# Rules for Admission to First Year
## of
## Post SSC Diploma Courses in Engineering
## /Technology in Government, Government Aided &
## Un-Aided Polytechnics in Maharashtra State For the
## academic year 2015-16



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## Rules for Admission to First Year of
## Post SSC Diploma Courses in Engineering /Technology in
## Government, Government Aided and Un-Aided Polytechnics in Maharashtra State
## For the academic year 2015-16

**Reference:** **Govt Letter No. 2015/(31/15)/TE-5, of Higher & Technical Education Department dated 30/05/2015**

### 1.0 General :

These Rules shall apply for admission to the first year of Post SSC Diploma Courses in

   a) All the Government Polytechnics in Maharashtra State
   b) All Autonomous Polytechnics in Maharashtra State.
   c) All Government Aided Polytechnics in Maharashtra State
   d) All Un-Aided Polytechnics in Maharashtra State

### 1.1 Abbreviations used in the brochure:

| | |
|---|---|
| AICTE | All India Council of Technical Education |
| CAP | Centralised Admission Process |
| CBSE | Central Board of Secondary Education |
| CGPA | Cumulative Grade Point average |
| DTE | Director of Technical Education, Maharashtra State |
| EWS | Economically weaker Section |
| GoI | Government of India |
| GoM | Government of Maharashtra |
| HD | Home District |
| HSC | Higher Secondary Certificate |
| ICSE | Indian Certificate of Secondary Education |
| IoT | Institute of Technology |
| MSBTE | Maharashtra State Board of Technical Education, Mumbai |
| MSBSHSE | Maharashtra State Board of Secondary & Higher Secondary Education |
| NRI | Non Resident Indian |
| OHD | Other than Home District |
| OMS | Outside Maharashtra State |
| PIO | Persons of Indian Origin |
| SSC | Secondary School Certificate |
| SL | State Level Seats |
| SI | Sanctioned Intake |
| TFWS | Tuition fee waiver Scheme |

### 1.2 Definitions:
   1. Application form Receipt Center (ARC) is an institution/center where a candidate can fill the Online application form, submit and upload it.

   2. CAP means Centralised Admission Process in which eligible candidate shall submit online application form on the website through his/her login ,fill and confirm the option form for successive rounds and secure the admission in the respective institute as per his/her allotment letter.

   3. Autonomous Institute means the institute for which autonomy is granted by MSBTE with the concurrence of GoM.

4. 'Candidate' means an applicant who desires to seek admission to First Year of Diploma Course in Polytechnic in Maharashtra State by submitting the prescribed application form to the individual institutes/ARC for Un-aided polytechnics and Government/Government aided Polytechnic respectively.

5. 'Course' means three/four year diploma course/programme in Engineering/Technology.

6. 'Competent Authority' means the authority appointed by the Government to invite applications and implement the admission procedure as prescribed in the brochure. Director of Technical Education is the appointed competent authority in present case.

7. 'Diploma' means Diploma awarded by the various State Board of Technical Education/ Diploma awarded by AICTE approved autonomous polytechnics in Maharashtra state.

8. 'Director' means the Director of Technical Education, Maharashtra State.

9. Foreign Nationals: Citizens of all countries other than India, who are not of Indian origin as defined under PIO.

10. 'Government Polytechnic' means the Polytechnic run by the Government of Maharashtra.

11. 'Government Aided Polytechnic' means Polytechnic run by private management which receives financial assistance from the Government of Maharashtra.

12. '*Inter se* merit' means the order of merit.

13. NRI: Non Resident Indian as per definition given in the section 6 of the Income Tax Act 1961.

14. 'Polytechnic' means an institution imparting technical education in Engineering and allied technical subjects leading to Diploma in Engineering / Technology.

15. Persons of Indian Origin (PIO): Persons who are citizens of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport or that person or either of his / her parents or any of his / her grand parents was a citizen of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act, 1955 (Act No. 57 of 1955).

16. '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.

17. 'State Government' means the Government of Maharashtra.

18. 'Sanctioned Intake' (SI) means the course-wise number of seats sanctioned by the Government with reference to the AICTE's approval.

19. 'Sandwich Pattern' is 4 year duration course with the provision of Industrial Training during the course in Diploma.

20. 'Un-Aided Polytechnic' means Polytechnic run by private management on self financing basis.

21. Website means www.dtemaharashtra.gov.in

**1.3 Role of Competent Authority in the process of Admission to First year Diploma of Engineering/ Technology through centralised process**

1. The Competent Authority shall direct the students as per their allotment through CAP to all Government/Government Aided/Un Aided Polytechnics for reporting within specified time period. The authority will also implement the admissions in unaided courses in Aided Polytechnics participating in CAP.

2. All the decisions taken in relation to Admission to First Year of Engineering/Technology Diploma courses, by the Competent Authority shall be final and binding on all concerned.

3. Competent Authority shall also deal with the representations received from the candidates pertaining to allotment and admissions in Government., Government. Aided Polytechnics which acts as Grievance Redressal Authority.

4. Merit list of the students finally admitted in various Government., Government. Aided & Unaided polytechnics in the state whether participating or not participating in CAP shall be submitted for the approval of competent authority within the specified period.

### 1.4 Seats available for Admission Process :

Break up of the seats available for admission through CAP for all types of institutes and seats available for Institute level admission/Seats for Minority community shall be as shown below.

| Sr. No. | Type of Institute | No. of Seats in % of sanctioned intake | | | | |
|---|---|---|---|---|---|---|
| | | Seats with Competent Authority | | | Seats with other Authorities | |
| | | For Maharashtra State candidates | | | | |
| | | HD seats | OHD seats | Minority Seats | Institute Level Seats | Minority seats |
| 1 | **All Government. & Government. Aided Polytechnics including Autonomous Institutes** | 70% | 30% | -- | # | NIL |
| 2 | **Government. Aided Minority Polytechnics including Autonomous Institutes** | 70% of 50% seats in SI | 30% of 50% seats in SI | -- | Nil | 50% |
| 3 | **All Un-Aided Non-Minority Polytechnics** | 70 % of (80 % seats of SI) | 30 % of (80 % seats of SI) | -- | **20% | Nil |
| 4 | **Un-Aided Minority Polytechnics** | 70% of MS Seats* | 30% of MS Seats* | -- | Maximum 20%£ | Minimum 51%*** |
| 5 | **Government Institutes with Second shift Courses for Religious Minority Students ¥** | 70% of 30% seats of SI | 30% of 30% of SI | 70% | Nil | Nil |

** - Read Rule 1.6
£ - [Minority Seats % + Institute Level Seats % ] should not exceed 100%.
*- MS Seats = Sanctioned Intake – (Minority Seats + Institute level seats)
¥ - Read Rule 1.7.3
# - Excluding one seat for D. D. Daruwala Memorial Scholarship Trust is available in Walchand College of Engineering, Sangli (Diploma Wing). The seat can be allotted to any of the course available in the institute.
*** As per Government Resolution No. अंशैस-२०१२/प्र.क्र.२१/का-५ दि. २७/०५/२०१३ and its amendments which may be published from time to time.

## Note:-

1. For Admission in Government/ Government Aided polytechnics, unaided polytechnics candidates will have to apply through online application hosted on the website http://www.dtemaharashtra.gov.in/poly2015 only. No other mode of application submission will be accepted.

2. Candidates willing to take admission in unaided polytechnics for institute level seats will have to apply separately to unaided polytechnic in prescribed application form issued by the respective Unaided Polytechnic.

3. Candidates willing to take admission in Aided/Unaided Minority polytechnics under Minority quota will have to apply separately to respective Aided/Unaided Minority polytechnics.Admission under minority quota will be as per circular dated 18 June 2014 ,issued by minority development department of Government of Maharashtra.

4. As per the Hon'ble 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 cut off dates for the grant of approval by AICTE, University and State Government. Accordingly the intake of the courses approved for the AY 2015-16 will be considered for admission. Any approval granted after the aforesaid cut off dates will not be considered for admission. The details of the judgment may be accessed at www.aicte-india.org>bulletin>circulars.

Changes in sanctioned intake capacity for the course in existing institutes communicated after the printing of the information brochure shall be displayed only on the website http://www.dtemaharashtra.gov.in/poly2015 and will not be separately notified in any newspaper.

### 1.5 Seats available Over & Above Sanctioned Intake

### 1.5.1 Seats for PIO / Foreign Nationals / Children of Indian Workers in Gulf Countries

15% of the sanctioned Intake Capacity seats may be available over and above the sanctioned intake in the institutes for the children of Indian Workers in the Gulf Countries/ PIO / Foreign Nationals subject to *prior permission to be obtained by the concerned institute from AICTE*. The 1/3rd of these 15% seats shall be reserved for children of Indian Workers in the Gulf Countries and 2/3rd of these 15% seats shall be reserved for the PIO/ Foreign Nationals etc. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO/ Foreign Nationals.

### 1.5.2 Seats for Jammu & Kashmir (J&K)Migrant Candidates :

Provision of one seat per course over and above the sanctioned intake in all Polytechnics / Institutes in the Maharashtra state is available for;

1. **J-1 Type:** The children of citizens who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of J & K to a relatively safer place in J & K from 1990 onwards due to terrorist activities.

2. **J-2 Type:** The children of officers belonging to Indian Administrative Services, Indian Police Services, Indian Forest Service, other officers and children of staff belonging to military and paramilitary forces, transferred to Jammu and Kashmir to combat terrorist activities.

3. **J-3 Type:** The children of staff of J & K police engaged in combating terrorism.

Admission against these seats is made strictly on the basis of *inter se* merit of **combined single merit list** of all eligible J & K Migrant candidates. The candidates seeking admission against the seats reserved for J&K migrant have to submit relevant Certificates shown in proforma J/K/L in support of their claim at the time of admission.

Under any condition the seats remaining vacant in this quota will not be offered to Candidates from any other category. Candidates seeking admission under this provision shall submit their duly filled application forms to the following address as per the notified schedule.

<div align="center">

**The Principal, S.B.M. Polytechnic,**
**Vile Parle (West),**
**Near Cooper Hospital,**
**Mumbai- 400 056**

</div>

Candidates admitted under this provision are not allowed to change course or college in any year of study. Candidates who are eligible to apply against the provision of Jammu & Kashmir Migrant Candidate seats as well as against the Maharashtra State seats are only entitled to claim for one of these seats.

### 1.5.3   Seats for Government of India Nominees:

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

1. The candidate shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.

2. GOI Nominee candidate shall not report directly to the Institute without collecting admission letter from **Directorate of Technical Education, Maharashtra state, Mumbai-400 001**. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.

**These admissions are subject to the following conditions-**

1. Candidates nominated by the concerned States shall be admitted only and only if they fulfil the educational qualifications as mentioned in Rule 2.0. Candidates so admitted will have to obtain eligibility certificate from the MSBSHSE.
2. GoI nominees belonging to backward class category does not get any exemption in tuition fees.
3. Candidates admitted under this provision are not allowed to change course or college in subsequent years.

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

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

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

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

### 1.5.5  Seats for Marathi speaking candidates of Mauritius (MR)

A total of **five** seats are available in the state for the sons and the daughters of the Marathi speaking persons from Mauritius. These seats will be allotted to any of the Polytechnics in the state **over and above** the sanctioned intake by Director, Technical Education (M.S), Mumbai.

The applications for these seats are required to be submitted to the Director of Technical Education, Maharashtra State,3, Mahapalika Marg, Opp. Metro Cinema,Mumbai- 400 001 as per schedule. The allotment of seats shall be done by the Director of Technical Education, Maharashtra State, based on the merit of Candidates in this category, as per the details given in the admission schedule.

1. The father/ mother of these candidates must be citizens of Mauritius and the candidate is required to produce a certificate from Indian High Commission to the effect that applicant is from Marathi speaking Community in Mauritius .

2. Candidates shall bear all related expenses for studies in Maharashtra and no concession whatsoever shall be admissible to them for admission or continuation of education.

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

Provision of 15 seats over and above of SI shall be allotted to NCC Students. The candidate seeking admission under N.C.C. quota, must fulfil following conditions in addition to eligibility criterion mentioned in 2.0

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

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

### Note:-

1.  Candidates seeking admission under over & above under thisquota , who has secured admission in any other institute under Normal quota shall produce certificate indicating his/ her original documents are retained with the previous institute.(Proforma N)

2.  Candidates seeking admission under NCC quota shall execute their applications such that their applications shall reach to the N.C.C. admission authority as per the schedule notified by the N.C.C. authority.

3.  Candidates seeking admission under rule 1.5.5 shall apply to appropriate authority before the last date of admission under these rules.

