

GOVERNMENT OF MAHARASHTRA

Rules for Admission to Direct Second year of four year Degree Courses in Engineering / Technology for the year 2015-2016



DIRECTORATE OF TECHNICAL EDUCATION Maharashtra State

3, Mahapalika Marg, Opp. Metro Cinema, Dhobi Talao,

Post Box No. 1967, Mumbai-400001

Helpline: 022-30233403/438/468

Telephone: 022-22641150, 22641151

Fax: 022-22692102, 22690007

Web Address : <http://www.dtemaharashtra.gov.in/dse2015>

Email : dse@dtemaharashtra.gov.in

Index

Sr. No.	Particulars	Page No.
1.0	General	1
1.1	Abbreviations used in brochure	1
1.2	Definitions	1
1.3	Allocation and Reservation of Seats	2
1.3.1	Seats Available for Admission to Direct Second Year	2
1.3.2	Seats Available for Admission through Competent Authority	4
1.3.3	Seats Available with the Institutes	4
1.3.4	Allocation of Seats	4
1.4	Types of Seats	4
1.4.1	Maharashtra State Seats	4
1.4.2	Minority Seats	4
2.0	Eligibility	5
2.1	Educational Qualification	5
2.2	Other Eligibility Criteria	5
2.3	Criteria for Eligibility as Maharashtra State Candidate	5
2.4	General notes on Eligibility	6
3.0	Reservation of Seats	7
3.1	Reservation for Backward Class category Candidates	7
3.2	Reservation for Persons with Disability Candidates	7
3.3	Reservation for Son/Daughter of Defence service personnel	8
3.4	Reservation for Female	8
4.0	Group and Subgroup of Courses for Admissions	9
5.0	Assignment of Merit Number	12
5.1	General Merit List of all Diploma Candidates	12
5.2	General Merit List of all B. Sc. Candidates	13
6.0	Admission Rounds	13
6.1	Seats Available for Admission to Direct Second Year	14
6.1.1	CAP Rounds I/II: Direct Allotment	14
6.1.2	Logic for allotment for CAP Rounds	15

6.1.3	CAP Rounds III (By Counseling)	17
7.0	Fees and Concessions in Government, Government Aided including Autonomous institutes, University Managed Engineering Colleges, University Departments and Fees Prescribed in Unaided Engineering Colleges	17
7.1	Fees Prescribed for Government and Government Aided including Autonomous Institutes	17
7.2	Fees prescribed in Unaided Engineering Colleges including Autonomous Institutes	18
7.3	University fees	19
7.4	Caution Money Deposits	19
7.5	Concession in Tuition and Other Fees	19
7.5.1	E.B.C. Concession	19
7.5.2	Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only) in Unaided Private Institutes	19
7.6	Cancellation of Admission	20
7.7	Refund of Tuition, Development and Other fees after cancellation of admission secured through CAP rounds-I/II/III, in Institute level Round(s) and Vacancy Round(s) of admissions in Government, Aided, Autonomous Institutes, University Departments, etc. and Unaided Institutes	20
8.0	Actions to be taken in case of excess admissions, late uploading of admitted candidates and refund of fees after cancellation of admission	21
8.1	Excess admissions	21
8.2	Late uploading of Admitted candidates on DTE web site	21
8.3	Refund Cases after cancellation of admission	23
9.0	Miscellaneous	23
10.0	Hostel accommodation	23
11.0	Conduct and Discipline for all students & college	23
12.0	Legal jurisdiction	25
13.0	Undertaking	25
14.0	Transfers due to closure of Course/Institute	25
Proforma	A & B	26
Proforma	C & D	27
Proforma	E	28
Proforma	F	28

Proforma	F-1	30
Proforma	O	31
Proforma	H	32
Annexure-I	Steps of Centralised Admission Process	33
Annexure-II	Documents to be attached along with the Online Application form for CAP and Admission	40
Annexure-III	Admission Rounds at the Institute level by counseling for seats remaining vacant after CAP Rounds in Govt., Govt. Aided, Govt. Aided University Managed Institutes, University Departments and Un Aided Institutes	45

**GOVERNMENT OF MAHARASHTRA
DIRECTORATE OF TECHNICAL EDUCATION, MUMBAI**

**Rules for Admission to
Direct Second year of four year Degree Courses in
Engineering / Technology
for the year 2015-2016**

Ref: शासन निर्णय क्र टीईएम-२०१५/प्र. क्र.१८८ तांशि ४, दि.१२/०५/२०१५

1.0 General:

These rules are applicable for Admission to Direct Second Year of Four Year Degree Courses in Engineering/ Technology in.

- All Government, Government Aided Engineering Colleges, including autonomous, in Maharashtra State.
- All Government. Aided and Unaided University Managed Engineering Colleges in Maharashtra State (including Dr. Babasaheb Ambedkar Technological University, Lonere & Laxminarayan Institute of Technology, Nagpur).
- University Departments of Chemical Technology in SGB Amravati & North Maharashtra Universities in Maharashtra State
- All Unaided Engineering Colleges, including Autonomous and Minority, in Maharashtra State.

These rules also incorporate the guidelines for Admission to Direct Second Year Degree Courses in Engineering/Technology Admissions to be carried out by the Unaided Institutes for the seats remaining vacant after the completion of Centralised Admission Process. (Ref. Annexure-III).

1.1 Abbreviations used in the Brochure:

AICTE	All India Council for Technical Education
B.Sc.	Bachelor of Science
CAP	Centralised Admission Process
DTE	Director of Technical Education, Maharashtra State
HSC	Higher Secondary Certificate
SSC	Secondary School Certificate
ARC	Application Form Receipt Center
MSBTE	Maharashtra State Board of Technical Education, Mumbai
GOI	Government of India
TFWS	Tuition Fee Waiver Scheme
J & K	Jammu and Kashmir
FS	Foreign Students
PIO	Persons of Indian Origin
UGC	University Grants Commission, New Delhi

1.2 Definitions:

- a. **‘Application form Receipt Center (ARC)’** is an Institution/Center from where a Candidate can procure information form, submit online application form and confirm the online application form.
- b. **‘Autonomous Institute’** means the Institute for which Autonomy is Granted by the **Govt. of Maharashtra.**

-
- c. **'Candidate'** means an applicant who desires to seek Admission to Second Year of four year Degree Courses in **Engineering/Technology** in **Maharashtra State** by submitting the prescribed application form.
- d. **'Competent Authority'** means the Authority designated or appointed by the Government to invite applications, and implement the Admission Procedure as prescribed in the Brochure.
- e. **'Course'** means four year Degree Course/Programme in **Engineering/Technology**.
- f. **'College'** or **'Institution'** means Engineering College or Technological Institution duly approved by the **AICTE** and **Government of Maharashtra** to impart Education in Engineering and Technology at degree level.
- g. **'Director'** means the **Director of Technical Education, Maharashtra State**.
- h. **"Diploma"** means Diploma awarded by the **Maharashtra State Board of Technical Education**, or Diploma awarded by **AICTE** approved Autonomous Polytechnics in **Maharashtra state** or its Equivalent.
- i. **Director of Technical Education** is the Competent Authority.
- j. **'Government Engineering College'** means the Engineering College runs by the **Government of Maharashtra**.
- k. **'Government Aided Engineering College/Institute'** means **Engineering College/Institute** runs by Private Management but which receives financial assistance from the **Government of Maharashtra**.
- l. **'Inter se merit'** means the order of Merit as defined by **Maharashtra State Merit list**.
- m. **'Non Autonomous Institute'** means those institutes which are not 'Autonomous Institutes'.
- n. **'Representative of the Competent Authority'** means an officer appointed to assist Competent Authority for smooth conduct of Admission Process as per the Directives of the Competent Authority.
- o. **'State Government'** means the **Government of Maharashtra**.
- p. **'Sanctioned Intake'** means the course wise number of seats Sanctioned by the **Government Resolution** with Reference to the **AICTE's** Approval.
- q. **'University Managed Engineering College/Institute'** means **Engineering College/ Institute** runs by a Particular University.
- r. **'University Department'** means a Department of University which offers four year Degree Courses in Engineering/Technology.
- s. **'Un-Aided Engineering College/Institute'** means **Engineering College/Institute** runs by private management on self- financing basis.
- t. **'Website'** means **www.dtemsharashtra.gov.in**

1.3 Allocation and Reservation of Seats:

1.3.1 Seats Available for Admission to Direct Second Year:

As directed by the AICTE in reference with the rule under chapter 1.10(6) and in reference of judgement of Hon'ble e Supreme Court of India, New Delhi vide its final judgment in order C.A.NO.9048 of 2012 dated 13th December 2012 has laid down cutoff dates for the grant of approval by AICTE, University and State Government. Accordingly the intake of the courses approved for the AY 2014-15 will be considered for admission. Any approval granted after the aforesaid cutoff dates will not be considered for admission. The details of the judgment may be accessed at www.aicte-india.org>bulletin>circulars.

The seats available with the Competent Authority for the CAP are as follows:

S. N.	Type of the Institute	Seats available
1.	Govt., Govt. Aided Institutes, University Departments and University Managed Institutes.	
	Direct Second Year	100% of (Lateral Entry Seats + vacant seats)* OR 100% Sanctioned Intake of separate division of second year
2.	Un-Aided non minority Institutes	
	Direct Second Year	100% of (Lateral Entry Seats + vacant seats)*
		100% of Sanctioned Intake of separate division of second year
3.	Un-Aided Minority Institutes	
	Direct Second Year	(Lateral Entry Seats + vacant seats- minority seats)# OR (Sanctioned Intake of separate division of second year- minority seats)#

-% of Minority Seats against the sanctioned intake of minority institute shall be as per Government Resolution No अंशैस-२०१२/प्र.क्र.२१/का-५ दि. २७/०५/२०१३ and it's amendment which may be published from time to time.

The exact distributions of seats available for allotment shall be notified on the website before submission of options form of Centralised Admission Process.

Where * is defined as follows

- I. Lateral Entry Seats: 20% of sanctioned intake, which will be over and above, supernumerary to the approved intake.
- II. Seats Remaining Vacant within Sanctioned Intake (S) : In addition to above, vacant seats (S) in a course, $S = SI - (Admitted\ within\ SI - C - F + B - L + P)$, and if $S > 0$, may also be available where,

SI	=	Sanctioned Intake
Admitted within SI	=	Admitted within Sanctioned Intake
C*	=	No. of cancellations at the first year level
F*	=	No. of students not eligible for admission to second year as per rules/rules by affiliating University
B*	=	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules/rules by affiliating University
L*	=	No. of Students who are shifted from the Institute to another Institute and/or from the course to other course within institute

		for the Second Year.
P*	=	No. of students who are shifted to the Institute from another Institute and/or to the course from other course within institute for the Second Year.

*Students admitted against any type of supernumerary seat/s shall not be considered in C, F, B, L or P.

If the Result of the University/Institute is not declared till the last date of Calculation of the Vacant Seats within SI as per schedule, then the value of B is to be taken as total number of candidates who belong to earlier batches and appeared for examination during last academic year.

Transfer as per GR No. TEM-1092/[5311]/TE-1, dated 6th October 1992 of the **Department of Higher and Technical Education, Maharashtra State**, or Subsequent Government order if any.

Transfer to the Course shall be effected only after accommodating Repeaters, to such an extent if and only if the $S > 0$ after declaration of the result.

- III. Separate division in Second Year Engineering/Technology Courses:**
These Seats shall be 100% of the Sanctioned intake approved by AICTE for separate division in Second Year of Engineering/Technology Courses.

1.3.2. Seats Available for Admission through Competent Authority:

100% of the seats available with the Competent Authority in Government, Government Aided Engineering Colleges & Unaided Institutions except unaided Minority Colleges shall be filled through **CAP**.

