / has been a member of Armed forces of India. He / She has put in years of service in Indian Army / Indian Navy / Indian Air Force from to and is currently working / retired from services on / permanently disabled since / killed in action on

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No.&Date :

Place :

(Signature)

Name and designation
of the Authority not below the rank
of Commandant or equivalent /
District Sainik Welfare officer

Seal Of the Office

Note:-

- 1.This certificate is not to be issued for the Civilian Staff working in the Indian Army/Navy/Airforce.
- 2.For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of **Domicile certificate of parent who is in active service or ex-serviceman.**

Pro forma– D

(To be issued on the Printed Letter Head of the concerned office)

(For Def-3 candidates)

(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State)

CERTIFICATE

This is to certify that Shri / Smt. is a member of

(Full Name of the Employee with Rank of the employee)

Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. is transferred to (Place of posting) in Maharashtra State vide transfer order No..... Dated..... He / She has joined duty in Maharashtra on And is currently working in the same post.

(Date of Joining)

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date:

(Signature)

Place:

Name & Designation
of the Head of the office

Seal Of the Office

Note : This pro forma is to be accompanied by attested copy of

1) Transfer order

2) Joining report

This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Air force.

Pro forma – E (To be issued on the Letter Head of the concerned office)

(For Def-3 candidates)

(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State but retained their family accommodation)

CERTIFICATE

This is to certify that Shri / Smt. is a member of

(Full Name of the Employee with Rank of the employee)

Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. is presently posted at
(Place of posting)

His / Her previous posting was atin Maharashtra State.

He / She has retained family accommodation in..... in Maharashtra State on account of posting in non-family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date:

(Signature)

Place:

Name & Designation
of the Head of the office

Seal Of the Office

Note:- This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Air force.

Pro forma – G1

(To be issued on the Printed Letter Head of the concerned office)

(For Candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Shri / Smt. (candidate himself/herself) is a resident of Village in Taluka District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date : District Collector/ Deputy Commissioner/

District Magistrate/Additional District Magistrate/

Place : Taluka Executive Magistrate

Pro forma – G2

(To be issued on the Letter Head of the concerned office)

(For Candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Mr. /Miss is a student of this school / College. He / She has passed SSC/ HSC/ ITI examination from this school/college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed SSC/ HSC examination with Marathi as one of the subjects.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date :

Place:

Head Master /Principal

School/ College

Seal of the School / College

Pro forma – J

*(To be issued on the **Letter Head** of the concerned office)*

(For sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police officials posted in Jammu / Kashmir to combat terrorist activities)

CERTIFICATE

Ref. No.

Date:

This is to certify that Shri / Smt. is an official belonging to Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police presently posted and working at which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his/her son/daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No.&Date :

Head of the Office

Place :

Seal of the Office

Proforma – K

*(To be issued on the **Letter Head** of the concerned office)*

(For Jammu / Kashmir Migrant Candidates)

(Migrants staying in refugee camps)

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./ Miss. belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir. The detail of refugee status is as under.

Ration card Number:

Name of the members on the ration card:

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date:

Name & Signature of Head of the Office

Place:

Migrant/Refugee Camp

Seal of the Office

Pro forma – L

(To be issued on the **Letter Head** of the concerned office)
(For Refugees staying with relatives)

(Displaced Jammu / Kashmir Candidates staying with relatives / friends in India other than Migrant / Refugee camp)

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./Miss. is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He/She is staying with
(Name and complete address of the Person with whom the candidate is staying at present)
..... since pastyears.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date :
Place :

Name & Signature of District Collector

Seal of the Office

Proforma - N

(Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute)

This is to certify that Shri. / Ku. _____
(Full name of the Candidate) has admitted and studying in this institute _____
_____(Name of the Institute). in _____ Branch. His /her original leaving certificate is retained by this institute. A copy of leaving certificate is attested by this institute, is enclosed.

This certificate is issued for the purpose of his / her admission to First / Direct Second year Diploma course in Engineering / Technology for the academic year _____.

Date :
Place :

Seal of the Institute/Office
(Mandatory)

(Signature)
Name & Designation of the Head of the Office

Pro forma – O
(For seats under Minority Quota)

MINORITY COMMUNITY STUDENT'S SELF DECLARATION

I, _____ Son/Daughter/of _____

Resident of (full address) _____ hereby declare that

I belong to the Muslim/Sikh/Christian/Buddhist/Jain/ Zoroastrian (Parsi)* religious minority community

and / or

as my mother tongue is not mentioned in my leaving/Transfer certificate for deciding my candidature under linguistic minority status. I Under take that my mother tongue is _____.

I Undertake to submit the relevant document supporting my claim for belonging to minority community as per Government Resolution minority department No. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 at the time of admission to the admitted institute.