**1.5.7  TFWS Seats**: Maximum 5% seats of sanctioned intake per course are available for admissions These seats shall be supernumerary in nature and to be filled through centralized admission process conducted by Competent Authority only. (For detail read Rule No. 18.2 )

### 1.6 Seats  for OMS candidates:

The seats remaining vacant, if any, in Un-Aided Polytechnics, after offering admissions to all Maharashtra candidates on the merit list will be offered to the eligible candidates from the states other than Maharashtra State as per the following guidelines.

1.  All OMS candidates will be considered as general category candidates and will have to fulfil the eligibility criteria as mentioned in Rule 2.0
2.  These admissions are made on the basis of *inter se* Merit of the OMS candidates.
3.  The Head/Principal of concerned unaided institute shall effect these admissions.

### 1.6.1 D. D. Daruwala Memorial Scholarship Trust Seat

One seat for D. D. Daruwala Memorial Scholarship Trust is available in Walchand College of Engineering, Sangli (Diploma Wing). The seat can be allotted to any of the course available in the institute. Candidate seeking admission against this seat shall apply directly to the Principal of the Institute.

### 1.7    Distribution of seats available under General Admission Process:

The seats available for admission through admission Authority shall be distributed as per the details given below

| Seat allocation | Seats available for admission |
|---|---|
| District Level 70% seats (HD) | 70% of the seats available under general admission process as mentioned in rule 1.4 in all polytechnics (except for the unique courses mentioned in Annexure-5 of these rules) are available for Candidates passing qualifying (Std. X) examination from a school located in that district in which the polytechnic is situated. |
| State Level 30% seats (OHD) | 30% of the seats available under general admission process as mentioned in rule 1.4 in all polytechnics (except for the unique courses mentioned in Annexure-5 of these rules) are exclusively reserved for Maharashtra State candidates passing qualifying (Std. X) examination **from any district other than a district** in which the school is situated. These seats will be filled on the basis of State Level merit list amongst all the applicants who have opted for 30% |

| | |
|---|---|
| | State Level seats. Seats remaining vacant in 30% quota will be offered in subsequent round of 70% quota. |
| Unique Courses (specified in Annexure- 5) | All seats are considered as State level (SL) Seats |

### 1.7.1 District Level 70% Seats:

1. The eligibility of a candidate for 70% district level seats shall be decided on the basis of the location of the school from which the candidate has passed the qualifying examination.

   e.g., Candidate passing Std. X examination from Ichalkaranji in Kolhapur district is eligible for 70% district level seats of Kolhapur district.

2. In the Government/ Government Aided and Un-aided Polytechnics / Institutions running post SSC Diploma courses in Mumbai and Mumbai Suburban Candidates passing Std. X examination from any of the two districts are eligible for 70% district level seats offered by all the two districts. Home District for the candidates applying from above districts seeking admission will be considered under Mumbai district.

3. Admissions to the unique courses in the Polytechnics, as shown in Annexure 5, shall be carried out on the basis of **State level merit**.

### 1.7.2 Government Institutes with Second shift Courses for Religious Minority Students:-

70 % seats for Religious Minority Students belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community and 30% seats for general & backward class category candidates are reserved in selected Second shift Courses for Religious Minority Students in Government polytechnics (For details see Annexure 7). **These seats will be filled through CAP at State Level**.

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

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

1. In a particular Minority Religious Group, if sufficient numbers of candidates are not available and available seats could not be filled then in such case vacant seats shall be filled with the candidates from amongst other Minority Religious Groups on the basis of Inter se Merit.
2. As per rule 6.4, if sufficient number of female candidates is not available against the specified reservation, then such seats shall be given to the male candidates from the respective Minority Religious Group.

### 2.0 Eligibility Criteria:

**2.1 Eligibility criteria for Maharashtra State/ Outside Maharashtra State / Jammu & Kashmir Migrant/ Government of India Nominee Candidates for admission to First year of diploma courses in Engineering/ Technology:**

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary Education or its equivalent, with subjects Maths/Mathematics, General Science and English, with minimum 35% aggregate marks.

 **Note:**

The term **'aggregate marks'** used here shall mean as follows

**A. For Maharashtra State Board Candidates: -**

I. The candidates who have passed SSC Examination prior to March 2009, the **aggregate marks** shall be grand total of marks obtained by the candidate in any 5 subjects where he/she has scored maximum marks.

II. The candidates who have passed SSC Examination after March 2009, the **aggregate marks** shall be total marks of 5 subjects taken into consideration and mentioned on the Mark sheet.

III. Candidates who have passed Maths/Mathematics (Code 71 for Maharashtra State Board candidates) and Science & Technology (Code 72 for Maharashtra State Board candidates) are only eligible for admission.

IV. In case marks against sports activities are given on the marksheet, these shall be added to the aggregate marks for deciding merit.

**B. For ICSE Candidates-**

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

b. Student seeking admission on the basis of Group 1, Group 2 & Group 3, **aggregate marks** shall be the grand total of all subjects from all groups.

**C. For CBSE Candidates-**

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

**D. For CBSE/ICSE Candidates: -**

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

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

**E. 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.**

**2.2    Eligibility Criterion for NRI / PIO / Foreign Nationals / Children of Indian Workers in the Gulf Countries**

Candidate should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination, with subjects Maths/Mathematics, General Science and English, with minimum 35% marks in aggregate.

**Note:**

1. The NRI candidates are eligible to apply for admission against the <u>Institute level seats,</u> only in Unaided Polytechnics /Institutes. The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.

2. The eligibility of the candidates passing the SSC (Std. X) equivalent examination from a school/college/Examination Board situated outside India shall be further verified by the Institute to which the candidate is admitted. Hence such candidates are advised to get their equivalence certificates from MSBSHSE at the time of admission. (Refer Annexure 4)

### 3.0   Type of Candidature

### 3.1   **Types of Maharashtra State Candidates and Home District**:

A candidate is considered eligible for admission to the seats of Maharashtra State coming under the purview of competent authority subject to fulfillment of any one of the eligibility requirements as listed in the following table.

| Sr. No. | Type of candidate | Eligibility requirement and District area under which the candidate is eligible for District level 70% seats. | Home District |
|---|---|---|---|
| 1. | Type – A (Maharashtra State candidate) | Candidate Passing Std. VIII, IX and X examination from any recognized school in Maharashtra state | Candidate's Home District is the District location of the school under the jurisdiction of which the candidate has passed qualifying examination (Std X) falls in the State of Maharashtra. |
| 2. | Type – B (Maharashtra Domiciled candidates ) | Candidate Passing Std. VIII / IX / X examination from a recognized School situated outside Maharashtra state. **AND** Father / Mother of the candidate are domiciled in the state of   Maharashtra. | Candidate's Home District is the District place under the jurisdiction of which the authority issuing Domicile Certificate falls in the State of Maharashtra |
| 3 | Type – C (Sons and daughters of central Government. / Government. of India Undertaking employee) | Candidate Passing Std. VIII / IX / X examination from a recognized School situated outside Maharashtra state. **AND** Father / Mother of the candidate is a central Government. / Government. of India Undertaking employee who is posted in Maharashtra and reported for duty in Maharashtra State before the last date for submitting of application form. | Candidate's Home District is the District place under the jurisdiction of which posting of the father / mother of the candidate who is a central Government / Government of India Undertaking employee falls in the State of Maharashtra. |
| 4 | Type – D (Sons and daughters of Maharashtra State Government. / Maharashtra State Government. undertaking employee) | Candidate Passing Std. VIII / IX / X examination from a recognized School situated outside Maharashtra state. **AND** Father / Mother of the candidate is a Maharashtra State Government. / Maharashtra State Government. undertaking employee | Candidate's Home District is the District place in Maharashtra state under the jurisdiction of which the place of Posting/ Headquarter of GoM / GoM Undertaking office of Father/ Mother is situated. |
| 5. | Type – E (Maharashtra State Candidate) (Sons & daughters of | Candidate Passing Std. VIII, IX and X examination from a recognized School in Maharashtra State. **AND** | Candidate's Home District is the District place under the jurisdiction of which posting of the parent of the candidate who |

| | | |
|---|---|---|
| | Maharashtra State Government. / Maharashtra State Government undertaking / Central Government. / Government. of India Undertaking employee who is transferred to a place in another District and the candidate intends to shift to the District where the Father / Mother is posted). | Father / Mother of the candidate is a State Government. / State Government. Undertaking / Central Government. / Government. of India Undertaking employee who is transferred to a place in another District from the place of passing of qualifying examination of their children in Maharashtra and reported for duty before the last date for submitting of application form. | is a State Government / Maharashtra State Government Undertaking / Central Government /Central Government undertaking employee falls in the State of Maharashtra. **Note**: Candidate opting as Type 'E' candidate will lose the opportunity as Type A candidate. If any candidate applies for both as Type A and Type E candidate, then his/her claim as Type E Candidate will be considered for preparation of Home District Merit list. |
| 6 | Minority Candidate | Candidate should be an Indian national, who is satisfying any of the conditions Stated in Sr. No. 1,2, 3, 4,5 (i.e. Type A,B,C, D,E) of rule 3.0 and belongs to Muslim, Buddhist, Christian, Shikh, Parsi and Jain (Religious Minority Community) | |

### 3.2    OMS Candidate:-

| 1 | Outside Maharashtra State candidate (OMS) | OMS candidate should be an Indian national, who is not satisfying any of the conditions Stated in Sr. No. 1,2, 3, 4,5 (i.e. Type A,B,C, D,E) of rule 3.0 and should have passed SSC(Std. X) examination from an institute *situated* outside State of Maharashtra within India. OMS candidates are not eligible for admission through CAP. Note: - OMS candidates are not eligible for admission in Government/Government Aided Polytechnics. |
|---|---|---|

### 4.0    Admission to Mining and Mine surveying & Mining Engineering  course:

The female candidates are not allowed to take admission in Mining and Mine Surveying & Mining Engineering courses.

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

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

### 6.0    Reservations:

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

The seats available over & above sanctioned intake of the institute as prescribed under **Rule-1.5** do not have any further internal reservation.

### 6.1    Provision of 15% seats for candidates passing SSC examination with Technical/ Vocational subjects from SSC Board Maharashtra state:

1.  15 % seats of the seats available under General Admission Process as prescribed in rule 1.4 shall be reserved for Candidates passing Std. X examination with Technical/ Vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.

2. For deciding the merit of such candidates, the marks scored by the candidate in the SSC Examination, without considering the marks scored in the Technical/ vocational subjects, shall be considered.

3. The seats reserved for these candidates shall have further reservation among themselves for the Backward Class category candidates mentioned in these Rules.

## 6.2 Reservation for sons / daughters of Defence Service Personnel:

Five per cent (5%) of the seats available under general admission process as prescribed in Rule 1.4 in each Polytechnic, subject to a maximum of five (5) seats, shall be reserved for children of active/Ex defence service personnel. **These seats are within the sanctioned intake capacity for the course.**

**a)** Children of Ex- service personnel who are domiciled in Maharashtra State (D1).
**b)** Children of active service personnel who are domiciled in Maharashtra State (D2).
**c)** Children of active service personnel (D3)

☐ Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.
☐ Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children education. Provided further that, such candidate should have appeared and passed the SSC (Std.X) examination of Maharashtra State Board or its equivalent examination from a school situated in the State of Maharashtra.

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

### Note:

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

## 6.3 Reservations for Persons with Disability Candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three per cent (3%) of the seats available under general admission process as prescribed in rule-1.4 in each Polytechnic, shall be reserved for Persons with Disability candidates. **These seats are within the sanctioned intake capacity.**

**This reservation shall be applicable for following types of Persons with Disability candidates:**

☐ Blind / visually impaired candidates (P1)
☐ Speech & hearing impaired (Deaf & dumb) candidates-(P2)
☐ Candidates with orthopaedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic-(P3)

**These 3% seats should be offered to eligible Persons with Disability Candidates on the inter-se merit of respective PH candidates. These seats are allotted in Home District quota.**

### Note:
1. It should be noted that the Persons with Disability candidates on admission to Diploma course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the MSBTE.
2. No relaxation in educational qualification will be entertained for Persons with Disability candidates.

3. The certificate (proforma F/F-1) should clearly state that the extent of disability is more than **40%** and the disability is permanent in nature.

## 6.4 Reservation for female candidates:

As per the provisions in Government. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates in all the courses of the institutions coming under CAP as well as in Unaided polytechnics which are not in CAP.

This reservation shall be applicable for General, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC categories. Seats reserved for Female candidates are available under both the 70**%** Home District seats and **3**0**%** Other than Home District seats coming under the CAP.

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

## 6.5 Reservation for the Weaver Community of Solapur District :

10% seats of the sanctioned intake capacity of the Textile course at Government Polytechnic, Solapur shall be reserved for the weaver communities of Solapur district. These admissions shall be done at the institute level.

## 6.6 Reservation for Backward Class Candidates:

The distribution of the seats available under General Admission Process as prescribed in rule-1.4 amongst the various backward class candidates from Maharashtra State are as per the details given in the table below. Backward class candidates shall have to claim at the time of submitting online application.