Seats available with the competent authority for Admission to Direct Second year in unaided Minority Colleges shall be filled through **CAP** & at the Respective Minority Institutes in a ratio as communicated by the respective minority Institute.

1.3.3. Seats Available with the Institutes:

After completion of the **CAP** Rounds, if any vacancy remain from amongst the total number of seats available with the Competent Authority either due to non allotment, cancellations or due to non reporting of Candidates, will be permitted to be filled by the Respective Institutes with prior approval from the **DTE** subject to the condition that there will not be any excess admissions.

1.3.4. Allocation of Seats: The seats shall be allotted as per the inter-se-merit in General Merit list of Diploma candidates.

1.4. Types of Seats

1.4.1 Maharashtra State Seats: The seats are available for allotment through CAP, to the eligible candidates fulfilling any one of the Eligibility Criteria as listed in the table in the rule 2.3 [Refer rule No.1.3.1]

1.4.2 Minority Seats: Minimum 51% of seats of SI are available for admission to Minority Community /group candidates in unaided minority institutions. Minority Seats % + Institute Level Seats % should not exceed 100%. [Refer Rule No. 1.3 & Annexure III for details].

2.0 Eligibility:

2.1 Educational Qualification

The Candidate must be an Indian National and should have passed Post-SSC or Post-HSC Diploma Course in Engineering/Technology with at least 45 % marks (40 % marks in case of candidates of backward class categories and Persons with Disability belonging only to Maharashtra State) in appropriate branch of Engineering / Technology from an **AICTE** approved Institution with English as the medium of instruction at Diploma level.

OR

The Candidate must be an Indian National and should have passed B.Sc. Degree from a UGC / Association of Indian Universities recognized University with at least 45% marks (40 % marks in case of candidates of Backward class categories and Persons with Disability belonging only to Maharashtra State) and passed XII standard examination with Mathematics as the subject and with English as the medium of instruction at B.Sc. level.

Note:-

1. The students belonging to B.Sc. Stream shall only be considered after filling the seats in this category with students belonging to the Diploma Stream. The students belonging to B.Sc. stream are required to pass the subjects of first year engineering viz: Engineering Graphics / Engineering Drawing ,Engineering Mechanics and any other subjects specified by the affiliating university along with the second year subjects.
2. In case percentage, marks in the Diploma/ B. Sc Examination comes in fraction then percentage of marks shall be rounded off as explained in the example for the purpose of deciding the eligibility of the candidate.

Example: - If the percentage of marks comes out to be 39.50% to 39.99% then it shall be rounded to 40% and if the percentage of marks comes out to be 39.01% to 39.49% then it shall be rounded to 39%.

2.2 Other Eligibility Criteria:

Candidates who have passed Diploma in Electronics Production and Maintenance from the Center of Electronics Design and Technology, Aurangabad are Eligible for an additional seat which is available for the course of Electronics & Telecommunication at Government College of Engineering, Aurangabad. This seat will be over and above the actual vacancy position for the course.

2.3 Criteria for Eligibility as Maharashtra State Candidate:

A Candidate is considered Eligible for Admission to Direct Second Year of Degree Courses in Engineering / Technology through **CAP** subject to Fulfillment of any one of the Eligibility Criteria as listed in the following table.

Sr. No	Eligibility	Type of candidature	Eligibility Requirement
1.	Maharashtra State	Type "A"	Candidate Passing SSC (Std.X)/HSC (Std.XII) Examination or any other Equivalent Examination from a Recognized School / College in Maharashtra State and Diploma Examination / B. Sc Examination

			as specified in rule 2.1 from a Recognized Institution in Maharashtra State. and Candidate is Domiciled/Born in the State of Maharashtra.
2.	Candidate/ Father or Mother is Maharashtra Domiciled	Type "B"	Does not satisfy as Type - A Candidate and Candidate / Father or Mother of the candidate is Domiciled in the State of Maharashtra.
3	Sons and Daughters of Central Govt. / Govt. of India Undertaking Employee	Type "C"	Does not satisfy as Type -A and Type-B Candidate and Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for Centralized Admission.
4	Sons and Daughters of Maharashtra State/ Maharashtra State Undertaking Employees.	Type "D"	Does not satisfy as Type –A, Type-B and Type-C Candidate and Father/ Mother of the candidate is an employee of the Government of Maharashtra/ Government of Maharashtra Undertaking. Such candidates are required to submit the proof of his/her father/ mother being the employee of Government of Maharashtra/ Government of Maharashtra Undertaking.

2.4 General Notes on Eligibility:

2.4.1 Candidate Passing SSC (Std. X)/ HSC (Std. XII) / any other Equivalent Examination and /or Diploma Examination / B. Sc. examination as specified in rule 2.1 from a Recognized Institution situated outside the State of Maharashtra.

and

not satisfying any of the conditions stated in Sr. No. 2, 3, 4 (i.e. Type B,C,D) above as regards to their parent's status are not eligible for Admission through **CAP** and also in Govt./Govt. Aided/ Govt. Aided University Managed Institutes/ University Departments for any Subsequent Institute Level Rounds.

2.4.2 **Female** Candidates are **not eligible** for Admission to **Mining Engineering course**, and the male Candidates seeking Admission for this course must be free from *colour blindness, *defective vision and * vision requiring correction with spectacles above power three dopters.

2.4.3 Only female Candidates shall be admitted in Engineering Colleges and Institutes which are reserved for women/girls.

2.4.4 Admission of any Candidate made at the Institution shall be provisional, subject to the final Eligibility Certification from the concerned University and the final approval to the admitted Candidates of Second Year Degree Engineering Course by the DTE. If Candidate fails to get Eligibility, his/her Admission may be cancelled at any stage.

3.0 Reservation of Seats:

The reservation for Backward Class category candidates, persons with disability candidates, Female candidate, Son/Daughter of Defence Personnel shall be applicable. The seats shall be distributed in such a way that the percentage of reservation shall be followed at state level. The decision of Competent Authority regarding distribution of seats amongst various backward class categories / physically handicapped categories / Female/ Defence Category/ branches of engineering shall be mandatory for all the applicants/ institutes.

3.1 Reservation for Backward Class category Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as per the details in table given below. The percentages of reservation are the percentages of the seats available for Maharashtra candidates, which are coming under the purview of the Competent Authority. These are the minimum percentages of reservation exclusive of the backward class candidates securing allotment through General Merit by virtue of merit. Backward class candidates shall claim the category to which they belong to at the time of submission of application.

Sr. No.	Category of Reservation	Percentage of Reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0 %
2.	Schedule Tribes (ST)	7.0 %
3.	Vimukta Jati (VJ)/De notified Tribes(DT) (NT-A)	3.0 %
4.	Nomadic Tribes 1 (NT-B)	2.5 %
5.	Nomadic Tribes 2 (NT-C)	3.5 %
6.	Nomadic Tribes 3 (NT-D)	2.0 %
7	Other Backward Classes (OBC)	19.0 %
Total		50.0 %

3.2 Reservation for Persons with Disability Candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three percent (3%) seats of CAP Seats shall be reserved for physically handicapped candidates.

- visually impaired (blind) candidates (P1)
- speech & hearing impaired (deaf & dumb) candidates, (P2)
- Orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3)

Allotment of the seats reserved for the Persons with Disability candidates shall be done on the basis of a respective inter-se merit of respective category of such candidates. **These seats are available only for Maharashtra Domiciled candidates.**

Note:-

It should be noted that the Persons with Disability candidates on admission to Engineering / Technology degree course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the respective Universities. Further it is specifically brought to the notice of Persons with Disability candidates that, they should submit the certificates strictly as per the Proforma– F/F-1.

3.3 Reservation for Son/Daughter of Defence service personnel

Five (5) % seats of the CAP seats for an institute, subject to a maximum of five (5) seats in each institute and maximum one seat per course/branch coming under CAP shall be reserved for

- Children of ex- service personnel who are domiciled in Maharashtra State (DEF-1).
- Children of active service personnel who are domiciled in Maharashtra State (DEF-2).
- Children of active service personnel (DEF-3) –
 - Who are transferred to Maharashtra State but are not domiciled in Maharashtra State,
 - Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the Diploma examination of Maharashtra State Board of Technical Education or its equivalent examination from a Polytechnics / institute situated in the State of Maharashtra

A combined single merit list of all eligible DEF1, DEF2 & DEF3 candidates shall be prepared. Admission against the Defence category seats will be made strictly on the basis of inter-se-merit combined single merit list of all eligible DEF1, DEF2 & DEF3 candidates. Refer Pro forma C, D and E for claiming this provision. **This provision is NOT available to the children of CIVILIAN STAFF who is working / who has worked in the Indian Defence Service.**

3.4 Reservation for Female

As per the provisions in Govt. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% of CAP seats shall be reserved for female candidates in all the courses of the institutions coming under CAP. This reservation shall be applicable for General, SC, ST, DT/VJ (NT-A), NT-B, NT-C, NT-D and OBC categories. There shall be no reservation for Female candidates under Defence, Physically Handicapped and SBC categories.

General Note:

1. The reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided Institutes, University Department , University Managed Institutes and Unaided Non-Minority institutes.
2. Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to 2% seats of the CAP seats of a choice code subject to condition that any seats remain vacant in the reserved category at the end of stage–I of allotment. These seats are carved out during the allotment stage-I and no separate seats are earmarked before the start of the allotment process. SBC

candidates having original category OBC will be considered at par with OBC candidates.

3. In case of Reservation for **Maratha Candidates** any amendments/Acts/Judgments which may be published by Government/Hon. Courts of India from time to time will be applicable to Candidates and Institutes covered under these rules of admission.

4.0 Group and Subgroup of Courses for Admissions:

The groups and subgroups of Diploma Courses and Corresponding Degree Courses for which Admissions to Direct Second Year shall be given are as below. Admissions will be effected to Diploma holders of a subgroup for Degree Courses mentioned in the same subgroup. Thereafter "vacant seats", if any, will be offered to Candidates from other subgroups (Diploma), under the same group, who are Eligible for Corresponding Degree Courses from the group. For this purpose group merit list will be operated.