Date: _____

Signature of Candidate: _____

Place: _____

Name of Candidate: _____

(*strike out whichever is not applicable)

Minority Institute and Candidate Belonging to the Religious/ Linguistic Minority Category		
Sr.No	Minority Institute Status	Minority Candidates Who can apply for Minority Quota
1	Linguistic Minority - Gujarathi	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
2	Linguistic Minority - Gujarathi(Jain)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
3	Linguistic Minority - Gujarathi(Kutchhi)	Linguistic Minority - Gujarathi(Kutchhi)
4	Linguistic Minority - Hindi	Linguistic Minority - Hindi
		Linguistic Minority - Hindi(Bhojpuri)
5	Linguistic Minority - Kannada	Linguistic Minority - Kannada
6	Linguistic Minority - Malyalam	Linguistic Minority - Malyalam
7	Linguistic Minority - Punjabi	Linguistic Minority - Punjabi
8	Linguistic Minority - Sindhi	Linguistic Minority - Sindhi
9	Linguistic Minority - Tamil	Linguistic Minority - Tamil
10	Religious Minority - Buddhist	Religious Minority - Buddhist
11	Religious Minority - Christian	Religious Minority - Christian
		Religious Minority - Christian (Roman Catholics)
12	Religious Minority - Jain	Religious Minority - Jain
13	Religious Minority - Muslim	Religious Minority - Muslim
14	Religious Minority - Roman Catholics	Religious Minority - Christian (Roman Catholics)
15	Religious Minority - Sikh	Religious Minority - Sikh

16	Religious Minority (Jain) & Linguistic Minority(Gujarathi)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
		Religious Minority - Jain
17	Religious Minority - Parsi	Religious Minority - Parsi
18	Religious Minority Muslim & Linguistic Minority Urdu	Linguistic Minority – Urdu
		Religious Minority - Muslim
19	Religious Minority - Zoroastrian	Religious Minority – Zoroastrian
20	Linguistic Minority - Gujar	Linguistic Minority – Gujar
21	Religious Minority – Parsi / Gujarathi	Religious Minority – Parsi
		Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)

Performa-T

This certificate shall be issued on letter head of institute

Ref.No.

Date :

NO OBJECTION CERTIFICATE FROM PARENT INSTITUTE

This is to Certify that Mr/Ms _____ has passed Ist Sem. & IInd Sem. / first year (full pass / with one ATKT) during year 20 - , Diploma in _____. He is seeking admission to Second Year (3rd Semester) in _____ / DTE _____ institute code through Change of Institute. I have No Objection if /she get Admission in that Institute.

Seal of institute

Principal

This certificate shall be issued on letter head of institute

Ref.No.

Date :

NO OBJECTION CERTIFICATE FROM ADMITTING INSTITUTE

This is to Certify that Mr/Ms _____ has passed Ist Sem. & IInd Sem. / first year (full pass / with one ATKT) during year 20 - , Diploma in _____ from institute _____. He is seeking admission to Second Year (3rd Semester) in course _____. We have no objection for his /her transfer to our institute. No of vacancies in _____ course are _____ excluding 20% additional seats for direct second year admission.

Seal of institute

Principal

APPLICATION FORMAT FOR ADMISSION BY TRANSFER

1 Name of the Student (In Full) : _____

2 Address for Correspondence with: _____

Pin code & Telephone Nos. (if any). _____

3 Institute & Sem where currently: _____

Studying. _____

4. Details of the result of last Exam

Branch Faculty	Year/ Semester	Year of Passing	Summer/ winter	Full pass /pass with one ATKT	Percentage
1	2	3	4	5	6

5. Institute where admission by transfer is sought: _____

6. Branch & Year /Semester in which admission: Branch _____

is sought. Year/ Semester _____

7. Reason for asking the transfer: _____

of institute and changer of _____

branch (if any) _____

I the undersigned state that the information stated above is true to my knowledge and belief. I am fully aware that transfer / change of institute /branch is not a right and if is upto the authority to decide my case on the basis of its merit.

Date :

Signature of Student

Documents attached:

1. All Marksheets,
2. NOC's ,
3. 1st year Admission receipt,
4. Document related to reason for asking transfer etc

Pro forma Z

**(Candidate who has passed Std VIII & Std IX from any institute from Maharashtra and could not produce mark sheet of Std VIII & Std IX shall produce Proforma Z)
(Applicable for Maharashtra Candidates only)**

This is to certify that Shri. / Ku. _____

(Full name of the Candidate) has studied in Std VIII & Std IX & std X in the institute _____ (Full name of the Institute).

This certificate is issued for the purpose of his / her admission to First year Diploma course in Engineering / Technology for the academic year _____.

Note:- In case of the students who have studied VIII, IX & X th std from distinct institutes they shall produce the certificates from those institutes.

Date:

Place:

(Signature)

Name & Designation of the Head of the Institute

Seal of the Office