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

| Sr. No. | Category of reservation | % of reservation |
|---|---|---|
| 1. | Scheduled Castes and Schedule caste converts to Buddhism ( SC ) | 13.0 |
| 2. | Schedule Tribes (S.T.) | 7.0 |
| 3. | Vimukta Jati (V. J.) And De notified Tribes   (D.T.) | 3.0 |
| 4. | Nomadic Tribes ( N.T.-B) | 2.5 |
| 5. | Nomadic Tribes ( N.T.-C) | 3.5 |
| 6. | Nomadic Tribes ( N.T.-D) | 2.0 |
| 7. | Other Backward classes (O.B.C.) | 19.0 |
| | **Total** | **50.0** |

**Note:**

1. Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
2. The reservation for backward class candidates shall **not be available** in Unaided Minority Institutes/colleges.
3. Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of the seats available for Maharashtra candidates which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage–II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment

process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under General admission process and total reservation does not exceed 50%.

4. Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.

5. All OMS candidates are treated as GENERAL/OPEN category candidates and are not eligible to claim reservation.

**7.0 Documents required to claim reservation for Backward Class candidates and fee waiver scheme:**

The documents required for supporting the backward class reservation (as given in Rule 6.6) claim made by Candidates are as per the details given in the following table.

| 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. | S.T. | 1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State. | Executive Magistrate in Maharashtra State |
| 3. | VJ/DT-N.T.(A)/S.B.C. | 1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State. | Executive Magistrate in Maharashtra State |
| | | 2. Non-creamy layer Certificate valid up to 31$^{st}$ March 2016. | Sub Divisional Officer / Deputy Collector / Collector of the district/ Metropolitan Magistrate |
| 4. | N.T.(B)/ N.T.(C)/ N.T.(D)/ O.B.C. | 1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State. | Executive Magistrate in Maharashtra State |
| | | 2. Non-creamy layer Certificate valid up to 31$^{st}$ March 2016. | Sub Divisional Officer / Deputy Collector / Collector of the district/ Metropolitan Magistrate. |
| 5 | Tuition Fee waiver scheme (TFWS) | Annual Income certificate of parents issued after 1$^{st}$ April of current year. The income of parents shall be up to Rs. 6.0 lakhs. | Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district/ Metropolitan Magistrate. |

**8.0 Submission of Application form at ARC:**

Eligible Candidates seeking admission to the first year of Diploma Courses in Government. /Government Aided/ Unaided polytechnics (participating in CAP) shall submit online application form on http://www.dtemaharashtra.gov.in/poly2015 as per the schedule given in the Notification. Detail process of submission of online application is given in the **Annexure 1**

**9.0 Documents required for various types of candidates:**

The original documents required to be produced by various types of candidates (Type A, B, C, D & E) at the time of Submission & Confirmation of online filled application at ARC are given in **Annexure–4.** Candidates are required to attach the attested copies of the documents mentioned in **Annexure–4** along with printed copy of online application form.

## 10.0  Attestation

Candidates shall note the following points while submitting the Application forms at ARC

1.  Candidates shall attach **attested copies** of all the required certificates as mentioned in these rules and enumerate the same in the given format. Candidates shall not attach a copy of any other certificate which is not asked under these rules such as certificates for participation in sports, cultural activities etc.

2.  The copies of certificates or documents attached to the application form should be attested by the Principal of the College/Institute/School from which the candidate has passed qualifying examination or Gazetted Officer or Special Executive Magistrate or Police Inspector/ Government. Hospital Doctor or Head Master of a Secondary School or staff of a Government college / Polytechnic not below the rank of Class II Gazetted officer.

## 11.0  Translation:

If the candidate produces any certificate, which is not in Marathi, Hindi or English language, then translated and authenticated Marathi, Hindi or English version of the same, duly attested by a Gazetted Officer is required to be produced.

## 12.0  Assignment of merit number

## 12.1   Merit Number:

Each eligible Maharashtra State Candidate as per **Rule 2.0** who has submitted and confirmed online application form on or before the last date prescribed for the submission of Application Form for Admission to Diploma in Engineering/Technology through CAP will be assigned a provisional merit number based on the following criterion.

1.  Aggregate marks obtained at SSC (Std. X) or equivalent qualifying examination shall be the basis for the purpose of determining the *inter se* merit.

2.  No rounding off of the marks secured by the candidate will be done in individual subject or grand total while converting marks of the individual subject out of 100.

3.  Candidates passing SSC Examination from Maharashtra State Board having included marks for Sports etc. in Grand Total mentioned in the mark sheet shall be considered.

4.  In any case externally additional weightage shall not be added to Grand Total.

Merit of all eligible Maharashtra State candidates will be based on the Aggregate (best of 5) marks obtained at SSC (Std. X) or equivalent qualifying examination only; relative merit in case of a tie (i.e. equal marks in Aggregate best of 5 marks obtained at SSC (Std. X) or equivalent qualifying examination) shall be resolved as per **Rule 12.2**

**Note:**

1. Merit list of Maharashtra State Candidates so prepared shall indicate a State level General Merit No., State level Category Merit no. (as applicable), Home District General Merit No., Home District Category Merit no. (As applicable) etc.

2. Assignment of a Merit number does not indicate or ensure admission to any seat.Candidate appeared in the final merit list has to fullfill the necessary admission criteria.

**12.2   Relative Merit in case of tie:**

In case of tie, i.e. candidates having equal best of 5 marks in qualifying examination i.e. S.S.C. examination, the inter-se merit of candidates shall be reassessed as laid down below:

1. A candidate who has secured higher % of marks in the subject of Mathematics at S.S.C. examination will have First priority.
2. A candidate who has secured higher % of marks in the subject of Science at the S.S.C. Examination will have Second priority.
3. A candidate who has secured higher % of marks in the subject of English at the S.S.C. Examination will have third priority.
4. A candidate passing H.S.C. (Std. XII) Science stream examination at (10 +2) level will have Fourth priority.
5. A candidate passing H.S.C. (Std. XII) Examination with M.C.V.C. will have Fifth priority.
6. A candidate passing ITI Trade of 2 Years will have Sixth Priority.
7. A candidate passing Intermediate grade drawing examination will have Seventh priority.
8. Date of Birth of candidate (Elder candidate will be given preference).

**12.3   Change of Marks due to verification:**

1. If the marks in the qualifying examination are modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the ARC incharge immediately.

2. However the effect of the change will be taken into consideration only for the subsequent round (s) of admission.

**13.0   Rules of Admission through Centralized Admission Process (CAP)**

This section briefly explains the various stages and procedure adopted for the CAP. Candidates seeking admission to Diploma in Engineering/Technology courses are required to fulfil the eligibility criterion as mentioned in Rule 2.0 for the academic year 2015-16, the Competent Authority shall conduct total three (3) rounds of Centralized Admission. The CAP shall consist of first Two (2) rounds of Centralized Allotment wherein eligible candidates of respective rounds will fill & confirm separate/fresh Online Option forms for respective rounds.

Third round of CAP shall be conducted by way of counselling at the notified admission center.

**Major Steps & guidelines in the Admission in Diploma Courses through CAP are summarized below:**

1. Candidate shall fill & submit Online Application form on website http://www.dtemaharashtra.gov.in/poly2015 for admission to Diploma through CAP.

2. Candidate should fill & submit only one online application form which shall be applicable for admission to all Diploma Institutes participating in CAP.

3. Candidates filling/confirming more than one application will be treated as duplicate forms and shall be rejected without any communication to the candidates and only latest application shall be considered valid for admission.

4. Document Verification and Confirmation of online application form at the Application form Receipt Centers (ARCs) by eligible candidates.

5. Display of Merit of candidates who have confirmed the online Application Form at ARC for Centralized Admission process for admission to Diploma as per schedule.

6. Fill in and confirm the Online Option Form(s) for CAP Round(s) I/II **at ARC (**by candidates eligible to participate in these respective CAP rounds).

**7.** Display of Allotment(s) of respective CAP Round(s) I/II on website http://www. dtemaharashtra.gov.in/poly2015.

**8.** Reporting to respective Institutes as per allotment of CAP Round(s) I/II.

**9.** Conduction of CAP Round-III by counselling at the designated centers of admission and Reporting to respective Institute.

**Note:**

1. Above mentioned procedure is tentative and shall be taken as a suggestive guideline. A notification giving details such as schedule of activities, procedure of Centralized Admission will be displayed on the website and published in leading newspapers.

2. The scheme of allotment through Multiple Rounds and Rules of Reporting presented below is designed to prevent loss of academics and to make the CAP Rounds meaningful and effective rather than formal and ineffective in view of the previous experience of this Directorate as also the facts and figures available with this Directorate as to the seats remaining vacant at the end of each Round(s) and especially at the end of all the Round(s) of such Centralized Allotment Process.

3. The rounds are so designed with the purpose that, maximum vacant seats are filled in, without creating further resultant vacancies on account of shifting of students to whom already allotment has been made in earlier rounds of CAP.

4. This step is required to enable the colleges to start the academic activity immediately to complete the term in time.

**Summary of "Rules of Reporting" in CAP is given in the following Table**

| CAP Round No. | No. of Options to be filled in | No. of the option allotted for which confirming Admission is Mandatory | Remarks |
|---|---|---|---|
| First | 100 fresh 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 the fact that such candidate confirms the admission or not.<br><br>Other candidates who have got allotment between options 2~100 may also confirm the admission if he/she wishes so however if such candidate confirms the admission, he/she will not be able to participate in further rounds of CAP i.e. Round- II & III. |
| Second | 100 fresh options (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 choice from first Seven options. Such candidates will not be able to participate in further rounds of CAP i.e. Round-III irrespective of the fact that such candidate confirms the admission or not.<br>Other candidates who have got allotment between options 8~100 may also confirm the admission if he/she wishes so however if such |

| | | | |
|---|---|---|---|
| | | | candidate confirms the admission, he/she will not be able to participate in further rounds of CAP i.e. Round- III. |
| Third Round by Counseling | --- | Seat available will be offered to candidates eligible to participate in Round-III as per inter se merit. | All available seats will be treated as General Seats and will be offered only to Maharashtra State candidates who are eligible to participate in CAP Round-III (Counseling Round). |

## 14.0 Admission Rounds:

### 14.1 Admissions to Foreign Nationals / NRI/ Persons of Indian Origin / Children of Indian workers in the Gulf countries:

1. Aspiring candidates fulfilling the eligibility criteria for Foreign Nationals /PIOs/Children of Indian workers in the Gulf countries/Children of NRI shall directly submit their applications to **The Director, Technical Education (M.S) Mumbai-400001**, for admissions to Government. / Government Aided Institutes.

2. As on today No Government /Government. Aided institutes are having the permission to admit Foreign Nationals/PIOs/Children of Indian workers in the Gulf countries/Children of NRI.

### 14.2 Admissions of Children/ward of NRI Candidates in Unaided Institutes

1. The eligible NRI candidates are eligible to apply for admission against the **Institute level seats**, only in unaided polytechnics/Institutes.

2. For admissions to unaided polytechnics/Institutes, candidates are required to contact the Principals / Directors of the respective Institutes.

3. The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.

4. NRI candidates will be required to pay fees as decided by the Shikshan Shulka Samiti, Mumbai.

**Note:**

1. These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester/year for the current academic year.

2. The admission against these supernumerary seats is permitted to the institutes only after the institute gets a certificate from AICTE regarding the availability of facilities for creation of supernumerary seats.

3. If any seats available for Foreign Nationals / Persons of Indian Origin / Children of Indian workers in the Gulf countries remain vacant due to non-availability of eligible candidates for these seats, such vacant seats shall be kept vacant. **Under any condition these seats shall not be offered to any other candidates.**

4. The $1/3^{rd}$ of the 15 % seats shall be reserved for children of Indian workers in the Gulf countries and $2/3^{rd}$ of the 15 % seats shall be reserved for the PIO/Foreign Nationals etc. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO/ Foreign Nationals.

### 14.3 Admissions Through CAP for Maharashtra State Candidates:

For the academic year 2015-16, the Competent Authority shall conduct total Three (3) rounds of Centralized Admission. The CAP shall consist of first two (2) rounds of Centralized Allotment wherein

eligible candidates will fill separate/fresh Online Option forms for respective rounds. The CAP round III shall be conducted by way of counseling only for the eligible candidates at Center of Admission.

**Centralized Admission Process is summarized as below:**

*Details of eligibility for participating in each round of CAP, method of reporting after each CAP round, availability of seats for each CAP round and other details are given in the Annexure 1.*

Seats remaining vacant after completion of CAP will be filled at the Institute level. The guidelines for vacancy round of admission and for admission against Institute level are given in the **Annexure 6**

Only one round of admission by counseling for J&K Migrant seats will be conducted.Various steps in the process of admission to Engineering/Technology Diploma courses are also given in the **Annexure 1**. The steps include issue of Information brochure, filling up & confirmation of Online CAP Application form, filling up & confirmation of Option form for each round of Centralized Allotment, Allotment process and Reporting Rules etc. Candidates are required to read carefully the details of CAP given in the **Annexure 1** and follow instructions given therein. **Annexure 4** gives various documents needed while attending the CAP.