Groups and Sub-groups of Diplomas for which preference will be given for Admission to Degree Courses:

Group No.	Diploma Courses	Degree Courses
01	Chemical Engineering Group :-	
	0101 : Sub-group : A 1. Chemical Engineering 2. Chemical Technology 3. Petro-Chemical Engineering 4. Technical and Analytical Chemistry	1. Chemical Engineering 2. Chemical Technology 3. Petro-Chemical Engineering 4. Petroleum Engineering 5. Pulp & Paper Technology
	Note.- Direct Admission to second year Degree is given for Chemical Technology Courses in Food Technology, Oil Technology, Fats & Wax Technology, Pulp & Paper Technology, Petro-Chemical Technology, Oil & Paint Technology, Paints Technology and Plastic Technology only in UDCT, Jalgaon & UDCT, Amravati.	
	0102 : Sub-group : B 1. Plastic Engineering 2. Polymer and Plastic Engineering 3. Plastic Technology 4 Rubber Technology	1. Polymer Engineering 2. Polymer Technology 3. B. Tech. Plastic and Polymer Engineering 4. Plastic Technology
	0103 : Sub-group : C 1. Sugar Technology	1. Sugar Technology
	0104 : Sub-group : D 1. Food Technology	1. Food Technology
0105 : Sub-group : E 1. Surface Coating Technology 2. Oil & Paints Technology	1. Oil & Paints Technology 2. Oil Technology 3. Paints Technology 4. Fats & Wax Technology 5. Surface Coating Technology	

02	Civil Engineering Groups : -	
	0201 : Sub-group : A 1. Civil and Rural Engineering 2. Civil & Sanitary Engineering 3. Civil Engineering 4. Construction Technology 5. Environmental Technology	1. Civil Engineering 2. Construction Engineering 3. Civil & Water Management Engg. 4. Environmental Engineering 5. B. Tech. Civil Engineering 6. Structural Engineering
03	Computer, Electronics, Electrical, Instrumentation & Bio-Medical Engineering Group :-	
	0301 : Sub-group : A 1. Computer Engineering 2. Computer Technology 3. Information Technology	1. Computer Engineering 2. Computer Technology 3. Computer Science and Engineering 4. Information Technology 5. B. Tech. Computer Science and Engineering
	0302 : Sub-group : B 1. Digital Electronics 2. Electronics and Communication Engineering 3. Electronics and Video Engg. 4. Sound & Television Engineering 5. Electronics and Tele. Engineering 6. Industrial Electronics 7. Electronics & Radio Engineering 8. Electronics Engineering 9. Electronics Production & Maintenance 10. Electronics	1. Electronics and Communication Engineering 2. Industrial Electronics Engg. 3. Electronics Engineering 4. Electronics Product Design Technology 5. Power Electronics 6. Electronics and Tele Communication Engineering 7. B. Tech. Electronics and Tele Communication Engineering
	0303 : Sub-group : C 1. Medical Electronics	1. Bio-Medical Engineering
	0304 : Sub-group : D 1. Electrical Engineering 2. Electrical Power System	1. Electrical Engineering 2. Electrical Engineering (Electrical & Power) 3. Electronics and Power Engineering 4. Power Engineering
	0305 : Sub-group : E 1. Instrumentation 2. Instrumentation and Control	1. Instrumentation Engineering 2. B. Tech. Instrumentation & Control Engineering

04	Mechanical Engineering Group :-	
	0401 : Sub-group : A 1. Automobile Engineering 2. Fabrication Technology 3. Mechanical Engineering 4. Fabrication Technology and Erection Engineering	1. Automobile Engineering 2. Mechanical Engineering 3. Mechanical Engineering (Sandwich Pattern) 4. B. Tech. Mechanical Engineering 5. Aeronautical Engineering
	0402 : Sub-group : B 1. Machine Tool and Maintenance 2. Plant Engineering 3. Production Technology 4. Production Engineering 5. Advanced Diploma in Tool and Die Making	1. Industrial Engineering 2. Production Engineering 3. Production Technology 4. Production Engineering (Sandwich Pattern) 5. B. Tech. Production Engineering
	0403 : Sub-group : C 1. Packaging Technology	
	0404 : Sub-group : D 1. Metallurgy 2. Metallurgy (Foundry Technology)	1. Metallurgical Engineering

05	Mining Engineering Group :-	
	0501 : Sub-group : A 1. Mining and Mine Surveying 2. Mining Engineering	1. Mining Engineering
06	Printing Engineering Group :-	
	0601 : Sub-group : A 1. Printing Technology	1. Printing Engineering & Graphics Communication
07	Textile Engineering Group :-	
	0701 : Sub-group : A 1. Knitting Technology 2. Man made Fibre Manufacturing 3. Textile Manufacture (Cotton) 4. Man made Textile Technology 5. Garment Technology 6. Dress Designing & Garment Mfg. 7. Handloom Technology	1. Man made Textile 2. Textile Engineering / Technology 3. Textile Plant Engineering 4. Textile Engineering (Fashion Technology)
	0702 : Sub-group : B 1. Man made Textile Chemistry 2. Textile Technology 3. Textile and Analytical Chemistry 4. Technical Chemistry	1. Textile Chemistry

In addition to above Groups and Subgroups, Candidates passing Diploma Courses from different **Special Groups** as listed below are also eligible to give the course

choice code of some specific Degree Courses as listed below in addition to their choice codes of Respective Groups.

Special Group No.	Diploma Courses	Degree Courses
08	0801 : Sub-group : A 1. Chemical Engineering 2. Chemical Technology 3. Technical and Analytical Chemistry 4. Sugar Technology 5. Food Technology 6. Environmental Technology 7. Medical Electronics and Technical Chemistry	1. Biotechnology
09	0901 : Sub-group : A 1. Mechanical Engineering 2. Production Engineering 3. Plant Engineering 4. Instrumentation Engineering 5. Instrumentation and Control Engineering	1. Sugar Technology
10	1001 : Sub group:A 1. Leather Technology 2. Agriculture Technology	

5.0 Assignment of Merit Number:

The directorate shall prepare and publish two separate merit lists viz. General Merit List of all Diploma Candidates and General Merit List of all B. Sc Candidates.

If **letter grades** are assigned instead of marks at SSC, HSC or its equivalent examination, Diploma examination / B. Sc. examination, the candidate must obtain the certificate of conversion of letter of grades into equivalent marks from the Competent Authority where from the candidate has passed such examination. The candidate should produce such certificate at the time of submission of application form. The Eligibility shall be decided based on the equivalent marks submitted by such candidates.

5.1 General Merit List of all Diploma Candidates

5.1.1 Assignment of Merit Number:

Inter se Merit shall be determined on the basis of marks obtained at the Final Year or Final Semester / Semesters of Diploma Examination on the basis of which the Diploma has been awarded by the respective examining authority.

5.1.2 Relative Merit in case of Tie:

In case of Candidates securing equal number of marks, their relative inter se merit shall be determined in the following order:

- (a) A Candidate passing the SSC (Std. X) Examination with higher percentage of aggregate marks.
- (b) A Candidate passing the SSC (Std. X) Examination with higher marks in Mathematics.

(c) A Candidate passing the SSC (Std. X) Examination with higher marks in Science.

(d) An older Candidate shall be preferred over a younger Candidate.

The merit list shall be published as per schedule showing the state level general merit number, Category Merit Number.

5.2 General Merit List of all B. Sc. Candidates

5.2.1 Assignment of Merit Number:

5.2.1.1 The Admission shall be offered strictly on the basis of inter se merit of the Candidates and Candidate's Sub Group / Main Group.

5.2.1.2 Inter se Merit shall be determined on the basis of marks obtained at the Final Year or Final Semester / Semesters of B. Sc. Examination on the basis of which the degree has been awarded by the respective examining authority/university.

5.2.2 Relative Merit in case of Tie:

In case of Candidates securing equal number of marks, their relative inter se merit shall be determined in the following order:

- (a) A Candidate passing the HSC (Std. XII) Examination with higher percentage of aggregate marks.
- (b) A Candidate passing the SSC (Std. X) Examination with higher percentage of aggregate marks.
- (c) A Candidate passing the SSC (Std. X) Examination with higher marks in Science.
- (d) An older Candidate shall be preferred over a younger Candidate.

The merit list shall be published as per schedule showing the state level general merit number, Category Merit Number.

6.0 Admission Rounds

For the Academic year 2015-16, the Competent Authority shall conduct total Three (03) rounds of Centralized Admission. CAP Round I and II by allotment and CAP Round III by Centralised Counseling for Maharashtra State candidate (Type A, B, C, D).

Summary of "Rules of Reporting" in CAP is as follows:

Round No.	No. of Options to be filled in	No. of options allotted for which confirming Admission is Mandatory	Remarks
First	100 options (Min. 1 and Max. 100)	First option	Candidate has to confirm the admission, if he/she gets allotment of First option. Such candidates will not be able to participate in further rounds of CAP i.e. Round-II, III irrespective of whether such candidate confirms the admission or not. Other candidates who get allotment between options 2-100 may also confirm the admission if

			he/she wishes to do so, however, such candidate shall not be able to participate in further rounds of CAP i.e. Round-II , III if they confirm their admission.
Second	100 <i>fresh options</i> (Min. 1 and Max. 100)	Any one of the First Seven options	Candidate has to confirm the admission, if he/she gets allotment of Any one of the First Seven options. Such candidates will not be able to participate in further round of CAP i.e. Round- III irrespective of whether such candidate confirms the admission or not. Other candidates who get allotment between options 8-100 may also confirm the admission if he/she wishes to do so, however, such candidate shall not be able to participate in further round of CAP i.e. Round- III if they confirm their admission.
Third round by Counseling	---	Available seats will be offered to candidates eligible to participate in Round-III as per inter se merit.	All seats will be General Seats .No seat tag of reservation shall be maintained in this round. All available seats will be offered only to Maharashtra State candidates who are eligible to participate in CAP Round- III.

6.1: CAP Rounds for candidates

6.1.1 CAP Rounds I/II: Direct Allotment

Allotment of seats for seats coming under CAP is carried out as per the logic explained in the rule 6.1.2.

Stage-I to Stage-VIII shall be executed.

The number of the available seats for admission, type of seat tag etc. will be made available to the eligible candidates before filling up of the option form for CAP Rounds I and II.

General Notes:

- 1) Allotment for seats will be carried out as per inter se merit.
- 2) Seats will be allotted to candidates as per their inter se merit, as per the options filled in the online option form and the number of seats available at that point of time in the stage of CAP Round-I, II. All candidates eligible for a particular stage of allotment will be considered for allotment for a seat in that stage even if they have been allotted / not allotted a seat in the previous stage.
- 3) During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate in the online option form according to availability of seats at that point of time.
- 4) All reserved category candidates (including SBC in their original category) shall be considered for allotment (whether they are allotted any seat in earlier stage or not) in all stages.
- 5) 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 and as per inter se merit.

-
- 6) Allotment against the first available option in the order of options filled in the online option form is retained as final allotment.
 - 7) While allotting a candidate in each stage, seat shall be allotted as follows
 - In case of allotment to diploma candidates, seat of a degree course shall be allotted to the candidate having same subgroup diploma course.
 - If still the seat remains vacant, the seat shall be allotted to the candidate having same main group diploma course.
 - If still the seat remains vacant, the seat shall be allotted to any diploma candidate.
 - 8) The allotment will be published on Website. The allotment displayed will show only the provisional allotment offered to the candidates.
 - 9) **No personal communication / Allotment letters in this regard will be issued to the concerned candidates. The allotment displayed on the website is only for the information to the candidates and does not carry any authoritative meaning. The authorized document for the allotment will be the institute wise allotment list and which will be authenticated by the competent authority of CAP.**
 - 10) The logic for the following stages will be implemented using computer software for the direct allotment.
 - 11) The candidates securing allotment are required to confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission on or before the last date specified for the same. **No personal communication in this regard will be issued.**

6.1.2 Logic for allotment for CAP Rounds:

The seats available for the implementation of this logic will include the seats coming under the purview of Competent Authority.

Stage –I: For all the Diploma Candidates

- All the candidates (open / reserved) of all the categories shall be considered for allotment as per their State level inter se merit.
- **Backward class category** candidates shall be considered for allotment in open category seat by virtue of their merit or in their respective category of reservation if open category seats are not available at their merit.
- **SBC category** candidates shall be considered for allotment in open category by virtue of their merit. SBC Category candidates having original category OBC shall be considered for allotment in their original category of reservation by virtue of their merit if open category seats are not available as per their merit.
- **Physically handicapped category** candidates shall be considered for allotment for the seats reserved by virtue of their merit or in open category as per their inter-se merit if the seats reserved for physically handicapped candidates are not available as per their merit.
- **Defence category** candidates shall be considered for allotment for the seats reserved by virtue of their merit or in open category as per their inter-se merit if the seats reserved for defence candidates are not available as per their merit.
- For the **female candidates**, the availability of seat shall be checked in the following order:
 - in the seats reserved for females in open category,
 - in the general seats in open category,
 - in the seats reserved for females in respective caste category as applicable,

-
-
- in the general seats in their respective caste category as applicable.