❖ **CAP Rounds I/II by allotment and Round III by Counseling for Maharashtra State candidates (Type A,B,C,D,E)**

**Eligible candidates:** All the eligible Maharashtra State candidates (Type A-E) who have been assigned Maharashtra State Merit number and whose name appear in the Final merit list for respective CAP rounds prepared by the Competent Authority shall be considered for allotment in these Rounds.

❖ **CAP Rounds I/II: Direct Allotment:**

Allotment of seats for Home District (HD) seats (70%) and Other Than Home District (OHD) seats (30%) for other district candidates coming under CAP is carried out as per the logic explained in the rule.

For the CAP Round-I, Stage-I to Stage – III of rule shall be executed. Seats remaining vacant due to non-allotment and non-reporting will be available for allotment in CAP Round-II.

For the CAP Round-II, Stage-I to Stage-IX of rule shall be executed. Seats remaining vacant due to non-allotment and non-reporting will be available for CAP Round-III (Counselling).

❖ **CAP Round III- Admission by Counseling at District Level:**

This round of admission will be conducted only for eligible candidates of the respective district whose names have appeared in Final Merit list (subject to eligibility of participation as set out in the Annexure 1). 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 (such as District, other than District, Backward Class, Persons with Disability etc).

**General Notes:**

1. Allotment for Home District seats and Other than Home District seats will be carried out as per *inter se* merit of District area merit list and Maharashtra State merit list respectively of CAP Round-I & II.
2. Seats will be allotted to candidates as per their *inter se* merit, as per the options filled and the number of seats available at that point of time in the stage of CAP Round- I & II.
3. 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.
4. During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate according to availability of seats at that point of time.

5. 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.

6. 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.

7. Allotment against the first available option in the order of options filled is retained as final allotment.

8. The allotment will be displayed on DTE website http://www.dtemaharashtra.gov.in/poly2015. The allotment list displayed will show only the provisional allotment offered to the candidates.

9. Allotment letters in this regard will be made available on the website and the concerned candidates are required to take a printout and submit to the allotted institute while reporting. The ARC will support to the concerned candidate for taking the printout of the allotment letter.

10. The logic for the following stages will be implemented using computer software for the direct allotment.

11. The candidates securing allotment will confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission, by paying necessary fees on or before the last date specified for the same. No personal communication in this regard will be issued.

12. The admission will be online confirmed at the 'Respective Institute' only after scrutiny of documents and payment of fees.

❖ **Logic for Allotment:**

The seats available for the implementation of logic will include Home District area seats and State level seats for other District area candidates coming under the purview of Competent Authority.

**Stage –I: For all the candidates**

- All the candidates (Technical/Non-technical/open/reserved/male/female) of all the categories shall be considered for allotment as per their *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.
- Persons with Disability category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open category as per their inter-se merit if the seats reserved for Persons with Disability are not available at their merit.
- Defence category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open category as per their inter-se merit if the seats reserved for defence category candidates are not available at their merit.
- For the female candidates, the availability of seat shall be checked in the following order:
  - Seats reserved for females in open category,
  - In the general seats in open category,
  - Seats reserved for females in respective caste category as applicable,
  - In the general seats in their respective caste category as applicable.
- For the candidates with Technical/Vocational subjects in qualifying examination (Technical Candidates), the seat availability shall be checked in the following order.
  - Seats for technical candidates in Open category.
  - Seats for technical candidates in respective reserved category.
  - Seats for general candidates (Seats open for both technical and non-technical candidates) in Open category.

- Seats for general candidates (Seats open for both technical and non-technical candidates) in the respective reserved category.

## Stage – II: For respective Open/Backward Class category Candidates

- All open and backward class category candidates will be considered for allotment in this stage.
- If any of the open and backward class categories do not get the required number of female candidates with **technical** as per percentages laid down, the seats so remaining vacant shall be filled in from amongst all the candidates ( male / female) belonging to respective open and reserved categories with technical.
- If any of the open and backward class categories do not get the required number of female candidates as per percentages laid down, the seats so remaining vacant shall be filled in from amongst all the candidates ( male / female) belonging to respective open and reserved categories.
- If any of the open and backward class categories, does not get the required number of candidates as per percentages laid down for the seats reserved for Technical candidates, the seats so remaining vacant shall be filled in from amongst all the candidates ( Technical /Non-Technical) belonging to respective open and reserved category. (This step shall be conducted in Round II )

## Stage –III: For Special Backward Class category 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 percentages laid down, the seats so remaining vacant shall be considered for allotment to all the candidates (male and female taken together) of Special Backward Class (SBC) category, as per their *inter se* merit, limited to the extent of two per cent seats of Maharashtra State seats (CAP) which are coming under the purview of Competent Authority for the course.**This stage will be carried out for Home District seats only.**

## Stage –IV: For respective groups of Backward Class category candidates

- All the Backward class category candidates will be considered for allotment in this stage in the groups as mentioned below.

**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/De- Notified Tribes (VJ/DT) NT(A)
　　　　　 ii) Nomadic Tribes 1 (NT-B)
**Group 3**: i) Nomadic Tribes 2 (NT-C)
　　　　　 ii) Nomadic Tribes 3 (NT-D)
　　　　　 iii) Other Backward Class (OBC)

- On completion of Stage –III, the seats remaining vacant in the respective group of categories as mentioned above, shall be considered for allotment to the candidates of respective group as per the *inter se* merit of the candidates.

## Stage-V: For all Backward Class category candidates

- The seats reserved for Backward class category candidates remaining vacant after completion of Stage –IV, shall be considered for allotment to the candidates of all the reserved categories together, on the basis of their *inter se* merit.

## Stage –VI: For Persons with Disability category candidates

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

## Stage –VII: For Religious Minority candidates

- The seats remaining vacant after completion of Stage-IV, shall be considered for allotment to the candidates from amongst other Minority Religious Group on the basis of inter se merit. if sufficient number of female candidates is not available, then such seats shall be given to the male candidates from the respective Minority Religious Group.

## Stage –VIII: Merging of HD/OHD

- Seats remaining vacant will be offered to all candidates solely on the basis of inter-se merit of eligible candidates without any reference to the Home District, Other than Home District of the candidate(s) (open /reserved). The seats remaining vacant after completion of Stage – VII, Stage-I, Stage-II, Stage-IV and Stage-V shall be considered for allotment without HD & OHD Seat Tag on the basis of inter se merit.

## Stage –IX: For all candidates (without any type of reservation)

- The seats remaining vacant after completion of Stage –VIII, shall be considered for allotment to all the candidates (open/reserved/male/female) on the basis of their *inter se* merit.

- For above step 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 (such as Backward Class, Persons with Disability) for HD and OHD candidates.

- Seats remaining vacant will be offered to all candidates 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 (such as HD, OHD, Backward Class, Persons with Disability etc).

### 14.4   Reporting after CAP Rounds:

1. **Principals of respective institutes are required to carefully scrutinize all the required documents submitted by the candidates at the time of reporting. Any discrepancy in the claims as type, category, eligibility etc. made by the candidates and/or such claims which are not supported by relevant documents should be immediately brought to the notice of the respective Regional Office of the Directorate of Technical Education before confirming the admission of such candidates. The Principals of the Institute shall be responsible for issues/litigation arising out of such admissions.**

2. After the display of allotment of CAP Rounds, candidate should report to the respective Institutes where they have been allotted a seat as per the notified schedule of the admission process.

3. Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation as specified in Annexure- 4.

4. If the candidate fails to report to the allotted institute within specified schedule i.e. on or before the last date of reporting after each allotment round, then such a candidate forfeits the claim on the allotted seat.

5. **If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.**

6. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate (Proforma N) from the head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The

candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 4 working days after the date of payment of fees.

7. After scrutiny of original documents, the candidate will have to pay prescribed full fees immediately in the form as prescribed by the concerned institute and confirm the admission offered. In case of Government, Government aided, University Managed institutes and University Departments, candidates are required to pay the tuition fees in the form of DD in favour of the Principal /Registrar/Director as the case may be.

8. If candidate fails to pay the prescribed full fees within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.

9. If a candidate is offered admission, his or her original School / College Leaving Certificate

(after qualifying examination) will be retained by the concerned Institute. This original School / College Leaving certificate will not be returned to any candidate once admitted to a course at the institute unless the candidate cancels his/her admission. All other certificates will be verified by the Institute at the time of admission & returned to the candidate.

**14.5 Additional Round: Counseling Round at Government Polytechnic including Government Aided, Autonomous Institutes: For all the Maharashtra State** candidates.

If any vacancies remain after the end of CAP Round-III, Competant Authority shall conduct additional round of admission. This Round will be conducted concurrently in all Government Polytechnics in Maharashtra State. The nature and schedule of this round will be published on DTE website.

**15.0  Retention of Original certificates:**

If a candidate is offered admission, his or her original School / College Leaving Certificate (last attended) will be retained by the concerned Admission Authority / Principal effecting the admission.  This original certificate will not be returned to any candidate once admitted to a course at the respective institute unless the candidate cancels his or her admission. Refer 17.0

**16.0  Mode of payment of fees :**

**a)** The candidate who has been offered a seat in any Polytechnic shall pay the prescribed tuition fees, development fees and other fees in the form of D.D./P.O. of Nationalised bank valid for minimum three month in favour of the Principal of the respective institute. No other mode of payment will be accepted. The admission shall be confirmed only after the payment of fees.

**b)** All the candidates who are eligible for fee concession should produce documentary evidence issued by appropriate authority at the time of admission.

**17.0  Fees, concessions, cancellations and refund:**

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.

**17.1   Tuition Fees  & other fees :**

➢ **For Government and Government Aided Polytechnics-(Other than Rubber Technology course)**

1. Tuition fee-
    a. General candidate -  Rs.6,000/- per year
2. Development fee  -  Rs.1,000/- per year
3. Other Fees: As given below per year

| Sr. No. | Type of fees | Amount |
|---------|--------------|--------|
| 1. | Gymkhana Fee (Identity Card, Magazines etc.) | Rs. 200/- |

| 2. | Library Fee | Rs. 100/- |
| 3. | Internet & E-mail Facilities Fee | Rs. 150/- |
| 4. | Annual Social Gathering & Other Cultural Activities Fee | Rs. 100/- |

4. Caution Money Deposit (Refundable):- Rs.200/- as a Caution Money Deposit to be paid only once, and not every year.

Note:-

1. No tuition fee for **SC/ST/VJ/DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC** category candidates and candidates admitted under **TFWS** seats.

2. 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.

➢ **Rubber Technology course - A self financing course conducted at Government Polytechnic, Mumbai. This course shall be treated as un aided programme and the rules for fees in case of private un aided polytechnic shall be applicable to this course.**

➢ **For Unaided Private Institutes-**

a) **For Open Category candidates:**

The interim fee structure for unaided private institutes approved by the Shikshan Shulka Samiti will be made available on website. Unaided private institutes 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 will be admitted in the year 2015-16 and the students taking admission in these institutes will have to pay the fees accordingly.

b) **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.

➢ **For NRI/PIO/Foreign Nationals/Children of Indian Workers in the Gulf Countries**

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

➢ **Fees for J&K Migrant Candidates and GoI nominees:**

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

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

**17.1.1 Note:**

1. **If the concerned Social Justice/Tribal welfare authority denies the claim or backward class category candidate fails to substantiate claim for fees reimbursement with**

**documents in respect of his/her category, then it will be the responsibility of the candidate to pay the prescribed fees to the admitted Institute.**

2. **If candidate seeks admission to Diploma after XIth and/or XIIth standard Pass/Fail and availed the fee concessions shall pay full tuition, development & other fees for equivalent number of years.**

3. Candidates claiming for fee concession under Backward Class category shall produce the Caste Certificate. Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D category shall also produce Non-Creamy layer certificate Valid up to 31st March 2016. The candidates not having validity of Non-creamy layer up to 31st March 2016 may submit the Non-creamy Layer certificate issued in the previous academic year having validity up to the cut off date of the current admission process, subjected to the condition that the candidate will have to submit the revised validity up to 31st March 2016 within a period of one month from the date of his / her admission in the institute, failing which the candidates admission in the institute stands cancelled on its own.

4. Hostel Fees in case of candidates opting for hostel accommodation, Insurance etc. and any other fees as applicable to respective institute shall be charged at institute level from the candidates.