Stage –II: For all the Diploma Candidates Female seats

- All the candidates (open / reserved) of all the categories shall be considered for allotment as per their State level inter se merit. On completion of Stage-I, if any Female seats remain vacant, they will be allotted to all candidates in this stage.
- **Backward class category** candidates shall be considered for allotment in open category seat by virtue of their merit or in their respective category of reservation if open category seats are not available at their merit.
- **SBC category** candidates shall be considered for allotment in open category by virtue of their merit. SBC Category candidates having original category OBC shall be considered for allotment in their original category of reservation by virtue of their merit if open category seats are not available as per their merit.

Stage -III: For Special Backward Class category Diploma candidates

- On completion of Stage-II, if any of the backward class categories mentioned above, does not get the required number of candidates for the seats coming under CAP for the percentages laid down, the seats so remaining vacant shall be allotted to all the candidates of Special Backward Class (SBC) category, as per their inter se merit, limited to the extent of two per cent seats for the course in various institutes if available.
- The seats to be offered to SBC candidates shall be made available from any of the categories of reservation wherever vacancies exist after Stage-I.
- During this allotment, the SBC category candidates already allotted with a seat may get upward shift in their allotted position according to availability of vacancies and the options filled.

Stage -IV: For respective groups of Backward Class category Diploma candidates

- On completion of Stage -III, the seats remaining vacant in the respective group of categories as mentioned below, shall be allotted to candidates from the respective group with reference to their inter se merit, by adopting the procedure as mentioned below, for each of the 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 Jati (VJ) / Denotified Tribes (DT) NT(A)
ii) Nomadic Tribes (NT-1) NT(B)
 - Group 3:** i) Nomadic Tribes 2 (NT-2) NT(C)
ii) Nomadic Tribes 3 (NT-3) NT(D)
iii) Other Backward Class (OBC)
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancies created shall be allotted by running the complete iteration from top of the merit list for the respective group.

Stage-V: For all Backward Class category Diploma candidates

- Seats remaining vacant in Backward Class categories after completion of Stage - IV, shall be made available to the candidates of all the backward class categories together, on the basis of their inter se merit.
- The backward class category candidates already allotted in Stage-I, II, III & IV shall be tried for allotment on upward choices.
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancies created shall be allotted by running the

complete iteration from top of the merit list of all backward class categories combined together.

Stage-VI: Physically Handicapped Diploma candidates

The seats remaining vacant after completion of Stage-V, shall be considered for allotment to the candidates of the category of Physically Handicapped (P-1, P-2 and P-3 taken together), on the basis of their combined inter se merit.

Stage-VII: Defence Category Diploma candidates

The seats remaining vacant after completion of Stage-VI, shall be considered for allotment to the candidates of the category of Defence, on the basis of their combined inter se merit.

Stage -VIII: For all the Diploma candidates without any reservation and sub group or main group

- After completion of Stage-VII, the seats remaining vacant, if any, shall be allotted with reference to inter se merit of all the candidates (Open/Reserved, Defence, Physically Handicapped and female) for allotment against upward choice.
- Candidates already allotted in Stage-I, II, III, IV, V, VI and VII shall be tried for allotment on upward choices.
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancy created shall be allotted by running the complete iteration from top of the inter se merit list of all categories combined together.

6.1.3 CAP Rounds III (By Counseling)

CAP Round-III of admission will be conducted only for the candidates whose names have appeared in Merit list. During this round of admission by Counseling, no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of inter-se merit of eligible candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs.

The seats shall be allotted to the Diploma Candidates as per State Level General Merit.

The seats still remaining vacant after allotment to Diploma candidates shall be allotted to the B. Sc Candidates as per State Level General Merit.

The number of the seats, type of seat tag etc. will be made available on website to the eligible candidates before filling up of the option forms for CAP rounds I and II

7.0 Fees and Concessions in Government, Government Aided including Autonomous institutes, University Managed Engineering Colleges, University Departments and Fees Prescribed in Unaided Engineering Colleges:

7.1 Fees Prescribed for Government and Government Aided including Autonomous Institutes:

The Government has decided vide Government Resolution No. TEM-2003/(249/03)/TE-1, dated 11th September 2003, the tuition, development and other fees per annum for Government, Government Aided, University Managed Colleges and

University Departments. As per the policy of State Government, the fees for Government and Government Aided Autonomous Institutes has been raised by 10% every year after granting autonomous status. Accordingly the fee structure for the academic year 2015-16 is as follows.

Fees	Non Autonomous Govt Institutes and University Department	Autonomous Govt / Govt Aided Institutes / BATU
Tuition	Rs. 15,000/-	Rs. 15,000/-
Development	Rs. 5,000/-	Rs. 23,171/-
Other	Rs. 4,000/-	Rs. 17,073/-
Total	Rs. 24,000/-	Rs. 55,244/-

Important Notes:

1. No tuition fee for **SC/ST/VJ/DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC category candidates.**
2. **The Govt of Maharashtra has submitted proposal to UGC for granting Autonomy to Government Engineering Colleges Karad and Chandrapur. If the UGC awards Autonomy to these colleges, then the fees of these colleges shall be as per the fees for Government and Government Aided Autonomous Institutes mentioned above. Otherwise the fees of these Government Colleges will remain same as that of Government engineering colleges.**
3. In case the Government revises the fees for the Government institutes for the year 2015-16, then the admitted candidates will be required to pay the difference in fees as per the Government order.
4. The Department of Technology, Shivaji University is offering course on Self Financing basis, and hence the fees shall be as per the Fees approved by concerned university.

7.2 Fees prescribed in Unaided Engineering Colleges including Autonomous Institutes:

The interim fee structure for unaided private Engineering colleges including Autonomous Institutes approved by the Shikshan Shulka Samiti will be made available on their website. Unaided Engineering Colleges may have submitted their proposals for revision in fees to Shikshan Shulka Samiti. The revision in the fees if any, by the Shikshan Shulka Samiti will be binding on the students who will be admitted in the year 2015-16 and the students taking admission in these institutes will have to pay the fees accordingly.

Details of Concession in fees for Backward Class Category Candidates (belonging to Maharashtra State only) in Unaided Private Institutes is mentioned in Rule 7.5.2.

Note: No additional fees other than the University Fees as specified by the respective University and Hostel Fees in case of candidates opting for hostel accommodation shall be charged at institute level from the candidates.

7.3 University fees:

Candidates shall be required to pay fees as prescribed by the concerned University from time to time.

7.4 Caution Money Deposits:

Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided/Autonomous colleges and credited to Government in case of Government and Government-Aided College, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

7.5 Concession in Tuition and Other Fees:

All the schemes given below, regarding concession in tuition & other fees shall be available to candidates belonging to Maharashtra State only subject to the fulfillment of the eligibility criteria specified by respective authorities offering such concession in fees from time to time.

7.5.1 E.B.C. Concession:

Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce a certificate from the Executive Magistrate to the effect that the candidate belongs to EBC category at the time of admission. They shall, on admission, also submit an application in the prescribed form for being granted the concession of free education, to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

The concessions in tuition fee at the time of admission will be given only for Government, Government-Aided, including Autonomous Institutes, University Managed Institutions.

The scheme/mode of concessions, scheme of loan scholarship (if any) for eligible EBC candidates, in tuition & other fees in the Un-Aided Institutions will be announced by the State Government and shall be in accordance with the policy of the government declared from time to time.

7.5.2 Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only) in Unaided Private Institutes:

- 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) for eligible SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates, in tuition & other fees in the Un-Aided Institutions will be announced by the State Government.

However, these candidates will get only that amount of waiver as notified in the circulars issued by the Social Justice and Tribal Welfare Departments from time to time, subject to fulfillment of various norms and conditions laid down by these Departments.

Note:-

- 1) Candidates claiming fee concession under reservation category shall produce the requisite certificates as may be specified by the respective Social Justice and Tribal Welfare Departments.
- 2) Strict action will be taken by the State govt. against the institutes violating these norms.

7.6 Cancellation of Admission:

- 1) The candidate should have taken admission by paying necessary tuition fee and should have submitted original certificates before he/she applies for cancellation. **In case candidate fails to submit any of the original documents within the allowed time limit, the admission shall be treated as cancelled.**
- 2) The candidate desirous of canceling admission shall apply for cancellation in the pro forma – O only and should take the online receipt of the cancellation.

7.7 Refund of Tuition, Development and Other fees after cancellation of admission secured through CAP rounds-I/II/III, in Institute level Round(s) and Vacancy Round(s) of admissions in Government, Aided, Autonomous Institutes, University Departments, etc. and Unaided Institutes:

(Reference: 1) AICTE Guidelines No- AICTE/Legal/04(01)/2007, April 2007 & Circular No.698, Dated: 24th August 2007 issued by Pravesh Niyrantran Samiti, Mumbai.)

2) Minutes of the meeting, Item No 5(e), Shikshan Shulka Samiti & H&T, Dated 9th January 2013

The admitted candidate can cancel admission by submitting an **online application through candidate's login** only.

Procedure for cancellation of admission:-

1. The candidate shall submit duly signed online system generated application for cancellation of admission to the institute immediately. (Handwritten application for cancellation of admission will not be accepted.)
2. After receiving admission cancellation request from the candidate, the institute shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institute login without fail. (In case of online submission of the admission cancellation request but non generation of the acknowledgement of cancellation of admission by the institute, candidate's admission will not be cancelled)

The refund of fees as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents. Refund shall be made after deduction of the cancellation charges as shown below:

Sr.No.	SITUATION	REFUND
1.	Cancellation Request Received before cutoff date & if a seat is filled in that course before the cutoff date	Entire fee less Rs. 1000/-
2.	Cancellation Request received before cutoff date but 'a seat' could not be filled in that course before cutoff date	No Refund (except security deposit)

Note:

- Entire amount of Security/Caution Money Deposit is to be refunded to candidate.

8.0 Actions to be taken in case of excess admissions, late uploading of admitted candidates and refund of fees after cancellation of admission

8.1 Excess admissions

- 1) Excess admissions over the sanctioned intake shall not be allowed under any circumstances.
- 2) In case any excess admission is reported/noted by the DTE and / or AICTE, appropriate penal action will be initiated against the Institution.
- 3) The Institution shall be liable to following punitive action from any one or more of the following by the DTE and / or AICTE.
- 4) surcharge amounting five times the total fees collected per student shall be levied against each excess admission
- 5) seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
- 6) Suspension of approval for supernumerary seats
- 7) No admission status in one/more courses
- 8) Withdrawal of approval for programme/course
- 9) Withdrawal of approval of the Institution
- 10) Institution shall be listed as defaulter and defaulter list shall be communicated to AICTE and will be published on DTE website for the information of general public

8.2 Late uploading of Admitted candidates on DTE web site.

- i. After the display of allotment list in each CAP Round, candidates should report to the "Respective Institutes" as per the notified schedule of the admission process.
- ii. Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility.
- iii. After scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the form as prescribed by the concerned institute and confirm the admission offered.
- iv. The Director/Principal of the respective Institute is required to carry out "Online Update" of the confirmation/cancellation of the candidate's admission on website through their Institute login, at the time when the candidate is being admitted/ cancelled at the Institute.
- v. The system shall automatically generate letter of confirmation/cancellation of the admission as an acknowledgement.