5. Changes if any in the fees will be notified later and will be binding on the candidates.

6. The admission shall be confirmed only after payment of fees as indicated above**.**

### 17.2 Caution Money:

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

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

1. Within 3 complete financial years after the student actually leaves the institution;

**OR**

2. Within 3 complete financial years after the date of successful completion of the course, whichever is earlier

### 17.3 Cancellation of admission and Refund of fees:

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

a) 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.)

b) 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 cut off date & if a seat is filled in that course before the cut off date | Entire fee less Rs. 1000/- |
| 2. | Cancellation Request received before cut off date but 'a seat' could not be filled in that course before cut off date | No Refund (except security deposit) |

**Note:** Entire amount of Security/Caution Money Deposit is to be refunded to candidate.

### 17.4 Actions to be taken in case of excess admissions and late uploading of admitted Candidates.

### 17.4.1 Excess admissions

a. Excess admissions over the sanctioned intake shall not be allowed under any circumstances.
b. In case any excess admission is reported/noted by the DTE, appropriate penal action will be initiated against the Institution.
c. The Institution shall be liable to any one or more of the following punitive actions by the DTE as per GR no NGC-2005/(821/05) HE-3, Dated 22$^{nd}$ January 2007 or any orders by the Government in this regards

   I.Surcharge amounting five times the total fees collected per student shall be levied against each excess admission
  II. Seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
 III.Suspension of approval for supernumerary seats
 IV.No admission status in one/more courses
 V. Withdrawal of approval for programme/course
 VI.Withdrawal of approval of the Institution
VII.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

### 17.4.2 Late uploading of Admitted candidates on DTE web site.

a. 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. (Refer Annexure-I for procedure & rules of reporting of each Round of Centralized Admission)
b. Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation**.**
c. After scrutiny of original documents at the concerned institute by Principal /Director of the institute, the candidate will have to pay prescribed fees immediately **as prescribed by the concerned institute** and confirm the admission offered.

d.  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.

e.  The system shall automatically generate letter of **confirmation/cancellation** of the admission as an acknowledgement.

f.  The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.

g.  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.

h.  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 have to adjust these unreported candidate(s) against the institute level seats.

i.  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.

j.  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.

k.  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

l.  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, OMS, Institute level/ Minority seats, J&K seats, PIO, FN, FS, NRI etc. **within 5 days from the cut off date** of the admission. 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 cut off date of admission. Uploading Link will be closed on the last day of cut off date of uploading.

m.  If the institute fails to update the reporting of the candidate through "**Online Update within specified time period** ", the action shall be taken against the institute as per Government Resolution No. TEM-2008/(52/08)/TE-1 Dt. 29/03/2008 issued by Higher & Technical Education Department and modifications there in from time to time.

n.  **The Director/Princip**al 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.

o.  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 15 days from the cut off date.

p.  The regional office of the Joint Director of Technical Education shall verify the supporting documents and give final approval to the list of admitted candidate.

**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/RO.

**18.0  Concessions in tuition fee:**

**18.1   E.B.C Concession :**

Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce **a certificate from** Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district to the effect that the candidate belongs to EBC category (the income is Rs. One lakh per annum) at the time of admission. They shall, on admission, also submit an application in the prescribed form for being granted the concession in tuition fee, to the appropriate authority through the Polytechnic they are admitted within one month from the actual date of joining of polytechnic 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.

a.  The concessions in tuition fee at the time of admission will be given only for Government and Government-Aided Institutions.

b.  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.

**18.2   Tuition Fee Waiver Scheme (TFWS) of AICTE**

**The salient features of the scheme are:-**

1.  Under the Scheme, 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature and to be filled through centralized admission process conducted by DTE irrespective of the institute participate in CAP or not. Institutes not participating in CAP are not allowed to fill these seats at institute level.
2.  Sons and daughters of parent having annual income of **less than Rs. 6.0 lakhs** from all sources shall only be eligible for seats under this scheme.
3.  The scheme shall be mandatory (subject to the following procedure as laid down below to be followed) for all Institutions approved by the council.
4.  The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other Fee except tuition fees will have to be paid by the beneficiary.
5.  These seats are not available in second shift courses.

**Tuition Fee Waiver scheme shall be implemented as follows**:

1.  The competent authority to effect these admissions is the State Government or its designated Authority. State Admission authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.

2.  All such additional seats shall be treated as TFWS seats of Maharashtra state quota. These additional seats will be filled as State Level seats and will be made available to eligible candidates (Whose names are appeared in TFWS Merit List) of **Tuition Fee Waiver scheme as a separate choice**.
3.  In the event of non-availability of students in this category the same shall not be given to any other category of applicants.
4.  Candidates willing to opt for TFWS seats will have to specify their willingness in the option form as a separate choice code.
5.  Only Maharashtra State candidates will be admitted against such additional seats.
6.  These seats shall be filled only through Round-I, Round II and Round III of CAP process.
7.  If the competent authority finds that there is inadequate number of beneficiaries available for the particular course at the institute at the end of CAP Round-III then such seats will not be filled and will remain vacant.

8. List of Technical Institutes having approvals for Tuition Fee Waiver scheme shall be made available before the submission of option form.

9. The Institutions should publish in their brochure and web site the number of tuition fee waivers available in each category in each course/division.

10. The Competent Authority will prepare merit list of applicants from eligible students and will effect admissions strictly on merit basis.

11. A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary.

12. Students admitted under this scheme shall **not be allowed to change Institution/course** under any circumstances.

13. The competent authority and Institutions will display the information regarding admitted candidates in their respective web sites for information to the students and other stakeholders.

14. Candidates willing to opt for these additional TFWS seats **will have to submit income certificate** stating that his/her parent's annual income is less than Rs. 6.0 lakhs from all sources from the appropriate competent authority of the Maharashtra State.

**18.3   Concession for sons and daughters of Teaching and Non-teaching staff of Primary, secondary, higher secondary schools:**

Candidates claiming concessions for sons and daughters of primary, secondary school and higher secondary schools (junior colleges) teachers or non teaching staffs who are admitted in Government., Government.-Aided Polytechnics according to the Rules shall, at the time of admission, produce a declaration in a format as prescribed by the Government.

a. A certificate from Head of school or college in support of the statement made in declaration duly endorsed by the Education Officer.

b. They shall, on admission, also submit an application in the prescribed form for being granted the concession of tuition fee, 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.

c. The concessions in tuition fee at the time of admission will be given only for Government and Government-Aided Institutions.

d. In case of Un-Aided colleges, such candidates will be required to pay the fees at the time of admission. The fees paid by such candidates will be reimbursed by the respective colleges only after the concession (if any) is granted by the respective Authority.

**18.4   Issue of School/College Leaving Certificate:**

a) If during the course of studies, a candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Principal shall issue Institution Leaving Certificate and fees shall be refunded as provided in these rules.

b) If the admission is cancelled on or before 31$^{st}$ August of the admission year, the original school or college leaving certificate on the strength of which a candidate was admitted shall be returned.

c) If the admission is cancelled after 31$^{st}$ August of the admission year, the leaving certificate from the institution where the candidate was finally admitted should be issued. A true copy of the original school or college leaving certificate retained by the institute may be issued, if requested by the candidate, duly attested by the Head of the Institute.

**19.0   Miscellaneous**:

a. The medium of instruction for Diploma courses in Engineering / Technology in all the institutes is English.

b. Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action. It is to be noted that Persons with Disability candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.

c. Excess admissions: No excess admission above the approved sanctioned intake of the institution is permitted in any case.

d. Details of exemptions for candidate admitted to first year and having higher qualification is available on http://www.msbte.com

## 20.0 Hostel Accommodation:

Accommodation in Hostel cannot be guaranteed to all the candidates admitted. Hostel fees payable etc. should be ascertained by the students from the Principal of the Polytechnic to which they intend to take admission. Candidates (both boys and girls) are advised to verify personally whether the hostel accommodation is available or not, by contacting Principals of Polytechnics where they are intending to seek admission.

The Principal of the Polytechnics shall consider sympathetically on priority the applications of Persons with Disability candidates, sons and daughters of Jammu and Kashmir migrants and GoI nominees for Hostel accommodation.

## 21.0 Conduct and Discipline

a. 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. Such a candidate will be debarred from the entire admission process. Therefore the candidate is required to make only such claims which could be substantiated by relevant original documents.

b. The 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.

c. Not withstanding anything contained in these Rules, if the Government. takes any policy decision pertaining to Diploma admissions, then the same shall be brought in to effect at that point of time as per the directives from the Government. from time to time.

d. Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.

e. If any of the statement made in application form or any information supplied 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. An appeal against the order of expulsion, however, may be preferred within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final.

**21.1 Action against ragging: Maharashtra Prohibition of Ragging Act 1999 which 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 complaints, 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.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.

**As per the Appendix 12 of the AICTE Approval process hand book "Prevention and Prohibition of Ragging" is given below:**

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students,
Ragging constitutes one or more of any of the following acts:

➢ **What Constitutes Ragging**

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

➢ **Actions to be taken against students for indulging and abetting ragging in technical institutions**

A. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

B. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

C. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

D. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,

    **i.** Cancellation of admission
    **ii.** Suspension from attending classes
    **iii.** Withholding/withdrawing scholarship/fellowship and other benefits
    **iv.** Debarring from appearing in any test/examination or other evaluation process
    **v.** Withholding results
    **vi.** Debarring from representing the institution in any regional, national or International meet, tournament, youth festival, etc.
    **vii.** Suspension/expulsion from the hostel
    **viii.** Rustication from the institution for period ranging from 1 to 4 semesters
    **ix.** Expulsion from the institution and consequent debarring from admission to any other institution.
    **x.** Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

**21.2 Undertaking:**

All candidates who have applied for admission shall be deemed to have submitted the following undertaking:
I have read all the Rules of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the current year.
The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the Principal.

a. I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.

b. I fully understand that the offer of a course will be made to me depending on my inter se merit and availability of a seat at the time of scrutiny of my application, when I will actually report to the admission authority according to the schedule of admission.

c. I understand that no document after the last date of submission will be entertained for the purpose of claims or concessions etc. in connection with my admission unless otherwise mentioned in the rules.

d. I am fully aware that the Competent Authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notices on the notice boards of concerned Admission Centre.

e. I am aware that any rule imposed by the Examination Authority of MSBTE / Autonomous Institutes such as 'imposing limits on the number of attempts permissible to pass any examination' shall be binding on me.

f. I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the institution which may result in disciplinary action against me under these rules, acts and laws referred to.

g. I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the institution for any infringement of the rules of conduct and discipline prescribed by the institution or MSBTE / Governing body of Autonomous Institutes or Government and the undertaking given above.

h. I am fully aware of Condition of minimum attendance that, I will not be allowed to appear for the examination if I do not attend minimum 75% theory classes, and 100% practical, drawing etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports as specified by the MSBTE / Governing body of Autonomous Institutes within stipulated time limit.

## 22.0 Transfer of Student:

a. A candidate once admitted in the first year or semester of a course shall not be transferred during the same year or first two semesters to any other institution or course for any reason.

b. Candidates who got admission under TFWS/supernumerary seats are not eligible for transfer/change of branch during entire duration of the course.

c. There shall be no transfer of students at any stage from Government. and Government. Aided Autonomous

Institutes to another Government , Government Aided autonomous institute.

d. A candidate admitted in any Government or Government. Aided non autonomous polytechnic and passing the first year in a yearly pattern or both the semesters of first year of that any higher year as the case may be, in full or with only one ATKT, may be transferred to another Government or Government. Aided non autonomous polytechnic in next year on getting admission in the same course or another course, if eligible, provided vacancy exists and he/ she stands in merit in comparison to other candidates aspiring for such change. In this case, the Principal of the Government. Government Aided polytechnic if authorized by the Joint Director of respective region to admit such candidates by the following approved procedure. The aspiring candidate shall apply to the Principal of parent Institute & also seek NOC from the other Polytechnic where the candidate wish to take transfer. The priority for such admissions shall be in the following order:

   a) Candidates from the same polytechnic aspiring for the change of course.
   b) Candidates from other polytechnics aspiring for only transfer into their original discipline.
   c) Candidates from other polytechnics aspiring for transfer as well as change of course.

e. The candidate from unaided polytechnics shall not be eligible for transfer to Government or Government. Aided polytechnics.

f. The above eligibility criterion for transfer of candidates from and among the Unaided polytechnics also will be applicable to unaided polytechnics provided both the polytechnics issue

NOC in writing for the respective transfers and the examination authority issues NOC for change of branch and **Such transfers shall have prior permission/approval of the Joint Director of Technical Education of the concerned region(s).**

g. Transfers made in accordance with these clauses should be reported immediately to the Director of Technical Education, (MS), Mumbai and also to the Secretary/Dy Secretary, MSBTE, Mumbai / Regional Offices of Board of Technical Education, by the Principal of the polytechnic to which the candidate is transferred along with a copy of approval order of transfer.

h. In case of the transfer of the candidate from the Polytechnic in a particular region to the Polytechnic situated in other Region, such transfer shall be effected with prior approval of the Director of Technical Education, Mumbai.(M.S.)

| Sr. No. | Type of Transfer | Competent Authority | Span/Student Activity | Remarks |
|---------|------------------|---------------------|-----------------------|---------|
| 1 | Transfers within Same institutes | Principal | Student shall apply to the principal of institute and also apply to MSBTE for eligibility for the admission and backlog subjects | To be completed before start of direct admission to second year and transfers shall be approved by the Joint Director |
| 2 | Transfers between Non-Autonomous Government. Polytechnics within region | Joint Director of the region | Student shall apply to the joint director of region with NOC of both the institutes along with vacancy position of institute where admission is requested. Student shall also apply to MSBTE for eligibility for the admission and backlog subjects | |
| 3 | Transfers between Non Autonomous Government. Aided polytechnics within region | | | |
| 4 | Transfers between unaided polytechnics within region | | | To be completed before Cut off date of direct second year admission |
| 5 | Transfers between Non Autonomous Government. polytechnics outside region | Director of Technical Education, Mumbai | Student shall apply to the Director of Technical Education, Mumbai with NOC of both the institutes along with vacancy position of institute where admission is requested. Student shall also apply to MSBTE for eligibility for the admission and backlog subjects | |
| 6 | Transfers between Government. Aided polytechnics outside region | | | |
| 7 | Transfers between unaided polytechnics outside region | | | |

**Note**:- Refer Proforma T for Application for transfer, NOC.

### 23.0  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 year [including candidates admitted in supernumerary quota] are less than 20 students for the respective Second or Third  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) in any unaided Institutes to any other Unaided institutes the same district/region/outside region where vacancies within sanctioned intake exist on the request of the Institute & as per the preference given by students.