-
- vi. The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.
 - vii. If a candidate fails to substantiate the claims made at the time of submitting the application form by submitting the necessary original documents and fails to pay the prescribed fees in full within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.
 - viii. It is the responsibility of the Director/Principal of concerned institute to update the status of the reporting of the candidate. If the institute fails to update the status of reporting in scheduled time, then such unreported seat(s) will be filled in subsequent CAP rounds and the institute will be responsible for further consequences.
 - ix. If the institute fails to update the status of Cancellation of the candidate on the date of cancellation through "Online Update", then strict action shall be taken against such institutes. It is mandatory to cancel the admission through online system only and issue the printout of the "Online Receipt of the Cancellation" to the candidate with due seal and signature of the authority of the institute.
 - x. The CAP allotment list will be available to the institute through their Institute Login. The list can be collected from Regional Offices also. The Institute should update the information of the reported candidates, allotted under CAP "Online update" when a candidate is reporting to the Institute.
 - xi. Rounds of admission for Institute Level Seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute
 - xii. The Director/Principal of the institute has to also update the list of all admitted candidates on the DTE website through their institute login clearly indicating the stage of their admission like CAP, Against CAP vacancy, Institute level/ Minority seats, etc. within 5 days from the cut off date of the admission.
 - xiii. If the institute fails to update the reporting of the candidate through "Online Update", the action shall be taken against the institute as indicated at Annexure-III.
 - xiv. The Director/Principal of the institute is required to update the list of all admitted candidates of CAP and Against CAP Vacancy Seats immediately as per the schedule of admission on the DTE website through their institute login.
 - xv. Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Director/Principal / Head of the Institute within 7 days from the cut off date. **However institute should note that they shall be able to upload candidate's admission of not more than 10% of SI per choice code after declared cutoff date of admission. Uploading Link will be closed on the last day of cutoff date of uploading.**
 - xvi. The regional office of the Joint Director of Technical Education shall verify the supporting documents and forward the list of admitted candidate to the Director, Technical Education along with the remarks of Joint Director for final approval.
 - xvii. The DTE and/or Pravesh Niyantaran Samiti, Mumbai shall accord the final approval to the list of admitted candidates. It is binding on all the Universities to grant enrollment only to the students who are on approved list.

Important Note: All the institutes are required to complete their admission process on or before the cut-off date as specified in the schedule. Any admission carried out after cut-off date will not be approved by DTE and/or Pravesh Niyantaran Samiti, Mumbai.

8.3 Refund Cases after cancellation of admission

Institutions not following guidelines given by AICTE regarding refund of fees on cancellations or delaying refunds shall be liable to following punitive action from any one or more of the following by the AICTE/DTE.

- Surcharge amounting two times the total fees collected per student shall be levied against each case regarding refund.
- Seats equal to double the number of such cases shall be reduced from intake in the subsequent academic year.
- Suspension of approval for supernumerary seats, if any.

9.0 Miscellaneous:

- (a) The medium of instruction is English.
- (b) Candidates admitted to a course in Engineering / Technology will have to produce the Eligibility Certificate from the University to which the College is affiliated. If Candidate fails to produce Eligibility Certificate his / her Admission will be cancelled at any stage.
- (c) **Candidate once admitted directly to the second year of a course in any College shall not be Eligible for transfer to any other Institution during the same Academic Year.**
- (d) Head of the Institution may refer the Candidate to the appropriate medical Authority for ascertaining the physical fitness of the Candidate to undergo the Requirements of the course.
- (e) Head of the Institution may verify the antecedents of the Candidate through the appropriate Police Authority.
- (f) **Any other matter not specifically covered by these rules shall be decided by the Director of Technical Education and his decision will be final.**

10.0 Hostel Accomodation:

Accommodation in hostels is not guaranteed. Candidates are advised to verify personally whether the hostel accommodation is available or not by contacting Principals of concerned Colleges. Hostel fees should also be ascertained by the Candidates from the Principals before taking Admission.

11.0 Conduct and discipline for all students & colleges:

- 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 for admission or even at later date during the Admission Process. Such a candidate will be debarred from the entire selection process. Therefore the candidate is required to make only such claims which could be substantiated by relevant original documents.
- Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- Notwithstanding anything contained in these Rules, if the Govt. takes any policy decision pertaining to Direct Second Year Engineering admission, then the same shall be brought in to effect at that point of time as per the directives from the Govt. from time to time.
- 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.

Condition of minimum attendance: The Students will not be allowed to appear for the examination if he/she do not attend minimum 75 per cent classes of theory, practical, etc.

Action against ragging: Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2012-13) 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 situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, 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.

Any Acts or its amendments which may be published from time to time or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay, etc will be applicable to Candidates and Institutes covered under these rules of admission. All the institutes are hereby instructed to strictly follow the recent guidelines of AICTE in order to prevent ragging.

- 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.

12.0 Legal jurisdiction:

All disputes pertaining to the conduct of admission shall fall within the jurisdiction of Mumbai High Court, bench at Mumbai only. The Competent Authority shall be the legal person in whose name the Government of Maharashtra may sue or may be sued.

13.0 Undertaking:

All Candidates has to submit the Undertaking given in Proforma-I.

14.0 Transfers due to closure of Course/Institute

If the AICTE has given permission for the closure of the Course/Institute for the current Academic year AND the students on roll for Second, Third & Fourth year [including candidates Admitted in supernumerary quota] are less than 20 students for the respective Second, Third & Fourth year then competent authority shall transfer the candidate admitted in the previous Academic years [including candidates admitted in supernumerary quota] studying in that Corresponding year (Second/Third/Fourth) in any unaided Institutes to any other Unaided Institutes within the same university area where vacancies within sanctioned intake exist on the request of the Institute.

Proforma – A
(For Type C Candidates Sons and Daughters of Central Government / Government of India
undertaking employee - To be issued on the Printed Letter Head of the concerned office)
[Strike out which ever not applicable]

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 Central Government / Government of India undertaking.
Shri / Smt. is transferred/appointed toin Maharashtra State vide transfer/appointment 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 Direct Second Year of Four Year Degree course in Engineering/Technology for the academic year 2015-2016.

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/Appoinmtment Order
- 2) Joining Report

Proforma – B
(For Type D Candidates For Sons and Daughters of Maharashtra State Government/
Maharashtra State Government undertaking employees To be issued on the Printed
Letter Head of the concerned office)
[Strike out which ever not applicable]

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 appointed vide order No..... Dated.....
He / She has joined duty in the office on and is currently working in the same post.
This certificate is issued for the purpose of his/her son/daughter’s admission to Direct Second Year of Four Year Degree course in Engineering/Technology for the academic year 2015-2016.

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/Appoinmtment Order
- 2) Joining Report

Proforma – 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 defence 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 Direct Second Year of Four Year Degree course in Engineering/Technology for the academic year 2015-16.

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:- This certificate is not to issued for the Civilian Staff working in the Indian Army/Navy/Airforce.

Proforma– 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

(Date of Joining)

in the same post.

This certificate is issued for the purpose of his / her son / daughter’s admission to Direct Second Year of Four Year Degree course in Engineering/Technology for the academic year 2015-16.

Outward no. & Date:

Place :

Designation

(Signature)

Name

&

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

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

Proforma – E (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 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 Direct Second Year of Four Year Degree course in Engineering/Technology for the
academic year 2015-16.

Outward no. & Date :
Place :

(Signature)
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/Airforce.

PROFORMA –F

(For P-1, P-2, and P-3 Candidates)
(For Persons with Disability Candidates)

Name and address of the Institute / Hospital
Certificate No.

Date

DISABILITY CERTIFICATE

Recent Photograph
of the candidate
showing the
disability duly
attested by the
chairperson of the
Medical Board

This is certified that Shri/Smt./Km.
son/wife/daughter of
Shri age..... sex..... identification mark
(s)..... is suffering from permanent disability of following category :-

A. Locomotors or cerebral palsy:

- (i) BL-both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip

(c) Ataxic

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or low vision

(i) B-Blind

(ii) PB-Partially Blind

C. Hearing impairment

(i) D-Deaf

(ii) PD-Partially Deaf

(Delete the category, whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case of not recommended/is recommended after a period of _____ years months*.

3. **Percentage of disability in his/her case is _____ percent.**

4. Sh./Smt./Kum. _____ meets the following physical requirements for discharge of his/her duties.

(i)	F-can perform work by manipulating with fingers	Yes/No
(ii)	PP-can perform work by pulling and pushing	Yes/No
(iii)	L-can perform work by lifting	Yes/No
(iv)	KC-can perform work by lifting	Yes/No
(v)	B-can perform work by bending	Yes/No
(vi)	S-can perform work by sitting	Yes/No
(vii)	ST-can perform work by standing	Yes/No
(viii)	W-can perform work by walking	Yes/No
(ix)	SE-can perform work by seeing	Yes/No
(x)	H-can perform work by hearing/speaking	Yes/No
(xi)	RW-can perform work by reading and writing	Yes/No

(Dr. _____)
Member
medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

Countersigned by the Medical
Superintendent/CMO/
Head of Hospital (with seal)

*Strike out which is not applicable

Proforma-F-1

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

(For Physically Handicapped Candidates)

P3 (Learning Disability) Candidates

LEARNING DISABILITY CLINIC
L.T.M.G. HOSPITAL, SION, MUMBAI-400 022.

CERTIFICATE

Photograph of the
candidate

Name :
Age :
Date of Birth :
Date of Registration : L.D.No.
Father's Name :
Std. : School Name :

Physical & Neurologic Assessment Date :

Psychologic Assessment Date :

WISC (R) Verbal IQ :
Performance IQ :
Global IQ :
Interpretation :

Educational Assessment Date: WRAT: R
S
A

Certified that:

1. The percentage of handicap is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her to Direct Second Year of Four Year Degree course in Engineering/Technology for the academic year 2015-16.

Recommendations:

(Name and Signature of Issuing Authority)

Outward No. & Date:

Seal of the Office

Pro forma – O

Specimen Application form for cancellation of admission
(To be submitted in duplicate)

Date:

To
The Principal,
(Name of the Institute)

.....
.....
.....

Sir,

Full Name of Candidate :

Name of College :

Course : Date of admission :

General Merit Number :

Amount of fee paid : Rs.

Fee Receipt Number and Date: (Attach Xerox copy)

I request you to kindly return my original documents and refund the fees paid as per the rules.

.....

Signature of candidate

For Office use only :

Full address of the Candidate:

		Amount Paid Rs.	
		Amount Deducted Rs.	
		Amount refunded Rs.	
		Cheque No. & date	
Telephone No :		Bank particulars	

Signature of Accounts Officer

Received the following original documents from the Admission Authority, along with the cheque towards refund of tuition fees:

1.	
2.	
3.	
4.	
5.	
6.	

Signature of the Candidate

कमीतकमी रु.१००/- च्या नॉन ज्युडीशियल स्टॅम्पपेपरवर खाली नमूद केलेले हमीपत्र सादर करावे

हमीपत्र

मी _____ हमीपत्र देतो की, जर मला प्रथम वर्ष Direct IInd Year Engineering या प्रवेश प्रक्रियेत प्रवेश मिळाला तर जात पडताळणीबाबतची आवश्यक ती सर्व कागदपत्रे मी प्रवेश झालेल्या महाविद्यालयात दि. ३०/०८/२०१५ पर्यंत सादर करीन.

जात वैधता प्रमाणपत्र दिनांक ३०/११/२०१५ पर्यंत मिळविण्याची सर्वस्वी जबाबदारी माझी असेल.

जात वैधता प्रमाणपत्र प्रवेश मिळालेल्या संस्थेत दिनांक ३०/११/२०१५ पर्यंत सादर न केल्यास किंवा माझे जात वैधता प्रमाणपत्र कोणत्याही कारणास्तव मिळण्यास ऊशीर झाल्यास पर्यायाने प्रथम वर्ष Direct IInd Year Engineering अभ्यासक्रमासाठी मिळालेला प्रवेश रद्दबातल झाल्यास त्याची जबाबदारी महाराष्ट्र शासन व तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांची राहाणार नाही व सदर जबाबदारी सर्वस्वी माझी राहिल.