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## Annexure 1

## Procedure for Centralized Admission Process (CAP) for the academic year 2015-16

The procedure for CAP consists of following **major** stages:

1. **Sale of Information Brochure** along with Application Kit at designated ARCs

2. **Filling up** of Online Application form on website www.dtemaharashtra.gov.in/poly2015, for each of the CAP rounds I/II/III by eligible candidates.

3. **Confirmation** of Online Option Form for each of the CAP rounds I/II by the eligible candidate **through his/her Login only.**

4. **Display of provisional Merit List** on website www.dtemaharashtra.gov.in/poly2015, indicating State Merit No, Home District Merit No, State Category Merit No etc.

5. **Display of Provisional Allotment** indicating allotment after each of the CAP rounds I/II on the website **www.dtemaharashtra.gov.in/poly2015** and at the **ARC**

6. **Reporting to the institute** as per allotment of the CAP rounds I/II and confirmation of admission by the candidate

7. **Conduction of CAP round-III** i.e. admission round by counselling at District Level.

**NOTE**:

OMS candidates are not permitted to fill Online Application Form & Online Option Forms of CAP rounds. However, such OMS candidate can apply separately for the seats coming under the purview of the Institute Authorities (Institute Level seats) to be filled by the respective unaided institute at the institute level.

The **Centralized Allotment Process** (CAP) has following stages:

## Stage I – Availability of the Information brochure:

1. All aspiring Candidates are required to procure/purchase the Information Brochure along with Application Kit from the designated ARCs.

2. The Application Kit consists of Application ID and Password as well as important instructions/guidelines and various stages for CAP Admission. The candidate can submit the application form with the help of the Application ID and password.

3. Rules & Institute Information brochure for Academic Year 2015-16 will be available for **Rs.400/-** for General Category candidates and **Rs.300/-** for reserved Category and Physical Handicap (belonging to Maharashtra State only) candidates at all the ARCs mentioned in Annexure 3.

4. All the information printed in the brochure will also be available on the website www.dtemaharashtra.gov.in/poly2015 for browsing, downloading and printing.

## Stage II - Filling online Application form for CAP Admission

1. The candidate has to login to the website www.dtemaharashtra.gov.in/poly2015 through his/her Application ID and Password provided in the Application Kit.

2. The Candidate has to fill online application for CAP Admission and take the printout of the online submitted application form.

3. The Candidates are required to attach the attested copies of required documents mentioned in the application form.

4.  The Candidate should go to the any ARC **in person** for verification & confirmation of Online Application along with the Original and attested copies of required documents.

5.  The ARC officer shall verify and scrutinise the online filled application with online printed copy of application form and documents attached and after verification, confirms the Application form of the candidate and shall issue the acknowledgement cum receipt of confirmation of Application Form.

6.  Once the application is confirmed at ARC, no change in the application form is allowed.

7.  The J & K Migrant candidates required to fill the Online Application Form by procuring Information brochure along with Application Kit from any ARC, and submit online printed application along with required documents as per the notified schedule by post/by hand to The Principal, S.B.M. Polytechnic, Near Cooper Hospital, Vile Parle (West), Mumbai as their admission shall be done by counselling.

8.  Candidates claiming NCC seats shall submit the separate application along with required documents through their respective NCC units wherein these students has been enrolled. The NCC units shall forward applications to Director of N.C.C., Maharashtra State, A.F.I. Building, Mumbai Hospital Lane, Near Metro Cinema, Mumbai - 400 020 for verification and recommendation.  **Only names of the recommended candidates by The Director of N.C.C., Maharashtra will appear in the Merit List.**

## Stage- III: Display of provisional Merit list for Maharashtra Candidates

Provisional Merit List of eligible Maharashtra candidates will be displayed on dtemaharashtra.gov.in/ poly2015 and at the ARCs as per the schedule.

1.  For discrepancy in the provisional merit list, if any, get the corrections by lodging the grievance at ARCs, where the candidate has confirmed the application within the period specified in the schedule.  No additional document to substantiate the claim made in application shall be accepted.

2.  Final merit of the candidate will be displayed on the www.dtemaharashtra.gov.in/poly2015 and at ARCs as per the Schedule.

3.   Merit list of eligible J & K Migrant candidates will be displayed on www.dtemaharashtra.gov.in/poly2015 after scrutiny of all documents as per schedule.

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

## Stage- IV - Filling online option form for CAP Round(s)

1.  The candidate whose names are appeared in the Merit List has to login to the website www.dtemaharashtra.gov.in/poly2015 through his/her Application ID and Password.

2.  The candidate eligible for CAP Round I/II should fill the Online Option Form.

3.  The Candidate should select the choice codes in order of preference i.e. first, second etc. for example, for CAP Round-I, candidates can fill minimum 1 and maximum 100 options.

4.  The Candidate must confirm his/her filled in option form for CAP Round I & II through his/her login ID. For this it is **not mandatory** for candidates to approach to ARC for filling and confirmation of Option forms. They can do so from either home or from place convenient to them. However if candidate wishes to approach ARC, then he/she has to pay Rs.50/- as facilitation charges to ARC.

5.  The candidate has to generate the acknowledgement cum receipt of confirmation of Option form for CAP Round(s) through his /her Login ID.

6.  Once the options are confirmed by himself/herself through his/her login ID, no change in the options / preferences is allowed thereafter under any circumstances.

7.  The status of Allotment will be available on the website only and no separate allotment letter will be issued to the candidate.

8.  The J & K Migrant candidates not required to fill the Online Option Form, as their admission shall be done by counselling.

**Note:-** If candidate fails to confirm options/preference and get acknowledgement of confirmation he/she will not be considered for allotment.

## Stage-V: Display of Provisional Allotment for Round(s), Rules of Reporting to the "Respective Institutes" and confirmation of the admission of Cap Round(s).

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

*   The allotment of eligible candidates for respective rounds will be displayed on the website.

*   The candidate should to take a printout of the displayed allotment.

*   No separate allotment letter will be issued to the candidate.

*   The candidate will report to the allotted institute and confirm the admission at the respective Institute along with the necessary original documents as specified in Annexure-II and pay full fees.

*   The respective Institute will carry out "**Online Update**" of the confirmation of the candidate's admission on website through their Institute login, at the time when the candidate is being admitted at the Institute.

*   The system shall automatically generate letter of confirmation of the admission as an acknowledgement.

*   The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.

*   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

*   Such seats will be treated as vacant seat for subsequent rounds of CAP.

*   The candidates will be able to know the status of reporting, his/her eligibility for next round through login.

## ❖ Rules of Reporting of 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.

❖ **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.

3. 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-VI: CAP Round III- Counseling round of Admission**

**Eligible Candidates for CAP Round-III:**

The candidates whose names have appeared in the Maharashtra State Merit List of CAP round-IV published by the Directorate of Technical Education.

**Available Seats**

1. All Maharashtra State 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, HD, OHD etc. will be considered as State Level General seats.

### Rules of Reporting for CAP Round-III:

1. 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. Name of **Center of Counseling Round** for CAP Round III (counselling) will be notified in newspaper & DTE website.

2. 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.

3. The candidate will report as per schedule at the **Center of Counseling Round** along with the necessary original documents.Candidates excluding SC/ST category shall carry part payment of **non-refundable** fees of Rs. 3000/- in cash.

4. Eligible Candidates who report to the **Center of Counseling Round** will be offered admission to available seat as per the inter se merit of candidates.

5. All Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of Rs. 3000/- (Excluding SC/ST) and producing necessary documents in original for verification.

6. The **Center of Counseling Round** 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 less Rs. 3,000/- 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 claim on the allotted seat as well on the Rs. 3000/- paid by the candidate at the **Center of Counseling Round**.

## Annexure - 2
## List of courses along with respective course codes

| Sr.No | Course Name | Course Abbreviation | CourseCode |
|---|---|---|---|
| 1 | Apparel Manufacturing and Design | AS | 712 |
| 2 | Architecture Assistantship | AA | 034 |
| 3 | Automobile Engineering | AE | 602 |
| 4 | Bio Technology | BI | 082 |
| 5 | Chemical Engineering | CH | 507 |
| 6 | Chemical Technology | CT | 515 |
| 7 | Civil & Environment Engineering | CC | 208 |
| 8 | Civil & Rural Engineering | CR | 207 |
| 9 | Civil Engineering | CE | 191 |
| 10 | Computer Engineering | CO | 245 |
| 11 | Computer Sci and Engg | COE | 242 |
| 12 | Computer Technology | CM | 251 |
| 13 | Construction Engineering | CSE | 193 |
| 14 | Construction Technology | CS | 205 |
| 15 | Digital Electronics | DE | 343 |
| 16 | Dress Designing | DS | 871 |
| 17 | Dress Designing & Garment Manufacturing | DD | 872 |
| 18 | Electrical Engineering | EE | 293 |
| 19 | Electrical Power Systems | EP | 292 |
| 20 | Electronic & Comm Engineering(Industry Integrated) | ED | 370 |
| 21 | Electronics  Engineering (Industry Integrated) | EI | 376 |
| 22 | Electronics & Communication Engineering | ET | 370 |
| 23 | Electronics & Telecommunication Engineering | EJ | 372 |
| 24 | Electronics & Video Engineering | EV | 367 |
| 25 | Electronics Engineering | EX | 376 |
| 26 | Fabrication Technology | FT | 600 |
| 27 | Fabrication Technology & Erection Engineering(Sandwich) | FE | 590 |
| 28 | Fashion and Clothing Technology | FK | 876 |
| 29 | Food Technology | FC | 503 |
| 30 | Garment Technology | GT | 880 |
| 31 | Industrial Electronics | IE | 364 |
| 32 | Information Technology | IF | 246 |
| 33 | Instrumentation | IS | 466 |
| 34 | Instrumentation & Control | IC | 464 |
| 35 | Jewellery Design & Manufacturing | JD | 727 |
| 36 | Knitting Technology | KT | 883 |
| 37 | Leather Goods & Footwear Technology | LG | 492 |
| 38 | Leather Technology | LO | 491 |
| 39 | Machine Tools & Maintenance Engineering (Sandwich Pattern) | MM | 621 |
| 40 | Man Made Fibre Mfg. | MF | 884 |
| 41 | Man-Made Textile Chemistry | MX | 885 |
| 42 | Man-Made Textile Technology | MO | 886 |
| 43 | Marine Engineering | MA | 576 |

| Sr.No | Course Name | Course Abbreviation | CourseCode |
|---|---|---|---|
| 44 | Mechanical Engineering | ME | 612 |
| 45 | Mechanical Engineering (Sandwich Pattern) | MH | 625 |
| 46 | Medical Electronics | MU | 467 |
| 47 | Medical Laboratory Technology | ML | 663 |
| 48 | Metallurgical Engineering | MT | 692 |
| 49 | Metallurgy(foundry) | DMF | |
| 50 | Mine Engineering | MN | 701 |
| 51 | Mining & Mine Surveying | MS | 702 |
| 52 | Ophthalmic Technology | OT | 666 |
| 53 | Packaging Technology | PK | 593 |
| 54 | Petrochemical Engineering | PCC | 527 |
| 55 | Petrochemical Technology | | 528 |
| 56 | Plant Engineering | PE | 597 |
| 57 | Plastic & Polymer Engineering | PL | 501 |
| 58 | Plastic Engineering | PS | 509 |
| 59 | Printing Technology | PN | 843 |
| 60 | Production Engineering | PG | 606 |
| 61 | Production Technology | PT | 607 |
| 62 | Production Technology (Sandwich Pattern) | PY | 626 |
| 63 | Rubber Technology | RB | 851 |
| 64 | Sugar Manufacturing | SM | 861 |
| 65 | Textile Applied  Chemistry | TAC | 889 |
| 66 | Textile Design | TD | 891 |
| 67 | Textile Manufactures | TM | 894 |
| 68 | Textile Technology | TT | 896 |
| 69 | Travel & Tourism | TR | 730 |

**Note: -** Above information may change. Candidates are requested to visit website
http://www.dtemaharashtra.gov.in/poly2015 for latest and updated information.

## Annexure - 3

**List of the Application form Receipt Centres (ARC) for submission & confirmation of Application Forms for the admission to the First Year Diploma Courses in Engineering through CAP for the year 2015-2016 is given below**

| Sr. No. | DTE code | Institute Name | Institute Address |
|---------|----------|----------------|-------------------|
| | | **Amravati Region** | |
| | | **Aurangabad Region** | |
| | | **Mumbai Region** | |
| | | **Nagpur region** | |
| | | **Nashik Region** | |
| | | **Pune Region** | |

### Application form receipt centre for

| Sr. | Candidate | Address of ARC |
|-----|-----------|----------------|
| 1. | N.C.C. candidates Claiming admission against seats for N.C.C. Candidates. | The Director of N.C.C., Maharashtra State, A.F.I. Building, Mumbai Hospital Lane, Near Metro Cinema,   Mumbai - 400 020. **Note**: Candidates seeking admission against seats reserved for N.C.C. candidates can also submit Separate application form as Type-A, B, C, D or E candidate as given above. |
| 2. | Jammu and Kashmir Migrants. | The Principal, S.B.M. Polytechnic, Near Cooper Hospital,Vile Parle (West), Mumbai 400 056. |
| 3. | OMS Candidates. | Principal of the respective Un-Aided Polytechnics |
| 4. | Foreign Nationals and Persons of Indian Origin | The Director of Technical Education, Maharashtra State, 3, Mahapalika Marg, Opp. Metro Cinema, Mumbai - 400 001 |
| 5. | Marathi speaking candidates of Mauritius | The Director of Technical Education, Maharashtra State, 3, Mahapalika Marg, Opp. Metro Cinema, Mumbai - 400 001 |

**Annexure - 4**

| Sr. No. | Type of Candidate | Attested true copies of documents to be attached along with application Form |
|---|---|---|
| 1. | All Candidates | Indian Nationality Certificate*, VIII,IX Mark sheet/ Proforma Z, S.S.C. (Std.X) mark sheet. School leaving certificate after passing SSC (Std. X), HSC/MCVC mark sheet and Leaving Certificate, if applicable. Certificate of passing Intermediate Grade Drawing examination, if applicable. |
| 2. | Type – B Candidates | Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra<br>( In addition to the documents mentioned in Sr. No. 1) |
| 3. | Type – C Candidates | Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government. of India undertaking employee is presently posted in Maharashtra.<br>( In addition to the documents mentioned in Sr. No. 1) |
| 4. | Type – D Candidates And Type – E 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. ( In addition to the documents mentioned in Sr. No. 1) |
| 5. | Backward class Candidates belonging to S.C. / S.T. | Caste certificate<br>( In addition to the documents mentioned in Sr. No. 1) |
| 6. | Backward class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC categories | Caste certificate<br>Non creamy layer certificate valid up to 31st March 2016<br>( In addition to the documents mentioned in Sr. No. 1) |
| 7 | Ex-servicemen (Def1) | Defence Service Certificate Proforma – C.<br>Domicile certificate of father/mother who is an Ex service personnel is domiciled in the state of Maharashtra.<br>( In addition to the documents mentioned in Sr. No. 1) |
| 8. | Active Defence servicemen. (Def2) | Defence Service Certificate Proforma – C<br>Domicile certificate of father/mother who is an active defence service person is domiciled in the state of Maharashtra.<br>( In addition to the documents mentioned in Sr. No. 1) |
| 9. | Active Defence servicemen (Non Domiciled) (Def3) | Defence Service Certificate Proforma – C and D/E.<br>Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra.<br>Or<br>Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.<br>( In addition to the documents mentioned in Sr. No. 1) |

| 10. | Persons with Disability Candidates(P1/P2/P3) | Certificate in the proforma–F/F-1.<br>( In addition to the documents mentioned in Sr. No. 1) |
|---|---|---|
| 11. | Jammu & Kashmir Migrant candidates (J1/J2/J3) | Certificate of posting in case of defence and Government. servants in proforma – J<br>Certificate for stay in refugee camp for those staying in refugee camp in proforma – K<br>Certificate stating that the candidate belongs to displaced family in proforma – L<br>( In addition to the documents mentioned in Sr. No. 1) |
| 12. | Foreign Nationals | Equivalence certificate from MSBSHSE And Certificate / Proof of Foreign nationals. |
| 13. | Persons of Indian origin | Eligibility certificate from concerned University/Board Certificate / Proof of Persons of Indian origin status. |
| 14. | Workers in Gulf Countries/Non Resident Indian | Eligibility certificate from concerned University Certificate / Proof of Person having Workers in Gulf Countries/NRI status. |
| 15 | NCC | Certification of representing Maharashtra at All India level, Certificate of minimum 70% attendance in two years of N.C.C., N.C.C. `A' certificate.<br>( In addition to the documents mentioned in Sr. No. 1) |
| 16 | Minority Candidate | Certificate of Religion or leaving certificate showing candidate belongs to Muslim, Buddhist, Christian, Shikh, Parsi and Jain community<br>( In addition to the documents mentioned in Sr. No. 1) |

**\*In lieu of the "Certificate of Indian Nationality" following documents will also be acceptable-**

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

**\*\* 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.

**Cut off date for the eligibility:**
The eligibility of the candidate shall be determined and/or decided for all purposes including for applicability of all these Rules and Regulations by considering the last date of submission of Online Application form for CAP as the cut off date. It is made abundantly clear that if a candidate is found ineligible as on the last date of submission of Online Application form for CAP, in terms of these Rules and Regulations, and if such an ineligible candidate acquires the requisite eligibility after the aforesaid cut off date (i.e. the last date of submission of Online Application form), such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission.

**Caste validity Certificate:**
The candidates belonging to SC, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "Caste Validity Certificate" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "Tribe Validity Certificate" issued by Scrutiny Committee of Tribal Department at the time of claiming fees reimbursement as demanded by the concerned authority.If candidate fails to produce the caste validity certificate by concerned department then he/she shall be required to pay the fees applicable to the General Category candidate.

**Annexure – 5**

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

| Sr.No | Course Code | Course Name |
|---|---|---|
| 1. | 491 | Leather Technology |
| 2. | 712 | Apparel Manufacturing and Design |
| 3. | 727 | Jewellery Design & Manufacturing |
| 4. | 492 | Leather Goods and Footwear Technology |
| 5. | 880 | Garment Technology |
| 6. | 896 | Textile Technology |
| 7. | 666 | Ophthalmic Technology |
| 8. | 861 | Sugar Manufacturing |
| 9. | 876 | Fashion and Clothing Technology |
| 10. | 883 | Knitting Technology |
| 11. | 508 | Plastic Technology |
| 12. | 885 | Man Made Textile Chemistry |
| 13. | 590 | Fabrication Technology and Erection Engineering |
| 14. | 886 | Man Made Textile Technology |
| 15. | 889 | Textile Applied  Chemistry |
| 16. | 527 | Petro Chemical Engineering |
| 17. | 593 | Packaging Technology |
| 18. | 501 | Plastic and Polymer Engineering |
| 19. | 509 | Plastic Engineering |
| 20. | 503 | Food Technology |
| 21. | 702 | Mining and Mine Surveying |
| 22. | 692 | Metallurgy Engineering |
| 23. | 730 | Travel and Tourism |
| 24. | 894 | Textile Manufactures |
| 25. | 843 | Printing Technology |
| 26. | 467 | Medical Electronics |
| 27. | 872 | Dress Designing and Garment Manufacturing |

**Note: -** Above information may change. Candidates are requested to visit website
http://www.dtemaharashtra.gov.in/poly2015 for latest and updated information.

## Annexure –6

**Guidelines for the Admission Process to be carried out by Unaided Polytechnics**

Application forms shall be available in respective unaided polytechnics for the period of 15 days after the day of declaration of SSC result of Maharashtra State Board of Secondary and Higher Secondary Certificate Examination.

Candidates can submit duly filled Application to respective Unaided Polytechnics on or before 15th day after the day of declaration of S.S.C. Examination Result upto 5.00 p.m. (Excluding the day of declaration of result).

**Admissions to CAP allotees for the institute**

Admission authority in the institute shall follow the procedure mentioned under rule 14.3 for Reporting of candidates.

**Eligibility criteria of candidates for admission process to be carried out at institute level for the vacant seats after CAP Rounds:**

**Seats available:**

Vacancy within sanctioned intake due to the Non Reporting of candidates, Non Allotment and Cancellations (if any). In Unaided Non Minority Colleges, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats thus shall be filled after preparing a common merit list of all the candidates who have applied for the Vacancy round at the respective Unaided Non Minority Colleges.

**The seats shall be filled in the following order of preference.**

**a. Maharashtra State candidates (HD & OHD candidates)**

Refer Eligibility as given in Rule No 2.1 of this Brochure

To resolve a tie i.e. more than one candidate securing equal marks in aggregate marks, the procedure given in Rule 12.2 of Information Brochure" shall be adopted.

**b. Outside Maharashtra State candidates (Refer Rule 1.4 & 1.6)**

Refer Eligibility as given in Rule No 2.1 of this Brochure

To resolve a tie i.e. more than one candidate securing equal marks in aggregate marks, the procedure given in Rule 12.2 of Information Brochure" shall be adopted.

**Guidelines for the admission:**

1. All admissions shall be done in fully fair and transparent Manner & shall be Merit based.

2. Separate merit lists for Home Districts (70% quota) and Other than Home District (30% quota) shall be prepared and displayed for the admission purpose

3. Separate merit lists for OMS Candidates shall be prepared and displayed for the admission purpose. (This should be effected as per rule 1.4 & 1.6)

4. The Principals of the respective Un aided polytechnics shall invite applications for the seats available by giving publicity at least in two leading newspapers in state. Institutes are required to mention the name of newspaper in which sanctioned seats will be notified in their prospectus / brochure. Detailed schedule of the admission process shall display.

5. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective colleges for admissions.

**6.** Information brochure/prospectus of the Institute which includes these rules formulated by DTE 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.

## Guidelines for the admission process for Institute level seats:

All admissions shall be done in fully fair and transparent Manner & shall be Merit based. The Principals of the respective Un aided Polytechnics shall invite applications for the seats available by giving publicity at least in two newspapers. Institutes are required to mention the name of newspaper in which available seats will be notified in their prospectus/brochure. Detailed schedule of the admission process is also to be displayed.

Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective Polytechnics/Institutes 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 institute.

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.For details refer **Rule No 1.4 & 1.6**

## General Notes:

1. The allotment list of CAP rounds will be available to the institute through their Institute Login.The Institute should update the information of the reported candidates, allotted under CAP on the same day on which the candidate is reporting to the institute.
2. The Principal of the institute has to update the branch wise list of admitted candidates on DTE website through their institute login clearly indicating the stage of their admission like CAP, Maharashtra Candidate against vacancy, OMS candidate against vacancy, Institute Level seats, J&K Migrant seats etc. within 10 days from the cut off date of admission. Institutes not updating list of admitted candidates on website before cut off date will be penalised as per Government Resolution.
3. Institutes starting courses/filling seats over & above sanctioned intake without AICTE/Government approval will be penalised as per GR No NSG-2005/(821/05) HE-3 dated 22$^{nd}$ January 2007. (Refer Rule No 17.4)
4. Three copies of such lists are to be printed and to be submitted to the concerned Regional office of Technical Education, duly signed by the Principal / Head of the Institute
5. Admission authority should maintain record of Application sold, received, merit list, attendance of student reporting for admission, admitted list schedule wise.

**Important:** All the Diploma Institutes are required to complete their admission process and online uploading of admitted candidates on or` before the cut off date as specified in the schedule.