विद्यार्थ्याचे नांव :
विद्यार्थ्याची स्वाक्षरी व दिनांक :
जातीचा प्रवर्ग/ जातीचे नांव :
Application ID :

ANNEXURE - I

Steps of Centralised Admission Process

Step- I: Sale of Information Brochure.

- Information Brochure along with Application Kit for the aspiring Candidates will be available at the Application Form Receipt Centers (ARCs) as mentioned in the Notification, website against the payment of the application processing fees.
- **Price of the Information Brochure along with Application Kit is Rs. 500/- (Rs. Five Hundred Only) for General Candidates and Rs. 400/- (Rs. Four Hundred Only) for Backward Class Category candidates belonging to Maharashtra State only. The Application Processing fees are to be paid in cash only at the ARC.**
- It is mandatory for the Candidates to procure the Information Brochure along with Application Kit.
- The Application Kit contents the Application ID and Password.
- Candidates will receive Receipt of Payment of fees from **ARC** titled as “**Candidate’s copy**”. Candidates are required to produce the receipt of the payment of fees at the time of confirmation of submission of **CAP** application form for admission at the **ARC** and therefore the Candidates are instructed to carefully preserve the receipts of the payment for further use.
- The information printed in the brochure will also be available on the website for browsing, downloading and printing.

Step- II: Online Submission of Application Form.

- Aspiring Candidates should read the admission rules & Information Brochure thoroughly.
Aspiring Candidates are required to fill the “Online Application Form for Admission to Direct Second Year Engineering/Technology” through the web site www.dtemsharashtra.gov.in/dse2015 through Internet at home, cybercafé or at any of the ARCs as mentioned in **notification**.
- **Application sent by post/courier will not be accepted and such applications will be rejected** without any communication.
- The Candidate should note down the Application ID & password on the reverse side of the Diploma mark sheet for further process.
- The Candidate will be able to login to the Online Admission System by using Application ID and Password provided in the Application Kit.
- After online submission of Application form, Candidate is required to take the printout of the same. The Candidate should check the information submitted and should correct the same, if required, himself/herself before confirmation at **ARC**.
- Candidate can check status of processing of his/her Application form, check position in the merit list, submit and confirm online option form(s), check CAP Allotment Status, status of reporting to the institute, etc.
- The Candidate should confirm only one form. **If it is found that the Candidate has submitted and confirmed multiple forms to appear multiple times in the merit list and subsequently allotment, his/her Candidature shall be cancelled.** The name of such Candidate will not appear in the merit list.

Step-III: Document Verification and Confirmation of Submission of Online Application Form at ARC.

CONFIRMATION IS MANDATORY FOR ALL CANDIDATES.

- All the Candidates who have submitted Online Form are required to confirm the submission of application form at any convenient **ARCs**.
- The candidate has to produce duly signed copy of the Online Application Form along with the attested Xerox copies. The candidate should also carry the originals of these required supporting documents enlisted in the online form and the Receipt of Payment for confirmation at ARC.
- **ARC** officer will do the **Technical and Administrative scrutiny** of the Application Form and required supporting documents.
- **ARC** Officer will verify whether the Candidate has correctly filled the Online Application form as well as the required original documents.
- The candidate has to correct the information in Online Application form, if any, before confirmation by the ARC Officer.
- If the **ARC** officer found that the supporting documents are not enough to claim for a valid Candidature then the submitted application form will not be accepted for further processing. The Candidate shall be responsible for his/her particulars.
- **ARC** officer found any correction in the submitted application form then the Candidate has to correct it only through his/her login before confirmation by the **ARC** Officer and then application forms will be confirmed by **ARC** Officer.
- **ARC** officer shall confirm the “Online Application Form for Admission to Direct Second Year Engineering/Technology” and will take 2 printouts of the Receipt-cum-acknowledgement. The Candidate and **ARC** officer shall sign on both the copies of the Receipt-cum-acknowledgement and **ARC** Officer shall issue one copy to the Candidate and other copy will be retained at **ARC** for office use.

Step-IV: Provisional Merit List, Grievences and Final Merit List

- The Provisional Merit List for Diploma Candidates and B. Sc. Candidates shall be published separately on website.
- The facility to view the Provisional Merit Lists shall also be available at **ARC**.
- If there are any grievences, the candidate has to submit the grievences in writing at the **ARC** where candidate have confirmed his/her Application Form.
- The ARC Officer shall communicate the corrections required, if any, through the Online System to the DTE.
- The Final Merit Lists for Diploma Candidates and B. Sc. Candidates shall be published on the website.
- The grievence shall not be considered once the Final Merit List is published.

Step-V: Publication of Vacancy for CAP Rounds.

- The Number of Seats available for each course institutewise alongwith detailed distribution of Seats will be displayed on the website.
- The number of seats available for **CAP** Rounds will be made available to the Candidates before submission of the option form of the respective **CAP** Rounds.

Step-VI: Submission and Confirmation of Online Option form for CAP Round-I by Diploma Candidate.

a. Submission of Online Option Form

- All the Candidates having name in the Final Merit List for Diploma Candidates are eligible to submit the option form.
- Candidate should himself/herself fill the Online Options Form.
- Instructions for filling option form :
 - Every course in the institute has been assigned a 9-digit choice code The list of choice codes shall be available on website for filling the Option Form.
 - 100 options are made available in the online option form of CAP Round-I. Each option space block is denoted by a serial number **1 to 100**.
 - The serial number of block indicates preference of choice. Thus the code number of the choice code filled by the Candidate in block No. 1 will be the first preference.
 - The Candidate can fill maximum 100 options. The Candidate has to fill the Institute code against the option number in the online option form. If the Candidate desires, he / she can opt for lesser number of options also.
 - Candidates will be able to fill in the Online Option form through Application ID login assigned to the Candidates. The Candidates can fill the “Online Option Form for CAP Round I for Admission to Direct Second Year Engineering / Technology” through any computer connected to Internet, either from home or cyber café and take the printout of the Online submitted Option form.
 - An interactive interface will be made available to the Candidates for selection of University wise Institutes before setting the preferences.
 - Once the preferences are set then the Candidates will be able to submit the option form, take the printout of the options filled and will be stored in database as version 1.
 - If the Candidate wishes to change the option form after submission of 1st version and before the confirmation by Candidate himself/herself then he/she is required to submit the fresh option form as per the procedure mentioned above and the second option form will be stored in database as version 2 and so on.

b. Confirmation of Online Option Form

- Candidate has to confirm the submitted on-line Option Form by himself/herself.
- Online software application hosted on the website will compile and generate an acknowledgement letter for confirmation of the option form for CAP Round I of the Candidate.
- It is mandatory to all Candidates to confirm the submitted online option form of CAP Round-I, otherwise the submitted online option form will not be considered for allotment of CAP Round-I.
- No Correction/Modification is permitted once the submission of option form is confirmed by the Candidate.
- If the Candidate fails to submit the option form online or fails to confirm the option form or submits the option form without giving any option, his / her name will not be considered for the allotment.
- The ARC shall act as facilitation center to assist the candidate for which the ARC shall charge Rs. 50/- (Rs. Fifty Only) as facilitation fee.

Step VII : Display of Allotment, Rules of Reporting to the “Respective Institute” and Confirmation of the Admission of CAP ROUND-I.

This will be a direct allotment round. At the start of this round, total seats available for allotment will be the **CAP** seats. The allotment in this round will be done on the basis of options confirmed by the candidates, inter se merit of the eligible Candidate and available seats at that point of time during the allotment stage/process.

- The allotment of Candidates will be displayed on the website
- The Candidate is required to take a printout of the displayed allotment.
- No separate allotment letter will be issued to the Candidate.
- The Candidate will report at the Respective Institute along with the necessary original documents and pay necessary fees in full strictly as per schedule. (Refer Rule of Reporting for CAP Round-I).
- The institute must verify the Original documents, even though the ARC has verified the documents, before admitting the candidate.
- The respective institute shall log in through the Institute Login and update the status of reporting of the Candidate’s Admission immediately when the candidate is being admitted.
- The Institute shall receive an acknowledgement receipt of Reporting and status of the Candidate will change to ‘Reported Candidate’. The institute shall issue one copy of this letter to the candidate also.
- If the Candidate (to whom it is Mandatory to report after allotment) fails to report to allotted institute and confirm the Admission at the Institute, on or before the last date of reporting at the Institute then the Candidate shall lose claim on the allotted seat (Refer Rules of Reporting for CAP Round-I).

Rules of Reporting for CAP Round-I:

1. All candidates who have secured **First choice allotment** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-I since names of such candidates will be automatically deleted from the subsequent lists of eligible candidates for subsequent CAP rounds.
2. Candidates (other than those covered in above stated rule no. 1)
 - who have secured an allotment which is not first option
 - And**
 - who are satisfied with the allotment of CAP Round-I
 - And**
 - who are no more interested in participating in subsequent CAP rounds may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.
3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-I, shall not be available for allotment in subsequent CAP rounds

Step VIII : Submission and Confirmation of Online Option Form for CAP Round-II by the Diploma Candidate.

a. Submission of Online Option Form

- Vacancy position for **CAP Round II** shall be displayed on the website.
- All the Candidates whose names have appeared in the merit list of such Candidates who are eligible to submit the option form for **CAP Round-II**.
- Candidate should fill up the options for the courses.
- **Instructions for filling option form:**
 - Every course in the institute has been assigned a 9-digit choice code. The list of choice codes shall be available on website for filling the Option Form.
 - 100 options are made available in the online option form of CAP Round-II. Each option space block is denoted by a serial number **1 to 100**.
 - The serial number of block indicates preference of choice. Thus the code number of the Institute filled by the Candidate in block No. 1 will be the first preference.
 - The Candidate can fill maximum 100 options. The Candidate has to fill the institute code against the option number in the online option form. If the Candidate desires, he / she can opt for lesser number of options also.
 - Candidates will be able to fill in the online option form through unique application ID login assigned to the Candidates at any of the ARCs mentioned in notification. However the Candidates can also fill the “Online Option Form for CAP Round II for Admission to Direct Second Year Engineering / Technology” through any computer connected to Internet, either from home or cyber café and take the printout of the online submitted option form.
 - An interactive interface will be made available to the Candidates for selection of University wise Institutes before setting the preferences.
 - Once the preferences are set then the Candidates will be able to submit the option form and will be stored in database as version 1.
 - If the Candidate wishes to change the option form after submission of 1st version and before the confirmation by Candidate himself/herself then he/she is required to submit the fresh option form as per the procedure mentioned above and the second option form will be stored in database as version 2 and so on.
 - Option forms received through online submission will only be considered valid for further processing.

b. Confirmation of On-Line submitted Option Form for CAP Round-II

- Candidate has to confirm the submitted on-line option form by himself / herself.
- Online software application hosted on the website will compile and generate an acknowledgement letter for confirmation of the option form for CAP Round II of the Candidate.
- It is mandatory to all Candidates to confirm the submitted online option form of CAP Round-II, otherwise the submitted online option form will not be considered for allotment of CAP Round-II.
- No Correction/Modification is permitted once the submission of option form is confirmed by the Candidate.
- If the Candidate fails to submit the option form online or fails to confirm the option form or submits the option form without giving any option, his / her name will not be considered for the allotment.
- The ARC shall act as facilitation center to assist the Candidate for which the ARC can charge Rs. 50/- as facilitation fee.

Step IX : Display of Allotment, Rules of Reporting to the “Respective Institute” and Confirmation of the Admission of CAP Round -II.