**Annexure –7**

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

| Inst Code | Name of the Institute | Name of Second shift Course | Choice Code |
|---|---|---|---|
| D1012 | Government Polytechnic, Yavatmal | Civil Engineering | 101219100 |
| | | Mechanical Engineering | 101261200 |
| D2013 | Government Polytechnic, Ambad | Electronics Engineering | 201337600 |
| | | Mechanical Engineering | 201361200 |
| D2014 | Government Polytechnic, Jalna | Civil Engineering | 201419100 |
| | | Electrical Engineering | 201429300 |
| | | Mechanical Engineering | 201461200 |
| D2017 | Government Polytechnic, Nanded | Civil Engineering | 201719100 |
| | | Mechanical Engineering | 201761200 |
| D3006 | Government Institute of Printing Technology, J.J. School Of Architecture Compound, Near CST Station, Mumbai | Printing Technology | 300684300 |
| D3007 | Government Polytechnic, 49, Ali Yawar Jung Marg, Kherwadi, Bandra(E), Mumbai | Computer Engineering | 300724500 |
| | | Information Technology | 300724600 |
| D3009 | Government Polytechnic, Ratnagiri | Civil Engineering | 300919100 |
| | | Electronics and Telecommunication Engg | 300937200 |
| | | Mechanical Engineering | 300961200 |
| D3011 | Government Polytechnic, Thane, At Phadke Pada, Opp. Bharat Gears, Mumbra Shil Road, Thane, - 400612 | Civil Engineering | 301119100 |
| | | Mechanical Engineering | 301161200 |
| D4009 | Government Polytechnic, Bramhapuri | Civil Engineering | 400919100 |
| | | Electronics and Communication Engineering | 400937000 |
| | | Mechanical Engineering | 400961200 |
| D5008 | Government Polytechnic, Jalgaon | Civil Engineering | 500819100 |
| | | Mechanical Engineering | 500861200 |
| D6016 | Government Polytechnic, Karad | Civil Engineering | 601619100 |
| | | Electronics and Telecommunication Engg | 601637200 |
| | | Mechanical Engineering | 601661200 |
| D6017 | Government Polytechnic, Akkalkot Road, Solapur | Civil Engineering | 601719100 |
| | | Mechanical Engineering | 601761200 |
| D6013 | Government Polytechnic ,Pune. | Electrical Engineering | 601329300 |
| | | Electronics and Telecommunication Engg | 601337200 |
| D2015 | Puranmal Lahoti Government Polytechnic, Latur | Civil Engineering | 201519100 |
| | | Mechanical Engineering | 201561200 |
| D2012 | Government Polytechnic, Hingoli | Mechanical Engineering | 201261200 |

**Note: -** Above information may change. Candidates are requested to visit website http://www.dtemaharashtra.gov.in/poly2015 for latest and updated information.

## Proforma – A
*(For Type C candidates)*

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

**Reference. No.:**                                                                          **Date:**

### CERTIFICATE

This is to certify that Shri / Smt. í í í í í í í í í í í í í í í í .. is an employee in the capacity ofí í í í í í í í í ..iní í í í í í í í í í í í ......................................This Organisation/Establishment / Department is under í í í í í í í í í í í í í í í í í í í í Department of Government. of India / Government. of India undertaking.

Shri / Smt. í í í í í í í í í í í í í í í í í .. is transferred to í í í í í í í í í í in Maharashtra State vide transfer order Noí í í í í í í í í í Datedí í í í  He / She has joined duty in Maharashtra on í í í í í í í í . and is currently working in the same post.

This certificate is issued for the purpose of his/her / his son or daughter / her son or daughter í í í í í í í í í í í .øs admission to First Year of Diploma courses in Engineering/Technology for the year 2015-16.

Date:                                                                                          (Signature)
Place:                                                                                        Name & Designation
                                                                                                  of the Head of the office

                Seal of the Office

Note: This proforma is to be accompanied by attested copy of Transfer order and Joining report

## Proforma – B
*(For Type D/E candidates)*

**(For sons and daughters of Maharashtra State Government./Government. of India/Maharashtra State Government. or Government. of India undertaking employees.)**

**Reference. No.:**                                                                          **Date:**

### CERTIFICATE

This is to certify that Shri / Smt. í í í í í í í í í í í í í í í í í .. is an employee in the capacity ofí í í í í í í í í í í í í iní í í í í í í í í í í í í í í í .This                                Organisation /Establishment / Department is under í í í í í í í í í í í í í Department of Maharashtra State Government.  / Government. of India/Maharashtra State Government. or Government. of India undertaking.

Shri / Smt.  í í í í í í í í í í í í í í í í í .. is transferred to  í í í í í í í í . in Maharashtra State vide transfer order Noí  í í í í í í í í í í Datedí í í í

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

This       certificate       is       issued       for       the       purpose       of       his       /       her       son       /       daughter í í í í í í í í í .í í í í í í í í í í í .øs admission to First Year of Diploma courses in Engineering/Technology for the year 2015-16.

Date:                                                                                          (Signature)
Place:                                                                                        Name & Designation
                                                                                                  of the Head of the office

Note: This proforma is to be accompanied by attested copy of Transfer order and 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 í  í  í  í  í  í  í  í  í  í  í  í  í  í  í  í  í    í  í  í ( 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 í  í  í  í  ..   years  of service in Indian Army / Indian Navy / Indian Air Force   from í  í  í  í  í   to í  í  í  í  .. and is  currently working / retired from services on í  í  í  í  .. / permanently disabled since í  í  í  í  í  í   / killed in action on í  í  í  í  .í  í  .

This certificate is issued for the purpose of his / her son / daughter  í  í  í  í  í  í  í  í  í  í  í  í  .øs admission to First Year Diploma 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/Air force.

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

Shri / Smt. í  í  í  í  í  í  í  í  í  í  í  í  í  í  í  í  .. is transferred to í  í  í  í  í  í  í  .in Maharashtra State vide transfer order No í  í  í  í  í  í  í  í  í   Dated í  í  í  í

He / She has joined duty in Maharashtra on í  í  í  í  í  í  . And is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter  í  í  í  í  í  í  í  í  í  í  .øs admission to First Year of Diploma courses in Engineering/Technology for the academic year 2015-16.

Outward no. & Date:                                          ( Signature )
Place :                                                   Name & Designation
                                                         of the Head of the office

                            Seal Of the
                            Office

Note : This proforma 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/Air force.

## 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 retrained their family accommodation)**

### CERTIFICATE

This is to certify that Shri / Smt. í í í í í í í í í í í í í í í í í í .. is a member of Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force .
Shri / Smt. í í í í í í í í í í í is presently posted at í í í í í í í í í . His / Her previous posting was at í í í í í í í in Maharashtra State.
He / She has retained family accommodation iní í í í í í í í í 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 í í í í í í í í í í í .øs admission to First Year of Diploma courses in Engineering/Technology for the academic year 2015-16.

Outward no. & Date :                                                                ( Signature )
Place :                                                                        Name & Designation
                                                                        of the Head of the office

Seal Of the Office

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

## Proforma – F

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

**(For P1/ P2/ P3 Candidates)**
**(For Persons with Disability Candidates)**

> Photograph of the candidate showing the Physical disability

### CERTIFICATE

This is to certify that I have examined Mr. / Miss í í í í í í í í í í í í í í í ..on í í í í í í í í . He / She has í í í í í í í í í í í í (Name of the Physical Disability) which comes under the sub category Blindness (P1)/Speech & Hearing impaired(P2)/Orthopedic disorder (P3) Certified that:
The percentage of handicap is not less than 40% and is equal to í í í .%.
The disability is permanent in nature.
The candidate is capable of carrying out all activities related to theory and practical works as applicable to Post SSC Diploma courses in Engineering/Technology without any special concessions and exemptions.
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 admission to First Year of Diploma courses in Engineering/Technology in Maharashtra for the academic year 2015-16.
Outward No. & Date:
Place :                                                                (Name & Signature)
                                Director, All India Institute of Physically Handicapped, Mumbai
                                                        Or
                                Dean/Civil Surgeon of Government Hospital
                                        (Name of the issuing Authority)

**Proforma–F-1**

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

*(For Persons with Disability 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:

The percentage of handicap is not less than 40% and is equal to í  í  í  ..í .%.

The disability is permanent in nature.

The candidate is capable of carrying out all activities related to theory and practical works as applicable to Post SSC Diploma courses in Engineering/Technology without any special concessions and exemptions.

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 admission to First Year of Diploma courses in Engineering/Technology in Maharashtra for the academic year 2015-16.

Recommendations:

(Name and Signature of Issuing Authority)

Outward No. & Date:

Seal of the Office

## Proforma – J

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

**Reference. No. :**                                                   **Date:**

### CERTIFICATE

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

This    certificate    is    issued    for    the    purpose    of    his  /    her    son  /    daughter í í í í í í .í í í í í í í í í .øs admission to First Year of Diploma courses in Engineering/Technology in Maharashtra State for the year 2015-16.

Date:                                                   Head of the Office

Place:
Seal of the Office

## Proforma – K

**(For Jammu & Kashmir Migrant Candidates, staying in refugee camps.)**

**Reference. No.:**                                                   **Date:**
### CERTIFICATE

This is to certify that Mr./ Miss. í í í í í í í í í í í í í í í í í .. belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir.

The details of refugee status is as under.

Ration card Number: í í í í í í í ..

Names of the members on the ration card: í í í í í í í í í í í .

This certificate is issued for the purpose of his / her admission to First Year of Diploma courses in Engineering/Technology for the year 2015-16.

Date:                                                   Head of the Office
Place:                                                   Migrant / Refugee Camp

Seal of the Office

## Proforma – L

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

**Reference. No.:**                                                                          **Date:**

### CERTIFICATE

This is to certify that Mr./ Miss. í  í  í  í  í  í  í  í  í  í  í  í  í  í  .. is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He / She is staying with í  í  í  í  í  í  í  í  í  í  í  í  í  ...................................................................................................... (Name and complete address of the Person with whom the candidate is staying at present)
í  í  í  í  í  í  í  í  í  í  í  í  í  í  í  .. since past í  í  í  ..years.
This certificate is issued for the purpose of his / her admission to First Year of Diploma courses in Engineering/Technology for the year 2015-16.

Date:                                                                          District Collector
Place:
Seal of the Office

## Proforma - N

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

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

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

Date :
Place :

(Signature)
Name & Designation of the Head of the Office
Seal of the Institute/Office
(Mandatory)

## **PROFORMA-M**

## **Application form for cancellation of admission**

*(To be submitted in duplicate)*

**Date:**

To
The Principal,

| Date | Category | Quota (30%/70%) | M/F | Branch |
|------|----------|-----------------|-----|--------|
|      |          |                 |     |        |

Sir,

Full name of candidate        : í  í  í  í  í  í  ...............................................í  í  í  í  í  í  í  í  í
Course : ...............................í  í  í  í  í  í  . Date of admission :   .................í  í  í  í  ..
Amount of fee paid: Rs. í  í  í  í
Fee Receipt Number and  Date : í  í  í  í  í  í  í  í  í  í  í  ..(Attach Xerox copy)

Reasons for cancellation of admission

1) I have secured admission í  í  í  í  í
2) On personal grounds í  í  í  í  í  í  ..

Undertaking:
I am fully aware that after cancellation, I forfeit my claim on admission. I request you to kindly return my original documents and refund the fees paid as per the rules,


í  í  í  í  í  í  í  ..
Signature of candidate
For Office use only :
Full address of the candidate :

| | |
|---|---|
| | |
| | |
| | |
| Telephone No : | |

| | |
|---|---|
| Amount Paid Rs. | |
| Amount Deducted Rs. | |
| Amount refunded Rs. | |
| Cheque No. & date | |
| Bank particulars | |

Signature of Accounts Officer

Received the following original, along with the cheque towards refund of tuition fees :

| |
|---|
| 1 |
| 2 |
| 3 |
| Signature of the candidate |

## Proforma Z

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


This is to certify that Shri. / Ku. _____

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

institute_____(Full name of

the Institute).

This certificate is issued for the purpose of his / her admission to First year Diploma course in

Engineering / Technology for the academic year _____.


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


Date:
Place:
(Signature)
Name & Designation of the Head of the Institute
Seal of the Office

## Performa-T

This certificate shall be issued on letter head of institute

Ref.No.                                                          Date :

### NO OBJECTION CERTIFICATE FROM PARENT INSTITUTE

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

**Seal of institute**                                                          **Principal**

_____ ____ _____

This certificate shall be issued on letter head of institute

Ref.No.                                                          Date :

### NO OBJECTION CERTIFICATE FROM ADMITTING INSTITUTE

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

**Seal of institute**

**Principal**

## APPLICATION FOR ADMISSION BY TRANSFER

1 Name of the Student ( In Full )    : _____

2 Address for Correspondence with: _____

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

3 Institute & Sem where currently:  _____

 Studying.                          _____

4. Details of the result of last Exam

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

5. Institute where admission by transfer is sought: _____

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

 is sought.                                      Year/ Semester_____

7. Reason for asking the transfer: _____

 of institute  and changer of       _____

 branch (if any)                    _____


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


 Date :                                  Signature of Student


 Documents attached:

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