This will be a direct allotment round. At the start of this round, total seats available for allotment will be the **CAP** seats available for allotment in **CAP Round-II**. The allotment in this round will be done on the basis of options submitted, inter se merit of the eligible Candidate and available seats at that point of time during the allotment stage/process.

- The allotment of Candidates will be displayed on the website
- The Candidate is required to take a printout of the displayed allotment.
- No separate allotment letter will be issued to the Candidate.
- The Candidate will report at the Respective Institute along with the necessary original documents and pay necessary fees in full strictly as per schedule. (Refer Rule of Reporting for CAP Round-II).
- The institute must verify the Original documents, even though the ARC has verified the documents, before admitting the candidate.
- The respective institute shall log in through the Institute Login and update the status of reporting of the Candidate's Admission immediately when the candidate is being admitted.
- The Institute shall receive an acknowledgement receipt of Reporting and status of the Candidate will change to 'Reported Candidate'. The institute shall issue one copy of this letter to the candidate also.
- If the Candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the Admission at the Institute, on or before the last date of reporting at the Institute then the Candidate shall lose claim on the allotted seat (Refer Rules of Reporting for CAP Round-II).

Rules of Reporting for CAP Round-II:

1. All candidates who have secured **Any one of the first Seven options** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-III since names of such candidates will be automatically deleted from the subsequent lists of eligible candidates for subsequent CAP rounds.

2. Candidates (other than those covered in above stated rule no. 1)

- who have secured an allotment which is not out of first Seven options

And

- who are satisfied with the allotment of CAP Round-II

And

- who are no more interested in participating in subsequent CAP rounds

may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.

All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-II, shall not be available for allotment in subsequent CAP rounds.

Stage-X: CAP Round III- Counseling Round of Admission

Eligible Candidates for CAP Round-III:

The Diploma candidates whose names have appeared in the Diploma Merit List of CAP round-II published by the Directorate of Technical Education excluding the candidates who have Secured an allotment in

CAP Round-II. All the candidates whose name appears in the B. Sc Merit List are eligible for this round.

Available Seats

1. All CAP seats under purview of Competent Authority except the seats for which the candidates have reported in Round-I, Round II.
2. All vacant seats shall be available without any seat tag such as Backward, PH, Defence etc. and will be considered as State Level General seats.

Rules of Reporting for CAP Round-III:

- Eligible candidates must report in-person at the venue of “Center of Counseling Round” in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not be allowed to participate in this round.
- Candidate is required to pay processing fees of CAP Round-III, Rs.100/- in cash at the Center of Counseling Round and obtain a receipt for the same.
- The candidate will report as per schedule at the following Center of Admission along with the necessary original documents. Candidates excluding SC/ST category carry part payment of non-refundable fees of Rs. 10,000/- in the form of DD in Favour of **“The Director, Technical Education” payable at Mumbai**. Eligible Candidates who report to the Admission Center will be offered admission to available seat as per the inter se **merit of candidates**.
- **Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable** fees of Rs. 10,000/- (in the form of DD) (Excluding SC/ST) and producing necessary documents in original for verification.
- The Center of Admission will update the confirmation of the candidate’s admission on DTE website through the login immediately.
- Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees as notified by the Shikshan Shulka Samiti less Rs. 10,000/- paid by the candidate) at Respective Institute as per notified schedule. If the candidate fails to report to the Institute and pay the balance fees on or before the last date of reporting at the Institute then the candidate shall lose the claim on the allotted seat as well on the part payment of fee Rs. 10,000/- paid by the candidate at the Center of Admission.

ANNEXURE - II

Documents to be attached along with the Online Application form for CAP and Admission

The Candidates are required to carry **ALL Original Certificates** in support of their claim at the time of confirmation of CAP Application form for the scrutiny and verification at **ARC**. The Candidates are required to submit only attested true copies of documents at the time of Confirmation of CAP application form.

Sr. No.	Type of Candidate	Attested True Copies of Documents to be Attached
1.	All Candidates	Statement of marks obtained at SSC or its Equivalent Examination. Statement of marks obtained at the Qualifying Examination (Diploma / B.Sc.) for each attempt in Final Year/Semesters. School Leaving Certificate after passing Diploma. Certificate of the Indian Nationality of the candidate#. Equivalence Certificate from MSBTE ^s , if necessary.
2.	Type – A Candidates	Domicile Certificate* of Candidate indicating that he/she is Domiciled in the State of Maharashtra. If the candidate fails to submit Domicile Certificate, then the candidate has to produce the Birth Certificate / Leaving Certificate in which the Place of Birth should be in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
3.	Type – B Candidates	Domicile Certificate* of Candidate or of Father/Mother of Candidate indicating that he/she is Domiciled in the State of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
4.	Type – C Candidates	Certificate from the employer in the pro forma – A stating that Father/Mother of the Candidate who is a Central Government / Govt. of India undertaking employee is presently posted in Maharashtra. (In addition to the Documents mentioned in Sr. No. 1)
5.	Type – D Candidates	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 is presently posted in Maharashtra. (In addition to the Documents mentioned in Sr. No. 1)
6.	Backward Class Candidates belonging to S.C. / S.T.	Caste Certificate Caste/Tribe Validity Certificate** (In addition to the Documents mentioned in Sr. No. 1)
7.	Backward Class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC Categories	Caste Certificate Caste Validity Certificate** Non Creamy Layer Certificate@ valid upto 31 st March 2016 (In addition to the Documents mentioned in Sr. No. 1)
8	EBC Candidates	Income Certificate of Parents issued by Competent Authority of Govt. Of Maharashtra having Annual Income upto 1 Lacs

All these Documents are required to be verified with the originals by the Admission authority when the Candidate reports to the institute for confirmation of Admission after obtaining the allotment. No Admission will be confirmed unless all the original documents are submitted for verification.

#Certificate of Indian Nationality:-

The Certificate of Indian Nationality is a part of the Domicile Certificate, which is usually issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned District/Taluka. In lieu of this “**Certificate of Indian Nationality**” following Certificates/Documents will also be acceptable:

- Indian Passport in the name of the Candidate, issued by appropriate authorities.
- The School Leaving Certificate indicating the Nationality of the Candidate as ‘**Indian**’.
- Birth Certificate of the Candidate indicating the Place of birth of the Candidate is within India.

If the Indian Resident Candidate fails to produce any one of the above mentioned certificate/documents indicating Nationality then such candidate’s Nationality shall be considered based on the undertaking given in Proforma-I on Rs. 100 Non-Judicial Stamp Paper **at the time of submission** of CAP Application form for admission.

§ Such Candidates shall produce Equivalence Certificate from MSBTE, 4th floor, Govt. Polytechnic Building, 49, Kherwadi, Ali Yavar Jung Marg, Bandra (E), Mumbai- 400 051 (www.msbte.com) at the time of confirmation of application form at **ARC**.

***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.

****Caste Validity Certificate:-**

Candidates belonging to SC, ST, VJ/DT NT (A), NT (B), NT(C), SBC and OBC category are required to produce Caste Validity Certificate **at the time of filling** of the online application form. (If the candidate not having the validity certificate, the policy of Social Justice & Welfare and Tribal Development Department shall be implemented and the documents to be submitted accordingly will be notified on the website.)

@Non-Creamy Layer Certificate:-

A candidate belonging to ‘Creamy Layer’ amongst the categories SBC, V.J./N.T.(A), N.T.(B), N.T.(C), N.T.(D) and O.B.C. must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under the categories SBC, V.J./N.T.(A), N.T.(B), N.T.(C), N.T.(D) and O.B.C. will be required to produce “Non-Creamy Layer Certificate” in the name of the candidate as specified in the Government Resolution No. CBC/10/2008/CR-697/BCW-5, dated 27th February 2009. The certificate must be valid up to 31st March 2016.

Non-creamy layer Certificate is required to be produced on or before the last date of filling up of CAP Admission Form, failing which the category claimed will not be considered.

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 and confirmation of Online Application form as the **cut off date**. It is made abundantly clear that if a Candidate is found ineligible as on the last date of submission and confirmation of Online Application form, 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 and Confirmation 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.**

Attestation:

Candidate should note the following points while submitting the Application form:

- Candidate shall attach attested copies of all the required Certificates as mentioned in the rules and enumerate the same in the given format as applicable. Candidate shall not attach a copy of any other Certificate, which is not asked for under these rules such as Certificates for participation in sports, cultural activities etc.
- The copies of Certificates or documents attached to the application form should be attested by the Principal of the college from which the Candidate has passed Qualifying Examination or Gazetted Officer or Special Executive Magistrate or Head Master of a Secondary School or Teaching Staff of Government College/Polytechnic not below the rank of a lecturer. Original Certificates should not be attached with the application form.

Translation:

If the Candidate produces any Certificate, which is not in Marathi or Hindi or English language, authenticated Marathi or Hindi or English version of the same, duly attested by a Gazetted Officer shall also be produced.

IMPORTANT NOTE: Admission under constitutional reservation seat will be governed by the Maharashtra Schedule Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah. Act No.XXIII of 2001) as below:

Para 10: (Benefits secured on the basis of false Caste Certificate to be withdrawn)

(1) Whoever not being a person belonging to any of the Scheduled Castes, Scheduled Tribes, Denotified Tribes, De-notified tribes, (Vimukta Jatis), Nomadic Tribes, Other Backward Classes or Special Backward Category secures admission in any educational institution against a seat reserved for such Castes, Tribes or Classes, or secures any appointment in the Government, local authority or in any other company of Corporation, owned or controlled by the Government or in any Government aided institution or Co-Operative Society against a post reserved for such Castes, Tribes or Classes by producing a false Caste Certificate shall, on cancellation of the Caste Certificate by the Scrutiny Committee, be liable to be debarred from the concerned educational institution, or as the case may be, discharged from the said employment forthwith and any other

benefits enjoyed or derived by virtue of such admission or appointment by such person as aforesaid shall be withdrawn forthwith.

(2) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance or other financial benefit shall be recovered from such person as an arrears of land revenue.

(3) Notwithstanding anything contained in any Act for the time being in force, any Degree, Diploma or any other educational qualification acquired by such person after securing admission in any educational institution on the basis of a Caste Certificate which is subsequently proved to be false shall also stand cancelled, on cancellation of such Caste Certificate, by the Scrutiny Committee.

(4) Notwithstanding anything contained in any law for the time being in force, a person shall be disqualified for being a member of any statutory body if he has contested the election for local authority, Co-operative Society or any statutory body on the seat reserved for any of Scheduled Castes, Scheduled Tribes, De-notified Tribes, (Vimukt jatis), Nomadic Tribes, Other Backward Classes or Special Backward Category by procuring a false Caste Certificate as belonging to such Caste, Tribe or Class on such false Caste Certificate being cancelled by the Scrutiny Committee; and any benefits obtained by such person shall be recoverable as arrears of land revenue and the election of such person shall be deemed to have been terminated retrospectively.

Para 11: (Offences & Penalties)

(1) Whoever,-

(a) Obtains a false Caste Certificate by furnishing false information or filing false statements or documents or any other fraudulent means ; or

(b) not being a person belonging to any of the Scheduled Tribes, De-notified Tribes, (Vimukt jatis), Nomadic Tribes, Other Backward Classes or Special Backward Category secures any benefits or appointment exclusively reserved for such Castes, Tribes or Classes in the Government, local authority or any other company or corporation owned or controlled by the Government or in any Government aided institution, or secures admission in any educational institution against a seat exclusively reserved for such Castes, Tribes or Classes or is elected to any of the elective offices of local authority or Co-operative Society against the office, reserved for such Castes, Tribes of Classes by producing a false Caste Certificate; shall, on conviction, be punished , with rigorous imprisonment for a term which shall not be less than six months but which may extent up to two years or with fine which shall not be less than two thousand rupees, but which may extend up to twenty thousand rupees or both.

(2) No court shall take cognizance of an offence punishable under this section except upon a complaint, in writing, made by the scrutiny Committee or by any other officer duly authorized by the Scrutiny Committee for this purpose.

Para 12: (Offences under Act to be cognizable & nonbailable)

Notwithstanding anything contained in the Code of Criminal Procedure; 1973 --

(a) offence punishable under section 11 shall be cognizable and non-bailable;

(b) every offence punishable under this Act, shall be tried by any Magistrate of First Class in a summary way and provisions of sections 262 except sub-section(2) to 265 both inclusive of this Code shall as far as possible may be applied to such trial.

Para 13: (Penalty for issuing false Caste Certificate)

(1) Any person or authority performing the functions of Competent Authority under this act, who intentionally issues of false Caste Certificate shall earn conviction, be punished with rigorous imprisonment for a term which shall not be less than six months but which may extend up to two years or with fine which shall not be less than two thousand rupees, but which may extend up to twenty thousand rupees or both.

(2) No court shall take cognizance of an offence punishable under this section except with the previous sanction of the Government.

Para 14: (Penalty for abatement)

Whoever abets any offence punishable under this Act shall be punished with the punishment provided for in this Act for such offence.

The Certificate issuing Authorities for various Backward Classes are as follows:

Sr. No.	Category of Reservation	Documents required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Caste Validity Certificate	Divisional Caste Certificate Scrutiny Committee of the respective Divisional Social Welfare Office.
2.	S.T.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Tribe Validity Certificate	Director/Deputy Director, Tribe Scrutiny Committee of respective Region
3.	VJ/ DT(A)/ NT(B)/ NT(C)/ NT(D)/ OBC/SBC.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Caste Validity Certificate	Divisional Caste Certificate Scrutiny Committee of the respective Divisional Social Welfare Office.
		3. Non-creamy layer Certificate valid up to 31st March 2016	Sub Divisional Officer/Deputy Collector/Collector of the district.

ANNEXURE - III

Admission Rounds at the Institute level by counselling for seats remaining vacant after CAP Rounds in Govt., Govt. Aided, Govt. Aided University Managed Institutes, University Departments and Un Aided Institutes:

Admissions to CAP Allotment Round Allotees for the Institute

Admission Authority in the Institute shall follow the procedure mentioned under **Annexure-I** and should verify the original documents as mentioned in **Annexure-II** while confirming the Admission of Candidates who have been allotted seat through Centralised Admission Process.

All the Institutes must update the information required to calculate the number of seats available for admission to direct Second year (refer Rule No. 3.0) through the institute code, assigned to the institute, and password. The Online system shall validate the information and generate online report having time stamp of last update of the information and time stamp of report generated. The Institute has to submit the duly signed the authenticated report to the concerned regional office of **DTE** as per schedule. The regional office of **DTE** shall verify the information and confirm through Regional office code and password. The system shall generate the Receipt-cum-Acknowledgement of the vacancy information. Once the information is accepted through online system, the institute shall not be able to modify it.

A) Guidelines for the Admission Process to be carried out by Government, Government Aided, Government Aided University Managed Institutes and University Departments:

The seats remaining vacant after the **CAP** Rounds will be filled by the Principal /Director of the Respective Institutes at the Institute level. This round will be conducted by counseling for the Candidates in following order/ preference.

- i. All the candidates appeared in Final Merit List of Diploma Candidates (priority to subgroup, then to main group and then to any diploma)
- ii. All the Diploma Candidates from Maharashtra (priority to subgroup, then to main group and then to any diploma)
- iii. All the candidates appeared in Final Merit List of B. Sc. Candidates
- iv. All the B. Sc. Candidates from Maharashtra

The Eligible Candidate has to approach to the Principals/Director of the Respective Institutions for the Admission.

General Notes:

- The Vacancy Position and the detailed schedule will be available at the Respective Institutes.
- Any seat from that Institute (to which a Candidate may have been admitted in earlier rounds) falling vacant due to change in Admission i.e. Admission to a different seat in the current round, shall be made available to the next Candidate in merit.
- Candidates admitted in the Government / Government Aided / Government Aided University managed colleges / University Departments in these rounds are not required to pay the fees if the Candidate has already secured admission in any Government / Government Aided / Government Aided

University managed colleges / University Departments. Such Candidates have to produce the original fees receipt Confirmation of Admission.

For the Candidate who has secured admission in Unaided Institution in **CAP** rounds and gets Admission to the Government / Government Aided / Government Aided University Managed Colleges / University Departments in this round has to confirm the Admission by paying requisite fees. Candidate has to cancel his/ her earlier Admission at his/ her own risk and cost.

B) Guidelines for the Admission Process to be carried out by Unaided Institutes

1. All Admissions shall be done in fully fair and Transparent Manner & shall be Merit based.
2. The Principals of the Respective Colleges shall invite applications for the seats available by giving publicity at least in two newspapers. Vacancies are also to be displayed on the notice board of the Institute. Detailed schedule of the Admission process is also to be displayed.
3. Aspiring Candidates fulfilling the Eligibility criteria mentioned in Rule No. 2 shall apply directly to the Principal of the Respective Colleges for Admissions. These Admissions will be made in a Transparent Manner and strictly as per the merit of the Candidates who have applied to the **CAP**.
4. Information Brochure/Prospectus of the Institute which specifies rules of Admission should be published well before the Commencement of the process of Admission for seats to be filled at the Institute Level. All the Information in the Brochures should also be displayed on the Institute's website.

D) Admission to CAP seats Remaining Vacant in after Admitting CAP Allotees

Seats Available:- If any seat remains vacant after the completion of all **CAP** Rounds, it will be filled by the Principal /Director of the Respective Institutes at the Institute level. This round will be conducted by counseling for the Candidates in following order/ preference.

- i. All the candidates appeared in Final Merit List of Diploma Candidates (priority to subgroup, then to main group and then to any diploma candidate)
- ii. All the Diploma Candidates from Maharashtra (priority to subgroup, then to main group and then to any diploma)
- iii. All the candidates appeared in Final Merit List of B. Sc. Candidates
- iv. All the B. Sc. Candidates from Maharashtra
- v. All the Diploma Candidates from other than Maharashtra (priority to subgroup, then to main group and then to any diploma)
- vi. All the B. Sc. Candidates from other than Maharashtra

II) Admission to Minority Seats

Eligible Candidates: The Minority Candidates Eligible as per rule no. 2.0

Seats Available:- Minority Seats as per the confirmation of the Competent Authority, it will be filled by the Principal /Director of the Respective Institutes at the Institute level. These seats will be filled by conducting multiple counseling rounds for the Candidates similar to the rules of **CAP** rounds.

Online Uploading of the candidates admitted against Minority Seats: The institute should upload the candidates admitted against Minority Seats the moment the student is being admitted in the institute. The cancellation of admission should also be reported immediately through the online system. The Minorities Development Department, Government of Maharashtra shall permit the minority institutes to admit Non Minority Candidates against vacancies in Minority Seats, if any, based on the information uploaded on the DTE website.

Important Notes:

1. AS per AICTE guidelines, Institute should have Computers, Software, Internet and Printers and internet bandwidth of minimum 2 Mbps. Hence the institute is supposed to update the information of admitted candidates immediately through the online system.
2. The CAP Allotment list will be Available to the Institute through their Institute Login. The list should be collected from Regional Offices also. **The Institute should update the information of the Reporting of Candidates / Cancellation of Candidate allotted under CAP through through “Online Update” when a Candidate is Reporting to the Institute / Cancelling the Admission by Submitting Application for Admission. The Institute Level admissions/cancellation, if any, should also be updated through Online System only at the time of admission / cancellation of Admission of the candidate.**
3. The Principal/Director of the Institute has to also update the list of all admitted Candidates on the DTE website through their Institute login clearly indicating the stage of their admission like CAP, Against CAP vacancy, Minority seats **within 5 days from the cut off date** of the Admission.
4. If the institute
 - a) fails to upload the reporting of the CAP candidate on website in scheduled time
 - b) fails to upload the cancellation of the CAP candidate on website
 - c) fails to update the details of the candidate admitted against CAP Vacancy
 - d) fails to update the details of the candidate admitted against Minority Seats, if applicable
 - e) upload wrong information regarding reporting of the candidate the penalty shall be applied per candidate to the institute.

संचालक, तंत्रशिक्षण, महाराष्ट्र राज्य मुंबई, यांना विहित केलेल्या मुदतीनंतर प्रवेश प्रक्रियेबाबतची माहिती उशिरा अपलोड करणा-या संस्थांवर उशिरा अपलोड केलेल्या विद्यार्थ्यांची संख्या गुणिले शिक्षण शुल्क गुणिले दोन एवढी रक्कम दंड म्हणून वसूल करण्यात येईल.

५. अभियांत्रिकी महाविद्यालयाच्या ज्या संस्था थेट द्वितीय वर्ष अभियांत्रिकी अभ्यासक्रमाच्या जागा संचालक, तंत्रशिक्षण यांना कळविणार नाहीत अशा संस्थांवर खालीलप्रमाणे कारवाई करण्यात येईल

अ) शैक्षणिक संस्थेने वरीलप्रमाणे नियमबाह्य कार्यवाही प्रथमच केली असेल अशा वर्षी संचालकांना न कळविलेल्या जागा गुणिले ५ गुणिले प्रति विद्यार्थी शिक्षण शुल्क याप्रमाणे

संस्थांकडून दंड आकारण्यात यावा. तसेच संचालकांना न कळविलेल्या जागा, गुणिले २ एवढ्या जागा पुढील वर्षाच्या प्रवेशातून वजा कराव्यात

ब) संस्थेने अशा प्रकारची नियमबाह्य कार्यवाहीची पुनरावृत्ती दुस-यांदा केली असल्यास सदर संस्थेबाबत Supernumary Quota ची मान्यता रद्द करण्याची शिफारस अखिल भारतीय तंत्रशिक्षण परिषदेस करण्यात यावी . तसेच अशा संस्थेचे एक किंवा अनेक अभ्यासक्रमांचे प्रवेश बंद करण्याची शिफारस अखिल भारतीय तंत्रशिक्षण परिषदेस करण्यात यावी.

क) संस्थेने अशा प्रकारची नियमबाह्य कार्यवाहीची पुनरावृत्ती तिस-यांदा केली असल्यास सदर संस्थेची मान्यता रद्द करण्याची शिफारस अखिल भारतीय तंत्रशिक्षण परिषदेला करण्यात यावी . तसेच सदर संस्था विहित नियमांचे पालन करीत नाही म्हणून कसूरदार असल्याचे घोषित करण्यात यावे

6. Rounds of Admission for Minority Seats and against **CAP** vacancy should be carried out separately and it should be clearly displayed on the Notice board of the Institute.
7. Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Director/Principal / Head of the Institute within 7 days from the cut off date.
8. The Regional Office of the **Joint Director of Technical Education** shall issue the online receipt of submission of the admitted Candidate list by the Institutes.
9. The regional office of the **Joint Director of Technical Education** shall verify the supporting documents and forward the list of admitted Candidate to the **Director, Technical Education** along with the remarks of Joint Director for Final Approval.
10. The **DTE** and/or **Pravesh Niyantran Samiti**, Mumbai shall accord the final approval to the list of admitted Candidates. It is binding on all the Universities to grant enrollment only to the students who are on approved list.
11. All the Institutes are required to complete their Admission process on or before the cut-off date as specified in the schedule. Any Admission carried out after cut-off date will not be approved by DTE and/or Pravesh Niyantran Samiti, Mumbai.